



**EBJ Technical College**

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# 2021 - 2023 School Catalog

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*The information in the catalog was accurate at the time of publication. EBJ Technical College reserves the right to make changes affecting policies, fees, curricula, or any other matters cited in the catalog. EBJ TECHNICAL COLLEGE will give reasonable and adequate notice to students to allow time to adhere to any changes in the catalog. Fees, deadlines, academic requirements, courses, certificate programs, and other matters described in the catalog may change with reasonable notice.*

## MISSION

The EBJ Technical College mission is to provide a career opportunity in professional medical coding program taught by a certify experienced AHIMA RHIT instructor who is dedicated to teaching individuals who seek to learn a career within the Health Information Management field.

We will prepare students for work in hospitals, clinics, and other healthcare facilities, physician's offices, or their own private practice. Our program is designed and taught to provide a quality life changing career education that is relevant to the current and future needs of health professionals.

## VISION

Our vision wants to ensure that EBJ Technical College graduates are inspired with self-motivation, knowledge, and practical productive skills that lead directly to a professional career.

Our goal is to provide individuals with the education necessary to become a certified Professional Medical Coder. The course of instruction is intended to qualify students for the CCA or CCS exam through AHIMA.

## PHILOSOPHY

The EBJ Technical College provides an affordable blend of education with real-world, hands-on experience to assist our students in developing the professional tasks and knowledge required to competently perform the role of the coding specialist. The Medical Coding Program staff is committed to providing the best possible learning environment for the student. Every effort will be made to meet the individual needs of the student within the framework of the school requirements and professional standards. Each student is expected to accept responsibility for his/her own education and to make full use of the learning opportunities offered by the EBJ Technical College.

## ADMISSION

### General Admission Requirements

#### Regular Online Student

To be admitted as a Regular Online Student the applicant must:

1. Complete the EBJ Technical College (EBJTC) Application for Admission.
2. Be a high school graduate from an accredited high school or holder of a GED Diploma.
3. Home schools must be registered within the State of Arkansas to be recognized.
4. Submit official high school and college transcripts (see transcript policy).
5. Submit certificate of home school completion or certificate of high school equivalency, if applicable.
6. Be a United States citizen or legal resident of the U.S.

#### Online, Non-US Citizen, Non-US Resident Student

To be admitted as an Online, Non-US Citizen, Non-US Resident Student the applicant must:

1. Not be a United States Citizen or legal resident of the U.S.
2. Have a legal address outside of the United States.
3. Complete the EBJ Technical College (EBJ TECHNICAL COLLEGE) Application for Admission and a \$150 application fee.
4. Be eighteen years of age or older.
5. Certify that the applicant does not intend to enter the United States for study.

Students should be aware that obtaining a position as a medical coder with a healthcare organization may require them to pass a background check. Certain criminal convictions may restrict your ability to obtain employment.

#### Transcript Policy

All students must submit an official transcript prior to or upon submitting application for enrollment. Unofficial transcripts will be accepted for no later than second semester of the Program. Students without an official transcript on file by the end of the sixth week of classes will receive records hold on their account. Students must have holds removed before advancing in the program and enrolling in future courses. Transcripts are a permanent record and kept indefinitely.

## COURSE CLASSIFICATIONS

### Transfer Credits

Opportunity for credit may be possible through transfer of credit from an accredited college for Medical Terminology, Anatomy & Physiology, and Computer Application courses only. Students interested in applying for such credit should do the following:

1. Contact the Dean of Education to arrange an appointment.
2. Submit an official transcript from an accredited institution for evaluation.

Transfer credits will be evaluated by a team of professionals based upon the information presented by the student. There is a charge of \$50 per course for evaluation. No financial aid is available for this credit.

### Delivery Methods

To providing high-quality education, the college has integrated online courses with live instructional modalities to reach students whose schedules preclude online attendance but at the same time take advantage of the best features of both face-to-face and online learning. With the online classes, the students instantly interacted with the instructor and each other as they were physically in class. The instructor communicates with the students via-webcam and text chatting. Students also can communicate with the instructor and other students via-web cam and text chatting. During the blended classes, the student receives traditional lectures onsite and combination with the online lectures. The schedule is described in the course syllabus. The e-learning delivery offers:

- Accessibility to college resources
- Email, live conversation via-webcam through private or group text chat
- Course materials available provided by the college
- Instructor lectures Our curriculum is taught by a highly qualified team with practical experience in their field they teach. The faculty completes specialized training instructions to teach via-online to provide the students attending the online courses with learning objectives that will enable them to effectively comprehend the course content.

A course offered through the Internet. Students should have college level English and reading abilities to take online classes. Keyboarding and word processing experience are necessary, as well as access to a properly equipped computer with Internet access.

## PAYMENT OF TUITION AND FEES

Students are responsible for the timely payment of tuition, fees, and other applicable charges. Students will not be considered officially enrolled until all financial obligations have been met.

### Acceptable Payment Arrangements

1. Payment of account in full.
2. Proof of adequate financial aid or third-party payment.
3. Participation in the school sponsored payment plan (contact the Cashier's Office for more information).

## Fees, Tuition & Refunds

Tuition is established by EBJ TECHNICAL COLLEGE Board of Directors and is subject to change periodically with advanced notice. All fees are approved by the EBJ TECHNICAL COLLEGE Board of Directors and are subject to change with advanced notice. Once a student has begun the Medical Coding Program, tuition cannot be changed in mid-program. Students who withdraw from the program and return later will be subject to any changes in tuition and fees for new students.

Tuition is based on the whole program. The program consists of 5 semesters made up of 12 courses. Fees cover operational services at EBJ TECHNICAL COLLEGE. For a complete list of courses with tuition and fees, please see **Program of Study**.

### Refunds

In the event a veteran fails to enter the course or withdraws or is discontinued a refund will be based on a pro rata refund of the unused portion of tuition, fees, and charges. This refund will be returned promptly as required under 38 CFR 21.4255

**REFUNDS:** Refunds will be made based on the chart below within 40 days

STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION	REFUND
10% of program completed	90% Refund
20% of program completed	80% Refund
30% or less than 25% of program completed	70% Refund
25%, but less than 50% of program completed	50% Refund
50%, but less than 75% of program completed	25% Refund
75% or more of program completed	0 Refund

*\*Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.*

It is solely your responsibility to complete all reading, work, assessments and other tasks required to pass a Course. EBJ TECHNICAL COLLEGE makes no guaranty that you will achieve a passing grade, whether or not all the work for a Course is completed. EBJ TECHNICAL COLLEGE may revoke a passing grade upon reasonable suspicion or evidence of cheating or dishonesty on your part or someone acting on your behalf.

We are not responsible or liable for the approval of CEU credits. Although should one or more our Courses be CEU certified by AHIMA or other appropriate governing body, it is your responsibility to ensure that your academic institution or professional association will accept the credit.

We do not and cannot guaranty that the completion of any one or more of our Courses will result in credit, career advancement or other tangible benefit.

With respect to certain of the Courses for which you register, upon notification from us, you agree to

promptly delete all materials relating to such Courses from any and all of your computers or other electronic storage systems and devices, to destroy or return to us any tangible copies thereof and to cease all future use of such Materials.

## ATTENDANCE

Instructors are required to take attendance during the first three weeks of class for the purpose of reporting to the Financial Aid Office those students who have never attended class. Instructors are encouraged, but not mandated by the College, to require students to attend each class, take attendance in their courses, and assess student attendance directly or through regular graded classroom participation and/or assessments. However, student attendance cannot be the sole basis for a course grade.

Students are expected to meet all attendance requirements and engage in coursework as outlined in the course syllabus. Failure to maintain satisfactory course participation is the equivalent of excessive absenteeism and may result in the student being dropped. To maintain good-standing in online courses, students are expected to submit assigned coursework in a timely manner per instructor requirements.

Students are expected to attend all class sessions for which they are registered. It is the responsibility of students to make up all course work missed because of legitimate class absences and to notify the instructor if they know when an absence will occur. For distance education courses, Instructors of online courses may define "attendance" as regular participation in electronic course activities including, but not limited to, discussions, chats, journals, quizzes, and assignments. Students who fail to participate in the prescribed manner may miss deadlines for assignments and reduce their ability to maintain pace with course topics and work.

Students who are reported as having never attended class(es) by the end of the second week of class will constitute an administrative withdrawal and the student will not be guaranteed re-entry to the dropped courses. Students eligible for financial aid are not eligible to receive disbursements for never attended courses.

Such withdrawal may jeopardize a student's academic standing, financial aid award, and/or veterans' benefits. Failure to meet a course's attendance policy does not mean a student will be automatically withdrawn from a course. Students seeking to withdraw from a course should do so either online through the student's account or in person by visiting Student Affairs. Students who do not withdraw from a course by the published Academic College Calendar withdraw date will receive an earned grade.

Students are responsible to officially withdraw, online or in writing, from their class (es). Discontinuing attendance/participation does not constitute a withdrawal.

## Hardship Withdrawals

Students experiencing extenuating medical, financial, or family hardships which prevent course completion may submit a request for Hardship Withdrawal to the Dean of Education. The student may be required to document unusual circumstances which justify request for a hardship withdrawal. The granting of hardship withdrawal will also depend upon whether the student is passing the course as of the effective date of the hardship request. A hardship withdrawal does not clear financial aid responsibilities.

- Requests for a hardship withdrawal must be initiated prior to the end of the 12-weeks in which the course or courses were taken.
- Hardship status applies to all courses a student took during the 12-weeks.
- Hardship withdrawals will only apply to the academic records and student billing. Students receiving any financial aid or scholarships should request advisement on completion requirements as well as financial eligibility.
- Once withdrawal is granted, a student cannot later ask that it be rescinded.

## Planned Leave

Planned Educational Leave of Absence is defined as a planned interruption or pause in a student's regular education of more than one semester during which the student temporarily ceases formal studies, while pursuing other activities that may assist in clarifying the student's educational goals. The intent of the policy is to make it possible for a student to suspend his or her academic work and later resume studies with a minimum of procedural difficulty.

A student who is approved for a planned leave will be considered a continuing student. A student may enroll for classes at the end of an approved leave without reapplying for admission and may continue without changing completion requirements.

A planned educational leave must be recommended by a faculty adviser and approved by the Dean of Education.

Planned educational leaves may be granted for a variety of reasons or projects but certain characteristics must be contained in any request for a leave:

1. The student must have a definite objective, which in the judgment of the faculty adviser and the chair, contributes to his or her educational goals and objectives.
2. A medical condition is not considered grounds for a planned educational leave of absence.
3. The request must be for a specific time period which shall not exceed 36 consecutive weeks.
4. The student must plan to attend EBJ TECHNICAL COLLEGE at the conclusion of his or her leave.

The following regulations apply to the planned educational leave:

1. A student currently enrolled in a fully matriculated session may be considered for a planned educational leave.
2. A student may be granted only one leave. Planned educational leaves are granted for up to 36 consecutive weeks.
3. Petitions for planned educational leaves must be filed (with the appropriate recommendation)

at the Registrar's Office before the first day of classes for the semester during which the leave is to begin.

4. Leaves are not approved for students in disqualified status or on contract to remove academic deficiencies.
5. It is expected that a student will devote his or her leave primarily to non-classroom activities. A leave is not approved if the student plans to attend another institution unless the coursework the student seeks is not available at EBJ TECHNICAL COLLEGE. Any academic credit earned while on a planned educational leave is accredited by EBJ TECHNICAL COLLEGE only if permission is granted for that credit in advance.
6. Students who do not return to EBJ TECHNICAL COLLEGE at the conclusion of their planned educational leave and those who enroll elsewhere will be considered to have withdrawn from the program at the end of their last semester of regular enrollment at EBJ TECHNICAL COLLEGE and will have to reapply for admission upon their return.

## STUDENT PROGRESS AND POLICIES

### Grades

Grades are awarded on the following point system:

<u>Work Quality</u>	<u>Grade</u>	<u>Grade Points</u>
Excellent	A	4
Above Average	B	3
Average	C	2
Passing	D	1
Failing	F	0
Withdrawal	W	0

### Grade Point Average (GPA)

A student's grade point average is computed at the end of each semester. The average is used indetermining class rank.

The semester grade point average is calculated by:

1. Multiplying the quarter hours of a course by the points earned for the course grade.
2. Adding the points earned for each course in that semester.
3. Dividing the total points by the number of quarter hours attempted.

Cumulative grade point average is the total points earned in your education career divided by the total number of quarter hours. Records of student progress are kept on file in the Records Office for a period of three (3) years.

EBJ TECHNICAL COLLEGE shall record the results of all examinations and evaluations for students enrolled in courses and provide appropriate reports of progress. All final grades are recorded within EBJ TECHNICAL COLLEGE's Learning Management System.

## Academic Honesty

EBJ Technical College considers honesty and integrity as essential qualities of any learning institution. The faculty and staff strive to live up to these qualities in all aspects of their lives and encourage their students to do the same. Integrity and moral values will carry over into their professional lives and careers. EBJ Technical College goal is to successfully prepare all students for their futures and equip them to handle whatever challenges they may face; therefore, EBJTC considers academic dishonesty as unacceptable.

Any EBJTC students who display dishonesty in their behavior while attending classes at EBJ Technical College will be subject to disciplinary action to help the student first and foremost, but to also protect the rights, dignity, and property of others while maintaining an environment that fosters success and learning.

Violations of the Academic Honesty Policy will not be tolerated on the campus. Violations may range from receiving an "F" on the assignment in question up to permanent removal from the college. The Academic Honesty Policy below covers several major areas that should be considered in all classes offered at EBJTC:

- **plagiarism**, defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution,
- **cheating** including not limited to
  - use of any unauthorized assistance in taking quizzes, tests, or examinations
  - use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
  - the acquisition, without permission, of tests or other academic material belonging to a member of the College/University faculty or staff
  - engaging in any other behavior specifically prohibited by a faculty member in the course syllabus

## Academic, Standing, Probation, Dismissal

### Good Academic Standing

Students are in good academic standing when their cumulative grade point average is a 2.00 or above. A student's academic standing is computed using accepted transfer and EBJ TECHNICAL COLLEGE attempted course work. Attempted course work is defined as all courses for which the student enrolled and received a grade of A, B, C, D, or F. Courses for which the student received a grade of W are not counted in attempted course work. Academic standing will be computed at the conclusion of every semester.

## **Incomplete**

You receive a temporary grade of “I” when you are granted an incomplete grade to allow for additional time to submit coursework beyond the course end date. This grade has no impact on your cumulative GPA until a final grade is assigned.

## **Academic Probation**

Upon review of the transcript, students who fall below the required 2.00 cumulative GPA will be placed on academic probation. Academic probation is not meant to be viewed as penalizing but is based on the philosophy that a student’s continued enrollment at EBJ TECHNICAL COLLEGE is dependent on making progress toward good academic standing.

Students on academic probation will be granted one semester warning period. At the end of the warning period, students who raise their cumulative GPA and meet the required 2.00 cumulative GPA will be removed from academic probation. Students on academic probation who achieve a minimum 2.00 GPA at the conclusion of their semester warning period but do not yet meet the required 2.00 cumulative GPA will remain on academic probation for another one semester period.

## **Dismissal**

Students on academic probation will be dismissed from EBJ TECHNICAL COLLEGE at the conclusion of the next semester warning period unless 1.) they have raised their cumulative GPA above the minimum 2.00 GPA, or 2.) they have achieved a 2.00 GPA at the conclusion of the warning period in which case, that student will remain on continuing academic probation.

Students dismissed will not be allowed to enroll in courses unless they have been reinstated to the school.

## **Academic Standards**

For a certificate of completion of the Medical Coding Program, students must average a “C” (2.00 GPA) in total quarter hours attempted. A “C” (2.00 GPA) at EBJ TECHNICAL COLLEGE requires an average of two grade points for each academic quarter hour attempted.

## **SCHOOL RULES AND REGULATIONS**

- i) Students are expected to and responsible for conducting themselves ethically, honestly, and with integrity. This includes mutual respect and civility in academic and professional dialogue.
- ii) Students are accountable for meeting the requirements of enrolled courses.
- iii) Students are barred from participating in situations that are deemed to impair, interfere with, or hinder the opportunities of others to learn or that interrupts the functions of EBJ TECHNICAL COLLEGE.
- iv) Disciplinary action may occur for misconduct of a student to include, but is not limited to the following:

1. Actions, oral, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students.
2. Harassment that has the effect of creating a hostile or aggressive educational environment for any student, faculty, or staff member.
3. Sex discrimination/sexual harassment that has the effect of creating a hostile or unpleasant educational environment for any student, faculty, or staff member. This includes, but is not limited to, sex discrimination, sexual harassment, unwelcome conduct of a sexual nature, unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal, or physical conduct of a sexual nature including sexual violence.
4. Stalking or persistently pursuing another person that has the effect of imposing unwelcomed contact and/or communication.
5. Disorderly conduct that obstructs or interferes with EBJ TECHNICAL COLLEGE's educational process.
6. Violation of any applicable professional codes of ethics or conduct.
7. Failure to promptly comply with any reasonable instruction from faculty or EBJ TECHNICAL COLLEGE officials.
8. Fabrication, alteration, or creation of information, or lying during an investigation.
9. Violation of federal, state, or local laws or regulations that impacts EBJ TECHNICAL COLLEGE's educational environment.

## GUIDANCE AND COUNSELING POLICIES

EBJ TECHNICAL COLLEGE does not offer guidance or counseling services. Students should contact the Dean of Education for questions related to course offerings and/or details regarding same.

## JOB PLACEMENT

EBJ TECHNICAL COLLEGE does not offer Job Placement services.

## SCHOOL CALENDAR

EBJ TECHNICAL COLLEGE's courses that are online follow a calendar. EBJ TECHNICAL COLLEGE has several classes starting at different times. There is an actual calendar at the back of the handbook for reference. Please check online for the calendar that matches your start date. Calendars are available on the EBJ TECHNICAL COLLEGE website. At the time of enrollment, each student will receive a welcome letter detailing all necessary information the student will require in advance of beginning said course to include material required and log in information. In addition, all information for the courses that are currently offered can be found on EBJ TECHNICAL COLLEGE's website, [www.EBJ Technical College.edu.com](http://www.EBJ Technical College.edu.com) or by contacting EBJ TECHNICAL COLLEGE directly. Course schedules will be included in each course.

## COURSE ACCESS

- i) Access to each course is limited and varies, dependent on the required contact hours for each course.
- ii) Extension to the course access period may be requested by emailing the Dean of Education. Each extension granted will provide course access for an additional 4 weeks for a fee of \$20.

## STUDENT COMPLAINTS

- i) EBJ TECHNICAL COLLEGE has established a procedure for resolving student complaints. The procedure is published on the EBJ TECHNICAL COLLEGE website.
- ii) EBJ TECHNICAL COLLEGE shall respond to student complaints within 30 days from the submission of the complaint by the student in writing to EBJ TECHNICAL COLLEGE.
- iii) A written record of student complaints shall be maintained by EBJ TECHNICAL COLLEGE for a period of three years following the student's completion of courses or withdrawal of the student.
- iv) The complainant has a right to appeal to the **Arkansas State Board of Private Education** by filing a written appeal within 15 days of receiving the EBJTC decision. The appeal to the **Arkansas State Board of Private Education** must include a copy of the complaint filed with EBJ TECHNICAL COLLEGE and a copy of the EBJ TECHNICAL COLLEGE's decision. The Arkansas State Board of Private Education can be contacted at:

501 Woodlane, Suite, 104  
Little Rock, AR 72201  
Phone (501) 683-8000  
Fax (501) 683-8050  
[SBPCE@arkansas.gov](mailto:SBPCE@arkansas.gov)

## PROGRAM OF STUDY

### Professional Medical CODING

SOC Code 29-2072

CIP Number 51.0707

Delivery Method: Online via live instruction

The Coding program is a blended program consisting asynchronous online or synchronous online delivery, and practical hands-on training in a work-simulated environment that prepares individuals for career opportunities in the health care industry. The program consists of twelve courses of study (equivalent of 42 academic credits) that prepares graduates for a career as a Health Information/Medical Records Technology/Technician/Clinical Documentation Improvement (CDI), Medical

Billers/Coder and Data Analysis. Classes are ten or twelve weeks in length. To receive a certificate of completion, the student must successfully complete all eleven courses of study in the program. The program is offered online with live instruction.

### Coding Program Objectives:

Upon graduation, a student will be able to:

- Demonstrate an understanding of Information technology application in healthcare
- Demonstrate proficiency in the use of ICD-10-PCS and CPT/HCPCS coding systems and billing reimbursement.
- Apply safety and security health information compliance with regulatory requirements and healthcare reimbursement methodologies
- Demonstrate employability skills
- Demonstrate knowledge of bloodborne diseases
- Describe the Anatomy and Physiology aspects of the human body
- Demonstrate proficiency in the application of medical terminology
- Demonstrate an understanding of the fundamentals of the disease process of the human body and pharmacology
- Apply policies and regulations to the management of health information
- Apply ethical and legal principles regarding the use of the patient medical record and billing reimbursement information
- Demonstrate healthcare computer skills

## COURSE DESCRIPTIONS

### **Biomedical Sciences – 12 credits**

**MED/BIO 125 – Medical Terminology & Anatomy for Coders** - This course integrates expanded anatomy, physiology, and pharmacology coverage with medical terminology specifically tailored to ICD-10-CM and ICD-10-PCS guidelines. Students will learn root words prefixes, suffixes and combining forms used in medical terminology. - **3 credit**

**BIO \*112 Anatomy & Physiology \*** – Students learn the structures and functions of the human body; to understand homeostasis and the gross and microscopic anatomy and physiology of the cellular, skeletal, muscular, nervous, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems. – **4 credits**

**BIO 203 – Pathopharmacology\*** – This course is an introduction to human disease processes and treatment with an introduction to drug classification and adverse drug reactions and the implications of diagnostic test results. Students will become familiar with common diseases by understanding the etiology (cause), signs and symptoms, diagnostic criteria, tests and procedures, associated complications and treatment regimens including surgical procedures and/or medications. – **4 credits**

### **Core Courses – 30 quarter credits**

**HIM 120A, HIM120B, HIM120C – Health Information Management and Delivery Systems, Legal and Compliance** – This course provides an overview of health record content and documentation, coding, regulatory, fraud surveillance, information protection, data quality, compliance, and coding ethics – **5 credits**

**IS200 – Computer Application** – Illustrated Microsoft® Office 365 & Office 2016 For Medical Professionals. This course introduces the students to Microsoft Office applications that will be essential in today's medical office or health-related careers and long-time reference.– **3 credits**

**HIM215 - Healthcare Reimbursement Methodology** – This course will introduce the student to a multitude of reimbursement systems including but not limited to Ambulatory Patient Classification (APC), Diagnosis Related Groups (DRG), Medicare Severity Diagnosis Related Groups (MS-DRG), Resource Utilization Groups (RUG), and other Prospective Payment Systems (PPS) to include inpatient and outpatient reimbursement. Revenue cycle management processes including claims, advanced beneficiary notice (ABN), explanation of benefits (EOB), electronic data interchange (EDI) as well as case mix index (CDI), chargemaster maintenance and the denial appeals process are reviewed and discussed. Coding quality and compliance strategies and plans are reviewed. – **3 credits**

**HIM 220 - Basic ICD-10-CM/PCS Coding** – This course introduces the student to the conventions, coding principles and Center for Medicare and Medicaid Services (CMS) official (inpatient) coding guidelines using the ICD-10-CM/PCS coding system. Students will be required to assign ICD-10- CM/PCS codes to diagnosis/procedure using the ICD-10-CM/PCS coding manuals and web-based assignments assisting in the development of basic skills needed for accurate coding for reimbursement and statistical purposes. **Prerequisites:** MED/BIO\*101. **Co-requisites:** BIO\*112 – **3 credits**

**HIM 230 - Basic CPT/HCPCS Coding** – This course introduces the student to the theory, structure and process of coding procedures using the Current Procedural Terminology (CPT) and Healthcare Common Procedural Coding System (HCPCS). CPT coding guidelines, principles, and conventions along with ambulatory services coding related to facility and professional services will be examined in detail. **Co-requisites:** *BIO\*112* – **3 credits**

**HIM 240 – PPE I Inpatient & Outpatient Procedural Coding\*** – Through this course, students will develop an understanding of coding and classification systems to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information and case mix/severity of illness data. Students will complete coding case studies utilizing a logic-based encoder and coding references. Medical records coded in this course include cases covering the following body systems and coding categories: integumentary system, musculoskeletal system, digestive system, and respiratory system. Students will identify strategies to ensure data integrity, compliance with documentation requirements, and privacy of health information. **Prerequisites:** *BIO\*112, HIM\*220, and HIM\*230, all with a “C” or better.* – **4 credits**

**HIM 250 – PPE II Coding Workout\*** – Through this course, students will develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information and case mix/severity of illness data. Students will complete coding case studies utilizing a logic-based encoder and coding references. Medical records coded in this course include cases covering the following body systems and coding categories: circulatory system, injury and poisoning, and factors influencing health status. Students will recommend strategies for compliance with regulatory requirements and managing the revenue cycle. – **4 credits**

*\*There is 50-60 hours of virtual coding as a remote coder, including the coding of 100 hospital inpatient and outpatient electronic health records utilizing 3M encoder*

**HIM 252-PPE III-** This course simulates the responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from Inpatient, Ambulatory, ER, Ancillary, and Physician-patient medical records. The student uses either codebooks or the 3M software encoder. The student completes a series of project reports on various topics related to the program competencies, including Coding Compliance in the Physician Office prior to a summary assessment. Coding Specialist (CCS, CCS-P) speakers will conduct review presentations either pre-recorded or live. The course is focused on building speed and accuracy using paper and scanned medical records.

**HIM 260 –CCS Prep Review** – This course will prepare students for the CCS exam which includes multiple mock exams as well as a resource/reference list covering all domains included in the CCS Exam. **Prerequisites:** *HIM\*240 and HIM\*250, all with a “C” or better* – **4 credits**

## PROFESSIONAL MEDICAL CODING CERTIFICATE REQUIREMENTS BY SEMESTER

<b>FIRST SEMESTER (Winter)</b>	<b>10 CREDITS</b>
BIO/ MED*125: Medical Terminology & Anatomy	3
BIO*112: Anatomy & Physiology	4
IS200: Computer Application	3
<b>SECOND SEMESTER (SPRING)</b>	<b>12 CREDITS</b>
BIO*203: Pathopharmacology	4
HIM220: Basic ICD CM/PC	4
HIM230: Ambulatory Coding	4
<b>THIRD SEMESTER (Summer)</b>	<b>10 CREDITS</b>
HIM213A, B, C: Health Information Management/Delivery System/Legal Aspect	3
HIM215 Healthcare Reimbursement	4
HIM240 PPEI Inpatient & Outpatient Procedural Coding	3
<b>Fourth SEMESTER (Fall)</b>	<b>8 CREDITS</b>
HIM250 Advance Coding PPEII Coding Workout	4
HIM252: Clinical Coding PPE III Onsite or Remote	4
<b>Fifth Semester (Winter)</b>	<b>2 CREDITS</b>
HIM260: CCS (or CCS-P) Certification Exam Preparation	2
<b>TOTAL PROGRAM CREDITS:</b>	<b>42</b>

*12 months with the above schedule.*

*14 months, if two courses a semester is taken.*

### TUITION, BOOK, & FEES:

Registration	Tuition	Books	Supplies
\$150.00	\$10,000.00	\$2,025.00	\$1,200.00

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Authority 38 CFR 21.4253 and 38 CFR 21.4254.

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E-mail: [wendy.easterling@EBJTechnicalcollege.onmicrosoft.com](mailto:wendy.easterling@EBJTechnicalcollege.onmicrosoft.com)

Address: PO Box 592, Dermott, AR 72830

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Academic Calendar 2021 - 2023

**EBJ TECHNICAL COLLEGE CALENDAR**

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**Track A**

November 2021 Term	Dates
First Day of Classes	November 10
Last Day to Add/Drop a Class Without a "W"	November 16
Thanksgiving*	November 25–28
Winter Break (No Classes)	December 24 - January 1, 2022
Last Day to Drop a Class With a "W"	December 28
Martin Luther King Jr. Day* January 15–17, 2022	January 15-17,2022
Last Day for Students to Request Incomplete	January 18,2022
End of Term January 25, 2022	January 25,2022
Final Grades Available Online January 31, 2022	January 31,2022
Incomplete Coursework Due From Students	March 1,2022

April 2022 Term	Dates
First Day of Classes	April 20
Last Day to Add/Drop a Class Without a "W"	April 26
Memorial Day*	May 28–30
Last Day to Drop a Class With a "W"	May 31
Last Day for Students to Request Incomplete	June 21
End of Term	June 28
Final Grades Available Online	July 5
Incomplete Coursework Due From Students August 2	August 2

February 2022 Term	Dates
First Day of Classes	February 2
Last Day to Add/Drop a Class Without a "W"	February 8
Last Day to Drop a Class With a "W"	March15
Last Day for Students to Request Incomplete	April 5
End of Term	April 12
Final Grades Available Online	April 18
Incomplete Coursework Due From Students	May 17

July 2022 Term	Dates
First Day of Classes	July 6
Last Day to Add/Drop a Class Without a "W"	July 12
Last Day to Drop a Class With a "W"	August 16
Labor Day*	September 3–5
Last Day for Students to Request Incomplete	September 6
End of Term	September 13
Final Grades Available Online	September 19
Incomplete Coursework Due From Students	October 18

September 2022 Term	Dates
First Day of Classes	September 21
Last Day to Add/Drop a Class Without a "W"	September 27
Last Day to Drop a Class With a "W"	November 1
Last Day for Students to Request Incomplete	November 22
Thanksgiving*	November 24–26
End of Term	November 29
Final Grades Available Online	December 5
Incomplete Coursework Due From Students	January 3, 2023

Track A May 2023 Term	Dates
First Day of Classes	May 17
Last Day to Add/Drop a Class Without a "W"	May 23
Memorial Day*	May 27–29
Last Day to Drop a Class With a "W"	June 27
Independence Day*	July 4
Last Day for Students to Request Incomplete	July 18
End of Term	July 25
Final Grades Available Online	July 31
Incomplete Coursework Due From Students	August 29

December 2022 Term	Dates
First Day of Classes	December 7
Last Day to Add/Drop a Class Without a "W"	December 13
Winter Break (No Classes)	December 24–January 1, 2023
Martin Luther King Jr. Day*	January 14–16, 2023
Last Day to Drop a Class With a "W"	January 24, 2023
Last Day for Students to Request Incomplete	February 14, 2023
End of Term	February 21, 2023
Final Grades Available Online	February 27, 2023
Incomplete Coursework Due From Students	March 28, 2023

August 2023 Term	Dates
First Day of Classes	August 2
Last Day to Add/Drop a Class Without a "W"	August 8
Labor Day*	September 2–4
Last Day to Drop a Class With a "W"	September 12
Last Day for Students to Request Incomplete	October 3
End of Term	October 10
Final Grades Available Online	October 16
Incomplete Coursework Due From Students	November 14

March 2023 Term	Dates
First Day of Classes	March 1
Last Day to Add/Drop a Class Without a "W"	March 7
Last Day to Drop a Class With a "W"	April 11
Last Day for Students to Request Incomplete	May 2
End of Term	May 9
Final Grades Available Online	May 15
Incomplete Coursework Due From Students	June 13

October 2023 Term	Dates
First Day of Classes	October 18
Last Day to Add/Drop a Class Without a "W"	October 24
Thanksgiving*	November 23–26
Last Day to Drop a Class with a "W"	November 25
Last Day for Students to Request Incomplete	December 16
End of Term	December 23
Final Grades Available Online	December 29
Incomplete Coursework Due From Students	January 30, 2024

## Track B Calendar

December 2021 Term	Dates
First Day of Classes	December 8
Last Day to Add/Drop a Class Without a "W"	December 14
Winter Break (No Classes)	December 24– January 1, 2022
Martin Luther King Jr. Day'	January 15–17, 2022
Last Day to Drop a Class With a "W"	January 25, 2022
Last Day for Students to Request Incomplete	February 15, 2022
End of Term	February 22, 2022
Final Grades Available Online	February 28, 2022
Incomplete Coursework Due From Students	March 29, 2022

March 2022 Term	Dates
First Day of Classes	March 2
Last Day to Add/Drop a Class Without a "W"	March 8
Last Day to Drop a Class With a "W"	April 12
Last Day for Students to Request Incomplete	May 3
End of Term	May 10
Final Grades Available Online	May 16
Incomplete Coursework Due From Students	June 14

May 2022 Term	Dates
First Day of Classes	May 18
Last Day to Add/Drop a Class Without a "W"	May 24
Memorial Day'	May 28–30
Last Day to Drop a Class With a "W"	June 28
Independence Day'	July 2–4
Last Day for Students to Request Incomplete	July 19
End of Term	July 26
Final Grades Available Online	August 1
Incomplete Coursework Due From Students	August 30

August 2022 Term	Dates
First Day of Classes	August 3
Last Day to Add/Drop a Class Without a "W"	August 9
Labor Day'	September 3–5
Last Day to Drop a Class With a "W"	September 13
Last Day for Students to Request Incomplete	October 4
End of Term	October 11
Final Grades Available Online	October 17
Incomplete Coursework Due From Students	November 15

October 2022 Term	2204C
First Day of Classes	October 19
Last Day to Add/Drop a Class Without a "W"	October 25
Thanksgiving'	November 24–27
Last Day to Drop a Class With a "W"	November 25
Last Day for Students to Request Incomplete	December 16
End of Term	December 23
Final Grades Available Online	December 29
Incomplete Coursework Due From Students	January 31, 2023

January 2023 Term	Dates
First Day of Classes	January 4
Last Day to Add/Drop a Class Without a "W"	January 10
Martin Luther King, Jr. Day*	January 14–16
Last Day to Drop a Class With a "W"	February 14
Last Day for Students to Request Incomplete	March 7
End of Term	March 14
Final Grades Available Online	March 20
Incomplete Coursework Due From Students	April 18

<b>March 2023 Term</b>	<b>Dates</b>
First Day of Classes	March 22
Last Day to Drop a Class With a "W"	March 28
Last Day to Drop a Class With a "W"	May 2
Last Day for Students to Request Incomplete	May 23
Memorial Day'	May 27–29
End of Term	May 30
Final Grades Available Online	June 5
Incomplete Coursework Due From Students	July 4

<b>June 2023 Term</b>	<b>Dates</b>
First Day of Classes	June 7
Last Day to Add/Drop a Class Without a "W"	June 13
Independence Day'	July 4
Last Day to Drop a Class With a "W"	July 18
Last Day for Students to Request Incomplete	August 8
End of Term	August 15
Final Grades Available Online	August 21
Incomplete Coursework Due From Students	September 19

<b>August 2023 Term</b>	<b>Dates</b>
First Day of Classes	August 23
Last Day to Add/Drop a Class Without a "W"	August 29
Labor Day*	September 2–4
Last Day to Drop a Class With a "W"	October 3
Last Day for Students to Request Incomplete	October 24
End of Term	October 31
Final Grades Available Online	November 6
Incomplete Coursework Due From Students	December 5

<b>November 2023 Term</b>	<b>Dates</b>
First Day of Classes	November 8
Last Day to Add/Drop a Class Without a "W"	November 14
Thanksgiving'	November 23–26
Winter Break (No Classes)	December 24– January 1, 2023
Last Day to Drop a Class With a "W"	December 26
Martin Luther King Jr. Day'	January 13–15, 2024
Last Day for Students to Request Incomplete	January 16, 2024
End of Term	January 23, 2024
Final Grades Available Online	January 29, 2024
Incomplete Coursework Due From Students	February 27, 2024