



Medical Office Billing & Coding

Fall 2024 Entry

Certificate – 18 Credit Hours

Fully online or Jamestown Campus

The Medical Office Billing & Coding program requires students to meet pre-screening requirements for entry. This packet will outline the criteria, program coursework, and the application/selection process. Before applying, it is recommended to review the [Technical Standards and Essential Functions](#) required for the program. Reading these standards carefully along with a realistic assessment of your own personality, interests, abilities, strengths, and weaknesses will ensure that you choose a program and career path that is a good fit for you.

Please read the contents of this packet carefully and in its entirety as some requirements are time-sensitive.

PROGRAM ADMISSION REQUIREMENTS

- ✓ **Complete the GTCC General Admission/Readmission Process (new and returning students).**
 - *Students currently enrolled at GTCC do not need to complete a new application for admission. These students will begin with the remaining steps and make sure the NC Residency is current.*
 - *See page 2 for details on this requirement.*
 - *It is **highly recommended** to have this step completed by June 28, 2024.*

- ✓ **Provide evidence of completed Associate’s or Bachelor’s degree in a healthcare-related field which includes a minimum of 4 credit hours in Anatomy & Physiology (transcript must be on file in the Admissions Office)**
- OR**
- ✓ **Provide evidence of a minimum of 5 years of recent experience in a healthcare-related field.**
- ✓ **Submit the Fall 2024 Medical Billing & Coding Certificate Application**
 - *Applications can be submitted **May 31 through July 26, 2024.***
 - *See page 4 for details on application submissions*
 - *Applications may be accepted after the deadline if seats are still available.*

PROGRAM CURRICULUM OUTLINE

Fall 2024		
MED 116	Introduction Anatomy & Physiology (only if required through admission process)	4 credits
OST 141	Medical Office Terminology I	3 credits
OST 148	Medical Insurance & Billing	3 credits
Spring 2024		
OST 142	Medical Office Terminology II	3 credits
OST 247	Procedure Coding	3 credits
OST 248	Diagnostic Coding	3 credits
Summer 2024		
OST 249	Medical Coding Certification Preparation	3 credits
TOTAL CREDITS REQUIRED FOR CERTIFICATE (EXCLUDING MED 116)		18 CREDITS

LIMITED ENTRY ADMISSION PROCESS – GTCC HEALTH SCIENCES PROGRAMS

MEET PROGRAM ADMISSION REQUIREMENTS

Complete the GTCC General Admission Process (New and Returning Students)

- **New and returning GTCC students must complete the GTCC general admission, including the North Carolina Residency Determination Service (RDS).** To get started, visit <https://www.gtcc.edu/admissions-and-aid/apply-now.php>
 - **Returning students** - students previously admitted to GTCC and have not been enrolled in courses for more than 12 months
- **Submit your official transcripts to the GTCC Admissions Office.** Once received, transcripts are evaluated by GTCC's Enrollment Services staff. Approved transfer credits will be added to your academic record as appropriate.
 - **Please allow a minimum of TWO WEEKS for evaluation to occur.** This process takes longer near the beginning or end of a semester. Transfer credits from regionally-accredited colleges/universities must appear on your GTCC Self-Service transcript in order to be considered for meeting program requirements.
- **Activate your GTCC Titan Account.** You should be able to do this within 48 hours of your GTCC Application being accepted.
 - **Need help with this requirement?** For assistance with activating your GTCC Titan Account, you can contact Student Tech Support 1-866-826-3748, <https://www.gtcc.edu/help-center/student-tech-support.php#>.

Provide evidence of completion of an Associate's or Bachelor's degree in a healthcare-related field which includes a minimum of 4 credit hours in Anatomy & Physiology since 2014. Once recorded to your academic record, your credits will be evaluated to confirm that you have completed a 4-credit hour course in Anatomy and Physiology.

If you have earned a degree in a healthcare related field, but it does not include an Anatomy & Physiology course, you may be admitted to the program if you take MED 116 during your first semester with the other required courses. Please note, because MED 116 is not in the program, this will not be covered by Financial Aid, and you will be required to pay for this course out-of-pocket.

OR

Provide evidence of a minimum of 5 years of in a healthcare-related field since January 2018. Through the online application process, you will be asked to upload a resume that reflects you have been working in the healthcare industry since January 2018.

If you have more than 3 years of experience but less than 5 years of experience, you may be admitted to the program if you take MED 116 during your first semester with the other required courses. **Please note, because MED 116 is not in the program, this will not be covered by Financial Aid, and you will be required to pay for this course out-of-pocket.**

SUBMITTING YOUR PROGRAM APPLICATION: NEW PROCESS

Once you have completed all of the program admissions requirements, you are ready to submit the Medical Office Billing and Coding Certificate Application. Applications will be submitted electronically via the link below from May 31, 2024 – July 26, 2024: You must have an activated GTCC Titan account to access the application.

Fall 2024 Medical Billing and Coding Certificate Application

- Only one submission will be permitted for each applicant.
 - It is critical that you check your Student Planning account to confirm that all coursework is accounted for, including transfer credits. This is where your Anatomy and Physiology requirement will be confirmed.
 - It is important to make sure all requirements are met BEFORE submitting your application.
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PROGRAM APPLICANT SELECTION AND NOTIFICATION PROCESS

Approximately one to two weeks after the application submission, all those who submitted the *Medical Office Billing and Coding Certificate Program Application* will have been notified of their admission status via a letter sent to their GTCC EMAIL.

Selected applicants must either accept or decline a program position by returning their *Intent to Enroll Form* within 5 calendar days of the date on the acceptance letter. Applicants who accept a seat in the Medical Office Billing and Coding Certificate program will be required to complete the Mandatory Online Success Seminar

All applicants who are not offered a space in the program may consider completing a program change form to begin the Medical Billing and Coding Diploma program.

PROGRAM ADVISING/REGISTRATION, AND ENROLLMENT

Once a position in a program of study is accepted, the student will then register for the online seminar.

A student who enrolls in first-semester classes for the program and withdraws from the program must complete the entire program admission process if he/she wishes to apply for a future program entry.

The GTCC Health Sciences Limited Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.

Important Notes to Health Science Program Applicants

Program faculty reserve the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, students agree to, at all times, abide by the program requirements and procedures as set forth in the Student Handbook and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the publication of the Handbook will be posted as an addendum to the Handbook.

GTCC's Medical Billing and Coding certificate program is approved by the [American Academy of Professional Coders](#) and uses the AAPC curriculum for preparing students for the Certified Professional Coders (CPC) exam.

If You Have Questions about the Health Sciences Limited Entry Admission Process, Please Contact:
Limited Entry Programs Office

140 Hassell Health Technologies Center, Jamestown Campus ♦ (336) 334-4822, ext. 50439 ♦ limitedentry@gtcc.edu