



Perspective Student:

Thank you for expressing interest in the Apollo School of Allied Health Profession's Medical Insurance Specialist Program. This is an extensive medical coding and billing training program.

We are currently accepting applications for the upcoming academic year. This program is a **full-time, 10-month program. This August, we will enroll 15 students in the day program.** Attached are the application materials for the Medical Insurance Specialist Program. Applications are processed on a first-come, first-served basis.

The fulltime day classes are held Monday through Thursday from 9:00 a.m. to 3:00 p.m. There will also be some Friday (8:30 am -4:30 pm) classes.

If you are interested in the program, please begin the application process immediately upon the receipt of these materials. If you have any questions or concerns, please contact me by phone at 419-998-2971 or by e-mail at jessica.sanders@apollocc.org

Sincerely,

Jessica Sanders
Allied Health Director

Read the following BEFORE you sign. Your signature will indicate that you have read and understand.
If you do not understand, please ask for an explanation BEFORE you sign.

I, _____, understand that

1. This is only an application and does NOT assure me of enrollment into the school.
2. All factors of the entrance requirements are reviewed by an Admission Committee.
3. I will accept the decision of the admission committee.
4. If I am enrolled the school has the right to ask for my resignation at any time, if I fail scholastically, or do not meet the other standards of the program.

(Signature of Applicant)

(Date)

Admission Policy

It is the policy of Apollo Career Center that education activities, employment, practices, programs, and services are offered without regard to race, color, national origin, sex, religion, age or disability.

The admission policy of the Medical Insurance Specialist Program assists the Admission Committee to select candidates who will be successful in the program.

The following is the procedure for being accepted as a candidate for the Medical Insurance Specialist Program.

1. Request an application packet. The packet contains an application, work, and personal reference forms, request forms for high school or G.E.D. transcript, and one (1) copy of the admission policy. These forms need to be completed and processed as indicated on the enclosed instruction sheet.

Complete the following step that applies to you:

- a. If you are a high school graduate, complete the form, "Request for High School Transcript" and submit it with any required fee to your high school for them to mail to Apollo School of Allied Health Professionals.
- b. If you have a GED diploma, complete the transcript form from the Ohio Department of Education and submit it with the required fee to the appropriate agency. You can go online to find the form: <http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=684&ContentID=7287&Content=117979>
- c. If you obtained a GED in another state, request a transcript from the appropriate agency or see website above. Your GED must be mailed from the state office to our office to be official.
- d. If you are currently in high school, complete the "Request for High School Transcript" for a current transcript

2. Submit the application and the application fee of \$30. Applications are reviewed on a first-come, first served basis. There is **NO REFUND** of fees paid in the admission procedure.
3. Request and submit an **OFFICIAL** copy of your high school or equivalency transcript.
4. Required references: Two (2) positive personal references from persons **NOT RELATED** to the applicant and one (1) positive work reference from the current or most recent employer are required. **THE PERSON GIVING THE REFERENCE MUST MAIL references to Apollo. REFERENCES WILL NOT BE ACCEPTED FROM THE APPLICANT. The applicant does NOT have the right to review these confidential materials.**
5. The applicant is required to take the **WorkKeys Assessment** at Apollo Career Center. Assessment **MUST** show aptitude for the Medical Insurance Specialist profession. Areas of testing are ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents. If the applicant is unsuccessful with this test after two attempts, documentation of successful remedial work must be submitted before the third and final test can be schedule.

Criteria for Being Scheduled for the WorkKeys Test:

When ALL of the following items have been submitted to Apollo, you will be notified of a test date:

- Application and Application fee
- High School Transcript or Transcript of Equivalency
- 2 Positive Personal References
- 1 Positive Work Reference
- 1 Signed copy of Admission Policy (a copy will be retained to you.)

6. If applicants meet all of the above criteria, they will be scheduled for an admission interview.
7. The applicant is informed in writing of the decision of the Admission Committee. The decision is based on high school grades or equivalency scores, positive references, interview, and Assessment Test.
8. The applicant is required to take a Professional Development class prior to starting school.
9. The applicant is required to have diagnostic screening, as well as proof of immunity to identified communicable disease, at his/her own expense, prior to starting the Medical Insurance Specialist Program.
10. The applicant is required to have **basic computer knowledge** prior to starting the Medical Insurance Specialist Program.
11. The applicant is required to be currently certified in **American Heart Association Basic Life Support (Healthcare Provider) CPR**. It is **PREFERRED** that the applicant is certified prior to starting the Medical Insurance Specialist Program but certification is mandatory by the end of the first quarter of training. Students that do not meet this requirement will not meet the course requirements for the program and will be withdrawn.
12. Practicum sites used by the program can require background checks on any personnel in the facility; therefore, students will be required to have a background check before starting practicum rotations. If, due to the results of the background check, a student would be denied access to a healthcare facility, they will be dismissed from the program on the basis of not being able to meet the practicum hours requirement of the program. Applicants need to be aware that most employers now perform background checks before hiring new employees and certain disqualifiers, such as a felony and/or some misdemeanors, will prohibit them from finding employment or becoming certified in their chosen profession upon graduation.

I, _____, have read and understand what is required of me to become a candidate for the Medical Insurance Specialist Program.

(Signature of Applicant)

(Date)

(Signature of the Allied Health Director)

(Date)

.....

I, _____, hereby give the Faculty of Apollo Career Center permission to review my application materials for the purpose of determining my acceptability as a candidate for the Medical Insurance Specialist Program.

(Signature of Applicant)

(Date)

Required Drug Testing for Admission

The following is a written policy statement for Apollo School of Allied Health Profession's Medical Insurance Specialist in which the program must ensure that students will provide safe and high quality patient care and/or services while engaging in official school educational activities.

All newly accepted students will be subject to a 10 panel urine drug screening test as a part of admission into the program. This test will be conducted as a part of pre-enrollment health requirements and/or within the first week(s) of school or practicum experience.

A positive confirmed result for the drug test shall prohibit enrollment in the school. Further, refusal to submit a drug test or any attempts to tamper with the specimen shall constitute ineligibility for enrollment.

If you wish to discuss any part of this policy or would like to view the complete drug screening policy please contact the Director of the Medical Insurance Specialist program.

I have read and understand the above:

Name (please print)

Date

Signature

APOLLO ACADEMY OF MEDICAL CAREERS
DRUG SCREENING POLICY

Students enrolled in any Apollo Career Center Health Careers Program may be required to test negative for a 9 or 10 panel urine drug screening test prior to entering clinical practice environments. All test results, positive or negative, will be sent to the appropriate program manager. In the event of a diluted or positive result, students will not be permitted into the clinical setting. **Costs for the testing will be the responsibility of the student.**

In the event of a diluted or positive test result the student may refute the results by:

1. Providing the appropriate program manager verification of prescribed medications that may result in a positive result
2. Retest at student's own expense; and provide the results of the second test, whether negative or positive to the appropriate program manager.

If the second result is negative and not diluted, the student will be permitted in the clinical setting and as long as this meets institutional policy.

Students testing positive on the second test:

1. Will not be permitted into the clinical practice environments and may be dismissed from the program as per specific program policies.
2. The student may re-apply for admission into a program but must first provide appropriate documentation from a certified drug/alcohol counselor indicating the students' readiness to reapply to Health Careers Program along with prognosis for a full recovery.

Any instructor or manager of a Health Careers Program may request a drug screen given reasonable cause. If in the clinical setting, the clinical instructors will follow that institution's policy.

Note: Any student seeking admission into a Health Career Program who knowingly and intentionally attempts to provide a diluted or substitute urine specimen for testing will automatically lose their eligibility to be admitted into class or put on the roster.

Any current student enrolled in a Health Careers Program who knowingly and intentionally attempts to provide a diluted or substitute urine specimen for testing will be subject to disciplinary action which may include dismissal from the program.

1-21-2009

Apollo Career Center – Academy of Medical Careers
3325 Shawnee Road
Lima, OH 45806-1497

Instructions for Application— Medical Insurance Specialist Program

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<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=684&ContentID=7287&Content=117979>
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Applicant: please fill out information and give to high school and SCHOOL needs to MAIL this to:
Apollo Career Center Medical Insurance Specialist 3325 Shawnee Road Lima, OH 45806-1454

Request for High School Transcript

Please send an official transcript to:

Apollo Career Center
Medical Insurance Specialist
Attention: Jessica Sanders
3325 Shawnee Road
Lima, OH 45806-1497

For:

Applicant's Name _____

Year of Graduation _____

Name at Time of Graduation _____

School from which graduated: _____

Last 4 digits of your social security number: _____

Birthday: _____

(Signature)

(Phone #)

(Date)

Apollo Career Center – Academy of Medical Careers
Apollo School of Allied Health Professionals- Medical Insurance Specialist
3325 Shawnee Road
Lima, OH 45806-1497

WORK REFERENCE

I, _____, give my permission to the business/institution/person identified below
(Applicant name printed here)
as a work reference to provide information to Apollo Career Center. I further realize that any information will remain confidential between the school and the party giving the information.

Signature: _____ Date _____
(Applicant signs here)

Name of Business/Institution: _____

Mailing Address _____

.....
The above mention person has identified the above business or institution as a work reference. We would appreciate your assistance in helping us determine acceptability for the Medical Insurance Specialist program.

Employed as _____ from _____ to _____
(position)

Reason for leaving (if not presently employed) _____

Personal appearance: _____

Work Attitudes: _____

Physical & Emotional health: _____

Punctuality & Reliability: _____

If given the opportunity, would you re-hire this individual? YES NO

Comments:

Signature: _____

Position: _____ Phone #: _____

Apollo Career Center – Academy of Medical Careers
Apollo School of Allied Health Professionals- Medical Insurance Specialist
 3325 Shawnee Road
 Lima, OH 45806-1497

PERSONAL REFERENCE

I, _____, give my permission to the person identified below
(Applicant name printed here)
 to provide information to Apollo Career Center. I further realize that any information will remain confidential between the school and the party giving the information.

Signature: _____ Date _____
(Applicant signs here)

Name of Personal Reference: _____

Address _____
 (Number / Street / PO Box/ or RR) (City) (State) (Zip)

.....
 The following information will be used to determine acceptability for the Medical Insurance Specialist program. Your assistance is appreciated.

How would you rate the individual on the following traits?

	Excellent	Good	Fair	Poor
Cooperation				
Tact				
Dependable				
Punctual				
Honesty				
Integrity				
Initiative				
Perseverance				
Tolerance				
Poise				
Character				

Does he/she like to work with people? YES NO

How long have you known this person? _____

In what capacity have you known this person? _____

Additional Comments:

Signature: _____ Phone #: _____ Date _____

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(Applicant name printed here)
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Signature: _____ Date _____
(Applicant signs here)

Name of Personal Reference: _____

Address _____
 (Number / Street / PO Box/ or RR) (City) (State) (Zip)

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The following information will be used to determine acceptability for the Medical Insurance Specialist program. Your assistance is appreciated.

How would you rate the individual on the following traits?

	Excellent	Good	Fair	Poor
Cooperation				
Tact				
Dependable				
Punctual				
Honesty				
Integrity				
Initiative				
Perseverance				
Tolerance				
Poise				
Character				

Does he/she like to work with people? YES NO

How long have you known this person? _____

In what capacity have you known this person? _____

Additional Comments:

Signature: _____ Phone #: _____ Date _____



Dear Medical Insurance Specialist Student:

Below is the cost **ESTIMATED** for your attendance at Apollo's School of Allied Health Professional's Medical Insurance Specialist program:

2020-21 Tuition \$9,800.00

All tuition, books, kits, Apollo fees & AAPC membership, malpractice insurance, 10 Panel Urine Drug Test, BCI Background Check, Uniform Vest (1 pair), graduation pin and passport are included in the cost of tuition.

Start-up fee of \$500.00 due August 13, 2020 if your financial aid is not in place. This cost is then deducted from your tuition.

Additional costs you *may* incur prior to, during, or near completion of the program include:

Prior:	*CPR- AHA BLS Provider	by Nov	\$75
	(must be American Heart) (may be done online through ACC)		

Prior/During:	*Immunizations:		
	2 Step Mantoux (TB skin testing)	by Nov	\$40
	Hepatitis B Vaccines (series of 3)	by Nov	\$225
	2 MMR Vaccines	by Nov	\$204
	Varicella 2 chicken pox vaccines	by Nov	\$220
	Seasonal Flu vaccine	by Nov	\$35

End:	Filing fee for Certification	Prior to grad	<u>\$325</u>
			\$1124

**Immunization documentation previously completed vaccines or documentation of history of disease are accepted. Vaccines would not need to be repeated. Proof of current AHA BLS Provider CPR will be accepted and would not need to be repeated but renewed to keep validity through graduation.*

****If you have lived out of the state of Ohio anytime in the past 5 years you will have to complete a FBI background check that will be an additional \$40.00. Both background and drug screening will be done unannounced in class by Occupational Health.*

Professional development for this class is **Thursday, August 13, 2020**. Regular classes for the medical insurance specialist program will begin August 17, 2018. Graduation for this program is scheduled for Thursday, June 17, 2021.

I hope this will assist you in your financial aid planning for the program.

Sincerely,

Jessica Sanders
Allied Health Director

Revised 2/7/2018, 2/16/2019