

# UA COSSATOT

## MEDICAL BILLING AND CODING PROGRAM

### CONTINUING EDUCATION APPLICATION FOR ADMISSION

APPLYING TO THE MEDICAL BILLING AND CODING PROGRAM IS EASY! SIMPLY FOLLOW THESE STEPS.

#### STEP ONE: REVIEW TRAINING DATES, DAYS AND LOCATION

**MEDICAL BILLING AND CODING PROGRAM**
**DATES/DAYS:** September 3 - November 21 (Tuesdays & Thursdays)

**TIME:** 6:00 pm - 9:30 pm

**REGISTER BY:** August 26

**COURSE NUMBER:** CED 5015 01 241Q

**LOCATION:** De Queen

**INSTRUCTOR:** TBA

#### STEP TWO: PROVIDE REGISTRANT INFORMATION

UA Cossatot has an open admission policy and does not discriminate against any individual based on race, color, religion, national origin, age, sex, or disability. Some information is obtained for the sole purpose of state reporting and/or determining if the college is effectively reaching all segments of the population.

**PLEASE PRINT.**

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

 Have you taken courses at UA Cossatot before?  Yes  No

 NAME \_\_\_\_\_  

First
Middle
Last
Maiden/Other Name Used

 MAILING ADDRESS \_\_\_\_\_  

City
State
Zip

E-MAIL ADDRESS(ES) \_\_\_\_\_

 GENDER:  Male (1)  Female (2)      BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_

HOME PHONE \_\_\_\_\_      WORK PHONE \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_      EMERGENCY PHONE \_\_\_\_\_

 ETHNICITY:  Asian or Pacific Islander (1)       Black [Non-Hispanic Origin] (2)  
 American Indian or Alaskan Native (4)       White [Non-Hispanic Origin] (5)  
 Hispanic (3)       Non-Resident Alien (6)  
 Unknown (9)

 RESIDENCY/CITIZENSHIP STATUS (required for financial aid recipients):  Non-Permanent Resident/Non-US Citizen  
 Permanent US Resident/US Citizen

 HIGHEST LEVEL OF EDUCATION:  High School  GED  Some College, \_\_\_\_\_ Credit Hours  
 Associate's Degree  Bachelor's  Master's  Doctorate

#### STEP THREE: CHOOSE A PAYMENT METHOD

A total of \$1,899 is due at time of registration. This includes tuition and textbooks.

 CASH, CHECK, or MONEY ORDER. *Please make checks and money orders payable to UA Cossatot.*
 SPONSORSHIP. *Attach a Continuing Education Third Party Billing Application. This form can be found in the resource section at [www.cccua.edu/conted](http://www.cccua.edu/conted) or by request at [ContinuingEducation@cccua.edu](mailto:ContinuingEducation@cccua.edu) or (870)-584-1178. Tuition cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed.*
 CREDIT/DEBIT CARD  VISA  Master Card  Discover

Card # \_\_\_\_\_      Expiration Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

### STEP FOUR: PROVIDE AUTHORIZATIONS & ACKNOWLEDGEMENTS

- ✓ Verify I have read, understand, accept and will comply with the Medical Billing and Coding Program Guidelines (Medical Billing and Coding TPG 09032024). Program representatives have answered any questions I have concerning the guidelines and how they apply to me to my satisfaction.
- ✓ Confirm I have attained a high school diploma or General Education Development (GED) Certification.
- ✓ Declare the information provided on this form is true and accurate to the best of my knowledge. I further understand that any misrepresentation or incorrect information provided can result in denied admission or withdrawal from the program.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IF YOU WILL HAVE A SPONSOR FOR THE PROGRAM, PLEASE HAVE THE SPONSOR COMPLETE THE FOLLOWING PRIOR TO SUBMITTING THIS APPLICATION FOR ADMISSION.**

If you have more than one sponsor, you may make a copy this page (Page 2 of 2, Medical Billing and Coding Program Application for Admission) and submit as many completed authorization and acknowledgements as you wish. Copies may also be obtained upon request to Continuing Education Services.

**[SPONSOR]** With my signature below, I hereby:

- ✓ Declare my organization will sponsor the registrant named in section two in the Medical Billing and Coding Program Application for Admission as is evidenced by the attached Continuing Education Third Party Billing Application.

*Note: Continuing Education Third Party Applications are available in the resource section at [www.cccua.edu/conted](http://www.cccua.edu/conted) or by request at [ContinuingEducation@cccua.edu](mailto:ContinuingEducation@cccua.edu) or (870) 584-1178.*

- ✓ Verify I have read, understand, and accept the Medical Billing & Coding Program Guidelines (Medical Billing and Coding TPG 08032024). Program representatives have answered any questions that I have concerning the guidelines to my satisfaction.

**Printed Name of Authorized Agent:** \_\_\_\_\_

**Signature of Authorized Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### STEP FIVE: SUBMIT YOUR COMPLETED APPLICATION FORM ADMISSION

Submit a completed Medical Billing and Coding Program Application for Admission and payment of tuition or a completed Continuing Education Third Party Billing Application to: Continuing Education Services, Cossatot Community College University of Arkansas, 183 College Drive, De Queen, AR 71832, or fax it to (870) 584-1178.

**The Following Medical Billing and Coding Program Resources  
May Be Kept For Future Reference**

# UA COSSATOT MEDICAL BILLING AND CODING PROGRAM GUIDELINES



This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third-party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS).

### **Course Cost**

A total of \$1,899 is due at time of registration and includes tuition and textbooks. Students are expected to bring notebook and pen to each class meeting.

### **Entrance Requirements**

Cossatot Community College of the University of Arkansas seeks to meet the needs of the public by providing open enrollment into the Medical Billing and Coding Program. To be admitted into the program you will need to:

- (1) Have a high school diploma or General Education Development (GED) Certification
- (2) Submit a completed Medical Billing and Coding Application for Admission
- (3) Submit payment for tuition and textbook

OR

a completed Continuing Education Third Party Billing Application to Continuing Education Services on or before the "register by" date. This form can be found in the resource section at [www.cccua.edu/conted](http://www.cccua.edu/conted) or by request at [ContinuingEducation@cccua.edu](mailto:ContinuingEducation@cccua.edu) or (870)-584-1178. Tuition or textbook fees cannot be deferred for students who receive reimbursement directly from an employer or other entity nor can individuals be billed as a third-party. Sponsors complete the authorization and acknowledgment section of the Medical Billing and Coding Program Application for Admission to accept the Medical Billing and Coding Program Guidelines and a Continuing Education Third Party Billing Application to establish a billing agreement.

### **Enrollment**

The submission of a completed Medical Billing and Coding Application for Admission along with payment of tuition and textbooks (or an authorized sponsorship) to Continuing Education Services by the "register by" date is essential for processing requests for admission and enrollment into a course section. UA Cossatot seeks to provide learning opportunities for a variety of age groups. However, unless stated otherwise, students under the age of 18 will need prior approval from Continuing Education Services to register.

An admission advisor provides admission status updates as applicable. Applicants approved for admission may finalize enrollment in a course section with payment of tuition. Class sizes are limited and filled on a first-come first-serve basis. Early enrollment is encouraged to best ensure acceptance into the program.

### **Attendance Policy**

The Medical Billing and Coding Program is a fast-paced intensive program with stringent attendance requirements. The 80 hours of instruction must be completed in its entirety to successfully the program. Students are expected to arrive promptly and be present for each class. Any class session or activity missed whole or in part, regardless of cause, reduces the opportunity for learning and may adversely affect a student's ability to meet the learning outcomes required to receive a Certificate of Completion. Persons with life or health conditions that may hinder attendance may wish to delay application for admission until a strong commitment to attendance can be made.

If an emergency arises, students must contact their instructor as early as possible prior to the start of class to best ensure arrangements can be made to make-up missed instruction time. Make-up sessions are subject to the availability of an instructor and are not guaranteed; therefore, students who are late or miss class for any reason are not guaranteed they will be able to make up missed instruction time or successfully complete the course. Students that are absent from two (2) or more sessions, without scheduling and /or attending make-up sessions, may be subject to expulsion from the program.

If provision for supplemental training is requested and/or required in order to meet course requirements, the student shall be responsible for the costs incurred including payment of a classroom instructor hired by Continuing Education Services.

In some cases, supplemental instruction experience may only be available at a site distant from the student's home campus. Students are responsible for their own transportation and other associated costs should they accept these arrangements.

### **Class Participation**

Students are required to participate in 80 hours of instruction.

### **Dress Requirements/Student Conduct**

Students are preparing for professional careers; therefore, each student is expected to dress and groom themselves in accordance with accepted social and business standards. The following dress and grooming guidelines are applicable to all in-person sessions:

- Heavy perfume or other potentially offensive odors are not acceptable.
- Students are not to come to class smelling of cigarettes; breath should be fresh after coming in from break.
- Hair should be clean and pulled back if long.
- Professional business attire should be worn during the pinning ceremony.

Failure to observe the dress code and/or failure to comply with other program guidelines will result in termination from the program.

*Note: Students have access to the college's course catalog and handbook at [www.cccua.edu/catalog](http://www.cccua.edu/catalog). It is the responsibility of the student to carefully read the publication and be aware of the rules, regulations, etc.*

### **Requirements for Successful Completion**

- (1) Attend required training sessions
- (2) Complete all required quizzes and assignments
- (3) Demonstrate safe practice
- (4) Comply with program guidelines
- (5) Achieve a passing grade of 76% or greater

### **Certifications**

Upon successful completion of this course, students will be awarded a *certificate of completion* issued from *Cossatot Community College University of Arkansas*.

**NWCA National Certification:** This program meets the necessary requirements to take the National Workforce Career Association (NWCA) Medical Billing & Coding Specialist (MBCS) Exam

### **Inclement Weather**

In the event that the area weather is so severe the College feels that life and property may be in danger, classes may be cancelled until weather and road conditions improve. We strive to distribute announcements regarding closures to our students, faculty, and staff in a timely fashion. Announcements regarding College closings will be made through college social media accounts and over the following radio stations: in De Queen KDQN 92.1 and KTYC 88.5 and in Nashville KMTB 99.5 and KBPU 88.7.

### **Refund Policy**

Tuition is fully refundable up to the "register by" date. Our goal is to ensure the greatest opportunity for participation in courses; however, late registration cannot be guaranteed and is non-refundable. A full refund of tuition will be issued automatically, and registrants will be notified, if a class is cancelled by UA Cossatot due to insufficient enrollment or other unforeseeable reason prior to the start of the course. UA Cossatot reserves the right to reschedule, cancel, and appoint an alternate instructor for all classes.

It was and will not be possible for the College to foresee, plan for, or mitigate all the consequences unforeseeable circumstances may have or cause. Should an unforeseeable event impact training, when feasible, training events and services are not cancelled but rescheduled as soon as practical. In the event a course is cancelled after it has started, tuition is prorated excluding nonreturnable books, supplies, and equipment. The rate is computed by dividing the total hours of scheduled training and services divided by the percentage of hours not rendered.

### **General Information**

UA Cossatot continues to monitor the prevailing health conditions for our local area. Faculty, staff, students, and visitors will be required to wear face coverings while in campus facilities when prevailing local health conditions warrant it.

# UA COSSATOT MEDICAL BILLING AND CODING PROGRAM SCHEDULE

**Location: 183 College Drive, De Queen, AR 71832**

Tuesday	September 3	6:00pm – 9:30pm
Thursday	September 5	6:00pm – 9:30pm
Tuesday	September 10	6:00pm – 9:30pm
Thursday	September 12	6:00pm – 9:30pm
Tuesday	September 17	6:00pm – 9:30pm
Thursday	September 19	6:00pm – 9:30pm
Tuesday	September 24	6:00pm – 9:30pm
Thursday	September 26	6:00pm – 9:30pm
Tuesday	October 1	6:00pm – 9:30pm
Thursday	October 3	6:00pm – 9:30pm
Tuesday	October 8	6:00pm – 9:30pm
Thursday	October 10	6:00pm – 9:30pm
Tuesday	October 15	6:00pm – 9:30pm
Thursday	October 17	6:00pm – 9:30pm
Tuesday	October 22	6:00pm – 9:30pm
Thursday	October 24	6:00pm – 9:30pm
Tuesday	October 29	6:00pm – 9:30pm
Thursday	October 31	6:00pm – 9:30pm
Tuesday	November 5	6:00pm – 9:30pm
Thursday	November 7	6:00pm – 9:30pm
Tuesday	November 12	6:00pm – 9:30pm
Thursday	November 14	6:00pm – 9:30pm
Tuesday	November 19	6:00pm – 9:00pm
Thursday	November 21	6:00pm – 9:00pm
(Certification Exam)		