



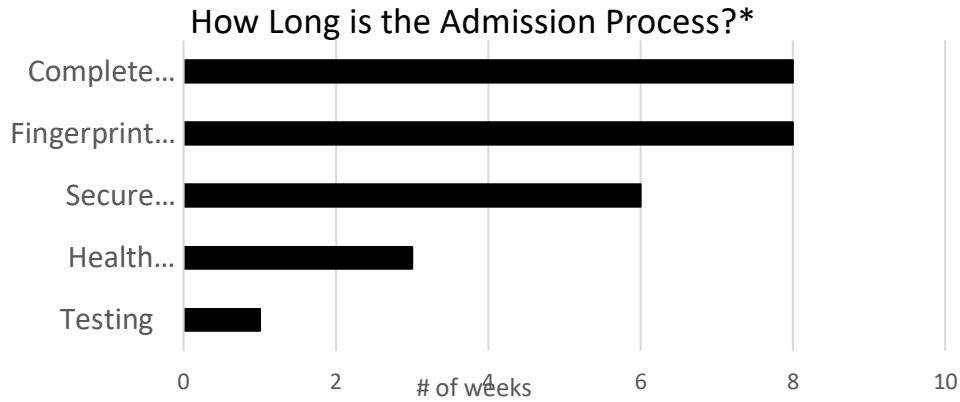
Student Name _____ Contact # _____

Select One: **Medical Billing & Coding**

For assistance: Please call SWSC front desk: (602) 392-5401 or email Navigator: gwc.navigators@gatewaycc.edu

| ADMISSION PROCESS | COMPLETED |
|---|-----------|
| <p>Attend Information Session (Tuesdays at 2 p.m) <i>*For the months of July and August, information sessions are only offered on Tuesday, July 17 and August 21.– or - If you cannot attend a session, email advisor to schedule an appointment misty.martinez@gatewaycc.edu or Bianca.pineda@gatewaycc.edu.</i></p> <p>Admission Packet can be downloaded at: https://www.gatewaycc.edu/medical-billing-and-coding</p> | |
| <p>Obtain Student ID number/ Apply for admission. You can do this from anywhere!</p> <p>1) Visit main website at my.maricopa.edu. If you have never attended a college in the Maricopa County Community College District (MCCCD), select “Enroll Now” <u>or</u> if you have attended within MCCCD, select “Student Center” in Student Tools column to retrieve your student ID and MEID; apply for Admission, New application, to complete your academic plan select: Clock/GWCC/ Term/Career and Technical certificate, then MBC; or</p> <p>2) Visit Gateway Enrollment Services in person.</p> | |
| <p>Take Placement Test(s) at the Testing Center in Komatke Hall B</p> <p>Required Scores: Reading Next Generation – 263 or higher; Accuplacer: 74 or higher</p> <p>NOTE: Items that will exempt you from placement testing: Successful completion of CRE101 with a “C” or higher; A college degree.</p> | |
| <p>Complete “Student Declaration of Citizenship or Status” (Attached pg 6)</p> <p>Documents that can be used to complete this requirement are valid original Driver’s License –or- Certificate of Birth.</p> | |
| <p>Obtain Level One Finger Print Clearance Card Code: ARS 15-1881</p> <p>Students must go to: http://www.azdps.gov/ and follow the online process. DPS: (602) 223-2279</p> | |
| <p>Complete “Healthcare Provider Signature Form” (Attached pg 7)</p> <p>The Healthcare Provider Signature Form must be signed by a physician (M.D. or D. O.), Nurse Practitioner, or Physicians’ Assistant within the past 6 months.</p> | |
| <p>Turn in Completed Packet. Schedule an appointment for intake with your Navigator – Misty: misty.martinez@gatewaycc.edu, or Bianca: Bianca.pineda@gatewaycc.edu or, call front desk- 602-392-5401 to schedule an appointment when your packet is complete, and you have all completed all required documents.</p> | |
| <p>Payment</p> <ul style="list-style-type: none"> ❖ If you applied for and received financial aid, please confirm you are ready to be awarded, no To Do list items. ❖ The Navigator will provide you with a Student Acknowledgement Form to you must submit to Student Financial Services. ❖ Within 24 hours of packet intake, you can provide payment Student Financial Services. Cash or check in person at SWSC or Credit/debit by phone: (602) 286-8277- Gateway Student Financial Services. | |

The admission requirements and costs of Southwest Skill Center programs are subject to change. Students must consult with the advisor to ensure appropriate requirements are met.



* All timeframe are estimated and can be completed in more or less time dependent on student

Financing Your Education

You are responsible for the total program cost, which includes tuition and fees, out-of-pocket expenses, and any additional expenses associated with this program. Each student is expected to secure sufficient financial aid or Agency funding, and/or an established payment plan during their enrollment.

| PROGRAM TUITION AND FEES | MEDICAL BILLING & CODING |
|---|------------------------------|
| Registration Fee* | \$30.00 |
| Tuition Clock Hour | (805 X \$5.00) \$4,025.00 |
| Course Fees | \$210.00 |
| TOTAL Tuition and Fees⁺ | \$4,265.00 |

*Registration fee is applied per fiscal year: July 1 – June 30th. If a student’s program crosses over June 30th, a 2nd Registration Fee will be assessed. Add \$15.00.

+All tuition and fees are subject to change pending MCCCDC Governing Board Approval.

Listed below are some options for how to finance your education.

- ❖ **Financial Aid.** Only programs that are 600+ clock hours qualify for financial aid funding. Medical Assisting and Medical Billing & Coding are the only current programs that qualify.
 - Apply online at www.fafsa.gov. Use GWCC clock hour code # **E00701**
 - Financial Aid processing takes approximately 3 or more weeks (depending on if selected for additional documentations).
 - Verify that you have completed all To-Do-List items in your student center.
 - Once you have been awarded, (which can be found in your student center) contact Student Financial Services.



- ❖ **Agency Funding.** Obtain required paperwork from agency (Maricopa or Phoenix Workforce Connection, Arizona Youth Resources, etc.) These agencies have specific criteria that must be met. Please work carefully with your agency. A firm obligation/intent to pay with student name and amount must be received from the agency prior to enrollment
- ❖ **Pay In Full (Buy-In).** Use cash, check, or credit card to pay in full at time of packet acceptance and admission into the program.
- ❖ **Payment Plan (Buy-In).** The student will be responsible for signing up for the Equal Payment Plan and make their first payment prior to the start of their program. The student will be required to make their payment by the 1st of each month for the amount of their payment plan. Payment plans are required to be complete by the 20th of the month before the program end.

| Monthly Payment Plan | MBC 1850 |
|---|-------------------------|
| Payment plan amount- \$4,265.00 / 10 Total Payments | \$431.00 \$426.00 x9 |

Course Curriculum

All classes are ran as a cohort and each course is completed with a predetermined amount of hours. Class curriculum is comprised of classes that will equal out to fulfill entire program hours. All courses are not reflective of the actual curriculum that will be addressed in class. Courses are broken down into grouping of material covered to complete a total of 805 clock hours, as follows:

MBC100- Fundamentals of Medical Billing and Coding/ 324 hours
 MBC110- Medical Coding/ 296 hours
 MBC120- Examination Review/ 45 hours

MBC130- Medical Billing/ 110 hours
 MBC140- Computers in Medical Billing and Coding/ 30 Hours

* Course curriculum may be subject to change

Books

Book information will be provide on the day of enrollment once all admission requirements are completed.

Uniforms and Professional Appearance

Students are required to wear scrubs. Top and bottom must be Ciel blue. Shoes must be white or black sneakers made of a non-absorbent material (leather-like, no fabric). Scrub locations will be provided upon request.

Hair is required to be of a natural color. No visible body piercings or tattoos.



Your Financial Account

For your convenience, you can view account activity at www.my.maricopa.edu. Credit card payments are also accepted via phone at (602) 286-8277. Cash or check payments can be accepted in person at the SouthWest Skill Center Student Financial Services.

Verification of Complete Packet

Schedule an appointment with the Navigator to review your packet. The Navigator will make photocopies as required. They will verify that all admission requirements have been met by completing the Packet Intake Checklist.

- ❖ Partial packets will NOT be accepted.
- ❖ All packets must be hand delivered. NO exceptions.
- ❖ Submission of the packet does not guarantee admission.
- ❖ Admission is based on eligibility, completed documents, and space in the program.

Refund Policy for Credit/Clock Classes

Students who officially withdraw from credit/clock classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing 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 of 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 and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDC 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.*



Maricopa Student Refund Program (MSRP)

Once your packet is complete and you have secured your funding, your packet will be submitted for processing of registration. Your next step would be to set up your Maricopa Student Refund Program (MSRP) account. In the event that you would be due a refund, having the account in place may prevent delays for you.

Money Network® is processing all student refunds for the Maricopa Student refund Program (MSRP). To ensure you receive your student refunds, you will need to enroll with Money Network® using this link:

<https://www.enroll.moneynetworkedu.com/blackboard/enrollmentApp.gft?orgId=11296>

To set up your account, you will need the following information:

- ❖ Your student ID#
- ❖ Your date of birth
- ❖ Your OFFICIAL Maricopa Student email address

For more information: www.my.maricopa.edu/msrp

Nondiscrimination Policy

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.

Disability Resource Center, Classroom Accommodations

Students with disabilities who believe that they may need accommodations in a class or program must contact the Disability Resource Center (DRC) at Gateway at (602) 286-8171. The manager of Disability Resource Center is responsible for determining a student's eligibility for services and will notify the faculty in writing of the accommodations requested. During the first class session, faculty members shall announce that students may meet with them during office hours if they need special accommodations for a disability. If you have a question or concern, please contact the DRC. For more information about accommodating students, visit the website at <https://www.gatewaycc.edu/disability-resources>

Notice

The GateWay Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication.



Medical Billing & Coding Program Health Care Provider Signature Form

The Healthcare Provider Signature Form must be signed by a physician (M.D. or D. O.), Nurse Practitioner, or Physicians' Assistant within the past 6 months.

| | | | |
|-------------------|------------|------------|-------------|
| LEGAL NAME: | Last Name | First Name | Middle Name |
| Student ID Number | Home Phone | Cell Phone | |

It is essential that Medical Program students are able to sit and stand for a long period of time as associated with a normal office environment, additionally, manual dexterity is needed for using a computer keyboard. The Medical Programs experience places students under considerable mental and emotional stress as they undertake the program, students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to considering enrollment.

❖ I believe the applicant

- _____ | WILL
- _____ | WILL NOT

Be able to function as a student in the SouthWest Skill Center Allied Health Programs as described above.

My decision is based on:

Licensed Healthcare Examiner (MD | DO | NP | or PA)

| | | |
|-----------|-----------------|-------------|
| Last Name | First Name | Middle Name |
| Phone | Title | Signature |
| Address | City, State ZIP | Date |