

Dear Prospective Student,

Thank you for your interest in the Allan Hancock College Medical Billing and Coding Program. We are pleased that you are exploring Medical Billing and Coding as a profession. Medical Billing is a demanding discipline and the course of study is challenging as well as rewarding. We urge you to recognize the commitment that is essential if one is to be successful in this program.

Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. Keep a copy of all documents for your reference.

If you have questions regarding the program please take a look at the Medical Billing website <https://www.hancockcollege.edu/health/medical/billing.php> or if you have a specific question about the application process contact the Health Sciences Department at healthsciences@hancockcollege.edu.

**Sincerely,
Tawnya Karstrom
Program Technician**

In order to be considered for the Medical Billing and Coding program, you must turn in the attached application and required documents no later than May 31, 2024, end of day. This application is application period specific. Please read through the entire packet and be sure to turn in a completed packet. A randomized lottery will seat the first 24 students who applied, all other applicants with a lottery number will be placed on a program waitlist.

PROGRAM

The Medical Billing and Coding certificate program is a two-semester program beginning in August and ending in May, during the evening/night, providing essential skills needed for employment in the billing department of a medical office.

If you completed the Medical Assisting program at Allan Hancock College within the last two years or are currently in the Medical Assisting program, you may apply and have priority seating into the Medical Billing program for this upcoming Spring program. You will need to apply now for a seat in the second half of the Medical Billing and Coding program (starting in January and ending in May). Please indicate this on your application by checking the appropriate box.

COMPLETED APPLICATION PACKET AND ELIGIBILITY:

- All applicants must have an AHC student ID number and complete the program application form attached.
- You must be 18 years of age or older and provide proof with this application.
 - Acceptable forms of proof of age: birth certificate, driver's license or State ID, only one document is required.
- All applicants must show completion of English 101 with a grade of "C" or better:
 - A printout of your AHC unofficial transcripts must be provided with this application.
 - Official transcripts from any other college must have already been evaluated by AHC Admissions and Records Transcriber and in your AHC portal to print for proof of completion.

Applications will be accepted in one of the following ways:

- Hand deliver your complete packet to the Health Sciences office (M132) on the Santa Maria campus. (Mailbox across from the M132 office door)
- Mail: Attn: Allan Hancock College \ Health Sciences Department (M132) \ 800 S College Drive \ Santa Maria, CA 93454. (Post marked on or before the application due date)
- It is recommended to place all documents in one envelope before turning in.

If you would like to apply to more than one program within the Health Sciences department, you are welcome to do so, however, if your lottery number places you in more than one program at the same time, the office will decide which program you will be placed in. You will only be permitted to register for one program at a time. To be considered for the other programs the following year, you must apply to that program during the next application period and attach the acceptance email.

UPON ACCEPTANCE INTO THE MEDICAL BILLING AND CODING PROGRAM

All applicants will be notified via email (provided by you on this application) regarding admissions status, by the end of the day **June 28, 2024**. Please write or type your application clearly so there is not any confusion on the information you are giving. Be sure to check your spam/junk email, AHC email sometimes does not go to your inbox.

- All students in the program are expected to achieve a “C” grade or better in all required courses and maintain a 2.0 Grade Point Average (GPA) or above each term prior to moving on to the next term. Core curriculum is intended to be completed in one academic year.
- The students seated in the upcoming class will be required to turn in the original signed acceptance letter and register for classes by the due date, attachments in the email.
- Waitlisted students will also receive an email with their waitlist number, a waitlist will be maintained until the first day classes start and will not carry over to the next application period
- It is the responsibility of the student to register and pay for all Medical Billing classes held in each semester by the deadline dates.

ABSENCE AND TARDY POLICY

Grade points are deducted for absences in excess of two (2) per semester. Three (3) tardies are considered a full day’s absence. If you are not present when role is called, you are tardy. Missing 30 minutes of class or more during ANY part of class is considered a full day’s absence. Do not make appointments during class time. There is no such thing as an excused absence.

CERTIFICATION OF ACCOMPLISHMENT – Total of 16 units

Allan Hancock College will offer a Certificate of Accomplishment, once the student has completed the mandatory classes.

1st semester – 9 units

- | | |
|---------------------------------------|---------|
| MB-305 / Body Systems and Disease | 5 units |
| MB-352 / MA Administrative Procedures | 4 units |

2nd semester – 7 units

- | | |
|--|---------|
| MA-360 / Medical Billing and Insurance | 4 units |
| MA-361 / Coding for Medical Insurance | 3 units |

* If you have taken the Medical Assisting program at AHC, you may apply to the billing and coding program. You will not have to take the fall courses offered, MB 305 and 352 but will need to take and complete all spring courses for a Medical Billing and Coding certificate.

EMPLOYMENT OPPORTUNITIES

The median hourly wage is \$15.00 per hour. A medical biller may work in private practice such as a medical office. Other areas of employment include community clinics and government agencies, including federal or state hospitals.

FINANCIAL AID

Please contact the Financial Aid office for all questions and/or eligibility, or go to <https://www.hancockcollege.edu/finaid/index.php> for up-to-date information.

MEDICAL BILLING PROGRAM ESTIMATED STUDENT FEES

Fall Semester	
TUITION (9 units @ \$46/unit (CA))	\$414.00
PARKING (\$2.00 PER DAY OR \$20.00 FOR SEMESTER)	\$20.00
HEALTH FEE (\$23), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$35.00
REQUIRED FALL TEXTBOOKS	\$675.00 (AHC)
MISCELLANEOUS SUPPLIES – flash drive, notebooks, pens, paper, etc.	\$35.00
Total is estimated	\$1179.00
Spring Semester	
TUITION (7 units @ \$46/unit (CA))	\$322.00
PARKING (\$2.00 PER DAY OR \$20.00 FOR SEMESTER)	\$20.00
HEALTH FEE (\$23), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$35.00
REQUIRED SPRING TEXTBOOKS	\$185.00 (est.)
MISCELLANEOUS SUPPLIES – flash drive, notebooks, pens, paper, etc.	\$60.00
Total is estimated	\$622.00

TOTAL ESTIMATED COSTS TO ACHIEVE MEDICAL BILLING CERTIFICATE

\$1,800.00

If you have taken the MA program previously, you will not need to pay for the Fall semester.

Prices are subject to change

Personal Information			
Full Name: <small>(First, MI, Last)</small>			
Address:			
<small>Street Address</small>		<small>Apartment/Unit#</small>	
<small>City</small>	<small>State</small>	<small>ZIP Code</small>	
Primary Phone:		Secondary Phone:	
Social Security or Tax ID Number:		Birth Date (MM/DD/YYYY):	
AHC Student # H:		Email Address:	
(Mandatory)			
Education			
List any other Health Sciences programs you are applying to this year -			
Have you completed the Medical Assisting program at Allan Hancock College previously? If yes, Semester/Year:			

Confidential Applicant Survey

Federal and state mandates require that we compile summary data on the gender and ethnicity of applicants. To assist us in complying with this requirement we are requesting that you complete the below.

Supplying the following information is optional and will not affect the status of your application.

I identify my ethnicity and gender as:

- | | |
|--|--|
| <input type="checkbox"/> African American / Black
<input type="checkbox"/> American Indian / Alaska Native
<input type="checkbox"/> Asian
<input type="checkbox"/> Other Asian
<input type="checkbox"/> South Asian / Indian, Pakistani etc.
<input type="checkbox"/> Filipino
<input type="checkbox"/> Hispanic / Latino
<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Other Pacific Islander
<input type="checkbox"/> Caucasian / White | <input type="checkbox"/> Mixed race
<input type="checkbox"/> Other
<input type="checkbox"/> Male
<input type="checkbox"/> Female
<input type="checkbox"/> Other
<input type="checkbox"/> Unknown
<input type="checkbox"/> Prefer not to answer |
|--|--|

Preferred language at home _____

It should be emphasized that it is the policy of Allan Hancock Joint Community College District that no person shall be discriminated against on the basis of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, marital status, or sexual orientation, information regarding the gender and ethnicity as applicants is not supplied to any other agency and is kept in a confidential file.

You may hand deliver this application packet to the mailbox across from the M132 office door or mail it into the college using the address on page 4 by the last day of the application period. No phone calls or emails regarding status.

Please read and acknowledge your understanding by checking the box

- I have read this application packet carefully and agree to comply with the standards and rules detailed within.
- I understand that I must show proof of completion and equivalency or higher with a grade “C” or better. I understand that my official transcripts from ALL other colleges will be transcribed through Admissions and Records before I turn in my unofficial AHC transcripts showing completion of these pre-requisites.
- I understand that I will be notified by email at the end of the day, **June 28th, 2024**. It is my responsibility to write my email clearly, and check my spam/junk mail. If given a seat, the information packet will be emailed to the email address I have provided.
- I understand that if I am in process or currently enrolled in any of the pre-requisite classes, I will submit my AHC unofficial transcripts showing current enrollment. Once the courses have been completed, grade(s) showing proof of passing with a grade “C” or better by they first day of class.
- If I am on the waitlist (maintained until the last day to add), I understand that I may be contacted as seats become available.
- I understand that requirements for the program can change and will require flexibility.

I certify that the statements made in this application are true and complete to the best of my knowledge and that any false or misleading information I may give, may be cause for denial of admittance.

Signature

Date

Submitting an application does not guarantee that applicants have satisfied minimum criteria

If you would like to apply to more than one program within the Health Sciences department, you are welcome to do so, however, if your lottery number places you in more than one program at the same time, the office will decide which program you will be placed in. You will only be permitted to register for one program at a time. To be considered for the other programs the following year, you must apply to that program during the next application period and attach the acceptance email.

For office use only:

Application Complete: ___Yes ___No (Application, Proof of Age, AHC unofficial Xscript)

English 101 Complete: ___Yes ___No ___IP Semester/YR_____ Grade: _____

Any other program applications turned in? ___Yes ___No Program _____

Previous MA or MB student (AHC only)? ___Yes ___No When _____

Notes:

