



**Medical Billing and Coding - 2022 Catalog**

**TN Professional Training Institute**

1819 Memorial Blvd, Murfreesboro, TN 37129

Director : Nancy Schott

# TN Professional Training Institute

1819 Memorial Blvd, Murfreesboro, TN 37129

[www.TNPTI.com](http://www.TNPTI.com) | 615.631.8440 | [info@tnpti.com](mailto:info@tnpti.com)

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](mailto: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!

**Sarah Foster - Assistant Director**

Email: [sarah@tnpti.com](mailto: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.

**Amy Farrow - Chief Financial Officer**

Email: [amy@tnpti.com](mailto:amy@tnpti.com)

Amy has over 30 years working in the Nashville business community. She oversees the financial management, business strategy and student financial relations for the school. Amy's experience combines leadership and strategic thinking along with partnerships with related companies in the education sector. Prior to joining TN Professional Training Institute, Amy worked with an assortment of clients in various capacities from an interim CFO to a strategy partner. Amy was a 2018 Nashville Business Journal CFO Awards Finalist. Amy enjoys working with various non-profits in the community and being involved with her family and friends.

## 2022 Online Medical Billing and Coding Class Schedule

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

### **10 Week Class Morning (Tu/Th) 8:30am – 12:30pm**

Jan 11 - March 17                      March 22 - May 26

June 7 - Aug 18                      Aug 23 - Oct 27

Nov 1 - Jan 26, 2023 \* [See Holiday Schedule below](#)

### **10 Week Evening Class (Tu/Th) 5:30pm – 9:30pm**

Jan 11 - March 17                      March 22 - May 26

June 7 - Aug 18                      Aug 23 - Oct 27

Nov 1 - Jan 26, 2023 \* [See Holiday Schedule below](#)

### **10 Week Saturday Class (Sat) 8:30am – 5:00pm (30min lunch)**

Jan 8 - March 12                      March 19 - May 21

June 4 - Aug 13                      Aug 23 - Oct 27

Nov 5 - Jan 28, 2023 \* [See Holiday Schedule below](#)

### **Observed Holiday Schedule 2022:**

*January 17, May 28 - 30, July 2 - 4, September 3 - 5,*

*November 23, 24 & 25*

*December 19th - 31st*

## **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
- 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](http://www.TNPTI.com) and submit your application. You may also request information at [info@TNPTI.com](mailto:info@TNPTI.com) or call TNPTI at 615.631.8440. Full deposit or partial class fee payments must be received at least 2 days prior to the first day of class. Due to the advanced, hands-on nature of this course, late enrollment will not be allowed.

## 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:** The directors may, for any first offense violation of the TNPTI Code of Honor, impose immediate dismissal of the student for the remainder of the program (depending on the severity of the violation). 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 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 1819 Memorial Blvd., Murfreesboro, TN 37129 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**

The 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.

## 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: [info@tnpti.com](mailto:info@tnpti.com) or mailed to TNPTI at 1819 Memorial Blvd., Murfreesboro, TN 37129.
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 Zoom. 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 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

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

**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 October 22, 2021 TNPTI tuition payment options are as follows:**

**\$2499.00 - 10 Week (part time) Program Payment Plan Options:**

*\*additional processing fees may apply*

<b>Option 1: Pay In Full</b>	<b>Option 2: 10 Weekly Payments</b>	<b>Option 3: 10 Weekly Payments</b>
Tuition Fee: \$ 2,499.00	Tuition Fee: \$ 2,499.00	Tuition Fee: \$ 2,499.00
Down Payment: \$ 0	Down Payment: \$ 1,249.00	Down Payment: \$ 999.00
Balance: \$ 0	Balance: \$ 1,250.00	Balance: \$ 1500.00
Zero Interest: \$ 0	Interest: \$ 17.40	Interest: \$ 22.50
Amount Financed: \$ 0	Amount Financed: \$ 1267.40	Amount Financed: \$ 1521.00
<b>Pay In Full \$2,499.00</b>	<b>Weekly Payment: \$ 126.74</b>	<b>Weekly Payment: \$ 152.10</b>

- Payment plans for the remaining balance must be set up and approved prior to the first day of class. If arrangements have not been made, you will be deferred to the next class.
- Payment plans are set up as recurring payments using a debit or credit card. We accept Visa, Mastercard, Discover and American Express. A "Truth In Lending Statement" and a "Recurring Payment Authorization Form" must be completed for any of these payment plan options.

**Option 4:** Mia Share - \$500 down payment and payments only begin ONCE you get a job. Apply at: [TN Professional Training Institute ISA Program \(mia-share.com\)](http://www.tnpti.com/mia-share)

**Option 5:** PayPal or PayPal Credit (see [www.tnpti.com](http://www.tnpti.com))

**Option 6:** Financial Assistance through the American Job Center in your county. You must apply in person for tuition assistance. This is a need-based program and once you apply, someone from the AJC will contact you to see if you qualify.

**Option 7:** Financial Assistance through SkillUp Tennessee. 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.*

Payments will be set up for each week. A late payment fee of \$25 will be assessed after a payment is five (5) days past due. Returned checks will be subject to the cost of the returned/NSF check fee (\$37.00).

## **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 25% of the course is in session, the student shall be refunded twenty-five percent (25%) 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 25% 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 [info@tnpti.com](mailto:info@tnpti.com) within 10 days of the first day of missed class.**

## **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.*