

## Medical Billing and Coding Certification Examinations

### Certifying Body:

### NHA

Title of Certification	Certified Billing & Coding Specialist
Cost of Exam	\$105 & includes membership
Books Allowed in Exam	No
Time Allotted	1 hour & 45 minutes
Website for More Info	<a href="http://www.nhanow.com">www.nhanow.com</a>
Membership Dues	No outside membership dues
# of Questions	100 multiple choice
Passing Score	72% to pass
Proctored by Jeff State	Yes

### Certifying Body:

### AAPC

Title of Certification	Certified Professional Coder
Cost of Exam	\$300 (includes 2 attempts)
Books Allowed in Exam	Yes
Time Allotted	5 hours & 40 minutes
Website for More Info	<a href="http://www.aapc.com">www.aapc.com</a>
Membership Dues	\$70
# of Questions	150 multiple choice
Passing Score	70% or better
Proctored by Jeff State	No

### Certifying Body:

### AHIMA

Title of Certification	Certified Coding Associate
Cost of Exam	\$199/Member; \$299/Non-member
Books Allowed in Exam	Yes
Time Allotted	2 hours
Website for More Info	<a href="http://www.ahima.org">www.ahima.org</a>
Membership Dues	\$165
# of Questions	100 multiple choice
Passing Score	300% on a scale of 400
Proctored by Jeff State	No

- Medical Career Programs require a high school diploma or GED. Some programs also require malpractice insurance, criminal background check, drug screen, health screen, and other items.

Call 205-856-7710 for specific information.



Center For Community and Corporate Education

Jefferson Campus  
George Wallace Hall, Room 202  
2601 Carson Road  
Birmingham, AL 35215

Shelby-Hoover Campus  
Health Sciences Building, Room 321  
4600 Valleydale Road  
Birmingham, AL 35242

Registration:

Phone: (205) 856-7710 or (205) 983-5277

E-mail: [workforcedev@jeffstateonline.com](mailto:workforcedev@jeffstateonline.com)

Website: [jeffstateonline.com](http://jeffstateonline.com)



## Professional Medical Billing and Coding



**The Center for Community  
and Corporate Education**

\*\* Information subject to change.

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# Professional Medical Billing and Coding

The Medical Billing and Coding Program is designed to help students successfully sit for the Certified Billing and Coding Specialist (CBCS) exam.

In recent years, there has been a rapid increase in medical tests, treatments, and procedures that will be increasingly scrutinized by health insurance companies, regulators, courts, and consumers. Also, patient information must be entered into computer databases to comply with the new Federal Legislation requiring the use of electronic patient records.

All of these factors have combined to create a potential job market for qualified medical records technicians.

Upon successful completion of the Medical Billing and Coding course, students may apply for entry level positions doing medical billing or coding in a medical office setting and sit for certification examinations.

The National HealthCareer Association (NHA), American Health Information Management Association (AHIMA), and American Academy of Professional Coders (AAPC) all offer national entry-level certification exams in the Billing and Coding Industry. Students should determine which exam they wish to sit for based upon their personal career goals.

Some typical tasks for the Medical Billing/Coding Professional Include:

- Registering of patient information.
- Performing insurance verification, pre-authorization and referral tasks.
- Preparing and posting transactions on day sheets, charge tickets, and patient accounts.
- Coding and billing insurance claims.
- Collecting patient payments and performing collection activities.

#### Please Note:

This course assists in preparing you for the CBCS certification offered by the NHA. You must also meet the Professional Association's Eligibility Requirements for the examination. The National HealthCareer Association's eligibility requirements include a high school diploma or equivalent.

## Medical Billing and Coding Employment Opportunities

Medical Billing and Coding Professionals are an integral part of the medical field, working in medical offices and hospitals.



#### Fees

Course Fee .....\$1395

\*Textbook..... Price subject to change

Workforce Investment Act (WIA) scholarships may be available for qualified and eligible students. Please call for details.

Certification examination fees not included.

## Two Ways to Register For Classes

- The quickest way to register is online at [www.jeffstateonline.com](http://www.jeffstateonline.com). Go to the "Community and Corporate Education" link on the web page.
- Walk-in: Walk-in registration is accepted during our regular business hours, Monday-Friday, 8:30 a.m.-4:30 p.m. at the following locations:

Jefferson Campus  
George Wallace Hall, Room 202  
2601 Carson Road  
Birmingham, AL 35215

Shelby-Hoover Campus  
Health Sciences Building, Room 321  
4600 Valleydale Road  
Birmingham, AL 35242

[All Students should review refund and other policies prior to registration on our website.](#)

## Pay As You Go

A "Pay As You Go" registration option is available for some certificate programs. Participating students register and pay for three separate courses that, when taken together, make up one career program. Courses are designed to be delivered consecutively.

- Books, supplies, and other items required for the course which are not included in the course tuition are not eligible for the "Pay As You Go" registration option.
- Online classes do not qualify.
- Participating students pay for each course in advance of the first day of class.

# Get Started Today!