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Medical Billing Specialist HANDBOOK 2025-2026

Dear Prospective Student,

Thank you for your interest in The Career Center—Adult Technical Training and our Medical Billing and Coding Specialist Program. We know you have a choice when it comes to your education, and I hope you will consider attending The Career Center. Enclosed, you will find information regarding our Medical Billing and Coding Specialist Program to assist you in making your decision.

This handbook is intended to provide general information about our program, as well as guide you through the application process. Although there is a great deal of Information, it is presented in an easy-to-follow format.

Health care professionals are in high demand. Medical Billing and Coding Specialist can be a rewarding career choice. We believe the Medical Billing and Coding Specialist Program at The Career Center—Adult Technical Training is one of the best in the area, with dedicated faculty and excellent facilities.

As you consider one of the most important decisions of your life, you will find The Career Center—Adult Technical Training Medical Billing and Coding Specialist as the next step for you. If you have any questions or would like additional information, please feel free to contact us at 740-373-6283.

Sincerely,
The Career Center—Adult Technical Training

Program Goal

Our goal is “to prepare competent entry-level Medical Billing Specialist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

Admissions and Selection Process

All interested individuals must take the WorkKeys Applied Mathematics, Locating Information, and Reading for Information before the enrollment deadline. In addition, in conjunction with the timely completion of other application requirements listed below, applicants must obtain posted (see below) WorkKeys scores to be admitted into the program.

Preliminary Eligibility Requirements

1. Applicant to the program must be a graduate of a state Department of education-approved high school or have a GED equivalency.
2. Complete an application to The Career Center—Adult Technical Training Medical Billing and Coding Specialist and pay the \$30 non-refundable registration fee. Complete background check.
3. Turn in a copy of your high school diploma or GED
4. Complete the WorkKeys Assessments and achieve at or above the following scores:

Applied Mathematics: 3 Graphic Literacy: 4 Workplace Documents: 5

Guidelines and Expectations

Dress Code

- Good personal hygiene is a must. Body, hair, clothes, and shoes must be kept clean. Use deodorant. Proper dental hygiene must be maintained as a measure of good health. Severe skin problems must receive professional attention.
- Students are required to wear scrubs.
- Body piercing must be removed while in class and clinical.
- Tattoos should be covered.
- Makeup and colognes should be kept to a minimum.
- Long hair should be pulled away from the face, and male students should be cleanly shaven.
- School badges will be provided and must be worn with scrubs during class.
- Closed-toe shoes are always to be worn.

Academics

Students must maintain an 80% (C) or better in each class to move on to the next quarter. If 80% (C) is not achieved, students may be dismissed from the program.

Grading Scale

94-100% = A

87-93% = B

80-86% = C

79% and below is considered failing.

Students must pass each class to be eligible for the next quarter.

Attendance Policy

Students must attend at least 90% of the program hours each quarter. There are no exceptions. Students not achieving 90% hours may be dismissed from the program.

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the Medical Billing Specialist depends, in part, on consistent attendance. In academic courses, grades are earned based on the student's attainment of the course objectives, but regular and punctual attendance is expected.

Students are expected to stay for the entire class. Students leaving early or arriving late will have the policy time (15-minute increments) deducted from their total hours.

Students who must miss a class are expected to notify the Career Center or the instructor in advance according to the guidelines established for the course. In addition, the Medical Programs Manager may require documentation of illness.

If classroom classes are canceled due to inclement weather, students will be required to make up these hours at the discretion of the instructor and advisor.

Student Conduct and Responsibility

Transportation to class is the responsibility of the student. It is also the responsibility of the student to arrive at class on time and prepared. It is expected of the student to treat fellow classmates, peers, and instructors. Confidentiality of the patient's medical record and classroom conversations is mandatory, with no exceptions. The student is legally accountable for the services they provide to the patient; therefore, the student must adhere to high moral and medical ethics.

No cell phone use is permitted during class time. Texting in class will not be tolerated. If you cannot abide by the request, all students will be asked to deposit their phones in a basket on the front table as they enter the room. You may use your phone during breaks outside the building.

Please place all books, backpacks, purses, etc., on the floor during testing. You are not permitted to leave the classroom during tests.

Student Concerns

Students who have complaints or concerns about the program **must** take the following steps:

1. Discuss the problem with your instructor
 2. Discuss the problem with the Medical Programs Coordinator
 3. Discuss the problem with the Adult Technical Training Director.
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Policy on Academic Honesty

All students are required to maintain academic honesty in all aspects of the educational process. Academic dishonesty includes but is not limited to falsification of Information, cheating on a test and assignments, plagiarism, and collusion of any forms of dishonesty and will result in dismissal from the program.

- Falsification of Information includes:
 - Student admission forms
 - Student health forms
 - Student clinical records
- Cheating includes:
 - Copying from another student's test paper
 - Using materials during a test not authorized by the instructor
 - Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part of the contents of an unadministered or administered test material
 - Bribing any other person to obtain test materials or Information
 - Falsifying test results
- Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work for credit.
- Collusion is defined as unauthorized collaboration with any other person in preparing work offered for credit. This does not include assisting fellow students in team-based projects.

Probation Defined

Probation is defined based on the discretion of The Medical Programs Coordinator, for the following reasons, may place a student on probation in the Medical Billing and Coding Specialist Program:

1. Academic failure at mid-term
 2. Unsatisfactory performance in the clinical setting
 3. Unsafe or unprofessional practice
 4. Lack of attendance
 5. Tardiness
 6. Breach of confidentiality
 7. Poor conduct as defined in the Adult Technical Training Student Handbook
 8. Failure to bring assigned books and materials to class
 9. Not in uniform or professional dress
 10. Cheating on tests, homework, or clinical papers.
 11. Having a poor and unprofessional attitude in the classroom and clinical site.
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Probation Procedure

Probation may begin only following a conference with the student. Members present may include the Director, Medical Programs Manager, and Class Instructor. Medical Billing Coding Specialist probation status forms will be completed and signed by the parties attending the conference.

Textbooks

Books are required for all classes. Students who do not have books when attending class will be subject to disciplinary action and will be dismissed from the class that day. Tuition, tools, books, and fees must be paid in full each quarter. You cannot go into the next quarter with an outstanding balance. No exceptions!

"The Washington County Career Center provides an equal educational opportunity without regard to race, color, national origin, gender, or disability (Title VI, VII, IX, and section 504). For more Information, contact the Adult Director of the Washington County Career Center.
