

## Medical Coding Program Checklist, How to Register, Course Item Numbers, and Timelines

✓	For / To	Go To	When	Expect a Reply
	Information or Support	<a href="mailto:Success@everettcc.edu">Success@everettcc.edu</a> 1-866-304-3822, option 1	At any time.	We do our best to reply within 24 hours during the business week.
	Enroll in EvCC	<a href="#">EvCC Enrollment</a>	Do this first – you will need your student ID number. You'll get this in the acceptance e-mail.  (The program is labeled as a 1-year certificate in Medical Coding.)	You should receive your acceptance e-mail within a week. If you do not, please reach out to <a href="mailto:admissions@everettcc.edu">admissions@everettcc.edu</a> .
	Apply for Financial Aid	FIRST: Contact our FA team at <a href="mailto:MC-MTEfinancialaid@everettcc.edu">MC-MTEfinancialaid@everettcc.edu</a> or 425-388-9157.  <a href="#">Apply for Financial Aid</a>  Be sure to include our school code, 003776.	You need to file your FAFSA at least 4 weeks prior to the financial aid deadline.  If you are starting in the Winter or Spring quarters, you will need to fill out the FAFSA for both the current and upcoming academic years.	You should receive an automated reply from EvCC within a week. If you do not, reach out to <a href="mailto:MC-MTEfinancialaid@everettcc.edu">MC-MTEfinancialaid@everettcc.edu</a> .  Check your financial aid status at the <a href="#">Financial Aid Portal</a> .
	Provide any additional information requested to EvCC Financial Aid	<a href="mailto:MC-MTEfinancialaid@everettcc.edu">MC-MTEfinancialaid@everettcc.edu</a>  425-388-9185 (fax)	If additional information is requested, it is important to provide this as quickly as possible	Once your file is complete, it can take up to 3 to 4 weeks to determine your eligibility. At that point, you will receive an e-mail from <a href="mailto:MC-MTEfinancialaid@everettcc.edu">MC-MTEfinancialaid@everettcc.edu</a> .
	Mandatory Orientation	<a href="#">Get Started with Online Orientation</a>	At least a week prior to registration.	Usually the registration block is lifted within 2 business days.
	Choose a program track.	<a href="mailto:Success@everettcc.edu">Success@everettcc.edu</a> AND <a href="mailto:MC-MTEfinancialaid@everettcc.edu">MC-MTEfinancialaid@everettcc.edu</a>	This must be in place prior to registration and both Success and Financial Aid need to be notified of choice.	We do our best to reply within 24 hours during the business week.
	Register for classes.	<a href="#">Online Registration</a>	Registration opens with the college; must be done no later than 2 weeks before start of classes.	Registration is immediate. If you do not see the courses you tried to

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		You can check for registration blocks at <a href="#">Registration Block Checker</a> .		register for in your schedule, reach out to <a href="mailto:registration@everettcc.edu">registration@everettcc.edu</a> .
	Student e-mail	<a href="#">EvCC Student E-Mail</a>	When applying for Admissions.	For help with email set up, contact the IT Help Desk at <a href="mailto:helpdesk@everettcc.edu">helpdesk@everettcc.edu</a> .
	Buy books	<a href="#">MC Quarterly Book List</a>	Prior to the start of classes.	Only purchase books for this quarter!
	Access to Canvas and Career Step	You will receive an e-mail with log-in information from Career Step via the e-mail you use for registration.	Late in the week prior to the start of classes.	<p>If you do not receive the access email by Thursday prior to the start of classes, reach out to <a href="mailto:MC-MTEfinancialaid@everettcc.edu">MC-MTEfinancialaid@everettcc.edu</a>.</p> <p>For help with Canvas, contact eLearning at 1-866-575-9027 or <a href="mailto:elearning@everettcc.edu">elearning@everettcc.edu</a>.</p> <p>For help with Career Step, contact their Technical Support at 1-888-657-5761 or <a href="mailto:techsupport@careerstep.com">techsupport@careerstep.com</a>.</p>
	Install Microsoft Office using your student e-mail address	<a href="#">Free Microsoft Office 365</a>	No later than the week prior to the start of classes.	If you have problems with your student e-mail, reach out to the <a href="mailto:helpdesk@everettcc.edu">helpdesk@everettcc.edu</a> .
	Computer and <b>access to the internet</b> in good working order	Current antivirus software, Firefox, and Internet Explorer installed.	No later than the week prior to the start of classes.	

## HOW TO REGISTER FOR CLASSES

To be sure of appropriate access to all course content, you must register no later than 2 weeks prior to the start of classes. If you did not complete the Mandatory EvCC Orientation at [Get Started with Online Orientation](#), you cannot register.

Register online for your classes based on the specific Program Track you've worked out with [Success@everettcc.edu](mailto:Success@everettcc.edu) and Financial Aid. If you have applied for state or federal assistance, DO NOT register for classes until you have been notified your aid has been approved. You can check your aid status online at [Financial Aid Portal](#).

In the My EvCC Portal, click on [Online Registration](#).

- Enter your EvCC Student ID and PIN. Your PIN for registration is your six-digit date of birth.
- Select the quarter you are registering for, i.e., Fall 2016.
- Enter the item numbers listed below (the 60xx numbers) and click the Add/Drop Button.

If you are unable to register, go to the [Registration Block Checker](#) for additional information. To withdraw from classes, follow the steps above and click the Add/Drop Button again.

The deadline for a 100% refund is end of the business day on Day 5. There is no 50% refund period for our self-support classes, and our program is not eligible for the 20-40 Deferred Payment Plan.

### IMPORTANT

- If you are not receiving state or federal assistance with your tuition, payment is due on, or before, the 5th business day following registration or the first day of class, whichever comes first. If you are using financial aid funds and they did not apply, please contact [MC-MTEfinancialaid@everettcc.edu](mailto:MC-MTEfinancialaid@everettcc.edu).
- It is your responsibility to ensure you register for classes on time to ensure access to courseware content. While MC registration will open on the same dates as the rest of the college, you need to be registered at least 2 weeks prior to the start of classes.

Please contact the MC Program advisors at [MCadvising@everettcc.edu](mailto:MCadvising@everettcc.edu) if you have questions regarding which courses you should enroll in or if your personal situation has changed and you'd like to revise your track through our program.

If you have financial aid questions or if your track should change, reach out to our support team at [MC-MTEfinancialaid@everettcc.edu](mailto:MC-MTEfinancialaid@everettcc.edu) .

**COURSE ITEM NUMBERS TO REGISTER WITH, CREDITS, COURSE COSTS and FEES, and BOOKS**

Item #	Medical Coding Program Course Number and Name	Credits	Purpose	Tuition	Fees	Need Books?
There is a one-time enrollment fee that includes access to the 3M Encoder and 3M online resources. <b>This will tie to registration in MC 101 for MC students and to MC 145 for MBS students.</b>					200.00	
5962	MC 101: Orientation and Computer Fundamentals	1	“prep”	134.67	2.50	no
5966	MC 105: Legal Compliance	3	“prep”	404.01	7.50	yes
5978	MC 120: Healthcare Vocabulary	4	“prep”	538.68	10.00	yes
5982	MC 136: Structure and Function of the Human Body	4	“prep”	538.68	10.00	no
5974	MC 115: Healthcare Reimbursement	3	“prep”	404.01	7.50	no addt'l
5986	MC 138: Pathophysiology	3	“prep”	404.01	7.50	no addt'l
5994*	MC 145: Coding with ICD-10-CM/PCS *Medical Billing Specialist students will use #5995	6	coding	808.02	15.00	yes
5970	MC 112: Health Information Management	5	“prep”	673.35	12.50	no addt'l
5990	MC 140: Basics of Pharmacology	1	“prep”	137.67	2.50	no
6002*	MC 150: Principles of Procedural Coding *Medical Billing Specialist students will use #6003	6	coding	808.02	15.00	yes
5998	MC 148: Advanced Coding with ICD-10-CM/PCS	4	coding	538.68	10.00	yes
6008	MC 180: Medical Coding Practicum	4	coding	538.68	10.00	yes
Tuition and fees are billed quarterly based on credits taken.		44		\$5928.48	\$310.00	

Tuition and fees can change at any time. Tuition is paid quarterly based on the number of credits taken.

Students will be required to purchase books on a quarterly basis and are not to purchase books ahead of time as book lists have potential to change. A **functional computer** (PC or a Mac) and **access to the Internet** are necessary.

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