Winter 2022 Cohort
Application Deadline September 10, 2021

Thank you for your interest in the Clackamas Community College Medical Billing and Coding Program. We are happy that you are interested in Medical Billing and Coding as potential careers.

The Medical Billing and Coding program will consist of 3 terms of study including insurance billing, medical coding and other core classes to strengthen your skills for these careers *(please see attached curriculum).* In each term, an overall grade of "C" must be maintained in each course in order to remain in the program.

Throughout this program, students will be exposed to the knowledge to prepare them to sit for the following national certification exams through the AAPC: Certified Professional Biller (CPB) and Certified Professional Coder (CPC). There is an extra charge for these examinations paid directly to the AAPC. AAPC Membership is required.

Begin your application process as early as possible so that you have ample time to complete the packet and requirements. Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. If you have questions regarding the Medical Billing and Coding Program, please contact the Clackamas Community College Health Sciences Department at: healthsciences@clackamas.edu

CCC Admission Policy Statement
Clackamas Community College supports an open door policy and welcomes all students who can benefit from the instruction offered, regardless of their educational background. Prospective students are eligible for admission if they are a high school graduate or have a GED. Admission to the College does not guarantee entrance to all programs. Students seeking to enter a special admit program must meet additional admission criteria. Any student that does not meet the above criteria will not be admitted into the 2022 MBC program.

Program
The Medical Billing and Coding Program is designed to prepare students for entry level positions in a front office healthcare setting. The goal of the Clackamas Community College Medical Billing and Coding Program is to graduate students that have demonstrated competencies in administrative practices as well as demonstrated work ethics and professional values consistent with that of the American Academy of Professional Coders (AAPC).

The program consists of three terms of study. Applicants are advised that a student who has strong reading comprehension skills, enjoys science and math, has the ability to multi-task, and a high degree of attention to detail are required for the successful completion of this program.

Certification
Certification is through the American Academy of Professional Coders (AAPC). The national certification exam(s) and AAPC membership are not included in this program and are a separate charge, paid directly to the AAPC. For more information please visit *www.aapc.com.*

GETTING STARTED

- ➢ After reading the MBC application, contact an Advisor if you have any questions prior to or during the application process by email:

  - ✓ Harmony Advising   philr@clackamas.edu

  - ✓ Oregon City Advising tracy.pantanorumsey@clackamas.edu or advising@clackamas.edu

  - ✓ healthsciences@clackamas.edu

- ➢ Download the application from the website: *https://www.clackamas.edu/academics/departments-programs/medical-billing-and-coding-cc*

- ➢ Review Medical Billing and Coding admission and program requirements as indicated in this application.

- ➢ Gather necessary official transcripts and supporting documents needed for application.

- ➢ It is suggested that each application be read completely before initializing the application process. Your attention to detail will assist you in successfully completing the required application.

- ➢ Only completed applications that meet the application deadline will be considered for admission approval.

ADMISSIONS

- ➢ **Eligibility for admission to the Medical Billing and Coding** program will be based on meeting the stated criteria. Spaces are limited to a 24 seat cohort starting Winter term 2022; therefore, eligibility does not guarantee admission to the program. Submitting an application does not guarantee that applicants have satisfied minimum criteria.

- ➢ Any application submitted after the deadline will be considered on a space-available basis at the discretion of the Health Sciences Department. For questions regarding this please contact healthsciences@clackamas.edu

- ➢ Admission criteria are subject to change from year to year. It is the responsibility of the student to be informed.

- ➢ *The Health Sciences Department reserves the right to establish an alternate list. Students on the alternate list will be notified if space becomes available.*

- ➢ Allied Health personnel will evaluate each application and supporting documents for eligibility criteria.

Medical Billing and Coding Program
Admission Process Checklist 2022
Please use this list to guide you through the steps required to apply for the MBC program

Thank you for your interest in the Medical Billing and Coding program. This is a limited entry program that requires applicants to meet preparatory course requirements prior to being considered for acceptance. This application process is for the 2022 school year as outlined below. The applicant must complete all steps detailed below to be considered for program admission.

The following items must be supplied when requested without exception. Failure to follow the process and outlined timelines will result in not being considered for admission.

The MBC APPLICATION PACKET (February 15 – September 10, 2021)

Completed application packets must be mailed in by September 10, 2021 to the CCC Harmony Campus.

> Mail **completed** application packets (emailed applications are not accepted) to:
> **Clackamas Community College, Harmony Campus**
> **Attention: Medical Billing and Coding Application/Allied Health Admissions**
> **7738 SE Harmony Rd.**
> **Milwaukie, OR 97222**

The completed application should include the following information:

- ☐ Completed 2022 Medical Billing and Coding Program application.
- ☐ $10.00 application fee. Checks, Money Orders, or Cashier's Checks are acceptable forms of payment and should be made out to Clackamas Community College.
- ☐ This checklist.
- ☐ Official College Transcripts: Students must have completed the program preparatory courses: WR-121, MA-110, and BI-120 to be eligible to apply for the program. CCC transcripts do not need to be included.
  - ✓ Only completed application packets will be processed allowing applicants to be considered for program admission.
  - ✓ All application supporting documents are required regardless of age, educational background or experience.
  - ✓ September 24, 2021: Successful candidates will receive an email notification of program admission.
  - ✓ **Please take the time, even though you do not know if you will be admitted, to fill out your FAFSA (financial aid) eligibility information as soon as allowable for application year. The deadlines for particular grants are as early as February. Being proactive helps ensure you have the opportunity to be awarded money to help with program costs. Visit http://www.fafsa.ed.gov**
  - ✓ **Please visit our scholarship department if you are interested in finding out more about scholarships. http://www.clackamas.edu/Scholarships/**

- ☐ Upon receipt, your application will be screened by a selection committee and scored. Scoring is based on having exceeded, met, or failed to meet all required steps.

<u>**Orientations: June 8, 2021 and August 4, 2021**</u>

Candidates who are interested in applying for this program are strongly encouraged to attend an orientation meeting held on Zoom on the following dates: <u>**June 8, 2021**</u> from 6:00 pm – 6:30 pm or <u>**August 4, 2021**</u> from 6:00 pm – 6:30 pm. If you are interested in joining an orientation or just want more information on the program, please email Cindy.Garner@Clackamas.edu or Stephanie.Wiseman@Clackamas.edu.

At this time all requirements for the program will be discussed. Topics include but not limited to:

☐ Program Outline
☐ Supply list and approximate cost of program
☐ Financial aid

<u>**EMAIL OF OFFER OF ACCEPTANCE IN TO THE MEDICAL BILLING AND CODING PROGRAM**</u>
Candidates who successfully complete their application within the requirements stated herein and are accepted in to the MBC program will be sent an email of offer of acceptance on or before September 24, 2021.

☐ Photo release form

<u>**UPON ACCEPTANCE**</u>

☐ All application materials and proof of requirements must be mailed in, as a complete packet, by September 10, 2021 to be considered for admission.
☐ An official email notification of offer of acceptance into the program will be sent to accepted applicants by the Allied Health Admissions office by September 24, 2021.
☐ The accepted students must submit the Statement of Intent prior to the first day of class.
☐ For questions, please email Cindy Garner, Program Director, at cindy.garner@clackamas.edu.

Clackamas Community College

Medical Billing and Coding Application for Admission Winter Cohort 2022

Date: _____

CCC Student I.D.# or SS# _____

Birthdate * _____
     MM   DD   YYYY

Providing your Social Security Number (SSN) is voluntary. If you provide it, the college will use your SSN for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your Social Security Number means that you consent to the use of the number in the manner described.

Formal Name _____
     Last   First (i.e. Anthony)   Middle   Preferred (i.e. Tony)

Mailing address _____
     Address   City   State   County   Zip

Telephone _____
     Home   Cell   Work

Email address _____

Residency/Student Type
Required for tuition purposes

- ☐ **In State (**US citizen or permanent resident of Oregon, CA, ID, WA, or NV 90 days prior to first day of class.)
  - ☐ Immigrant ☐ Refugee ☐ Other
- ☐ **Out of State:**
  - ☐ US citizen and permanent resident outside of Oregon, CA, ID, WA, or NV
  - ☐ International visitor (B, J, H or other nonstudent Visa)
  - ☐ International student (requires I-20)

CCC would appreciate your response to the following:

Gender ☐ Male ☐ Female

What will you be studying? (program title and code).

Medical Billing and Coding Program
     Program Title

Educational Goals
- ☐ Earn a degree/certificate
- ☐ Transfer classes
- ☐ Learn job skills
- ☐ Update job skills
- ☐ High school completion/GED
- ☐ Explore career/academics
- ☐ Reading/writing/math skills
- ☐ Learn English language
- ☐ Personal interest
- ☐ Other _____

Ethnicity
- ☐ Hispanic or Latino
- ☐ Not Hispanic or Latino

Race
(Choose all that apply)
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White

High School/GED Completion
Received High School Diploma _____
     Name of School   *Location*   *Graduation Date*

☐ **I certify that I have graduated from high school or passed the GED exam.**

Previous Colleges Attended:

Name of School	Dates	Location	Award
_____	__/__/__	_____	_____
_____	__/__/__	_____	_____

Please answer the following questions: *(For statistical purposes only)*

1. Are you the first person in your family to attend college? ☐ Yes ☐ No
2. What is your household income? ☐ $0-$15,000 ☐ $15,000-$30,000 ☐ $30,000-$50,000 ☐ $50,000+
3. What is your employment status? ☐ Employed 35 hrs/week or more ☐ Retired ☐ Employed less than 35 hrs/week ☐ Not employed
4. Are you a veteran of the U.S. Military _or_ do you have a family member who is a veteran? ☐ Yes ☐ No

Certification of application information and academic standards policies.

I have read and understand the admission criteria for the Clackamas Community College Medical Billing and Coding program. I verify that all statements on this application are complete and true. I accept and agree that I will be required to sign an Individual Professional Standards Acknowledgement form prior to my entry into the program. Further, I certify that I am aware that I must have physical and mental abilities necessary to provide safe client care, visual acuity, hearing, speech, manual dexterity, physical strength (ability to lift 50 lbs.), and endurance to be successful in the program.

_____   _____
     Signature   *Date*

_____
     Print Name

CCC Harmony Campus 7738 SE Harmony Road, Milwaukie, OR 97222

Medical Billing and Coding
3 TERM PROGRAM CURRICULUM
Winter 2022

PROGRAM PRE-REQUISITES – 12 Credits

WR-121	English Composition	4 Credits
BI-120	Introduction to Human Anatomy & Physiology	4 Credits
MA-110	Medical Terminology	4 Credits

Medical Billing and Coding Core Requirements

Winter Term

MBC-115	Insurance Billing & Reimbursement I	4 Credits
MBC-135	Law and Ethics for Healthcare Professions	3 Credits
MBC-120	Introduction to Medical Coding	3 Credits
MTH-060	Algebra I OR MTH 098 College Math Foundations	4 Credits

Spring Term

MBC-116	Insurance Billing & Reimbursement II	3 Credits
MBC-125	ICD-10 Coding I	2 Credits
MBC-126	CPT/HCPCS Coding I	4 Credits
BA-131	Introduction to Business Computing	4 Credits

Summer Term

MBC-225	ICD-10 and CPT/HCPCS Coding II	5 Credits
COMM-218	Interpersonal Communication	4 Credits
MBC-140	Billing and Coding Exam Review	1 Credit

TOTAL PROGRAM CREDITS   **37 Credits**