



Medical Billing & Coding / Insurance Specialist

Course Overview

This 120-hour program trains students to interpret medical records and assign appropriate codes for insurance billing. Key topics include, but are not limited to, medical terminology, insurance claims processing, procedural and diagnostic coding, and legal aspects of healthcare. Students will gain proficiency in ICD-10-CM, ICD-10-PCS, CPT, and HCPCS coding systems, essential for accurate reimbursement and compliance. Attention to detail is critical, as coding directly impacts physician reimbursement.

On-Site Training

Springdale Campus
PetraAlliedHealth.com
3889 Willowood Ave.
Springdale, AR 72762

Admissions Office
(479) 750-9876
(800) 785-9876

Online Training

PetraMedicalCollege.com
(501) 294-2130
Team@PetraMedicalCollege.com

Admission Requirements

- Complete the application and agree to the terms outlined in the “Class Registration Form” and the corresponding Program Bulletin.
- Be at least 17 years old. If under 18, a parent or guardian must sign the registration form.
- Be enrolled in High School, or process a high school Diploma, GED, or equivalent.

Recommended Preparatory Courses

While not mandatory, Petra Allied Health recommends completing Petra Medical College’s online courses in Medical Terminology and Anatomy & Physiology prior to enrolling in this program. These foundational courses provide essential knowledge that can enhance your understanding and performance in the program. For more information and to view course details, please visit PetraMedicalCollege.com/courses.

Tuition, Books and Fees

- \$50 – Non-refundable Registration Fee (due at time of admission, transferrable one time)
- \$2,200 – Tuition
- \$590 – Textbook including Manuals (may be purchased at the school)

TOTAL: \$2,840

Certification Fees

- \$105 – AAH National Certification (payable to AAH on the last day of class)

Payment Plans / Financial Assistance

Tuition and fees are due in full on or before the first day of class unless you enroll in a payment plan. We offer both a two-payment and a four-payment plan, which divide tuition and lab fees accordingly. Both plans include a finance fee of 2% of the tuition only, which, along with the book costs, is to be included in the first payment. For details on payment plans or financial assistance, please contact the admissions office prior to the first day of class.

Required Text

- Insurance Handbook, Text & Workbook, for the Medical Office, 16th Edition
- Medical Terminology: A Short Course, 9th Edition
- Bucks Step by Step Medical Coding, Text & Workbook
- ICD-10-CM for Physicians
- CPT Professional Ed

(Cont. from page 1)

Training Location: All classroom and lab instruction is held at Petra Allied Health, in Springdale, Arkansas, with necessary training materials and equipment provided. Clinical and externships are conducted at approved partner sites under formal agreements with Petra Allied Health, Inc.

Class Schedules: Class schedules are available on campus and online at www.PetraAlliedHealth.com. Petra will not hold classes on the following days: Easter Monday, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Black Friday, and the Christmas holiday break.

Equal Opportunity Institution: At Petra Allied Health educational opportunities and performance decisions are made on the basis of merit and without discrimination to race, color, religion, sex, national origin, age, disability or genetics. Prospective students should be aware that each program offered by Petra leads to employment in fields where certain physical abilities are essential.

School Policies and Procedures

Student Withdrawal/Refund Policy: To withdraw from a class, students must contact the admissions office and complete the *Official Withdraw Form*. Courses student's withdraw from will be marked as "Incomplete" on the student's transcript. Refunds are processed within 30 calendar days from the official withdrawal date, which is considered the last day the student attended class. Books and uniforms are non-refundable. Exam fees are fully refundable unless the exam has already been scheduled.

Refund Calculations:

- Less than 25% program completion: Pro-rated tuition/lab fee refund.
- 25% to less than 50% completion: 50% tuition/lab fee refund.
- 50% to less than 75% completion: 25% tuition/lab fee refund.
- 75% or more completion: No refund.

Attendance: Students must attend at least 85% of classroom sessions and 100% of clinical or externship hours. Certified Nursing Assistant (CNA) students are required to attend 100% of both classroom and clinical sessions. In case of a missed class, students are responsible for contacting their instructor to arrange make-up work. Excessive absences or tardiness may lead to academic probation or dismissal. If a student misses more than 15% of classwork, they must make up the missed work or withdraw and re-enroll in a future class.

Class Cancellation/Inclement Weather: Petra Allied Health, Inc. will not be held liable for class cancellations due to causes beyond its control (e.g., civil disruption, natural disaster). The school reserves the right to postpone classes that are not economically feasible due to low enrollment, in which case students will be notified before the first scheduled class. For inclement weather updates, follow Petra Allied Health on Facebook and Instagram.

Credit for Previous Training/Work Experience: CNA students must re-enroll within 30 days of withdrawal to receive credit for prior training. Allied Health students must re-enroll within six months. Credit will not be granted for previous work experience or training that does not meet these timelines.

Grading & Academic Progress: Students receive a final grade of pass, fail, or incomplete. To pass, students must demonstrate proficiency in required skills and achieve at least a 60% average on written tests. Academic probation may occur if a student's cumulative grade is below 60% at mid-term, if they have been absent for more than 10% of the program duration, or if their performance is considered unsatisfactory. Students on probation must show academic improvement or face potential dismissal from the class.

Student Conduct: Students are expected to maintain professional conduct at all times. Unprofessional behavior, including possession of firearms, weapons, alcohol, illegal drugs, or being under their influence, will result in immediate dismissal. Academic dishonesty, theft, and disruptive behavior are also grounds for dismissal. Students should refer to the *Student Externship and Clinical Agreement* for behavioral expectations in clinical areas. Classroom attire should be "casually nice" and non-revealing. During lab, clinical, or externship sessions, students must wear the designated uniform: CNA, MA, Phlebotomy Technician, and Veterinary Assistant students are required to wear black scrubs during lab and clinical time.

Student Grievance Procedure: Students can access the *Grievance Procedure* on the school bulletin board or request a copy from the admissions office. To file a complaint, contact the School Manager or email COO@PetraAlliedHealth.com. If a student believes appropriate action was not taken to resolve their grievance, they can submit a *Student Grievance Form*, which will be reviewed by the school's board of directors, and if needed file an appeal with Arkansas Division of Higher Education (ADHE) by emailing DHE.Private.Career@adhe.edu. Petra Allied Health, Inc. is licensed by the Arkansas Division of Higher Education, located at 423 Main Street, Suite 400, Little Rock, Arkansas 72201.

Student Insurance, T.B. Testing: Actively enrolled students—those currently attending classes—are covered under Petra Allied Health's student professional liability insurance, applicable solely to their student role. Students participating in clinical or externship assignments may be required to provide documentation of a current negative Tuberculosis (TB) test to their instructor before attending.

Financial Assistance: Petra Allied Health partners with various government and private organizations to assist students in funding their education. Information on available assistance, scholarships, payment plans, can be found on PetraAlliedHealth.com or at the Petra campus.

Employment Assistance: Petra Allied Health is pleased to share known employment opportunities with students and to engage with potential employers regarding Petra programs. However, Petra does not guarantee job placement upon graduation.

Visitors & Pets: Visitors are welcome to stop by the admissions office for information or schedule a school tour. To ensure safety, visitor access is limited to the admissions area. Only actively enrolled students may remain in the building during class hours. Children are not permitted to stay on campus. Pets are prohibited, except with permission in the front office or in the Veterinary Assistant classroom during class hours only.