MEDICAL BILLING AND CODING

GATEWAYCC.EDU/**MEDICAL-BILLING-AND-CODING**

[INFORMATION PACKET**]**

HEALTH SCIENCES

GATEWAY COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE

MARICOPA COMMUNITY COLLEGES

WELCOME LETTER

Dear Student,

Welcome to GateWay Community College! We are excited that you have made the decision to partner with us in your education. To begin your enrollment process, you will be required to complete several pre-admission criteria which are outlined in this packet. These criteria can often take students several weeks to complete, therefore we recommend that you begin to work on this right away to prevent any delays in enrollment.   To help you move through these steps as quickly as possible, you should work on multiple criteria simultaneously. Additionally, please take careful consideration to read all pages of this packet in its entirety as it contains valuable information that will help to answer questions you may have.

You must work closely with your Advisor, Debra Phillips, to complete the pre-admission criteria and reading placement requirements to avoid a delay in enrollment. Debra may be reached at (602) 238-4367 or debra.phillips@gatewaycc.edu.

In order to ensure that you receive program notifications and information, all student contact information must be accurate and updated in your Student Service Center accessed through https://www.maricopa.edu/students. All correspondence will be sent to your Maricopa Student Email.

Again, thank you for partnering with us in your education. Should you have any questions, please do not hesitate to reach out to us for assistance. We are here to help you succeed!

Sincerely,
The Healthcare Team

College Website: http://www.gatewaycc.edu

MBC Program Website: https://www.gatewaycc.edu/degrees-certificates/medical-billing-and-coding

College Advising: gatewaycc.edu/advising; 602-286-8600; advisor@gatewaycc.edu

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Program Overview

At GateWay, we take the most direct path to help you land your dream career. With our clock programs, you can earn a certification in your desired field in as little as six months. You will learn by doing and receive hands-on training from industry professionals.

Our knowledgeable instructors and state-of-the-art facilities help ensure you will have the skills you need to save a life, create a style, reduce other's stress, build a shelter, machine future technologies, and so much more.

Medical Billing and Coding

If you are detail-oriented and love organizing and categorizing, consider a career as a medical coder. Being a medical billing and coding specialist involves taking medical procedures and the descriptions of injuries and diseases and converting them into numeric or alphanumeric codes. A medical facility or practice relies on accurate coding for timely payments and proper patient treatments, especially when different practitioners are involved.

The Medical Billing and Coding physician-based program will prepare you for this vital role as a medical biller and medical coder in a physician's office, hospital, or medical treatment facility — such as a surgery center or outpatient clinic. As well as learning to bill and code accurately, you will become familiar with health information technology and compliance standards. You will also learn anatomy and physiology, pathophysiology, pharmacology, and medical terminology as they apply to medical billing and medical coding. After graduating from the program, you will be eligible to take a national certification exam for medical billing, medical coding, or both.

The need for competent medical billers and medical coders continues to grow. Take the first step toward a new and rewarding career as a coding specialist by enrolling in the Medical Billing and Coding program today.

Visit [Medical Billing and Coding | GateWay Community College](#) for more information.

Information Sessions

For more information on your program of interest, please attend one of the virtual information sessions. Participation in virtual information sessions is required (for some programs) and strongly suggested before enrollment. ***Participation in an information session prior to contacting an Advisor is highly recommended.***

Attend a Virtual Information Session:

· Visit https://www.gatewaycc.edu/virtual-sessions to register for a virtual information session:

To meet the advisor for the Medical Billing and Coding program use the online scheduling tool listed below:

- Self-schedule an appointment with advisor **Debra Phillips** https://maricopa.craniumcafe.com/group/clock-hour-advisors-/scheduler (Debra Phillips phillipsdm@gatewaycc.edu)
- Email advising: advisor@gatewaycc.edu
- Or call the Front Desk (602) 392-5401

For a complete listing of Clock Enrollment Steps, visit gatewaycc.edu/enroll/clock-enrollment-steps.

Instructor Meet and Greet

Join us in-person every Wednesday from 2:30 p.m. to 3:30 p.m. at the SouthWest Skill Center for a chance to meet with the instructors and learn more about the program!

- Check-in at the SouthWest Skill Center Front Desk when you arrive.
- Please arrive early. Arrival more than 5 minutes late will result in not being permitted to attend.
- Sessions are not held when GateWay is closed for a holiday.

Please click here to pre-register.

Apply for Program

If you are just starting college or new to Maricopa Community Colleges, or you already have an account and need to complete an application, reapply visit www.gatewaycc.edu and follow the directions below to apply for the program.

- Select "Apply Now" at the top of the page, in the banner.
- New Students click "New Student" and follow prompts
- Prior MCCCD Students click "Returning Student" and login. If you cannot remember your MEID and password, click "Forgot your Username?" and/or "Forgot your Password?" for assistance.

Application:

Enter/Verify Current Information	
Primary College of Interest	**GateWay Community College**
Field of Interest	**Health Sciences**
Primary Reason for Attending:	**Get a Certificate**
Select a Plan	**Medical Billing and Coding: Physician Based (Day) (CER)**
Select Expected Start	**Select Academic Year**

Please contact Enrollment Services at (602) 286-8200 if assistance is needed.

Assessment and Placement Information

Student assessment helps us put you in the appropriate college classes in English, math, reading, or English as a Second Language (ESL) so you have a solid start to your educational career. At Maricopa Community Colleges, we use multiple measures like your high school GPA, GED scores, or college entrance exam scores, such as the ACT or SAT. We also provide placement testing through the EdReady online placement tool. And, we have placement information and options if you are a student in the English as a Second Language (ESL) program.

Visit https://www.maricopa.edu/students/assessment-placement for more information.
To reach the Testing and Essential Skills Center visit https://www.gatewaycc.edu/testing, email testing@gatewaycc.edu, or call (602) 286-8160.

Reading Placement (need one of the following)

- High School GPA 2.5 or higher
- EdReady Critical Reading Score of 90 or above
    - https://www.gatewaycc.edu/testing
- ACT Reading Score of 22 or higher
- ACCUPLACER Next Gen Reading: 249 or higher
- ACCUPLACER Classic Reading: 92 or higher
- ASSET Reading†: 47 or higher
- COMPASS Reading†: 91 or higher
- GED Reasoning Through Language Arts Score: 175 or higher

Request Enrollment

Using your Maricopa Student Email address, email an enrollment request to:
mailto:clockenroll@gatewaycc.edu
In your email, be sure to include:
- Program name and desired start date
- The funding source you intend to use to pay for your classes (self-pay, FAFSA, VA benefits, etc.)

Enrollment is based on eligibility, completed documents, and space in the program.

Financial Aid Eligible Programs

A student's goal of attaining higher education shouldn't be out of reach because of cost. GateWay Community College Financial Aid Office's goal is to provide resources for students to find the funding needed to help pay for their educational expenses, including tuition, fees, and books.

Apply for Financial Aid (if this is the method you plan to use to pay for your program)

- If applying for Financial Aid; visit the following website: www.fafsa.gov
- Use Gateway school code: E00701 (Clock Hour Programs)
- For Financial Aid assistance please call (602) 286-8117 or email finaid@gatewaycc.edu

Note: Confirm that all of the "To Do" items on MCCCD Student Center have been completed and cleared in order to be eligible to be awarded for financial aid.

It is suggested that you are enrolled prior to applying for Financial Aid. Financial Aid can take up to 2-4 weeks to be processed. You will be required to have Financial Aid in place at a minimum of two weeks before your program begins. If your Financial Aid package is not complete you will be required to set up a payment plan until your package is ready. Please see Payment Options for information on paying for your program.

For additional information, visit https://www.gatewaycc.edu/pay-college/financial-aid and/or https://www.gatewaycc.edu/pay-college/financial-aid/financial-aid-faqs.

Uniforms and Professional Appearance

- Students are required to wear GWCC Medical Billing and Coding Program Logo, Ceil blue colored scrub tops and matching scrub pants/skirt.
- For uniform orders: Apparel Pro USA website:
  - Skills Center Students - Gateway Skills Center - Apparel Pro Health Care Wear
- Shoes must be either all white or all black sneakers made of a non-absorbent material (leather-like, no absorbent fabric, no holes).

FINANCIAL INFORMATION

Program Costs *

REQUIRED TUITION AND FEES

PROGRAM TUITION AND FEES	Medical Billing and Coding
Registration Fee	$ 15.00
Tuition Clock Hour	$ 4,020.00
Course Fees	$ 155.00
TOTAL Tuition & Fees	$ 4,190.00

ADDITIONAL EXPENSES ESTIMATED COST

ADDITIONAL EXPENSES	ESTIMATED COST
Books (Block 1)	$111.00
Books (Block 2)	$400.00
Uniform (approx. cost per uniform top & bottom)	$35.00+
AAPC Membership AAPC CPC or CPB Certification Exam These exams are optional (not required for certificate of completion of program). Medical billing does not require certification for employment. Medical coding DOES require certification for employment.	$210.00 $349.00 (each)

Please note that these are only estimates and may change. Additional fees may apply.

Payment Options

Once you register for your classes, you will need to pay your tuition. There is no single best way to pay your tuition, but knowing your options will help you create a plan that works best for you.

Take action early if you plan to apply for financial aid or need to set up a payment plan. Be sure to monitor your Maricopa student email and Student Center regularly for new payment balances, due dates, and other updates, such as financial aid awards.

Students are responsible for the total program cost, which includes tuition and fees, out-of-pocket expenses, and any additional expenses associated with this program. Each student is expected to secure sufficient financial aid or Agency funding for their tuition and fees, and/or establish a payment plan during their enrollment.

We understand that the process of paying for college involves many steps. Because tuition & fees are due before classes start, we have compiled the following list of payment methods now accepted by the College.

Please Note: You will not be able to obtain your certification until your tuition & fees are paid in full.

 For payment options and timeframes, visit https://bit.ly/GWCCWaysToPay

Scholarship Information and Alternate Funding Sources
- Visit https://www.mcccdf.org/scholarships/ for more information
- For details regarding scholarship opportunities, please visit https://www.gatewaycc.edu/scholarships

What you should know about payment plans:
- This is not a loan program
- No interest or finance charges will be assessed
- No credit check
- Down payment is required
- Divides payments over time period

Contact Student Business Services for details at (602) 238-4347 or (602) 286-8277, as payment plans differ depending on the program.
- 10% down payment due 30 days prior to start date
  - 1 – 6 scheduled payments require 10% down payment plus $25 enrollment fee*
  - 7 – 12 scheduled payments require 10% down payment plus $45 enrollment fee*

Payment Plans must be set up online through your Student Center. All payment options require an immediate (same-day) down payment. If you choose to sign-up for the payment plan, please do so before your tuition due date, otherwise, your classes may be dropped.

* Nelnet payment plan enrollment fee is non-refundable

You May Pay Your Tuition & Fees By:
- Automatic Bank Payment (ACH) - This is a pre-approved bank-to-bank transfer of funds from your checking or savings account, processed on the 5th of each month until your balance is paid in full within your enrollment period.
- Credit Card - Monthly payments will be automatically charged to your credit card, processed by American Card Services, Inc. on the 5th of each month until the balance is paid in full within your enrollment period. eCashier registration is available online with this option

Use this link to pay for College gatewaycc.edu/pay-college

Your Financial Account

- For your convenience, you can view your financial account activity in your Student Center located at Students | Maricopa Community Colleges
- Credit/debit payments can be made online through MCCCD Student Center, in person at Student Business Services Department, or over the phone at (602) 238-4347 or (602) 286-8277
- Cash/check payment can be made in person at the Student Business Services Department (Check website for hours).

Payment Reminders

If you applied for and received financial aid, please check your student center to determine if you have any To Do List items as this may prolong being Awarded.
- Students unable to secure financial aid prior to their start date will be required to utilize a payment plan or third-party funding source.
- Your seat will not be secured until you have verified funding for your program. Failure to secure your seat by your due date may result in a drop from your program for Non Payment.
- Continued enrollment in the program is contingent upon the ability to secure tuition funding. Students who do not adhere to tuition payment guidelines will be withdrawn from the program.
- Students who are withdrawn prior to the program start date due to failure to comply with tuition payment guidelines will void their seat in class and it will be given to the next student in line who is on the waitlist.

Refund Policy

Students who officially withdraw from classes within the withdrawal deadlines listed below will receive a 100% refund for tuition, course and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

Visit this webpage for additional information:
https://www.maricopa.edu/students/tuition-payment-information/student-refunds

How to Obtain a Refund

When dropping classes, you must officially do so during the refund period to be eligible for a refund. You can do this online using your Online Student Center or in person at your college's Admissions, Records, and Registration office.

Once you have officially dropped from your classes, and if you are eligible for a refund, you must contact Student Business Services at your college to receive your refund.

Student Business Service processes all refunds. All refunds of cash, check, and checking/saving payment plan payments are issued through the Maricopa Student Refund Program (MSRP). No refunds of cash are available. Refunds of credit card payments will be made only to the credit card on which the original payment was processed.

To ensure you receive your refund as quickly as possible, make sure your current address is correct, and update it if necessary in your Student Center in the Personal Information section.

If financial aid was used to pay your tuition, you may receive a refund via your selected refund method for any funds remaining after your tuition, fees, and other charges have been paid.

Click this link for additional information:
https://www.maricopa.edu/students/tuition-payment-information/student-refunds

Disability Resources

Students with disabilities who believe that they may need accommodations in a class or program must contact the Disability Resource Center (DRC) at Gateway at (602) 286-8171. The Director of Disability Resources, Learning, & Testing Services is responsible for determining a student's eligibility for services and will notify the faculty in writing of the accommodations requested. During the first class session, faculty members shall announce that students may meet with them during office hours if they need special accommodations for a disability. If you have a question or concern, please contact the DRC.

gatewaycc.edu/disability-resources | email: disability.services@gatewaycc.edu | 602-286-8171

Medical Marijuana Policy

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including clinical externship and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108, which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational externship - will be subject to disciplinary action and criminal prosecution.

Urine drug screens are required of students prior to attending healthcare clinical externship. Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled Veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

Notice

GateWay Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication