



Academy of Medical Professions

Transcription Associates, Inc.

Brunswick Business Center

18 Pleasant Street, Suite 210; Brunswick, ME 04011

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MEDICAL BILLING AND CODING with CPC National Certification

As a Medical Biller/Coder you are responsible for reviewing the documentation the physicians have provided and assigning the correct diagnosis and procedure codes, entering the necessary information into the patient's account and submitting the claims to the Insurance Companies. You are then responsible for tracking and receiving payment from the Insurance Companies and billing the patient when necessary. You will also be responsible for reviewing any denials and researching to make sure that the claim was submitted correctly the first time. If any necessary changes can be made, you are responsible for making the changes and following up with the Insurance Companies.

Basic computer knowledge is a must. Many offices use the Internet and are willing to provide you with their billing programs to install on your home computer allowing you to work from home.

Medical Billers and Coders are in high demand. Most offices and hospitals find it very difficult to find Medical Billers and Coders and when they do, are willing to provide great pay and benefits. If you chose to work in the office or hospital, flexible schedules are also possible and they tend to be very accommodating.

As well as working in physician's offices and hospitals, you can choose to work for Medical Billing Companies, Ambulance Companies and Nursing Homes.

If you complete the course with a satisfactory grade, you will receive a Certificate of Completion from both Medical Billing and Coding as well as a certificate for Anatomy/Physiology and Medical Terminology. In addition, you will receive a Letter of Recommendation, a list of companies in the field with addresses and phone numbers, and we would be happy to provide a personal reference for you. Should you decide to take the CPC exam at the end of the course, you will receive a national certificate and a title of CPC-A.

Our instructors are professionals in the industry and can offer you the benefit of their knowledge and experience.

BILLING AND CODING COURSE DESCRIPTION

The Billing And Coding Course Requires The Following Classes:

- **Medical Terminology-** This course is offered both locally in the classroom setting or students can participate in the online class. Locally, classes are held once a week for 1.5 hours. Online students will be assigned an online instructor available to answer questions. Whether taking in the classroom or online, homework is e-mailed into your instructor and all exercises, activities and chapter tests are taken online.
- **Anatomy and Physiology-** This course can be taken online or locally in a few select locations. This course consists of 21 modules to teach the student the core material of Anatomy and Physiology. This course provides audio and visual elements that compliment the most important concepts in the textbook, step-by-step animations, interactive exercises and immediate feedback on lesson exams. Each student is assigned an online instructor available to answer questions. This course is a prerequisite to Medical Billing and Coding.
- **Medical Billing and Coding-** This course is offered both locally in the classroom setting or students can participate in the online class. Locally, classes are held once a week for 3 hours.
- **Medical Professional Course-** This course includes all of the Medical Billing & Coding program; however, it also includes our CMAA (Certified Medical Administrative Assistant) program at a discounted rate and which should be taken first before the Medical Billing & Coding Course. The medical professional program would then be a 36-52 week program. At the end of these program you have 3 national certifications: CPC, CMAA and CEHRS (certified electronic health record specialist). The cost of this course can be found on the enrollment form for Billing & Coding and CMAA, and would include the books provided below for the coding course as well as:

TEXTBOOKS SUPPLIED FOR THIS PROGRAM:

Structure and Function of the Body * Mastering Healthcare Terminology * Step-By-Step Medical Coding Textbook * Step-By-Step Medical Coding Workbook * ICD-9-CM Diagnostic Code Book * HCPCS Level II *CPT Procedural Book* CPC Coding Exam Review, 3 practice CPC exams, national boards exam fees and registration.

ENTRANCE REQUIREMENTS

All applicants must be 18 years of age. A high school diploma or GED equivalent is also required.

ATTENDANCE POLICY

Due to the intensity of this course, the attendance policy set forth by the Academy of Medical Professions is strictly enforced. Missing a local lecture or scheduled webinar must be preapproved by the instructor. *Please be aware of the difficulty of this course. The time and effort that must be put into this program in order to graduate in 20 weeks MAY REQUIRE 20 to 25 hours of study and homework time per week based on the individual student and their skills.*

MOST STUDENTS require 8 to 10 months to complete choosing to break the course up into two segments (medical terminology and A&P first, and then taking the coding class). There are **no financial penalties** for going longer, and this is encouraged. OUR GOAL: NO STUDENT LEFT BEHIND.

REFUND POLICY

1. You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform **the school, not the instructor in writing**. Termination will become effective upon receipt of the written notice. Refund will be based on notification week corresponding with your course assignments/week associated with start date of the program.
2. If you terminate within three days of enrolling, provided you have not commenced training, you will receive a refund of the money paid to the school, minus \$450 for the course books and reference books, unless they are returned unused. **The \$150.00 application fee is nonrefundable.** If no unused books are returned, the total subtracted from the refund will be \$600.00. If all materials are returned, only the application fee will be subtracted.
3. If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignment, less the application fee of \$150.00 and the book fee of \$450.00 for course books. **If you terminate any time after week 3, there will be no refund. If you are paying a payment plan, the balance will be effective as of drop date, 30 days to pay in full or sent to collections.**

SCHOOL CALENDAR 2012

NOT ALL CLASSES WILL BE HELD IN ALL LOCATIONS AND ARE BASED ON ENROLLMENT

WINTER 2012

TERMINOLOGY/A&P 6:00-8:00 PM

Auburn	02/09/12	Thurs
Brunswick	02/07/12	Tues
Gardiner	02/08/12	Wed
Gray	02/07/12	Tues
Maranacook (Readfield)	02/08/12	Wed
N. Berwick (Noble)	02/09/12	Thurs
S. Berwick (Marshwood)	02/08/12	Wed
York/Kittery	02/07/12	Tues
Waterboro (Massabesic)	02/08/12	Wed

BILLING/CODING 5:30-8:30PM

02/07/12	Tues
02/09/12	Thurs
02/06/12	Mon
02/09/12	Thurs
02/06/12	Mon
02/07/12	Tues
02/06/12	Mon
02/09/12	Thurs
02/06/12	Mon

SPRING 2012

TERMINOLOGY/A&P

Brunswick	05/29/12	Tues	6:00-8:00 PM
Gray	05/29/12	Tues	9:00-11:00 AM
Maranacook (Readfield)	05/30/12	Wed	6:00-8:00 PM
N. Berwick (Noble)	05/31/12	Thurs	6:00-8:00 PM
York/Kittery	05/29/12	Tues	9:00-11:00 AM
Waterboro (Massabesic)	05/30/12	Wed	9:00-11:00 AM

BILLING/CODING

05/31/12	5:30-8:30 PM	Thurs
05/31/12	9-12 AM	Thurs
06/04/12	5:30-8:30 PM	Mon
05/29/12	5:30-8:30 PM	Tues
05/31/12	9-12 AM	Thurs
06/04/12	9-12 AM	Mon

WINTER 2012

TERMINOLOGY/A&P 6:00-8:00 PM

Auburn	09/27/12	Thurs
Brunswick	09/25/12	Tues
Gardiner	09/26/12	Wed
Gray	09/25/12	Tues
Maranacook (Readfield)	09/26/12	Wed
N. Berwick (Noble)	09/27/12	Thurs
S. Berwick (Marshwood)	09/26/12	Wed
York/Kittery	09/25/12	Tues
Waterboro (Massabesic)	09/26/12	Wed

BILLING/CODING 5:30-8:30PM

09/25/12	Tues
09/27/12	Thurs
09/24/12	Mon
09/27/12	Thurs
09/24/12	Mon
09/25/12	Tues
09/24/12	Mon
09/27/12	Thurs
09/24/12	Mon



BILLING AND CODING COURSE ENROLLMENT AGREEMENT
(PLEASE PRINT, MAIL, EMAIL OR FAX REGISTRATION FORM TO ABOVE ADDRESS)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ (H) _____ (C)

E-MAIL: _____

LOCATION ATTENDING START DATE _____
OR ONLINE/CORRESPONDENCE START DATE: _____

(CHECK ONE)

I PLAN ON TAKING THE ENTIRE PROGRAM AT THE SAME TIME: _____

I PLAN ON TAKING TERMINOLOGY AND ANATOMY & PHYSIOLOGY FIRST AND THEN
CODING: _____

WHERE DID YOU HEAR ABOUT OUR COURSES?:

PAYMENT METHOD

******Please make checks payable to the Academy of Medical Professions******

- PLEASE SEND ALL REGISTRATION FORMS TO BRUNSWICK, MAINE OFFICE
- \$150.00 NON-REFUNDABLE ENROLLMENT FEE IS ALREADY INCLUDED IN THE PRICE
- ALL REGISTRATION FORMS NEED TO BE IN 2 WEEKS PRIOR TO BEGINNING OF CLASS START DATE OR CALL FOR AVAILABILITY; HOWEVER WE CAN NOT GUARANTEE BOOKS WILL BE AVAILABLE THAT FIRST CLASS.
- PAYMENTS ARE TO BE KEPT IN GOOD STANDING OR CONTRACT IS NULL AND VOID AND YOU MUST PAY REMAINING BALANCE BEFORE ATTENDING ANY MORE CLASSES OR THE BALANCE WITH APPROPRIATE FEES WITH BE SENT TO COLLECTION AGENCIES AS WELL AS LEGAL ACTION WILL BE TAKEN.

_____ SINGLE PAYMENT \$3,500. full coding program

_____ SINGLE PAYMENT \$5,800. Medical Professional Program (CMAA AND CODING DISCOUNT)

_____ VOUCHER PAYMENT \$3,500. full coding program
(PAID BY OUTSIDE SOURCE, I.E. GOODWILL, DEPT OF LABOR)

_____ VOUCHER PAYMENT \$5,800. Medical Professional Program
CODING and CMAA discount program
(PAID BY OUTSIDE SOURCE, I.E. GOODWILL, DEPT OF LABOR)

_____ SINGLE PAYMENT: \$3,100. Coding ONLY, opting out of both A&P and Terminology

_____ SINGLE PAYMENT \$3,300. Coding, opting out of either terminology or A&P



BILLING AND CODING COURSE ENROLLMENT AGREEMENT

Page 2

CONTRACT AGREEMENT

I, _____ hereby agree to the above mentioned terms of the program. I agree to the payment plan chosen above and I have read and understand the REFUND POLICY for his course and agree to its terms:

SIGNATURE: _____ DATE: _____

WEEKLY PAYMENT PLANS
(Finance Fees Included)

- _____ PAYMENT PLAN 1: **\$ 3,700.00. FULL COURSE***
Initial payment of \$500, then \$100 weekly until paid in full.
- _____ PAYMENT PLAN 2: **\$3,800.00. FULL COURSE***
Initial payment of \$500, then \$50.00 weekly until paid in full.
- _____ PAYMENT PLAN 3: **\$3,300.00. CODING ONLY, opting out of both A&P and Terminology***
Initial payment of \$500, then \$100 weekly until paid in full.
- _____ PAYMENT PLAN 4: **\$3,400.00 CODING ONLY, opting out of both A&P and Terminology***
Initial payment of \$500, then \$50.00 weekly until paid in full.
- _____ PAYMENT PLAN 5: **\$3,500.00. CODING, opting out of either A&P or Terminology***
Initial payment of \$500, then \$100 weekly until paid in full.
- _____ PAYMENT PLAN 6: **\$3,600.00. CODING, opting out of either A&P or Terminology***
Initial payment of \$500, then \$50.00 weekly until paid in full.
- _____ PAYMENT PLAN 7: **\$6,000.00. MEDICAL PROFESSIONAL COURSE (CMAA AND CODING)***
Initial payment of \$500, then \$100 weekly until paid in full.

* Weekly payments can be based on the duration of the course (i.e. if you intend to break the course up over a longer period of time, you may also break up your payments over that same time period, please be sure to get prior approval from the school if you intend to do so.

(THIS INFORMATION IS ONLY NEEDED IF USING PAYMENT PLAN)

SS# _____ DRIVER'S LICENSE # _____ STATE _____

MONTHLY PAYMENT PLANS
(Finance Fees Included)

_____ PAYMENT PLAN 1: **\$3,700.00. FULL COURSE***

Initial payment of \$500, then \$500 monthly until paid in full.

_____ PAYMENT PLAN 2: **\$3,300.00. CODING ONLY, opting out of both A&P and Terminology***

Initial payment of \$500, then \$500 monthly until paid in full.

_____ PAYMENT PLAN 3: **\$3,500.00. CODING, opting out of either A&P or Terminology***

Initial payment of \$500, then \$500 monthly until paid in full.

_____ PAYMENT PLAN 4: **\$6,000.00.MEDICAL PROFESSIONAL COURSE (CMAA AND CODING)***

Initial payment of \$500, then \$500 monthly until paid in full.

*** Monthly payments can be based on the duration of the course (i.e. if you intend to break the course up over a longer period of time, you may also break up your payments over that same time period, please be sure to get prior approval from the school if you intend to do so.**

BE SURE TO PROVIDE CREDIT CARD INFORMATION AND DATE YOU WANT TO START THE AUTOMATIC PAYMENTS ON: _____ (initial agreement to terms)

CREDIT CARD # _____

EXPIRATION: _____ SECURITY CODE: _____ TYPE OF CARD: _____

NAME AS IT APPEARS ON CARD: _____ AMOUNT: _____

ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM:

Date that you want to start the automatic weekly payments on weekly date and amount: _____

AMOUNT OF WEEKLY OR MONTHLY PAYMENT: _____

CHECK ONE: WEEKLY _____ MONTHLY _____