

Frequently Asked Questions (FAQs) Medical Billing and Coding Program



ALAMO COLLEGES DISTRICT
Northwest Vista College

What is required to get into the program?

A High School Diploma or GED equivalent is the prerequisite. Employers will require future hires to have that level of education, at a minimum.

What courses are in the program, how many hours is each course, and what is the cost of each course?

Course Title	Hours	Cost*
Medical Terminology	36 Hours	\$ 155.00
Pathophysiology	36 Hours	\$ 155.00
Medical Insurance and Billing	48 Hours	\$ 205.00
ICD-10-CM	48 Hours	\$ 205.00
Medical Coding & Classification System (CPT & HCPCS)	48 Hours	\$ 205.00
Coding Certification Exam Review	24 Hours	\$ 105.00
Total	240 Hours	\$1,030.00
*Tuition does not include the cost of textbooks		

Are textbooks required for each class? Is the cost of textbooks covered in my tuition?

One or more textbooks is required for each class. The cost of textbooks is not included in the tuition. A list of the required textbooks will be provided upon registration in the first class. A medical dictionary is also required. Instructors may recommend other supplies as needed. Textbooks will be available for purchase at the NVC Bookstore or anywhere the student wishes to buy them.

Where can I find information on the current class schedule?

Please check the following web page for updates on the program schedule and status of registration:
<https://www.alamo.edu/nvc/academics/community-education/>

When registration is open for the first class (Medical Terminology), the schedule posted on the website will provide the CRN and registration status of the class. Registration is on a first-come, first-served basis.

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How do I enroll in the Medical Billing & Coding program?

If you have never taken a CE class with Alamo Colleges, you can go to https://www.alamo.edu/academics/wtn/Getting_Started/. Scroll down the web page to CE Admissions & Registration and complete the required steps to become a CE student. If you are already a CE student, you may register and pay for classes online in your ACES account.

Please note: Registration is on a first-come, first-served basis. A minimum of 15 students is required for a cohort to make, and a maximum of 24 students will be allowed in a cohort. Registration will be closed when the maximum number of students has enrolled in the first class, Medical Terminology.

How do I resolve a Hold that prevents me from registering in a class?

Please call 210-21ALAMO (210-212-5266), Option 4 for assistance.

When is the payment deadline for the first class?

- Payment must be made for the first class by the stated deadline on the class schedule that is posted on the website – regardless of payment method.
- Payment can be made online in the student's ACES account and through the Virtual Business Office. The NVC Business Office accepts cash payments (no credit cards) in the Cypress Campus Center (CCC).
 - Failure to pay by the deadline will result in being dropped from the class. Students will receive one courtesy email and phone call if they are about to be dropped from the class. Emails will go to the Alamo student email address and phone calls to the number in the registration system. Students must keep their contact information updated in their student account in order to receive important and timely information.
 - If the student will be receiving financial aid (TPEG), it is the student's responsibility to check for notification of the TPEG award in their Alamo email via their ACES account. The voucher must be taken to the NVC Business Office to pay for their class by the payment deadline.

Note: All communication with students will be through their Alamo student email address.

Will I receive confirmation of my registration in the program?

Students will receive an email from the CE office when both **registration and payment** have been confirmed for the first class, Medical Terminology. Registration alone does not guarantee a seat in the class.

All communication with students will be through their Alamo student email address. Students confirmed for the next cohort will receive an email about attending an Orientation session for the program. It is imperative that your contact information, especially your phone number, be updated in your ACES account when you have registered for the first class so that you can receive communication about the classes and program throughout the year.

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Is Financial Aid available for CE Students?

Financial Aid is available for continuing education students who qualify; however, the process can take 4-6 weeks. If you are interested in applying for Continuing Education (CE) financial aid, go to this link on the website for information and instructions: <https://www.alamo.edu/admission--aid/paying-for-college/financial-aid/types-of-aid/grants/>. On the web page, scroll down to **Texas Public Education Grant – Continuing Education (TPEG-CE)**. Students who apply for financial aid but do not receive notification of an award by the payment deadline for a class must pay out of pocket for their class. Note: Pell grants do not cover CE classes.

If I have enrolled in the program and paid for my class but decide to drop my class, what do I need to do in order to receive a refund?

Per District CE policy, any registration cancelled prior to the first day of class will receive a full refund. Cancellation after the first day of class does not qualify for any refund. Refunds require 7-10 days to process.

In order to receive a refund, classes must be dropped prior to first class meeting. If dropping a class, the student must provide written notice via email to CE staff at Northwest Vista College prior to the first class day of class by emailing nvc-ce@alamo.edu.

If I am not able to enroll in the next cohort, when will the next program be offered?

Please check this web page <https://www.alamo.edu/nvc/academics/community-education/> for information on future class offerings.

What is a Hybrid class?

A Hybrid class is a cross between a traditional on-campus class and an Internet class. Part of the class will be taught online and during regularly scheduled on-campus class meetings. Classes will meet once a week on campus, and the rest of your learning will take place online in the Alamo Colleges Learning Management System (LMS), Instructure Canvas. Students will access their course by logging into their ACES account. An Overview will be provided during the Orientation and on the first class meeting.

Which certification exam does this program prepare students to take?

The program offered at Northwest Vista College is a basic level, non-credit Continuing Education program and is recommended for anyone who is preparing for a career in medical billing and coding for a physician's office, clinic, or similar positions. It is strongly recommended for anyone who is preparing for the AAPC Certified Professional Coder (CPC®) certification examination, which is the certification that our program is aligned with. The program does not certify students. Students will receive a Certificate of Completion upon successfully completing the entire program at Northwest Vista College. Students can register to take the CPC exam through the American Academy of Professional Coders (AAPC) at <https://www.aapc.com/>.

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What salary can I expect to make as a CPC?

According to AAPC's [2017 Salary Survey](#), the average salary for a CPC was **\$54,106**. Keep in mind that a CPC's annual salary varies based on location, years of experience, how many credentials held, the employer, and other factors. [Click here](#) to calculate the average CPC salary in your area, based on your job responsibility.

What is the difference between Billing and Coding?

Billing and Coding go hand-in-hand but are entirely different in terms of duties/responsibilities. If you are knowledgeable in both areas and certified in both fields, you will be more marketable. In general, a Coder is trained to abstract Medical Procedures and Diagnosis from a Medical Record and convert them into Codes—codes that can be identified only by those trained in Coding. A Biller is the one that inputs the codes on a claim and is trained to fill out the claim according to the payers' guidelines. A Biller monitors each claim sent out to the insurance company and makes certain the claim is paid in a timely manner. Billers have a lot of responsibility because you are dealing with the provider's revenue.

What is required to be able to do billing and coding work remotely from home?

In general, a person must have experience working for an employer and have proven to the employer that you are capable of doing the job in order to work remotely. It is recommended to obtain a couple of years' experience working onsite with the employer.