

MEDICAL BILLING & CODING

GATEWAYCC.EDU/MEDICAL-BILLING-AND-CODING

[INFORMATION PACKET]



HEALTH SCIENCES



GATEWAY
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu

Your Journey Starts Today!

Dear Future Student,

Welcome to GateWay Community College! We're excited that you've chosen us to be part of your educational journey, and we are here to support you every step of the way.

As you begin the enrollment process, there are several important pre-admission requirements that you'll need to complete, all of which are outlined in this packet. Since some steps can take several weeks, we encourage you to get started as soon as possible to avoid delays. To expedite the process, we recommend working on multiple criteria at the same time whenever possible.

To ensure a smooth and timely enrollment, you must work closely with your **Clock Healthcare Advisor** to complete all program requirements, including the **reading placement assessment**. For details on how to schedule an appointment, please refer to the **Clock Healthcare Advisor** section of this packet.

Additionally, all official communications will be sent to your Maricopa Student Email, so please verify that your contact information is current and accurate in your Student Service Center, which you can access at maricopa.edu/students.

This packet contains all the essential information you need, so please read it carefully. Many of your questions will be answered here, helping to ensure a smooth start to your program.

We are thrilled to have you as part of the GateWay community and look forward to helping you achieve your academic and career goals. If you have any questions or need assistance, please don't hesitate to reach out. We're here to support your success!

Sincerely,

The Clock Hour Healthcare Team

Medical Billing and Coding: Physician Based Program Webpage:
gatewaycc.edu/degrees-certificates/medical-billing-and-coding

PROGRAM OVERVIEW.....	4
Clock Hour Trade & Technical Training.....	4
Medical Billing and Coding: Physician Based.....	4
Courses and Hours.....	5
Fall and Spring Cohorts.....	5
Certificate of Competency (CCT) Information.....	5
PRE-ADMISSION.....	6
Virtual Information Sessions.....	6
Clock Hour Healthcare Advisor.....	6
Complete Admission Application.....	6
PRE-ENROLLMENT.....	7
Assessment and Placement Information.....	7
Request Enrollment.....	7
Financial Aid.....	8
How to Apply for Financial Aid.....	8
Important Reminders.....	8
Processing Time & Payment Requirements.....	8
Additional Resources.....	8
POST-ENROLLMENT.....	9
Professional Appearance.....	9
FINANCIAL INFORMATION.....	10
Program Costs *.....	10
Estimated Costs for Additional Expenses.....	10
Payment Options.....	11
Clock Hour Payment Plans.....	11
Payment Methods.....	11
Important Reminders:.....	11
Refund Policy.....	12
How to Obtain a Refund.....	12
POLICIES, RESOURCES, AND STUDENT SUPPORT.....	13
Disability Resources and Services (DRS).....	13
Medical Marijuana Policy.....	13
Nondiscrimination Policy.....	13
Notice.....	13

PROGRAM OVERVIEW

Clock Hour Trade & Technical Training

GateWay Community College offers specialized clock-hour trade and technical programs designed to prepare students for careers through focused, hands-on learning. Unlike traditional credit-hour programs, clock-hour programs measure progress based on the number of hours and weeks of instructional time completed, providing a direct path to certification. These programs emphasize practical training, allowing students to develop industry-specific skills from experienced professionals. In as little as six months, students can earn certifications in fields such as healthcare, cosmetology, construction, and advanced manufacturing.

With expert instructors and state-of-the-art facilities, GateWay ensures students gain the real-world experience needed to succeed. Whether your goal is to save lives, design new styles, reduce stress, construct shelters, or machine future technologies, GateWay's programs are tailored to provide the essential skills for career success. Located in the Phoenix metropolitan area, GateWay has been serving the community since 1968, committed to innovation and excellence in education.

Medical Billing and Coding: Physician Based

If you're detail-oriented and enjoy organizing information, a career as a medical coder could be ideal for you. As a medical billing and coding specialist, you'll translate medical procedures, diagnoses, and injuries into standardized codes, essential for accurate billing, timely payments, and seamless collaboration among healthcare providers.

The Medical Billing and Coding: Physician-Based program prepares you for roles in physicians' offices, hospitals, surgery centers, or outpatient clinics. You'll learn precise billing and coding, as well as gain knowledge in health information technology, compliance standards, anatomy, physiology, pharmacology, and medical terminology. Upon completing the program, you'll be eligible to take a national certification exam in billing, coding, or both.

With a growing demand for skilled medical billers and coders, now is a great time to begin a rewarding career in this field. Enroll today to start your journey as a coding specialist, gaining the skills for health insurance processing, coding, and compliance. For more information on careers and salary potential in Medical Billing and Coding, please visit onetonline.org and AAPC.com.

Get Started in Medical Billing and Coding Today!

Courses and Hours

Fall and Spring Cohorts

Block	Course Number	Course Name	Clock Hours
Block 1	HLC130	Fundamentals in Health Care Delivery	30
	HLC145	Medical Terminology for Health Care Professionals	105
	HMC200	Human Pathophysiology and Pharmacology	180
	HMC180	Introduction to Medical Billing and Reimbursement	45
	HMC181	Medical Claims Processing	50
Block 2	HMC208	ICD-DM Diagnostic Coding	100
	HMC213	CPT and HCPCS Coding	215
	HMC100	Medical Billing and Coding Examination Review	40
	HMC105	Computers in Healthcare and Health Record Systems	40
Total Clock Hours			805

Certificate of Competency (CCT) Information

- **Medical Billing and Coding: Physician Based (Day)**

Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant's responsibility to remain aware of any changes in admission requirements.

Virtual Information Sessions

To learn more about your program of interest, we encourage you to attend one of our virtual information sessions. These sessions are recommended for all programs and provide valuable insights. Attending a session prior to contacting an advisor is highly encouraged.

→ To register for a Virtual Information Session, visit gatewaycc.edu/virtual-sessions

Clock Hour Healthcare Advisor

All students must meet with the Clock Hour Healthcare Advisor, Debra Phillips, before enrolling. To schedule an appointment, please use the online scheduling tool linked below:

- ★ [Schedule Appointment](#)
- ★ Email: clock.health.sciences.advising@gatewaycc.edu

Complete Admission Application

If you are new to college or Maricopa Community Colleges, or if you need to reapply, visit maricopa.edu/become-student and follow the steps below to complete the admission application:

- **New Students:** Click "Join Now" to create an account.
- **Returning Students:** Click "Log In" and enter your MEID and password. If you do not remember your MEID or password, select "Forgot your Username?" and/or "Forgot your Password?" for assistance.

Enter/Verify the Following Information During the Admission Application

Primary College of Interest:	GateWay Community College
Primary Reason for Attending:	Get a Certificate
Select a Plan:	Medical Billing and Coding: Physician Based (Day) (CER)
Select Expected Start:	Select Academic Year

For assistance, please contact Enrollment Services at [\(602\) 286-8200](tel:6022868200).

PRE-ENROLLMENT

Assessment and Placement Information

Student assessments at Maricopa Community Colleges ensure you're placed in the right classes for English, math, reading, or English as a Second Language (ESL) to give you a strong start to your educational journey. We use multiple measures for placement, such as high school GPA, GED scores, or ACT/SAT scores. Additionally, we offer placement testing through the EdReady online tool. If you're enrolled in the ESL program, we also provide tailored placement information and options.

For more details, visit [Course Selection and Placement](#). To contact the Testing and Essential Skills Center, visit gatewaycc.edu/testing, email testing@gatewaycc.edu, or call **(602) 286-8160**.

Reading Placement *(need one of the following)*

- ❖ **High School GPA:** between 3.0 and 4.0 - *(no time limit for the use of high school GPA)*
 - Unofficial high school transcripts can be emailed to testing@gatewaycc.edu but they must list an unweighted GPA.
- ❖ **EdReady** Critical Reading and Thinking Score: 90 or above
- ❖ **ACT Reading Score:** 22 or higher - *(scores are valid for 5 years from the assessment date)*
- ❖ 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
- ❖ **SAT – Reading & Writing Score** - *(scores are valid for 5 years from the assessment date)*
 - Old Version (Prior to 2016): 860 or higher
 - New Version (2016 - Current): 480 or higher
- ❖ Successful completion of RDG100 or higher
- ❖ Appropriate reading placement into CRE101 (based on any of the criteria listed above)

Request Enrollment

To request enrollment in this clock hour program, send an email from your Maricopa Student Email address to: clockenroll@gatewaycc.edu.

Please be sure to include the following in your email:

- Program name, program location, and desired **start date**
- The funding source you intend to use to pay for your program *(self-pay, FAFSA, VA benefits, etc.)*

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

Financial Aid

Pursuing higher education shouldn't be limited by financial barriers. The GateWay Community College Financial Aid Office is committed to helping students access the funding they need to cover educational expenses, including tuition, fees, and books.

How to Apply for Financial Aid

If using financial aid for your program, submit your Free Application for Federal Student Aid (FAFSA) at [StudentAid.gov](https://studentaid.gov) using the GateWay Skill Center (clock program) school code **E00701**. For assistance, contact the Financial Aid Office at **(602) 286-8117** and follow the prompts for financial aid, and then clock financial aid. You can also reach them via email at finaid@gatewaycc.edu.

Important Reminders

- ★ **Complete "To-Do" Items:** Ensure all required tasks in the MCCCDC **Student Center** are marked complete to remain eligible for financial aid awards.
- ★ **Enroll First:** It's recommended that you enroll in your program before applying for financial aid.

Processing Time & Payment Requirements

- **Processing Time:** Financial aid processing can take 2-4 weeks.
- **Plan Ahead:** Financial aid must be in place at least two weeks before your program starts.
- **Payment Plan:** If your financial aid package isn't finalized by the deadline, you'll need to set up a payment plan until the aid is processed. Refer to **Pay for College** for more details.

Additional Resources

- Learn more about financial aid at GateWay: [Financial Aid](#)
- Browse frequently asked questions: [Financial Aid FAQs](#)

Professional Appearance

Classes are taught in a live format with cameras on during class time, and tops are visible while on camera. The following are unprofessional and should not be worn at any time: spaghetti straps, excessively low cut tops, or shirts with profanity or inappropriate images.

FINANCIAL INFORMATION

Program Costs *

PROGRAM TUITION AND FEES	Medical Billing and Coding
Registration Fee **	\$ 15.00
Tuition Clock Hour	\$ 4,025.00
Course Fees	\$ 155.00
TOTAL Tuition & Fees	\$ 4,195.00

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

***Two registration fees will apply if the program extends into the next term.*

Estimated Costs for Additional Expenses

ADDITIONAL EXPENSES	ESTIMATED COST
Books (Block 1)	\$235.00
Books (Block 2)	\$400.00
AAPC Membership	\$222.00
AAPC CPC or CPB Certification Exam <i>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.</i>	\$399.00 (each)

Payment Options

After enrolling in a clock hour program, tuition must be paid by the due date. Explore your payment options and set up a plan that works for you. Payment plans can be arranged online through your [Student Center](#), and it's crucial to do so before the tuition due date to avoid being dropped from your program. Please note that Nelnet payment plan enrollment fees are non-refundable. Students are responsible for covering all program costs, including tuition, fees, and other expenses. Certification will not be granted until all tuition and fees are paid in full.

→ For more details, visit [Payment Options](#)

Clock Hour Payment Plans

Payment plans allow you to divide your tuition into manageable installments with no interest or credit checks. A down payment is required, and the remaining balance is paid over time. Contact Student Business Services at [\(602\) 286-8277](tel:6022868277) or DL-GWC-CAS@gatewaycc.edu for specific details.

- 10% down payment due 30 days before the start date
- 1 – 6 scheduled payments require a 10% down payment plus a \$25 enrollment fee*
- 7 – 12 scheduled payments require a 10% down payment plus a \$45 enrollment fee*

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.

**Enrollment fee is non-refundable*

Payment Methods

- **Online:** Log in to your [Student Center](#) to pay by credit card or e-check.
- **By Phone:** Call [\(602\) 238-4347](tel:6022384347) to make a credit card payment by phone. Wait times may increase during peak periods of enrollment.
- **In Person:** Visit the campus where you are enrolling for classes to make your payment in full using cash, credit, or check. A picture ID may be required for payment transactions.

Important Reminders:

- ★ Regularly check your Maricopa student email and [Student Center](#) for updates on payment balances and deadlines.
- ★ If you've applied for financial aid, check for any pending "To Do List" items that may delay your award.
- ★ Your seat in the program is not secured until your funding is confirmed. Failure to meet payment deadlines may result in being dropped from the program.

→ For more details, visit [Pay for College](#)

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 for 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 MCCCCD 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.

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 [Student Center](#), by calling **(602) 286-8200** or in person at the [Admissions and Records](#) office. Once you have officially dropped from your classes, and if you are eligible for a refund, you must contact [Student Business Services](#) 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, verify your current address is correct, and update it if necessary in your [Student Center](#) in the Personal Information section.

→ For more details, visit [Student Refunds](#)

POLICIES, RESOURCES, AND STUDENT SUPPORT

Disability Resources and Services (DRS)

Students with disabilities who need accommodations for a class or program should contact the GateWay Disability Resources & Services (DRS) Department by calling **(602) 286-8171** or emailing DRS@gatewaycc.edu. A qualified DRS professional will assess the student's eligibility and notify faculty in writing about the necessary accommodations. During the first class session, faculty will announce that students can meet with them during office hours to discuss any required accommodations. For questions or concerns, please contact DRS.

gatewaycc.edu/disability-resources | DRS@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 practicums 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 practicum - will be subject to disciplinary action and criminal prosecution.

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.