

Date: 6/1/2020Counselor Name: Kim ForbesName of Agency/Institution: Kids Chance of NevadaRe: Training Proposal for Susan Hedevilok

Susan Hedevilok has chosen to attend training at Northwest Career College to become a **Medical Biller and Coder**. With the help of our Career Services Department, Susan Hedevilok can obtain a job where the primary responsibilities are administrative in a variety of office settings.

As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers. The increasing prevalence of certain conditions, such as obesity and diabetes, also will increase demand for healthcare services and medical care.

Helping to drive job growth is the increasing number of group practices, clinics, and other healthcare facilities that need a high proportion of support personnel, particularly medical administrators who can handle both coding and billing duties. Our course curriculum includes, but is not limited to the following modules:

PROGRAM CURRICULUM

- Introduction to Medical Terminology
- Diagnostic and Procedural Terminology
- Introduction to Health Insurance
- Introductions to Diagnostic Coding
- Introductions to Procedural Coding
- Commercial and Miscellaneous Insurance Plans
- Medicare and Medicaid
- Microsoft Office Fundamentals
- Medical Billing Internship
- Medical Billing Externship

PROGRAM DATESStart Date: 7/6/2020End Date: 4/4/2021**PROGRAM COST**

The total cost below includes Certification Exam, Equipment, Tuition, Educational Materials/References, and Uniforms.

The total program cost: \$14,499.

- *Monday - Thursday 6:00 p.m. to 10:00 p.m.*

Classes are held 6 pm to 9 pm on the assigned evening. In addition, the student will be expected to complete the week's assignments and to submit them prior to the next scheduled class on campus. Should the student fall behind on her scheduled online assignments or exams, the student will contact the class instructor and schedule a meeting prior to the next scheduled lecture on campus. The student will participate in an internship for the duration of the didactic program. This internship consists of completing course-associated exercises in medical billing and coding.

After successful completion of the didactic coursework, Susan Hedevlok will participate in a 180-hour externship. During this externship, the student is expected to be available and participate in a regular office schedule, 40 hours weekly, at an off-campus location within an approved company. Professional attire and a professional demeanor are required during externship.

Students are required to maintain a minimum attendance of 80% and a grade point average minimum of 2.0. Should the student fall below any of these required benchmarks, she will be placed on attendance or academic probation in order to correct the pertinent issue.

If you should have any questions or need additional information, please contact me directly.

Sincerely,



Patrick Kenny
COO