

MOUNTAINLAND TECHNICAL COLLEGE

MEDICAL BILLING AND CODING



MTECH

HIGH SCHOOL SENIOR APPLICATION PACKET



Dear Prospective Student:

The Mountainland Technical College Medical Billing and Coding Department is excited about your interest in the program as a high school senior. This program is very demanding and time-consuming; it will prepare you to take the national Certified Professional Coder (CPC) exam with the American Association of Professional Coders (AAPC). Because of the structure of this program, students must be self-motivated and attendance is critical for student success. Students are required to maintain a minimum of 85% attendance to remain enrolled in the program.

The Medical Billing and Coding program takes an average student approximately 1100 hours to complete. As a high school senior, you may not complete the required course work before your class graduates. If this happens, you will be required to pay tuition for any remaining hours. For more information regarding the program, please review the attached program syllabus which will inform you of the course curriculum, requirements, supplies needed, and information regarding the national exam.

Also attached is a Counselor Recommendation/High School Report form. Please have your current high school counselor complete the information and return it Mountainland Technical College. This form must be completed and returned before you will be able to schedule a required meeting with an MTECH Counselor. All forms received will have a decision within two weeks of the school receiving the documentation.

If you have any additional questions, or to schedule a meeting with an instructor, please call Amber Price at 801-753-4174 or email at aprice@mtec.edu.

Thank you for your interest. We look forward to hearing from you.

Sincerely,

Mountainland Technical College
Medical Billing and Coding Department

4/23/2018

Counselor Recommendation/High School Report Form MTECH Medical Billing and Coding Program

To the Applicant:

After completing the information below, please give this form to your high school counselor.

Legal student name _____
Last name First name Middle name

Mailing address _____
Number and street City/state/zip

High school _____

Transcript request form *(to be signed by the applicant)*

I authorize the appropriate officials at _____
(Name of high school)

to release to an official transcript of my academic record and test performance while a student at the above designated institution, as well as any other recommendations or information requested.

Student signature _____ Date _____

To the Secondary School Counselor:

The student listed above is applying for admission to the Medical Billing and Coding Program at Mountainland Technical College. This report is an important component of the evaluation process and we value your time and professional judgment of this applicant. Please complete both sides of this form to describe the applicant and attach an official transcript, including courses in progress. Be sure the transcript includes the latest grade point average. The Medical Billing and Program is a very rigorous and time consuming program. A high level of commitment to this program is key for the students success.

The information provided on this form will not become part of the applicant's permanent file and will not be disclosed to the applicant.

Cumulative Grade Point Average and Citizenship

Student Citizenship Grade Average _____

Students Attendance Average Percentage _____

Applicant's Cumulative GPA: _____

If the transcript reflects a grading scale other than a traditional four-point scale, please indicate the numerical equivalent for each letter grade:

A=_____ B=_____ C=_____ D = _____ F = _____

Are advanced placement or honors courses offered? Yes No

Curriculum

Date of graduation _____

Please list the student's senior year courses that do not appear on the transcript:

_____	_____
_____	_____
_____	_____
_____	_____

Counselor Recommendation and Comments

In general, is the student's overall course selection among those available at your school:

Below average Average Demanding Most demanding

In comparison to other students in your school, how do you rate this student in terms of:

	Below average	Average	Above Average	Excellent (top 10%)
Academic achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe this student's potential for success at MTECH: _____

Overall recommendation: Do not recommend Recommend with reservation Recommend Strongly recommend

Counselor's name _____

E-mail _____ Phone _____

School _____

Signature _____ Date _____

Thank you for your evaluation.
Please send requested information including this form to:

Mountainland Technical College
Attention: Medical Billing and Coding
2301 W Ashton Blvd
Lehi, Utah 84043

Telephone: 801-753-4174 • Fax: 801-753-4151
Email: aprice@mtec.edu • www.mtec.edu



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Medical Billing and Coding High School Seniors Admissions Rubric

Students accepted into the Medical Billing and Coding program as a high school senior must score 25 points or higher

	<i>Honors 4 points</i>	<i>Satisfactory 3 points</i>	<i>Needs Improvement 2 points</i>	<i>Unsatisfactory 0 points</i>
Citizenship Average				
Student GPA	<i>3.75 or higher 4 points</i>	<i>3.50 to 3.74 3 points</i>	<i>3.25 to 3.49 2 points</i>	<i>3.24 and lower 1 point</i>
Student Attendance Average	<i>95% or higher 4 points</i>	<i>90% to 94% 3 points</i>	<i>85% to 89% 2 points</i>	<i>80% and lower 1 point</i>
Advanced Placement/Honors Courses	<i>3 or more 4 points</i>	<i>2 or more 3 points</i>	<i>1 or more 2 points</i>	<i>None 1 point</i>



Counselor Recommendation

Course Selection	<i>Most Demanding 4 points</i>	<i>Demanding 3 points</i>	<i>Average 2 points</i>	<i>Below Average 1 point</i>
Academic Achievement	<i>Excellent 4 points</i>	<i>Above Average 3 points</i>	<i>Average 2 points</i>	<i>Below Average 1 point</i>
Leadership/Involvement	<i>Excellent 4 points</i>	<i>Above Average 3 points</i>	<i>Average 2 points</i>	<i>Below Average 1 point</i>
Motivation/Initiative	<i>Excellent 4 points</i>	<i>Above Average 3 points</i>	<i>Average 2 points</i>	<i>Below Average 1 point</i>



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Character	<i>Excellent 4 points</i>	<i>Above Average 3 points</i>	<i>Average 2 points</i>	<i>Below Average 1 point</i>
Overall Recommendation	<i>Strongly Recommend 4 points</i>	<i>Recommend 3 points</i>	<i>Recommend with Reservation 2 points</i>	<i>Do Not Recommend 0 point</i>

Student Name:

Total Points Received:
