Texarkana College Community Education
Allied Health Programs

Medical Billing & Coding Program

The Medical Billing & Coding program provides students with essential skills to solve insurance billing problems, manually file claims, complete insurance forms, trace delinquent claims, appeal denied claims, and understand CPT, ICD-10, and HCPCS coding systems. Coursework includes medical terminology, billing processes, third-party reimbursements, and accurate completion of documentation and insurance forms. After obtaining practical experience, students may qualify to sit for national certification exams such as AAPC CPC, COC, AHIMA CCA, and others.

Program Schedule

- Dates: **January 26, 2027 – May 25, 2027**
- Length: 16 weeks / 130 classroom contact hours
- Evenings: Tuesdays & Thursdays, 6:00 PM – 9:30 PM
- Saturdays: 2/13; 3/6; & 4/24, 9:00 AM – 3:00 PM
- Location: Health Sciences Building, Room 147

Program Details

- Tuition: $2,765 (Textbooks included)
- Certification Exam Fee: $169 (paid separately)
- Payment plan available (first payment $691.25 + $30 enrollment fee)
- Not eligible for FAFSA (non-credit program)

Registration

- Register in person at the Community Education Center in the Nelson Administration Building
- Online registration is not available.
- Deadline to register or drop: **Tuesday, January 22, 2027, by 3pm.**
- Enrollment may close early if class reaches capacity.

Refund Policy

Students may receive a 100% refund (less the $30 payment plan enrollment fee, if applicable) if they withdraw on or before the official drop date (typically the enrollment deadline). **No refunds will be issued after the class start date**. If Texarkana College cancels the course, a full refund will be provided, excluding the non-refundable payment plan enrollment fee.

Certification Opportunities

- AAPC Certified Professional Coder (CPC)
- AAPC Certified Outpatient Coder (COC)
- AHIMA Certified Coding Associate (CCA)
- Additional national coding certification exams

Program Curriculum & Career Overview

- Medical billing and coding professionals maintain medical records, calculate patient charges, review documentation, and ensure accurate coding for insurance reimbursement.
- Common duties include preparing itemized statements, submitting claims, reviewing patient files, and ensuring documentation meets regulatory requirements.
- Instruction includes ICD-10-CM, ICD-10-PCS, CPT, and HCPCS coding systems integrated with medical terminology and anatomy.
- Medical terminology topics include body structure, musculoskeletal, digestive, genitourinary, circulatory, respiratory, nervous, and endocrine systems.
- Regulatory compliance training covers documentation requirements, laws and regulations, patient information release, and fraud prevention.
- Claims processing instruction includes CMS-1500 form completion, insurance submission procedures, and appeals.
- Front-end office duties include insurance eligibility verification, demographic intake, authorizations, referrals, and determining patient balances.
- Students learn patient adjudication processes including aging reports, payment posting, and interpreting remittance advice

Internet Access Requirement

All students must have access to the internet during the course for communication purposes. Texarkana College utilizes Microsoft Teams and other online platforms to share course materials, provide updates, and facilitate communication between instructors and students. Reliable internet access is essential for successful participation in the program. Students are welcome to use the Texarkana College Academic Commons Wi-Fi to meet this requirement.

Criminal Background Requirement

Students with prior criminal convictions may face restrictions in obtaining certification. Contact the National Health Careers Association (1-800-499-9092) for clarification. A criminal history evaluation letter may be requested from the appropriate licensing agency.

Contact Us

For questions regarding enrollment or course information, please contact Nancy Lambert at 903-823-3382 or nancy.lambert@texarkanacollege.edu.

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