Medical Coder/Biller

Mission

The mission of this program is to provide students with the best quality training in order for them to achieve their career goals in the health care industry.

Length 1,110 Hours

Program (H170529) consists of a planned sequence of courses

- **Introduction to Health Information Technology** – Course HIM0009 (90 hours) – Students will learn safety procedures, employability skills, communication skills, interpersonal skills, basic mathematics, science, computer literacy, the profession of health information management, and basic health information technology.

- **Medical Coder/Biller, 1 of 3** – Course HIM0091 (350 hours) – Students will achieve a high level of knowledge and comprehension of medical terminology, human anatomy and physiology, and the fundamentals of the disease process.

- **Medical Coder/Biller, 2 of 3** – Course HIM0092 (350 hours) – Students will demonstrate proficiency in the use of ICD and CPT coding systems, the utilization of medical coding references, and will be able to explain the significance of health information services.

- **Medical Coder/Biller, 3 of 3** – Course HIM0093 (320 hours) – Students will demonstrate the following: ethical and legal principles with regard to the use of medical records, computer skills, safety and security specific to health information, and an understanding of medical billing.

Medical Coder/Biller Distance Education

Pinellas Technical College offers the Medical Coder/Biller program in an online format only. Prospective students should have proficient computer skills to enroll in this program. Students are expected to complete a required number of online lessons every week. For more details visit: www.myptc.edu (Online Programs and Courses page).

Articulation Agreement(s)

- St. Petersburg College Health Information Technology, A.S. Degree

Industry Certification(s)

- Graduates are prepared, and eligible to sit, for the *National Healthcareer Association (NHA) Certified Billing and Coding Specialist (CBCS) certification exam* as well as the *American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) certification exam*

- After three years of work experience, individuals may sit for the *AHIMA Certified Coding Specialist (CCS) certification exam* (professionals skilled to work in a hospital setting

- Graduates, with work experience and expertise in physician-based settings, may also obtain the title of *Certified Professional Coder (CPC)* or *Certified Professional Coder Hospital (CPC-H)* by sitting for these certification exams offered through the *American Academy of Professional Coders (AAPC)*

Related Resources

- O-NET Online (U.S. Department of Labor) Occupational Data for *Medical Records and Health Information Technicians* – www.onetonline.org/link/summary/29-2071.00

Application Packet

Health Science programs at Pinellas Technical College have very specific application criteria and deadlines.
This comprehensive application packet is VALID ONLY FOR:

Medical Coder/Biller | St. Petersburg
Online

Student Services | St. Petersburg Campus

Monday & Wednesday	7:00 am – 2:00 pm
Tuesday & Thursday	7:00 am – 7:00 pm
Friday	7:00 am – 1:00 pm

*DUE TO COVID AND SUMMER HOURS THE SCHEDULE HAS CHANGED. If any questions, please contact Arilee Still, Counselor 727.893.2500, x 2523 or **stilla@pcsb.org***

Health Science Application
Application Process (1 of 3)
Medical Coder/Biller

Getting Started *(Completing the Health Science Application Packet)*
Important information, and steps for the application process, listed below.

- Print out ALL pages and CAREFULLY READ through the ENTIRE packet:
  - Review the Health Science Application Process, Dates & Deadlines
  - Make note of any questions you may still have
- If you feel confident about the process, start completing the steps/forms in the packet
- If you are unsure about ANY step of the process, contact the program Counselor, Mrs. Arilee Still stilla@pcsb.org on the Pinellas Technical College, St. Petersburg Campus

Application Notes & Tips:

- Applicants should follow the steps of the application process in the order given.
- Applicants should use the Checklist of Required Items to ensure ALL application packet items are accounted for, and in their proper order, before submitting the packet for consideration.
- Please paperclip all items together; no elaborate cover or folder is required to submit a packet. Most importantly the packet contents should be neat, and in order, when submitting for consideration.
- Applicants who have completed Health related training elsewhere (and want that training to be considered) must include an Official Transcript, from the previous school, when applying to this program.
- **Applicants must have consistent access to working computer equipment (with Internet connectivity, required software, etc.).**
- **While (and/or before) preparing the application packet for completion, applicants should have established financial aid, and/or have secured program payment.**

Student Services | St. Petersburg Campus

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Next Steps

01] Free Application for Federal Student Aid (FAFSA) – *Complete now, online*

Applicants should have their financial aid established, and/or secured payment for tuition, supplies and fees, at the time application packet is submitted. **Federal School Code for PTC-St. Petersburg Campus: 013917**

02] Essential Job Functions – *Review and complete now*

Applicants must be able to perform ALL of the essential functions either with, or without, reasonable accommodations. Please inform the admissions counselor if you will be requesting accommodations.

03] Comprehensive Adult Student Assessment Systems (CASAS) Test and/or Test of Adult Basic Education (TABE) – *Take test(s) ASAP*

Consult with a PTC counselor regarding test scores.

> **Basic Skills [** *Minimum Qualifying Test Scale Scores (SS)* **]**
> *CASAS* — Reading: 249, Math: 245 and *TABE* — (A Level 11/12) Language: 631
> *TABE* — (A Level 9/10) Math: Grade 11, Language: Grade 11, Reading: Grade 11
> *TABE* — (A Level 11/12) Math: ≥ 657, Language: ≥ 631, Reading: ≥ 617
> *Wonderlic Basic Skills* — Verbal: 11 (297), Quantitative: 11 (288)

OR – Consult with a PTC Counselor to explore acceptable testing exemptions:

- Submission of valid/current TABE, or Wonderlic, test scores from another school or organization (taken within the past two years).
- Submission of Official Transcripts of an Associates of Applied Science, or higher degree, from an approved U.S. accredited institution.

04] Readiness for Education at a Distance Indicator (READI) — *Take online assessment*

This free assessment measures learner readiness for taking online and/or technology rich courses. READI is not a pass/fail assessment, rather it provides a score report to help learners understand their strengths and opportunities for improvement. Take the READI assessment by visiting http://myptec.readi.info and logging in with **Username: ptecmtp Password: mtp2010** Once complete, print out your score report and include copies of the first two pages in your application packet.

05] Required Documents – *Provide all completed items below, with application packet*

1. Completed **Checklist of Required Items** (Use as Cover Sheet for submitted packet)

2. Signed and dated **Essential Job Functions**

3. Completed **Program Application**

4. Copy of **CASAS/TABE**, or **Wonderlic test scores** (if applicable) or **Official Transcript** of an **AAS/AA/AS Degree or higher,** from an approved, accredited U.S. Educational Institution. Documentation of other literacy test exemption.

5. Signed and dated **Distance Education Agreement**

6. Copy of **READI score report** (first two pages only: Summary & Graphs)

7. **Official Transcript** of standard **High School Diploma** or **GED**, Non-U.S. citizens should use an Official Equivalency and Certified Degree to meet the High School Diploma requirement. **No photocopies accepted.**

8. Signed and dated **Confidentiality Statement**

9. **Other Official (Postsecondary) Transcripts** being submitted; PTC first, followed by any others (optional)

10. **Application Packet –** *Submit completed packet*

Basic Skills [*Minimum Qualifying Test Scale Scores (SS)* **]**
CASAS — Reading: 249, Math: 245 and *TABE* — (A Level 11/12) Language: 631
TABE — (A Level 9/10) Math: Grade 11, Language: Grade 11, Reading: Grade 11
TABE — (A Level 11/12) Math: ≥ 657, Language: ≥ 631, Reading: ≥ 617
Wonderlic Basic Skills — Verbal: 11 (297), Quantitative: 11 (288)

Basic Skills

- A LEVEL GE scores
  - Math – 238
  - Language – 297
  - Reading – 297

Health & Safety Requirements

- Ability to recognize and use good ergonomics to maintain own health

Mental Factors

- Ability to comprehend the English language and understand its structure and function
- Ability to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards
- Ability to compile, code, categorize, calculate, tabulate, audit, or verify information or data
- Possess knowledge of clerical procedures and systems

Personal Qualities

- Possess the qualities of good ethics, honesty, reliability, responsibility, and dependability
- Possess sensitivity to others' needs and feelings and understanding and helpful on the job

People Skills

- Ability to communicate with supervisors and peers by telephone, in written form, email, or in person
- Possess the qualities of good ethics, honesty, reliability, responsibility, and dependability
- Ability to develop and maintain constructive and cooperative working relationships with others
- Ability to be open to change (positive or negative) and to considerable variety in the workplace

Physical Requirements

- Ability to make precisely coordinated movements of the fingers of one or both hands
- Ability to see details at close range
- Ability to identify and understand the speech of another person
- Ability to sit for long periods of time

Working Conditions

- Ability to perform repetitive motions over long periods of time
- Ability to give attention to details and be thorough in completing tasks
- Ability to be self-motivated, reliable, responsible, dependable, and fulfill obligations

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I have read and understand the Essential Job Functions above.

Applicant Name *(PLEASE PRINT)* _____

Applicant Signature **x** _____ Date _____

Required Items *(To be submitted in order)*

___ Completed Checklist of Required Items (Use as Cover Sheet for packet)

___ Copy of CASAS/TABE, or Wonderlic test scores (if applicable) or Official Transcript of an AAS/AA/AS Degree or higher, from an approved, accredited U.S. Educational Institution. Documentation of other literacy test exemption.

___ Signed and dated Distance Education Agreement

___ Signed and dated Essential Job Functions

___ Copy of READI score report (first two pages only: Summary & Graphs)

___ Official Transcript of standard High School Diploma or GED, Non-U.S. citizens should use an Official Equivalency and Certified Degree to meet the High School Diploma requirement. No photocopies accepted.

___ Completed Program Application

___ Signed and dated Confidentiality Statement

Optional Items

___ Other Official (Postsecondary) Transcripts being submitted; PTC first, followed by any others

___ Copies of current Health Related Certifications (CNA, CPR, First Aid, Health CORE, etc.)

COMPLETE this checklist and include it as the cover sheet for your application packet. **ENTIRE** application packet must be completed, and ALL fees paid, prior to the start of the program. Application packet is considered incomplete unless ALL required items are turned in. **DO NOT** attempt to **mail, email or fax** any paperwork from this packet to Pinellas Technical College *(none will be accepted)*.

SUBMIT completed application packet…

In-Person to: Student Services during regular office hours.

Student Services c/o Mrs. Arilee Still
Medical Coder/Biller
PTC – St. Petersburg Campus
901 34th St S
St. Petersburg, FL 33711

Student Services | St. Petersburg Campus

Monday & Wednesday	7:00 am – 2:00 pm
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(PLEASE PRINT)

Applicant Name _____

Email _____

Telephone _____

Applicant assumes full responsibility for accuracy and confirmation of packet completion, prior to submission (PTC staff will not check packets for completion).

x_____
Applicant Signature

_____
Date

(MCB|SP)

Health Science Application
Program Application: Medical Coder/Biller

Applicant Information *(PLEASE PRINT)*

Full Name _____
               Last   *First*   *M.I.*   *Date*

Address _____
     Street Address   *Apt/Unit#*   *City*   *State*   *Zip*

SSN *(Last 4 digits)* _____ Email _____

Telephone *(Home)* _____ *(Mobile)* _____ *(Work)* _____

Gender ☐ Male ☐ Female   Age _____   DOB _____

Race ☐ White, Non-Hispanic ☐ Black, Non-Hispanic ☐ Hispanic ☐ Asian ☐ American Indian/Alaskan Native ☐ Multiracial

Emergency Contact *(Name & Telephone)* _____

Are you a citizen of the United States? ☐ YES ☐ NO   If not, provide Country of Origin _____

Are you a military veteran? ☐ YES ☐ NO   If yes, list Branch of Service _____

Have you previously applied for the Medical Coder/Biller Program at PTC?   ☐ YES ☐ NO

If yes, Date Applied _____   Campus _____

Educational Background

Highest Level of Education ☐ HS Diploma/GED ☐ AA/AS ☐ BA/BS ☐ MA/MS ☐ PhD

Major in College (or program of concentration) _____

List any medical and/or health care training/education below. *NOTE: If you are a CNA, include a copy of your license in your application packet.*

TYPE OF TRAINING	DATES	SCHOOL	LENGTH

Work Experience

List your last *three* years of work experience below (with *MOST RECENT/CURRENT* employment first)

JOB TITLE	DATES	BUSINESS NAME	REASON FOR LEAVING

Transfer/PTC Re-entry Student Request

If applicable, check which statement applies to your admission request:

☐ I am requesting Advanced Standing to enter a Medical Coder/Biller class and be given credit for previously completed coursework. See attached syllabus describing coursework completed, and a transcript detailing coursework to be considered, as part of my PTC Medical Coder/Biller training.

☐ If I cannot be placed with credit, for previously completed coursework, I would like to start the PTC Medical Coder/Biller program from the beginning, and I agree that I will complete all assignments required of the curriculum.

Disclaimer

I certify that my answers are true and complete, to the best of my knowledge. I understand that misrepresentation, or omission of facts, is an acceptable reason for denial into the program.

x _____   _____
               Applicant Signature   *Date*

Pinellas Technical College follows the mandated literacy testing as required by the Florida Department of Education.

<mark>STUDENTS MUST TEST BY RESERVATION</mark>

Students take the CASAS for Reading and Math skills assessment and the TABE for a measure of Language skills. The tests are free and require no appointment. Test scores are valid for two years.

Both tests can be completed in one test session. The entire testing session may take between 2 ½ – 6 hours to complete. For some, completion of the CASAS and TABE tests may take two, or more, testing sessions. For example, combining Session 1 (1 – 3 hours) + Session 2 (1 – 3 hours).

- Photo ID required to enter the building and to test
- No Backpacks, Large Bags or Electronic Devices**
- Arrive 30 minutes before testing time for processing
- Test sessions begin promptly; late arrivals are not permitted to test
- Seating availability is first come, first served, basis

Testing Schedule

<mark>**ST. PETERSBURG CAMPUS-CALL (727) 893-2500, ext. 2544 for RESERVATION**</mark>

901 34th St S, St. Petersburg, FL 33711

• Mon	8:00 am	Rm G2
• Tue	8:00 am	Rm G2
• Wed	8:00 am	Rm G2

Test Prep Resources

www.casas.org (free sample test items)

www.mometrix.com (free CASAS practice test)

www.fldoe.org (free Preparing for the TABE booklet)

www.studyguidezone.com/TABE/ (study resources)

* These tests are not required if you have a test exemption or an associate degree, or higher, from an accredited U.S. college.

** Pinellas Technical College is not responsible for student's lost or missing items

As a student entering the *Medical Coder/Biller* program at Pinellas Technical College,

I _____ **understand, and agree to, the following items:**

Student Name *(PLEASE PRINT)*

- This is an online program in which the delivery mode of curriculum is NOT presented in a traditional lecture format.

- Although the curriculum employs a distance education format I am required to login regularly and to complete the required number of online lessons every week (per the prescribed program schedule).

- If I am a VA student, I am NOT allowed to take ANY distance education courses.

Student Signature **x** _____ Date _____

Instructor Signature **x** _____ Date _____

Readiness for Education At a Distance Indicator (READI) – Assessment

This free assessment measures learner readiness for taking online and/or technology rich courses. The READI assessment is an indicator of the degree to which distance learning will be a good fit for you.

- READI is not a pass/fail assessment; there is no penalty for guessing

- READI score report helps learners understand their strengths and opportunities for improvement

- READI website also offers resources that will help you prepare for success as a distance learning student

- READI assessment is free of charge

- As the applicant for this program, it is imperative that you **complete the READI assessment by yourself**… without assistance from any other persons

- **To take the READI assessment:**

  - Visit **http://myptec.readi.info**
    - **Username: ptecmtp**
    - **Password: mtp2010**

- **Once the assessment is complete**

  - **Print out your score report and**

  - **Include copies of the first two pages in your application packet**

Confidentiality Statement
Pinellas Technical College

The Health Science programs at Pinellas Technical College expect their students to represent the school in a manner that reflects high standards of personal integrity, education and service to patients.

I understand that, as a student in the *Central Sterile Processing, Dental Assisting, Medical Coder/Biller, Pharmacy Technician* or *Surgical Technology* program, I will conduct myself according to the highest ethical standards. Underlying principles are based on common courtesy and ethical/moral behavior. These are essential for me to grow professionally and to receive the desired trust and respect of all members of the health care profession.

I agree to the following items:

- I will not discuss patients, or any identifying data, in public settings such as cafeterias, elevators, hallways, over the phone, with family or friends, with other patients, or where patients might overhear me.

- Discussion of my patient should only occur in approved settings, such as, giving or taking reports or in clinical conference.

- I will use patient initials in all discussions and on written documents.

- I will destroy all notes and computer generated papers after completing my daily assignment.

- To protect the integrity of the medical record I will not photocopy material from the medical record.

- If there are concerns about patient confidentiality, I will check with my instructor to obtain guidance.

I acknowledge that I have read and understand the confidentiality statement and procedures above.

Student Name *(PLEASE PRINT)* _____

Student Signature **x** _____ Date _____