



Medical Billing and Coding - 2023 Catalog

TN Professional Training Institute

1630 S. Church St., Suite 302 Murfreesboro, TN 37130

www.TNPTI.com 615.631.8440

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The TN Professional Training Institute is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

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TN Professional Training Institute

About the Faculty

Nancy Schott - Owner and Director

Email: nancy@tnpti.com

Nancy received her Bachelor of Arts from Samford University in Birmingham, Alabama after growing up on the beaches of Florida. She has spent more than 25 years around the dental field and enjoys helping students begin their career in dental assisting. Nancy has 4 children who keep her on her toes!

Stephanie Miller - Assistant Director

Email: stephanie@tnpti.com

Stephanie graduated from Daymar College in Murfreesboro, Tennessee with her Bachelors of Science Degree in Healthcare Administration. She has worked in higher Education since 2015. Stephanie loves spending time with her two daughters and working with non-profit organizations. She loves working with her students, watching them excel in their programs and starting their new careers.

Sarah Foster - Student Support Coordinator

Email: sarah@tnpti.com

Sarah grew up in Bowling Green, KY and attended Western Kentucky University where she received her Bachelor of Science degree in Administration. Prior to joining the TNPTI team she worked in an administrative and student enrollment setting for 15 years with Williamson County. She enjoys the outdoors along with traveling and is a mother to 2 young children who are active and keep her very busy.



2023 Medical Billing and Coding Class Schedule

**All Online Classes are in Central Standard Time (CST)*

In-Person Dates Coming Soon!

Online Classes:

10 Week Morning Class T/TH 8:30 a.m. - 12:30 p.m.

February 14th - April 20th

May 2nd - July 13th

July 25th - September 28th

October 10th - December
19th

10 Week Evening Class T/TH 5:30 p.m. - 9:30 p.m.

February 21st - April 27th

May 9th - July 20th

August 1st - October 5th

October 10th - December
19th

10 Week Saturday Class 8:30 a.m. - 5:00 p.m.

February 4th - April 15th

April 22nd - July 15th

July 22nd - September 30th

October 10th - December 16th

Observed Holiday Schedule 2023

January 16th, February 20th, April 8th,

May 27th - May 29th, July 1st - July 7th

September 2nd - 4th, November 22nd - 25th

December 22nd - January 1st, 2024

Online Medical Billing and Coding Purpose

The medical billing and coding program is an online program composed of 80 hours of live, online instruction by an experienced medical biller and coder.

The curriculum is designed to give students the knowledge necessary to understand the functions of a medical billing and coding specialist in the real world and the systems, such as ICD-10, as they relate to the functions of the medical billing and coding specialist.

Overall, the program seeks to develop students in the general approaches to the knowledge necessary for the medical billing and coding specialist including skills training, medical terminology, insurance and medical billing terminology so that students may work effectively in the field and engage them in the intellectual work of the discipline.

Online Medical Billing and Coding Objectives

- Understand the anatomy and physiology of the human body
- Develop a strong foundation in medical terminology
- Identify common medical prefixes, roots and suffixes
- Learn common abbreviations in a medical context
- Understand the importance of law and ethics in the healthcare field (HIPAA, doctor/patient confidentiality, patient bill of rights, health insurance fraud, health insurance abuse, embezzlement, subpoenas, etc.)
- Develop an understanding of the association between the need to secure reimbursement and the delivery of medical services
- Understand medical billing systems
- Post and submit claims
- Communicate with healthcare providers and insurance companies regarding billing
- Perform accurate data entry
- Manage health insurance data
- Track payments and reimbursements
- Appeal denied claims
- Apply the correct coding to medical diagnoses and treatments for billing purposes
- Demonstrate the ability to use medical software and electronic health records
- Transfer procedural and diagnostic coding knowledge to both paper and electronic claim forms
- Participate in an externship (on your own if you choose) to gain work experience

Medical Billing and Coding Admissions

Students wishing to enroll in the TN Professional Training Institute's 80 - Hour Online Medical Billing and Coding course must:

- Be 18 years of age or older
- Be willing and able to perform the job as a medical biller and coder
- Submit an official high school/GED/HiSET transcript to TNPTI
- Have access and use of a computer with working high speed internet, microphone and camera for the use of a videoconferencing method such as Zoom for instruction and testing

If this sounds like you, visit www.TNPTI.com or come by TNPTI to fill out an application today. Full deposit, successful registration with MiaShare or Climb Credit, or confirmation of approval from one of our financial assistance partners is required at least 1 day prior to the first day of class. (Additional information regarding payment options can be found on page 14.) Due to the advanced, hands-on nature of this course, late enrollment will not be allowed.

Medical Billing and Coding Course Requirements

1. Students must be at least 18 years of age.
 2. Students must be a high school or GED/HiSET graduate and submit **official transcripts** indicating the date of graduation or completion before they can begin class. These may be emailed to: admissions@tnpti.com or mailed to TNPTI at 1630 S. Church St. Suite 302 Murfreesboro, TN 37130.
 3. Students are required to maintain an 80% average in order to graduate. If the student does not maintain an 80% average throughout the course, they may be asked to repeat some or all portions of the course.
 4. Online students must have access to the use of a computer with working WiFi, microphone and video camera for each class which will be taught using a video conferencing method such as Teams. Students must have a quiet place to work from during class, as the course is interactive for the purpose of classroom engagement and a deeper level of instruction and learning. TNPTI's Online Medical Billing and Coding course uses synchronous learning, meaning the course is offered in real time with a live instructor.
- Student files will be kept securely at TNPTI's corporate office

Medical Billing and Coding Code of Conduct (Online Course)

TN Professional Training Institute is an institution where students can learn in a polite, respectful, and productive environment. We ask that our students hold true to these standards to maintain this level of learning for all.

- Be respectful of the time of the course. Please log on 10 minutes prior to the start of class so that we may start and end on time without distractions. Attendance will be taken at the beginning of each class. This course is a synchronous course, which means there will be a LIVE instructor at all times. Students must have their video camera and microphone on for the duration of each class.
- Please be in a quiet location – free from outside activity, noise, or any other distractions while in class. This is for your benefit and the benefit of others.
- Please dress appropriately for class. Casual classroom dress is acceptable (pajamas are not acceptable).
- You will be asked to show your driver's license or a government form of identification with your name and picture on it at the beginning of each class and at the beginning of each test.
- All TNPTI students must abide by the TNPTI Code of Honor.
- Please refrain from eating, drinking, and smoking during class or anything else that may be distracting to others. You will have scheduled breaks each class period.

Medical Billing and Coding Code of Conduct (In Person Course)

The TN Professional Training Institute is a peaceful, productive place where students come to study about phlebotomy. Our goal is to provide a pleasant environment for our students, and we ask that you do the same. Be respectful of the property and of each other. Try to arrive 10 minutes early for classes.

- All TNPTI students will abide by the TNPTI Code of Honor.
- TNPTI provides complimentary beverages and occasionally food for students to enjoy. Students are also allowed to respectfully consume snacks and drinks during classroom sessions only. Please do not abuse these privileges!
- When in a clinical environment, students will refrain from chewing gum, eating and drinking during this time.
- Maintain a professional clinical environment. To do this, TNPTI students are asked to cover any visible tattoos/body art. Additionally, jewelry is **restricted** to only one (1) piercing (per lobe) per ear and one (1) wedding band/ring if applicable.
- Students must dress business casual and professionally.

TNPTI Code of Honor

Code Defined: It is presumed that any student who enrolls at TN Professional Training Institute is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the TNPTI community. It must be understood that it is the responsibility of each student, faculty, and staff member to preserve, nurture and strengthen this spirit of honor. TNPTI students shall at all times refrain from and discourage all attempts at falsifying information (lying); making untrue statements and disparaging remarks; cheating, stealing; plagiarism and vandalism. When a violation of the Honor Code is detected, the student(s) involved will be brought to the attention of the instructor and the Institutional Director or the Executive Director, who will come to a mutual agreement upon the disciplinary action appropriate for the action against the TNPTI code of honor.

Violations Defined:

"Lying" is defined as any attempt to deceive, falsify, or misrepresent the truth in any matter involving program business. Program business includes, but is not limited to, financial aid information, excuses for absences and statements to instructors and TNPRI Administration in order to reschedule tests or assignments and responses to the queries of TNPTI staff.

"Cheating" is defined as the employment of or rendering of any illicit aid in any assigned work.

"Stealing" is defined as the appropriation of money or property belonging to another person, organization, or the school. This also includes the borrowing of property without the knowledge of the owner.

"Plagiarism" is defined as presenting as one's own work the words or ideas of an author or fellow student. Students should document quotes through quotation marks and footnotes or other accepted citation methods. Ignorance of these rules concerning plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who assigned the task.

"Vandalism" is defined as intentional, malicious damage to university property or property belonging to others.

Penalties: For any violation of the TNPTI Code of Honor, the director may impose immediate consequences, up to and including dismissal of the student for the remainder of the program. Dismissed students will not receive a refund for tuition monies paid. Readmission for a student will be granted at the discretion of the Institutional Director.

Medical Billing and Coding Attendance Requirements

The TN Professional Training Institute's Medical Billing and Coding program is an intensive, accelerated, 80 Hour program. Although we strongly encourage students to attend all 80 hours, students are allowed **one** (1) absence as long as they contact their instructor(s) **at least** one (1) day prior to the missed class. Arriving late or leaving early may be considered absent. Students are also required to schedule a make-up day (convenient for both the student and instructor(s)) to review, and practice missed materials. Students who miss more than one class will be dismissed and may be moved to the next session at the discretion of the instructor.

Medical Billing and Coding Weekly Progress (Grades)

The instructor will keep a weekly log of students' grades and will communicate with students their updated grades on a weekly basis. However, students are ultimately in charge of keeping track of their own progress in the class. TNPTI is not responsible for students who forget to check their email, messages, etc.

Grading System

101+	A+
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

W = Withdraw, A student may withdraw at any point during the program and will receive a "W" withdrawal grade on their report card.

I = Incomplete, A student may receive an "I" incomplete grade on their report card if they have not completed the course requirements by the end of their course term.

Students will receive a number grade on each of their examinations. Students must maintain an average of 80% or higher in order to pass TNPTI's Online Medical Billing and Coding course.

Medical Billing and Coding Job Placement

The TN Professional Training Institute's objective is to teach students the skills needed to become a medical biller and coder, but we do not guarantee our students jobs. We will assist our students with interviewing skills and resume writing; however, students are responsible for locating their own employment upon completion of the program. To assist our students, we have a Facebook group where TNPTI graduates can join that posts jobs regularly. We will also share our knowledge of the industry for the benefit of the student.

Medical Billing and Coding Program Cost & Payment Policy

Effective November 14th, 2022 TNPTI tuition payment options are as follows:

Option 1: Pay in Full \$2,999.00

Option 2: Mia Share - Payment Plan **requires a \$750 non-refundable deposit*

Pay for your tuition over time with a Payment Plan. You will make fixed payments until your tuition is paid. Learn more and sign up below

Calculate your payments: <https://tnpti.mia-share.com/tuition-flyer>

**15 weeks - \$149.93/ week with a \$750 deposit*

Sign up for a Payment Plan here: <https://tnpti.mia-share.com/apply>

Option 3: PayPal or PayPal Credit (see www.TNPTI.com)

Option 4: American Job Center - Financial Assistance

If you are interested in financial assistance, please create a profile at www.jobs4tn.gov and then you may apply in person at the American Job Center in your county. This is a need-based program and once you apply, someone from the AJC will contact you to see if you qualify.

Option 5: SkillUp Tennessee - Financial Assistance

You may apply online at: <http://skillup.tennessee.edu/> and click on participants. This is a need-based program for SNAP participants.

Textbook Cost: \$270.00 (AAPC with AMA Guidelines for National Exam)

**This payment is paid to TNPTI. TNPTI will then have the textbooks sent directly to the students house.*

For additional assistance and information on all of our payment options, feel free to call and schedule an appointment with one of our TNPTI representatives. We would love the opportunity to help guide you through all of these great options!

TN Professional Training Institute Refund Policy Medical Billing and Coding Course

Students enrolling in TN Professional Training Institute's Medical Billing and Coding course **are eligible for a full refund** if the student withdraws from the TN Professional Training Institute on or before the first day of classes or fails to begin classes. The refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in TN Professional Training Institute's Medical Billing and Coding course withdraws, drops out, is expelled or otherwise fails to attend classes after the first day and until 20% of the course is in session, the student shall be refunded twenty percent (20%) of all amounts paid or to be paid by or on behalf of the student for the period, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in the TN Professional Training Institute's Medical Billing and Coding course withdraws, drops out, is expelled or otherwise fails to attend classes after 20% of the course, the student is responsible for one hundred percent (100%) of the tuition, fees and other charges assessed by the TN Professional Training Institute **and will not be issued a refund.**

**The refund request must be made in writing via email to Sarah@tnpti.com
within 10 days of the first day of missed class.**

Medical Billing and Coding Grievance Policy

While we do our best to provide a friendly, conducive environment for learning at the Tennessee Professional Training Institute, we do understand that conflict may arise. Because we go out of our way to create a positive learning environment, if there is a misunderstanding between students or instructor, parties involved are encouraged to communicate directly in an attempt to work out any misunderstanding.

If the issue has not been resolved after communication attempts have been made, students may get in contact with the Institutional Director, Nancy Schott, at 1630 S. Church St., Suite 302 Murfreesboro, TN 37130 and can be reached by phone at 615-631-8440. The director may ask students to submit their grievance in writing or it may be accepted verbally depending on the nature of the grievance. The Institutional Director will act on the grievance and inform all involved parties of their discussion verbally or in writing within 7 business days of receiving the complaint.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary Authorization.

If a student feels that the issue has not been addressed satisfactorily, after having communicated with the Institutional Director at TNPTI then they are asked to write a letter to the Tennessee Higher Education Commission at the following address for issue resolution:

Postsecondary School Authorization Staff

Tennessee Higher Education Commission
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, Tennessee 37243

The telephone number of this department is 615-741-5293.

TN Professional Training Institute Program Credit Transferability

Credits earned at TN Professional Training Institute may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by TN Professional Training Institute. You should obtain confirmation that TN Professional Training Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at TN Professional Training Institute to determine if such institutions will accept credits earned at TN Professional Training Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from TN Professional Training Institute to another educational institution may be very limited. Your credits may not transfer, and you may have to repeat courses previously taken at TN Professional Training Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of TN Professional Training Institute and of any other educational institution you may in the future want to transfer the credits earned at TN Professional Training Institute before you execute an enrollment contract or agreement.

**Due to the nature of TNPTI's accelerated program, we cannot offer credit for previous education, training, or prior experience.*

***TNPTI is a special purpose institution. That purpose is to give students the skill and experience they need in conjunction with the state laws of Tennessee, to become knowledgeable in their field of study.*