



## Medical Billing & Coding / Insurance Specialist

### Course Overview

This program prepares students for entry-level roles in medical billing, coding, and insurance processing. Instruction includes reimbursement systems, ICD-10-CM, CPT, HCPCS Level II, evaluation and management coding, specialty coding, insurance billing, claims processing, compliance, and revenue cycle management. Graduates are prepared for employment in physician offices, hospitals, billing services, and insurance organizations and for national certification examinations.

### Total Contact Hours

120 Hours

### Course Format

Didactic instruction with coding practice

### Textbook

1. Elsevier's Insurance Handbook, Text & Workbook for the Medical Office, 17th Ed
2. Bucks Step-by-Step Medical Coding
3. ICD-10-CM for Physicians
4. CPT Professional Edition

### 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**  
(479) 900-5540  
[team@PetraMedicalCollege.com](mailto:team@PetraMedicalCollege.com)

### Course Learning Outcomes

Graduates will be able to:

1. Apply ICD-10-CM, CPT, and HCPCS coding guidelines accurately
2. Assign diagnosis and procedure codes using official conventions
3. Explain reimbursement methodologies and compliance requirements
4. Process paper and electronic insurance claims
5. Interpret explanations of benefits and resolve claim denials
6. Apply insurance billing rules across payer types
7. Demonstrate professionalism, ethics, and compliance
8. Prepare for national medical billing and coding certification exams

### Admission Requirements

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

### Suggested Prerequisites

- Medical Terminology: [PetraMedicalCollege.com](http://PetraMedicalCollege.com)
- Anatomy & Physiology: [PetraMedicalCollege.com](http://PetraMedicalCollege.com)

### Tuition and Fees

- \$50 Non-refundable Registration Fee (due at time of admission, transferrable one time)
- \$190 Textbooks
- \$400 Manuals (Ordered first day of class by school, or optionally by student)
- \$2,200 Tuition

**Total Cost: \$2,840**

### Certification Fees

- \$105 – AAH National Certification (payable to AAH)

### 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.

**Training Location:** Classroom and lab instruction take place at Petra Allied Health in Springdale, Arkansas. Clinicals and externships are completed at approved partner sites under formal agreements with Petra Allied Health, Inc.

**Class Schedules:** Schedules are available on campus and at [PetraAlliedHealth.com](http://PetraAlliedHealth.com). Classes are not held on Martin Luther King, Jr. Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, or during the Christmas break.

**Equal Opportunity:** We are an equal opportunity institution. Admissions and academic decisions are based on merit without discrimination to age, race, color, national origin, disability, religion, marital or parental status, protected veteran status, military service, genetics, or sex (including pregnancy or sexual orientation). Students should note that all programs require certain physical abilities necessary for employment in the field.

### School Policies and Procedures

**Student Withdrawal & Refund Policy:** Students must contact the Admissions Office and submit an *Student Withdrawal/Transfer Form* to withdraw from a class. Withdrawn courses are recorded as "Incomplete" on the transcript. Refunds are issued within 30 calendar days of the official withdrawal date (the student's last day of attendance). Books and uniforms are non-refundable. Exam fees are refundable unless the exam has been scheduled.

**Refund Calculations:**

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

**Attendance:** Students must attend at least 85% of classroom sessions and 100% of clinical/externship hours. CNA students must attend 100% of both classroom and clinical sessions. Missed classes require instructor contact to arrange make-up work. Excessive absences or tardiness may result in probation or dismissal. Students missing more than 15% of coursework must complete make-up work or withdraw and re-enroll in a future class.

**Class Cancellation & Inclement Weather:** Petra Allied Health is not responsible for cancellations due to circumstances beyond its control. Classes may be postponed due to low enrollment, with notice provided before the start date. Inclement weather updates are shared on Petra Allied Health's Facebook and Instagram pages.

**Credit for Previous Training:** Students seeking credit for prior training or coursework must contact the Registrar for evaluation. Approval is determined on a case-by-case basis.

**Grading & Academic Progress:** Students receive a final grade of pass, fail, or incomplete. Passing requires demonstrated skill competency and a minimum 60% average on written exams. Academic probation may occur for a mid-term average below 60%, excessive absences, or unsatisfactory performance. Failure to improve may result in dismissal.

**Student Conduct:** Students must maintain professional behavior at all times. Possession or use of weapons, alcohol, or illegal drugs, or academic dishonesty, theft, or disruptive behavior will result in immediate dismissal. Students must follow conduct standards outlined in the *Student Externship and Clinical Agreement*. Classroom attire should be casual and professional; designated uniforms are required for lab, clinical, and externship sessions.

**Student Grievance Procedure:** The Grievance Procedure is available on the school bulletin board or from the Admissions Office. Complaints should be directed to the School Manager or emailed to [COO@PetraAlliedHealth.com](mailto:COO@PetraAlliedHealth.com). If unresolved, students may submit a *Student Grievance Form* for review by the Board of Directors and may appeal to the Arkansas Division of Higher Education (ADHE) at [DHE.Private.Career@adhe.edu](mailto:DHE.Private.Career@adhe.edu). Petra Allied Health is licensed by ADHE.

**Student Insurance & TB Testing:** Actively enrolled students are covered under Petra Allied Health's professional liability insurance while acting in their student role. Students participating in clinical or externship assignments must provide documentation of a current negative tuberculosis (TB) test or a letter from the local DHS confirming that the TB protocol has been completed.

**Financial Assistance:** Petra Allied Health partners with government and private organizations to help students fund their education. Information on financial assistance, scholarships, and payment plans is available on [PetraAlliedHealth.com](http://PetraAlliedHealth.com) or on 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.