



Medical Billing & Coding Program – Blue Ridge CTC

Tuition - \$1899; Entire Semester to complete Online Learning

SPRING - 2023

January 17, 2023 through May 12, 2023

Students have the entire semester to complete the eLearn CCI (Condensed Curriculum, International, Inc.) Medical Billing & Coding course.

CCI uses eTexts for the Medical Terminology portion of training. Training is through *Get Connected*.

Students will be mailed the *CPT+ 2023* and *ICD 10* official codebooks with guidelines however learning is self-directed through the Online Learning tool used by CCI.

Students move through the programs at their own pace and receive support from CCI through emails, phone and chat tickets 9 am through 10 pm.

Course List (In Order):

1. Medical Billing & Coding

Course Materials:

2023 Step-By-Step Medical Coding, 1e

2023 Step-By-Step Medical Coding Workbook, 1e

Additional Materials:

CPT Plus! 2023, 2023e

ICD-10-CM 2023: The Complete Official Codebook with Guidelines, 2023, 2023e

Course Completion and Grades

In order to successfully complete this program, a minimum of 90 hours must be spent in the program online and the student must score 70% or higher on all tests and final exams. Discussions, assignments, and activities are optional and will not count toward the overall grade.

STUDENT REGISTRATION FORM Medical Certification Fast Track

SPRING, 2023

Please send Registration Form to: Blue Ridge CTC, Attn: Colin Graham, 13650 Apple Harvest Drive,
Martinsburg, WV, 25403. Or e-mail to healthed@blueridgectc.edu
(FAX: 304-260-4386)

You are registering for the Medical Billing & Coding Program (eLearn through Condensed Curriculum, Inc.)

Full payment is due no later than January 13, 2023. No refunds after the classes begin.

[The cost for the program includes all eTexts, coding manuals, and online access to instruction.]

	PROGRAM	COURSE No.	Dates of Program	SCHEDULE	ROOM	Credits	COST
X	Medical Billing & Coding eLearn	CRN #40387	1/17/23-5/12/23	eLearn – Self Directed	TBA	5	\$1,899

Please note instruction requires internet connection.

Student Information: Please type or print neatly. Illegible and incomplete registration forms may be returned.

Last Name _____ First Name _____ Middle Initial _____

For the SPRING, 2023 Semester: ☐ I will be registered in a Degree Program ☐ I will not be registered in a Degree program.

Please list all previous names under which you were enrolled at BRCTC _____

Social Security Number _____ Student ID # C00 _____

Blue Ridge CTC is an eligible educational Institution, and must get your correct identifying number (Social Security Number or Individual Tax Identification Number) to file certain information returns with the IRS and to furnish a qualified tuition and related expenses (Form 1098-T) statement to you. Your signature signifies your understanding and consent that the College will provide your information to the IRS.

Mailing Address Street: _____

City: _____ State: _____ Zip Code: _____ WV County: _____

Are you a West Virginia resident: ☐ No ☐ Yes ⇒ If yes, how long? (give residency beginning date) _____

Daytime Phone: (____) _____ E-Mail Address: _____

Birthdate: _____ Gender: ☐ Male ☐ Female Ethnicity (Check all that apply): ☐ American Indian
☐ Alaskan Native ☐ Black or African American ☐ Hispanic ☐ Asian ☐ Native Hawaiian ☐ Pacific Islander ☐ White

Are you a U.S. citizen? ☐ Yes ☐ No ⇒ If not, what is your Visa status? _____

High School Grad/GED Date _____ School Name _____ City and State _____

Payment – Please check all that applies.

<input type="checkbox"/>	Payment at Cashier's Office by cash, check, credit card or money order payable to BRCTC no later than January 13, 2023.
<input type="checkbox"/>	On-line credit card payment no later than January 13, 2023. www.BlueRidgeCTC.edu ->Current Students->Online Payment->WVSTO Epay. (You will need to enter your Student ID# and enter the name of your program in the MEMO)
<input type="checkbox"/>	I am not a degree-seeking student. I require financial aid and understand I must complete my 2022-2023 FAFSA, selecting BRCTC for results & resolve all verification requirements no later than January 6, 2023 . I understand the Higher Education Adult Part-time Student Grant (HEAPS), a grant funded by the state of WV only for qualified residents, may not have sufficient funds to grant the award even though I am deemed eligible. Please read p.2 for Financial Aid information.

By signing the Registration Form, I understand that I am responsible for the total cost of the program regardless of financial

aid funding: Student Signature _____ Date _____

Financial Aid Information for Fast Track Medical Certification Programs

STEP 1: **File the FAFSA for the 2022-2023 school year.** www.studentaid.gov. Be sure to select Blue Ridge CTC to receive your FAFSA results. The school code number is 039573. **Results should be received no later than December 16, 2022.**

STEP 2: **Respond appropriately to correspondence from the Blue Ridge CTC Financial Aid Office.** It may take several weeks for your FAFSA results to appear in the Blue Ridge CTC system even though you may have received a confirmation e-mail from FAFSA that your application was completed and sent successfully.

- A. **If you are not also a regular BRCTC student** you may receive a letter from the Financial Aid Office telling you that “You need to be admitted in an eligible degree or certificate program” and to “Contact the Admissions Office”. **You do not** contact the Admissions Office but can confirm your registration was received and you are registered for your Program by e-mailing HealthEd@blueridgectc.edu.
- B. **Many of our students’ FAFSA results are selected for verification.** You may receive a letter from the Financial Aid Office telling you that you are selected for verification and forms are enclosed for you to complete.
- C. **Complete the Verification Forms** and provide all the documentation requested to the Financial Aid Office. Sometimes parents’ information is also required. For additional information and assistance regarding your circumstances contact our Financial Aid Office at (304)260-4380 x 4001 or finaid@blueridgectc.edu.
- D. Verification may take up to four weeks AFTER all required documentation is received by the Financial Aid Office. That’s why it is important to file your FAFSA early and complete any requested verification quickly and completely. **All Verification Requirements should be resolved no later than January 6, 2023.**
- E. **Students who are in DEFAULT on a Higher Education Loan are not eligible for the HEAPS Grant.**

STEP 3: **Only after your FAFSA results have been received and all verification requirements have been satisfied will you be eligible for application for the Higher Education Adult Part-time Student Grant also known as HEAPS.**

- A. You must have been a **WV resident** for at least one year prior to the time of your FAFSA submission date.
- B. You must be a US citizen or have qualifying VISA status.
- C. You cannot receive the **WV Grant** during the same semester when receiving the **HEAPS Grant**.
- D. A **Student Contract** must be signed before an application for the HEAPS Grant will be submitted.

STEP 4: **Eligibility for the HEAPS Grant will be determined by the WV Higher Education Policy Commission** based on your FAFSA results. Students now apply for their own HEAPS Grant but may not do so until registered for their course and FAFSA is completed.

- A. The maximum course award will be for the cost of the program (which includes instruction, books & lab supplies.)
- B. The maximum fiscal year award for program(s) does not exceed \$2000. (Fiscal year July 1, 2022 – June 30, 2023)
- C. **Eligibility for the grant does not guarantee an award of funding.** That is determined by the state budget’s remaining funds for the HEAPS grant.
- D. An additional *Agreement of Payment* may be required if the grant is not awarded prior to the start of the program.
- E. Students are responsible for the total cost of the program regardless of financial aid funding.
- F. **Students who are in DEFAULT on a Higher Education Loan are not eligible for the HEAPS Grant.**
- G. See next page for detailed instructions to apply for your HEAPS Grant. Your 2022-2023 FAFSA has already been filed so DO NOT file it again!

Applying for HEAPS funding:

Please visit this link: <https://www.collegeforwv.com/programs/heaps-workforce/apply-now/> and do **ALL** of the following:

1. If you have NOT ALREADY completed the 2022-2023 FAFSA (entering our school code 039573), [here's a Step-by-step guide to complete the FAFSA: [How to Complete the FAFSA Steps](#)] The HEAPS funding eligibility CANNOT be determined without this important step. Once completed, return to the HEAPS application and go to step 2.
2. Click **SIGN UP** at the bottom corner of the log in box to **create a WV SAM account**. You will receive a confirmation email once the WV SAM account has been created (check your spam/junk). Remember your ID.
3. **Log into your WV SAMs account to update your contact information FIRST** then you can complete a NEW HEAPS Workforce application.
 - a. **Click your name in the "My Contact Information" box.**
 - b. Click **"Update My Contact Information"** in the top right corner and complete the entries to add your contact information.
 - c. Once updated, click **"HOME"** to return to the home page.
4. Scroll to the bottom of the home page to the section **"My Applications"**.
 - a. Click on **"NEW"** to create a new application.
 - b. Choose **"HEAPS WORKFORCE GRANT"** from pop up box – click **"Next"**.
 - c. Enter the following information completely:
 - i. **Name**
 - ii. Workforce Institution: Choose **BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE**.
 - iii. Program: Type your **program name** in the Search box until it will auto populate. Be sure to choose the correct program.
 - iv. **Start and End dates** MUST be entered as they appear on your Student Registration Form.
 - v. **Incarcerated?** Choose **NO**
 - vi. **Click Save.** (Rarely and only if you are applying for two programs in the same semester will you click **Save and New** to add another course/program.)
 - d. You should be redirected back to the **HOME** screen and see **APPLICATION SUBMITTED**.
 - e. You will receive a **confirmation email from the WV SAM** account letting you know your application has been sent. Please forward this email to your coordinator so that they know of your application for eligibility
5. You can monitor your account by returning to the log in page at: <https://wvhepc.force.com/Community/login>.
 - a. Once logged in you scroll to the bottom of the page and can see the application(s). Click on the application(s) to see your application status etc.
 - b. Once inside your application, you can also see your progress on the application progress bar (application submitted/Review/Pending award/Award).