REGISTRATION / TUITION

The registration fee is $30.00

Tuition for the entire certificate program is $3,500.00
You may pay for each course individually ($438 per course).

For payment arrangements please contact the School of Health Professions (SOHP) at 718-270-7604.

A full tuition refund, minus the registration fee, will be granted if the course is cancelled, discontinued by the college, or if you are not accepted into the program. Cancellation by a program participant will be accepted up to one week before class is scheduled to begin; a $30 cancellation fee will be charged. Once the program has begun, tuition is non-refundable. SOHP has the right to cancel the course or change lecture dates. We will notify you of any such changes.

HOW TO REGISTER

Online
Registration form is available online at:
https://bit.ly/3Pu88aN

Mail
SUNY Downstate Health Sciences University
School of Health Professions, MSC 105
450 Clarkson Avenue
Brooklyn, NY 11203

Fax
718-270-7702

Email
SOHPDeansOffice@Downstate.edu

Travel Directions
https://bit.ly/3yg1Pjo

Parking
Hospital Valet Parking is available from 6:00 a.m. to
6:00 p.m., located at 445 Lenox Road and Brooklyn Avenue. The fee is $20.00.
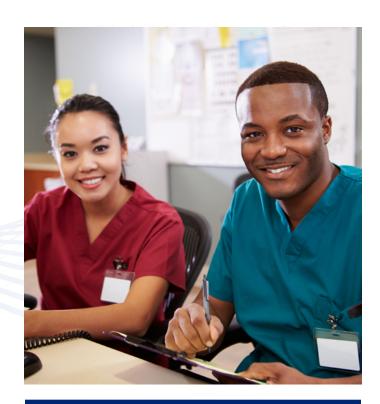
Resources
AHIMA:
https://bit.ly/3CyRiCx
AAPC:
https://bit.ly/3SCuozt

**SUNY Downstate
Health Sciences University**
School of Health Professions
450 Clarkson Avenue | Brooklyn, NY 11203

Medical Billing and Coding Program

DOWNSTATE
SCHOOL OF
HEALTH PROFESSIONS

ABOUT THE PROGRAM

The Medical Billing and Coding program run by the School of Health Professions (SOHP), SUNY Downstate Health Science University, is a certificate program designed to assist individuals entering the field of medical billing and coding, or preparing for certification. The program is run in two formats, either online or in class. The onsite program begins in the Fall annually, the online program starts in January annually. Each program provides the skill development needed for a career as a certified coder in hospitals, insurance companies, physician's offices, and other health related facilities. The program is a part-time evening and weekend program.

According to the Bureau of Labor Statistics and the American Health Information Management Association, this is one of the fastest growing industries in Healthcare, and growth is expected to continue over the next five years. Our program prepares you to sit for the Certification exams offered by both the American Health Information Management Association (AHIMA) and the American Association of Professional Coders (AAPC).

Medical Billing and Coding addresses the business aspect of healthcare, that is, how patient information is converted into insurance claims, so that healthcare facilities can be properly reimbursed. Students acquire the skills necessary to perform all coding duties, fulfill coding regulations and determine accuracy of clinical documentation for reimbursement.

A certified Medical Coder earns approximately $50-70K depending on location and experience.

The foundation provided in this program also paves the way for certification in areas of practice such as:

- **Certified Professional Medical Auditor (CPMA)**
- **Certified Physician Practice Manager (CPPM)**
- **Certified Documentation Ex-Pert Outpatient (CDEO)**
- **Certified Tumor Registrar (CTR)**

The program, is run over two semesters, and cover the following areas of study (please click here or visit https://bit.ly/3EPgCUV). Students work with actual medical management software, and reference books, and problem-solve actual case studies, to prepare for certification. Additionally, to bring that competitive edge, the program partners with Downstate's Health Information Management Department, to provide the senior student an internship opportunity as a part of the educational experience.

WHO CAN APPLY TO THIS PROGRAM

The minimum academic background for enrollment in this program is a high school diploma or equivalent, with successful completion of English. An introductory computer course is highly recommended but not required for acceptance into the program. Life and work experience are considered. Professionals working in HIM and seeking a pathway to certification, are also encouraged to apply. Special course resources are available to Nurse Practitioners, to optimize your practice reimbursement rates. For information (please click here or visit https://bit.ly/3SZSRPj) or call **718-270-7604**.

A low-cost 6-week Summer *Immersion* further prepares graduates as well as existing billers and coders, for certification by AHIMA or AAPC.

Our graduates are recognized for their shrewdness in both in-patient or out-patient billing and coding.

ADMISSION REQUIREMENTS

Applicants should have a good command of the English Language, and *basic computer skills*.

APPLICATION MATERIALS

The following items must be submitted with your application:

1. **A current resume**
2. **Copy of your HS diploma**
3. **Copy of your College transcript (if applicable)**
4. **Copy of State picture ID card**
5. **Registration fee of $30**

PROGRAM REQUIREMENTS

To successfully complete the certificate program, participants must obtain a grade of "C" or better in all course exams as well as attend 80% of all classes. A certificate is awarded at completion of program requirements. This certificate program does not provide college credit.

Advanced Coding classes require basic coding as prerequisite, or field experience.