



# Healthcare Billing and Coding

144 hours

## Course Cost:

Registration Fees	\$266.30
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## Additional Costs:

Textbook	TBD (BRCC bookstore)
ID Badge	\$10.00 (BRCC Bookstore)
NHA Certification Exam	\$117.00 (Due last 2 weeks of course)

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## Healthcare Billing and Coding Course:

This course prepares the candidate for entry level healthcare billing and coding. Course topics include the role and responsibilities of the healthcare billing and coding position, managed health care, life cycle of an insurance claim, legal and regulatory considerations, coding regulations, reimbursement issues, claim instructions, medical terminology, filing commercial claims, insurance terminology and plans. Upon successful completion of the course, the student will be eligible to sit for the National Healthcareer Association (NHA) Exam. Blue Ridge Community College is an approved NHA test site.

## Prior to Registration for the Healthcare Billing and Coding Course:

- If interested in applying for financial assistance please contact the following offices:
  - NC Works: Henderson County Campus: (828) 694-1755
  - NC Works: Transylvania County Campus: (828) 883-2550
- If you require special learning accommodations, they must be addressed prior to the first day of class with The Disability Services Office in Student Services at (828) 694-1813.

## To Register for the Healthcare Billing and Coding Course:

The following documentation is required at the time of registration:

1. The student must be 18 years old.
2. The student must have a high school diploma or GED. The diploma or GED will be photocopied at the time of registration. Wallet-size high school diplomas are not accepted.
3. IDs required (names must match on both forms):
  - a. A Signed Social Security Card (paper card, non-laminated), or letter from Social Security Office stating that card has been requested.
  - b. Current Driver's License or government-issued picture ID.

4. Completed registration form.
5. A statement will be signed at registration to confirm that the student received and had an opportunity to review the Allied Health Student Handbook.
6. Registration fees of \$266.30. **All Payment is due at Registration**
  - The registration fee is broken down as follows: \$180.00 registration fee, \$1.30 insurance, \$80 materials fee, IT fee \$5.00 (\$266.30 total)
  - If paying by check, please make it payable to **Blue Ridge Community College**.
  - Fees are non-transferable to another course.
  - Once registered, if a student officially withdraws before the 10% point, the student may be eligible for 75% refund of the **registration fee not the total cost of the course**.
  - The insurance fee, supply fee, and IT fee are non-refundable

**Registration:**

Registration is taken on **specific dates/times by appointment**.

Appointments can be made by contacting the following offices:

**Henderson County Campus:**

Sheila Merrill

Health Science Center- 3<sup>rd</sup> floor 805 6<sup>th</sup>. Ave, West, Hendersonville, NC. 828-694-1748.

**Transylvania County Campus:**

Student Welcome Center 45 Oak Park Drive, Brevard, NC. 828-883-2520

**First Day of Class:**

Please arrive on time. The following items are required the first day:

- Textbook (should be purchased from Blue Ridge Community College Bookstore)
- Student ID Badge

**Important Resources:**

Purchase the textbook and ID Badge from either of the following locations:

- Henderson County Campus:  
William D. Killian Building  
140 Alumni Way, Flat Rock, NC 28731  
(828) 694-1720
- Transylvania County Campus:  
Straus Building  
45 Oak Park Drive, Brevard, NC 28712  
(828) 883-4724

For additional questions or concerns, please contact the following:

- Sheila Merrill, Allied Health Program Specialist at (828) 694-1748
- Heather Stewart, RN, MSN, Allied Health Program Director at (828) 694-1761



# Allied Health Student Handbook

## **Classroom Procedures**

### **An Overview**

Many of the Allied Health courses involve a mixture of didactic and psychomotor classroom and lab meetings; therefore, it is necessary that certain procedures be in place to allow every student ample opportunity for learning.

### **Grade Average**

Each course will offer a mixture of exams, quizzes, assignments or group projects that are used to evaluate the students learning and understanding of material. An 80% average is required to pass the course. One make-up test will be offered to bring up any test grade below 80%.

### **Academic Honesty**

Refer to the Academic Honesty policy found in the Blue Ridge Community College Catalog and Student Handbook.

### **Attendance**

Students are expected to attend every class and clinical rotation if applicable. Students may miss (including tardies) a maximum of eight (8) hours of classroom time. Being tardy is anything past scheduled class time. A tardy greater than 15 minutes will be considered one hour of missed class time. The instructor will assign written make-up work from the material missed in class. The written assignment is due within seven days of the absence. Inclement weather cancellations and delays will be determined by Blue Ridge and posted on the school's website. All class missed due to inclement weather and college closings will be made up hour-for-hour during the semester.

No absences are allowed in the Nurse Aide Refresher, Medical Assistant Prep/Review, or Medication Aide Course.

### **Classroom Attire**

If your course requires scrubs, they should be loose fitting with no visible underwear or cleavage. Students in courses that do not currently require scrubs should wear loose fitting clothes that allow for easy movement without inappropriate skin exposure. Closed toe and closed heel shoes are required for skills lab. Appropriate personal hygiene should be maintained at all times.

### **Lab and Equipment Use**

Students may only utilize the lab and/or equipment under the direction of a BRCC faculty member, or designated lab monitor. Students are required to return equipment into its proper place in either the linen closet or shelf from which it was taken. Students will be asked to help fold linen, straighten beds and prepare the lab for use by other classes. Instructors are responsible for ensuring proper care and use of the lab and equipment.

### **BLS/CPR**

Many of the Allied Health courses with the exception of Healthcare Billing and Coding and the Medical Assistant Prep will offer CPR as part of the course requirements. American Heart Association Basic Life Support BLS/CPR certification course will be completed during normal classroom hours. There will be a one-time fee of \$5, to be paid in cash to the instructor on the class date. If a student already possesses a current AHA BLS/CPR card, the student is required to attend class but not to test or pay the \$5 fee. A current AHA BLS/CPR card is required to begin clinical rotations. It is the student's responsibility to claim the e-card and upload it into the ViewPoint tracking system prior to beginning clinical experiences.

### **First Day of Class**

Please dress in appropriate attire with closed toe and closed heel shoes for the first day of class. Bring the following items with you:

1. Textbook (to be purchased from Blue Ridge Community College Bookstore)
2. Student ID Badge

A syllabus will be distributed and will include classroom and clinical rotation dates and times.

## **Clinical Guidelines (Only applicable for courses that offer clinical experience)**

### **Objectives**

Clinical rotations can include working shifts at provider's office, urgent care, or an acute care facility (e.g. hospital). A Blue Ridge Community College instructor will be on-site or available at all times during the clinical experience, however students will shadow and work closely with facility staff. Students are required to maintain documentation of completed skills and submit documentation at the end of the course. This paperwork will stay on file and is required to complete the course and advance to the certification exam if applicable.

### **Attendance**

Students are expected to attend all scheduled clinical orientations and clinical rotations. If a student misses a rotation due to illness, a note from a medical provider (MD, DO, NP, PA) will be requested by the BRCC Instructor.

If unable to attend, students must notify the instructor directly no later than thirty (30) minutes before the starting time of the day's rotation. During clinical orientation, students will be provided with the phone number where they can reach the clinical instructor to report an absence. All missed clinical rotations must be made up, regardless of the reason for the absence.

Students are required to be at their assigned clinical location for the complete shift. Every effort must be made to report to the assigned clinical area, clinical orientations, and any other clinical related events on time. Students are reminded to allow adequate travel time for adverse weather conditions that are often present in the mountains. In addition, the clinical instructor reserves the right to dismiss the student from clinical for the day for tardiness, unacceptable behavior, or unacceptable appearance. In such instances, the student will be responsible for making up the missed clinical rotation.

Students may miss (including tardies) a maximum of eight (8) hours of clinical time. Any missed clinical hours are to be made up hour-for-hour regardless of the circumstances. Make up hours will be scheduled outside of normal class time, possibly on weekends.

### **Transportation**

Students are expected to provide their own transportation to and from their clinical assignments. Any traffic violations incurred while traveling to and from clinical assignments are the responsibility of the student.

### **Parking**

During the orientation of each clinical site, students will be advised where to park their vehicle. Hospitals may restrict the number of student vehicles they will allow in their parking facilities. Any parking fees or fines are the responsibility of the student.

### **Required Dress and Hygiene**

You will be required to wear proper attire for your clinical rotations. Each clinical site reserves the right to send you home if they feel you are not dressed in an appropriate manner. Each student must have the proper attire and equipment to successfully complete clinical assignments. Mandatory equipment/attire includes the following:

- Designated scrubs
- Watch with a second hand (non-digital). Digital watches are not allowed inside facilities.
- Closed-toe and closed-heel shoes
- No specific color is required, but shoes must be clean and dirt free
- Blue Ridge Community College Student ID Badge
- Text book

Your uniform should be clean and wrinkle-free at all times. Your appearance is a reflection not only of Blue Ridge Community College but also of the entire healthcare profession. Please conduct yourself as a professional. Appropriate personal hygiene should be maintained at all times.

- Make-up and jewelry should be kept to a minimum.
- No perfume/cologne can be worn in a facility at any time.
- Fingernails should be neatly trimmed and clean. Only clear fingernail polish will be permitted.
- Hair must be combed, brushed, and neat. Hair should be worn so that it does not fall toward the patient's face.
- Facial hair should be neatly trimmed
- All visible body piercings, with the exception of a single set of stud earrings, must be removed during clinical rotations. Gauges must be removed and covered with Band-Aids, or a flesh colored gauge may be used depending on clinical site regulations.
- Tattoos must remain covered.

Some clinical sites have more stringent dress codes and guidelines than those of Blue Ridge Community College. Students will follow the more stringent dress code, which will be covered during each individual clinical site orientation.

Please remember that poor personal hygiene and inappropriate dress may result in dismissal from the clinical site. Instructors have the discretion to send a student home to change clothes or address hygiene issues, if the instructor deems it necessary. Being sent home does not count as an excused absence and clinical time missed must be made up hour –for-hour.

## **Student Behavior**

Each student in clinical rotations shall:

- Clearly identify himself or herself as a student with the Blue Ridge Community College by wearing a Blue Ridge Community College ID badge.
- Leave their cell phone and digital watch in their vehicle at all times.
- Refrain from smoking or vaping during the day, even during breaks
- Arrive and depart from the assigned site at the scheduled times.
- Be prepared with paperwork, watch, ink pen, and in appropriate clinical attire
- Behave in a professional manner befitting their status as a Health Care student.
- Observe all clinical dress codes. (See above.)
- Initiate activities involving patient assessment and patient care under the direct supervision and/or authorization of the instructor or facility staff
- Perform all assigned tasks to the best of their abilities within their scope of practice.
- Under no circumstance, argue with or disrespect facility staff or the BRCC instructor. If there is an issue with a staff member, it should be reported immediately to the instructor.

Immediately inform the instructor of any situation where student performance produces unexpected and/or undesirable results; to include injury or adverse consequences to patients, family members, bystanders, or to the student.

## **Confidentiality**

The patient's right to privacy and confidentiality is protected by the Health Information Portability and Accountability Act, and will be respected. Permission of the preceptor must be obtained before initiating any patient assessment or treatment or before reviewing patient medical records.

Students are reminded that information obtained from patients or patient records is confidential and may be discussed only with the patient's physician, the staff preceptor, or the clinical instructor. Students are cautioned about discussing patients in public areas such as the hospital cafeteria or restaurants. Even in the clinical setting, students should be cautious of individuals near the area of conversation.

Individual clinical sites generally require students to sign confidentiality statements before beginning the clinical experience.

## **Meals**

Students are responsible for their own meals during clinical assignments. You may bring food to the facility. Most areas have refrigerators where "brown bag" meals may be stored prior to the lunch hour. Some facilities have a cafeteria where lunch can be purchased however; this is not the case for every rotation. Students are not allowed, under any circumstance, to leave the facility property. Leaving the facility property will result in dismissal from the course.



### **Insurance**

Students are not required to purchase malpractice insurance. Blue Ridge Community College will purchase a group plan and the cost is included in registration fees. Students will not be permitted to attend clinical without malpractice insurance and therefore, students are not allowed to opt out of this coverage or provide their own.

### **Immunizations**

Prior to being permitted in the clinical setting, each student must provide proof of having the following immunizations, or completed titer(s) demonstrating immunity:

- MMR
- Varicella
- Hepatitis B (Proof of 1st dose at time of registration with correct doses following)
- 2 step TB Skin Test, or a Chest X-Ray (within the last 5 years), or a T-Spot blood test
  - 2 Step TB Skin Test: two separate TB skin tests (PPD) must be administered/placed and read within a 21-day period. We recommend having your second TB skin test placed 7-10 days after the first test is administered/placed. There cannot be more than 21 days between the first test being placed and the second test being read.
- Tdap
- Influenza if course runs anytime between October 1st – April 1st
- Any additional records as required by individual clinical sites

The student is responsible for uploading their immunization records into ViewPoint screening. The due date for having documents approved by ViewPoint will be determined by the instructor and announced the first day of class. The instructor will provide instructions on how to set up a ViewPoint account the first day of the course.

### **ViewPoint Screening Services**

Student certifications, immunizations, background checks and drug testing are tracked through ViewPoint Screening <https://www.viewpointscreening.com/blueridge>

Students are responsible for the one-time cost and must follow the instructions provided by ViewPoint Screening to complete their documentation. All immunizations, certifications, background checks and drug tests must be completed by the due date announced by the instructor on the first day of class. Students will have the option to complete their drug test in the following cities:

- Asheville                      \$73.00
- Hendersonville              \$83.00
- Brevard                         \$89.00

Students are responsible for placing their order with ViewPoint Screening the first day of class online with a credit or debit card. Students cannot attend clinical orientation or rotations without having all documentation approved by ViewPoint, and therefore will be unable to complete the course.

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## Acknowledgement Form

Blue Ridge Community College strives to provide a professional learning environment to all clinical students. In order to provide a quality learning environment, it is critical for all students to understand and abide by the policies of Blue Ridge Community College and its approved clinical sites. If there are any questions regarding classroom procedures, it is the individual student's responsibility to contact their Blue Ridge Community College Allied Health Instructor for clarification.

Failure to have immunization and AHA BLS credentialing uploaded and approved by ViewPoint by the due date announced on the first day of class will prohibit the student from attending clinical rotations and the student must drop the course.

By signing below, I understand and agree to abide by all Classroom Procedures and Clinical Guidelines of Blue Ridge Community College and its approved clinical sites.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date