



FALL 2024

Medical Billing and Coding Program

Tuition: \$1,899 (Cost includes textbooks)

*This program is approved for Financial Aid through the HEAPS Workforce Grant. FAFSA and HEAPS Workforce Grant application required to determine eligibility.

Schedule: Self-paced/Online Learning

Start Date: August 19, 2024

End Date: December 13, 2024

Total Hours/Credits: 80 Hours/5 Credits

Registration and Payment Deadline: August 12, 2024

For more information contact Ann Paull at HealthEd@blueridgectc.edu

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

CCI uses e-texts 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.

** This program does not include a national or state certification*

Financial Aid Information for Fast Track Medical Certification Programs

FAFSA and HEAPS Workforce Grant Application must be completed by July 12, 2024.

Full payment is due by August 12, 2024.

STEP 1: **File the FAFSA for the 2024-2025 school year.** www.studentaid.gov. Be sure to select Blue Ridge CTC to receive your FAFSA results. The school code number is 039573.

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.
- 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, 2024 – June 30, 2025)
- 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. **If your 2024-2025 FAFSA has already been filed so DO NOT file it again!**

Applying for the HEAPS Workforce Grant: (Do not complete application until July 1, 2024)

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 2024 -2025 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).

Other Grant Opportunities: (A FAFSA must be submitted to determine eligibility)

If you are a resident of Berkeley, Morgan or Jefferson County, please complete our multi-grant application for other funding opportunities: <https://blueridgectc.jotform.com/form/220065416278050>.

Other Payment Options:

PAY ONLINE:

- 1. www.Blueridgectc.edu
- 2. I am....
- 3. Current Students
- 4. Online Bill Pay
- 5. WVSTO Epay
- 6. Complete the payment form (You will need to enter your Student ID# and the name of your program in the MEMO)

PAY IN PERSON:

Our Cashier's Office is able to take cash, check, or credit/debit payments at our Main Campus or via mail, at 13650 Apple Harvest Drive, Martinsburg, WV, 25403.

Hours: Monday - Friday 8:30-4:00

Email: AR@blueridgectc.edu

Phone: 304-260-4380 ext. 2218

How to Apply for the Medical Billing and Coding Program:

1. www.blueridgectc.edu
2. Click on the **APPLY NOW** button
3. For first time users → click Create ACCOUNT
If you have already completed an application → Log In to your account
4. Academic Plans:
 - **Select the term you plan to enroll...**
 - *FALL 2024*
 - **Please select the statement that applies...**
 - *I am enrolling as a non-degree seeking student*
 - **Please select the non-degree program that applies...**
 - *I am enrolling as a Medical Billing and Coding student*
5. Complete the remainder of the application