**MEDICAL BILLING PROGRAM with Introduction to Medical Coding**

**MEDICAL BILLING CHECKLIST**

Please send items required from checklist to the following email address for processing:

**AlliedHealth-CE@dallascollege.edu**

Provide all required documents.

| **Required Items for Registration** |
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| 1. Application
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| 1. High School Diploma/GED
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| 1. Driver’s License or Picture ID
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| 1. Once items 1-3 are received, registration form will be given to you by Career Success Coach with instructions on how to register for class.
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| **Items to Complete After Registration** |
| 1. Dallas College Student ID Badge – Click on link: <https://www.dcccd.edu/resources/id-cards/pages/default.aspx>
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| 1. Textbook(s) – Purchase online; Instructor will give information about books for each class. Click on link to purchase books: <https://www.dcccd.edu/resources/books/pages/bookstores.aspx>
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**Medical Billing**

Medical Billers and Coders classify health information to obtain insurance reimbursement for the healthcare provider’s expenses. They review documents for completeness and accuracy and transmit claims for payment. This program prepares the individual to work in medical offices and clinics. This CE Program offers medical billing with an introduction to Coding for the purpose of working in medical offices and clinics. Completers of this program are eligible to take the Certified Billing & Coding Specialist(CBCS) through the National Healthcareer Association (NHA). Click on link for more information for certification exam: [https://www.nhanow.com/certification/nha-certifications/medical-billing-and-coding-specialist-(cbcs)](https://www.nhanow.com/certification/nha-certifications/medical-billing-and-coding-specialist-%28cbcs%29)

This 238-hour program can typically be completed in 16 weeks and is offered 100% online via asynchronous learning. As of Summer 2023, tuition is $3570. Dallas College can change tuition and, therefore, **tuition does not include textbooks.**

| Class Outline | Hours/Cost |
| --- | --- |
| Medical Terminology I (MDCA 1013)\* | 48/$720 |
| Anatomy & Physiology for Medical Assistants (MDCA 1009)\* | 48/$720 |
| Medical Law and Ethics for Health Professionals (MDCA 1005)\* | 32/$480 |
| Coding I (HITT 1013)\*\* | 55/$825 |
| Coding II (HITT 1041) | 55/$825 |
| Total | 238 hrs./$3570 |
| Course offerings vary by semester. |  |
| Additional course work recommended: |  |
| Certified Coding Exam Review (HITT 2045) | 48/$720 |

**Students must have Internet access and a computer or laptop to access coursework.** Mobile phones will not work for this program.

Students must purchase textbook and access code to pass the course. Students must also [set up an eCampus account](http://www.ecampus.dcccd.edu) at **my.dallascollege.edu**. This is where all online coursework is accessed.

*\*Must take MDCA 1013, MDCA 1009, and MDCA 1005 as prerequisites to HITT 1013 and HITT 1041.*

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| **WEPackage Contents:Buck's 2022 HCPCS Level II- ElsevierBuck's 2022 ICD-10-CM for Hospitals- ElsevierWorkbook for Fordney’s Medical Insurance Elsevier eBook on VitalSource, 15th Edition- SmithFordney’s Medical Insurance - Elsevier eBook on VitalSource, 15th Edition- SmithLegal and Ethical Issues for Health Professions Elsevier eBook on VitalSource, 4th Edition- ElsevierMedical Terminology & Anatomy for Coding Elsevier eBook on VitalSource, 4th Edition- ShilandPART - Current Procedural Terminology (CPT) 2022 Professional Edition- AMASimChart for the Medical Office: Learning the Medical Office Workflow - 2022 Edition - Elsevier eBook on VitalSource- Elsevier** |

**FINANCIAL AID QUESTIONS**

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1. **Financial Aid:** Applicant should apply for Financial Aid well in advance of program application date by visiting: [Federal Student Aid](http://www.fafsa.ed.gov./) Eligibility is based on financial need. Upon program approval applicant must register and fill out a TPEG application. Then, applicant must submit TPEG application and fee receipt to Financial Aid. Visit financial aid website for more information or contact Dallas College Financial Aid call center 972-669-6400, or email at financialaid@dallascollege.edu
2. Financial Aid will not pay for books, supplies, and vendor fees. **Dallas College’s Federal School Code is 004453**.