

Medical Billing Program Admission and Physical Requirements



Admissions Requirements

To qualify for enrollment in an Apex Career School (ACS) certificate program, an individual must:

- Possess a high school diploma, GED, high school equivalency or pass the Ability-to-Benefit Test
- Be at least 18 years of age
- If required by the institution, pass a computerized entrance exam covering basic English and Math skills (Required if the student cannot provide a high school equivalent proof of education.)
- Be able to meet all physical requirements for the chosen program
- Disclose all past felony convictions, which includes, but is not limited to; animal, drug or alcohol-related incidents. Enrollment based upon this information will be at the sole discretion of ACS. Criminal convictions may have after-effects that extend beyond the admissions process. Past criminal convictions of any kind may impact your ability to successfully complete ACS programs and/or pose difficulties in securing employment after graduation.

Essential Skills: Minimum Skills Required

- **Reading:** Student must be able to read English at a High School equivalency level.
- **Writing:** Student must be able to write English at a High School equivalency level.
- **Communication:** Student must be able to communicate verbally in English and give both hand commands and voice directions.
- **Physical Demands:** See specific physical requirements below.

Physical Requirements to Become a Medical Biller

Medical Billers are expected to handle a large variety of task while working in the medical billing industry. Such topics include patient registration process and data capture, claim forms, and understanding of government carriers. In addition Medical Billers are expected to site for longer hours (up to an 8 hour shift 5 days a week). In addition, Coders will need to be able to review and read small scripts by computer monitor or hand written documents. This task will need to be complete with visual acuity with or without the assistance of corrective lenses. Medical Billers will also experience a large amount of repetitive motion, which includes keyboard use, hand writing and telephone communications.

Activity	Not Done (0%)	Occasional (1%-32%)	Frequent (33%-66)	Constant (67%-100%)
Sitting various positions				X
Standing		X		
Walking		X		
Bend/Stoop		X		
Squat		X		
Crawl	X			
Climb		X		
Reach above shoulder		X		
Reach below shoulder		X		
Crouch	X			
Kneel		X		
Balance		X		
Push/Pull up to 50lb		X		
Twist/Turn		X		
Lifting: Up to 50lb			X	
Carrying: 50-lb	X			

1. Student must be able to use both hands for
 - Firm Grasp: Both Hands
 - Fine Manipulation: Both Hands
 - Hands are exposed to water or other liquids on a repetitive basis: No

2. Visual Requirements and Hearing Requirements:
 - Does the program require a minimal visual acuity? Yes, student must be able to visually observe colors and small details in. Requires spatial and figure/ground differentiation. Must have good visual scanning abilities.
 - Does the program require differentiation of color? Yes
 - Can the student wear glasses/contacts? Yes
 - Does the program require minimal hearing acuity? Yes, normal speech

4. Personality:
 - Student must be able to work independently
 - Student must enjoy working in a quiet sedentary environment with little to none in person interaction on a day to day basis.

5. Other specific criteria:
 - Must possess excellent hand-eye coordination
 - Student must have good range of motion in joints; especially finger, wrists, and elbows
 - Student must have an acceptable range of dexterity in hands and fingers
 - Student must be able to cope with silence through-out the work shift.

Environmental Conditions

Extreme Temperatures	None.
Noise	Quite setting
Fumes, Dust, Odors	None.
Exposure to Chemicals	None
Other	May be based in a basement of Healthcare facilities or Hospitals without any windows.

Ability to Use Equipment

- Students must have access to a computer and the internet.
- Students must have basic computer skills and know how to use the internet.