



Medical Office Billing & Coding Certificate Admission Packet

Certificate – 18 Credit Hours

Fully online or Jamestown Campus

This program admissions process requires two applications; one for the college (see page 2) and another for the Medical Office Billing & Coding Certificate program (see page 3)

The **Medical Office Billing & Coding Certificate** program requires students to meet pre-screening requirements for entry. This packet will outline the criteria, program coursework, and the application and 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 their NC Residency is current.*
 - *See page 2 for details on this requirement.*
 - *It is **highly recommended** to have this step completed by June 26, 2026.*

- **Completion of an associate or bachelor's degree in a healthcare-related field which includes a 4-credit hour Anatomy & Physiology course completed within 10 years of the program start date (since 2016).**
- **OR**
- **Three (3) years or more experience, in the last 7 years, in a healthcare-related field, with a working knowledge of anatomy & physiology.**
- **Submit the Fall 2026 Medical Billing & Coding Certificate Application**
 - **Applications accepted beginning May 4, 2026 through July 24, 2026.**
 - **Program classes start August 13, 2026.**
 - *Full details on application submissions listed below.*

PROGRAM CURRICULUM OUTLINE

Fall 2026		
	First 8-week Session	
MED 116	Introduction Anatomy & Physiology (only if required through admission process)	4 credits
OST 141	Medical Office Terminology I	3 credits
	Second 8-week Session	
OST 142	Medical Office Terminology II	3 credits
OST 148	Medical Insurance & Billing	3 credits
Spring 2027		

	First 8-week Session	
OST 248	Diagnostic Coding	3 credits
	Second 8-week Session	
OST 247	Procedure Coding	3 credits
Summer 2027		
OST 249	Medical Coding Certification Preparation	3 credits
TOTAL CREDITS REQUIRED FOR CERTIFICATE (EXCLUDING MED 116)		18 CREDITS

**GUIDED ENTRY ADMISSION PROCESS
GTCC HEALTH SCIENCES – Medical Billing & Coding Certificate
PROGRAM ADMISSION GUIDELINES**

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

- **New and returning GTCC students** must complete the GTCC general admission process, including the **North Carolina Residency Determination Service (RDS)**.
 - *Returning students* are defined as individuals who were previously admitted to GTCC but **have not been enrolled in courses for more than 12 months**.
 - To get started, visit: <https://www.gtcc.edu/admissions-and-aid/apply-now.php>
 - When completing the GTCC general admission application, applicants should declare the Medical Billing and Coding Diploma as their intended major. If admitted to the certificate program, the Records Office will update the major accordingly.
- **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#>.

PROGRAM ADMISSION CRITERIA

Provide evidence of completion of an associate or bachelor's degree in a healthcare-related field which includes a 4-credit hour Anatomy & Physiology course completed within 10 years of the program start date (since 2016).

Applicants may meet this requirement by submitting documentation that demonstrates completion of an associate or bachelor’s degree in a healthcare-related field that includes a 4-credit hour Anatomy and Physiology course completed within ten (10) years of the program start date (completed since 2016).

Evidence must be provided through official academic transcripts submitted to the Admissions Office. Transcripts should clearly identify the awarded degree, institution, **and** completion of the required 4-credit Anatomy and Physiology course within the required timeframe. Additional documentation or course descriptions may be requested if clarification is needed.

Applicants who have earned an associate or bachelor's degree in a healthcare-related field but did not complete an Anatomy and Physiology course within the required timeframe may still be eligible for admission. These applicants may be admitted to the program by enrolling in MED 116 (Introduction to Anatomy and Physiology) during their first semester alongside the required program coursework. Please note that MED 116 is not included in the program curriculum, is not covered by Financial Aid, and must be paid for out-of-pocket.

OR

Provide evidence of a minimum of 3 years of work experience, in a healthcare-related field, in the last 7 years, and a working knowledge of anatomy and physiology.

Applicants may document this evidence through:

- A resume that clearly outlines healthcare-related positions, dates of employment, and job duties showing regular exposure to medical terminology, body systems, diagnoses, procedures, or clinical documentation.
- Academic transcripts reflecting completion of anatomy and physiology coursework or other healthcare-related education that supports applied knowledge.
- Employer or supervisor documentation, professional certifications, training records, or continuing education that confirm the use of anatomy and physiology knowledge in the workplace.

While additional documentation or course descriptions may be requested for clarification, applicants are responsible for ensuring that all submitted documentation is complete and **clearly demonstrates that admission criteria are met.**

Applicants who have three (3) or more years of applicable healthcare-related work experience but cannot demonstrate a working knowledge of anatomy and physiology may still be eligible for admission. These applicants may be admitted to the program by enrolling in MED 116 (Introduction to Anatomy and Physiology) during their first semester alongside the required program coursework. Please note that MED 116 is not included in the program curriculum, is not covered by Financial Aid, and must be paid for out-of-pocket.

SUBMITTING ADMISSION DOCUMENTATION

Once all admission requirements have been met, applicants must submit the Fall 2026 Medical Billing and Coding Certificate Application using the online application link provided below. Applications are submitted electronically; paper applications are not accepted.

As part of the online application, applicants will be required to upload a resume that reflects applicable work history and qualifications. If academic transcripts are used as part of the admission evidence, the transcript must be on file with the Admissions Office and confirm completion of the required Anatomy and Physiology coursework.

Applicants are responsible for ensuring that all submitted documentation is complete, accurate, and **clearly demonstrates that admission criteria are met.** While additional documentation or course descriptions may be requested for clarification, submission of sufficient evidence remains the applicant's responsibility.

Before submitting your application, confirm that:

- **All admission requirements have been met**
- **Required transcripts are on file with the Admissions Office (including any anatomy and physiology credits, if applicable) and listed in Self-Service (GTCC's Student Portal). Carefully review Self-Service account prior to submission.**
- **Submitted resume clearly reflects qualifying healthcare experience**

Only one application submission is permitted per applicant. Use this link to access the MBC Certificate application.

[Fall 2026 Medical Billing and Coding Certificate Application](#)

ADMISSION NOTIFICATION AND NEXT STEPS

Applicants will be notified of their admission status within one to two weeks after application submission. Admission decisions will be communicated via an official letter sent to the applicant's GTCC email account.

Applicants who are offered admission must accept or decline their seat in the Medical Billing and Coding Certificate program by returning the **Intent to Enroll Form** within five (5) calendar days of the date on the acceptance letter.

Applicants who do not meet the admission criteria for the Medical Billing and Coding Certificate may consider the

[Medical Billing and Coding Diploma](#), an **open-enrollment program** that does not require a program application process.

PROGRAM ADVISING/REGISTRATION AND ENROLLMENT

Once an applicant **accepts a seat** in the program, they will be directed to **register for the Mandatory Online Success Seminar**. Completion of this seminar is required before registration for any online courses. Upon completion of the seminar, the student can register for the courses listed in the program curriculum outline above.

Students who enter the program and later withdraw or stop out for a length of time that requires submission of a new GTCC general admission application must **complete the full program admission process again** if they wish to reenter the program.

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.

Important Notes to Health Sciences 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's 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 handbook's publication will be posted as an addendum.

The GTCC Health Sciences Guided 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.

If You Have Questions about the Health Sciences Guided Entry Admission Process, Please Contact:

Guided Entry Programs Office

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

If You Have Questions about the Medical Billing & Coding Program, Please Contact:

Deborah Fondow, Program Director, Healthcare and Office Administration

(336) 334-4822, ext. 50200 ♦ dfondow@gtcc.edu