



Medical Billing and Coding - 2026 Catalog
TN Professional Training Institute

www.TNPTI.com



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admissions@tnpti.com

The TN Professional Training Institute is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation by minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility.

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About the Faculty

Nancy Schott - Owner and Director

Email: Nancy@tnpti.com

Nancy received her Bachelor of Arts from Samford University in Birmingham, Alabama after growing up on the beaches of Florida. She spent nearly 30 years around the dental industry as well as many non-profit organizations and now thoroughly enjoys helping students begin their new careers at TNPTI. Nancy likes to travel and spend time with her family which includes her husband and four children who keep her on her toes.

Lavanda Hayward – Medical Billing & Coding Instructor

Ms. Lavanda received her MBA from the University of Phoenix in 2011 and has worked in healthcare for over 20 years. Her experience includes healthcare administration, insurance carriers, claims processing, billing and reimbursements, compliance monitoring, and more.

Kay Howard – Medical Billing & Coding Instructor

Ms. Kay received her MBA from Ashford University in 2018 and has worked in healthcare since 2007. She has experience in both government and public healthcare sectors. A fun fact: Kay began her career as a birth clerk with a 100% accuracy record.

Tina Simon – Medical Billing & Coding Instructor

Ms. Tina earned her medical billing and coding certificate in 2000. She has worked in both medical and dental fields with experience as a patient coordinator, insurance specialist, business office manager, billing/coding/payroll manager, and instructor.

Kimberly Smith – Medical Billing & Coding Instructor

Ms. Kim holds an Associate of Science in Healthcare Services Administration and an Associate of Arts in Liberal Arts. She is a Certified Professional Coder with advanced ICD-10 training and has 20 years of healthcare experience, in addition to 20 years of military service in the U.S. Navy.

Tangela Campbell – Medical Billing & Coding Instructor

Ms. Tangela is a Certified Professional Coder and Certified Medical Assistant. She brings practical medical and coding experience to create a robust classroom learning environment.

All TN Professional Training Institute instructors hold a minimum of a high school diploma, and three years of practical experience within the last 7 years of the field being taught. Instructors will also hold a valid license in their field where required.

2026 Medical Billing and Coding Class Schedule

| 10-Week Class Monday/ Wednesday 8:30am-12:30pm | |
|-------------------------------------------------------|-----------------------------|
| January 2026 | 1/19 – 3/25 |
| March 2026 | 3/30 to 6/8 (No class 5/25) |
| June 2026 | 6/15 to 8/19 |
| August 2025 | 8/24 to 11/2 (No class 9/7) |
| November 2025 | 11/4 to 1/11 |

| 10-Week Class Monday/ Wednesday 5:30pm-9:30pm | |
|------------------------------------------------------|--------------------------------|
| February 2026 | 2/9 to 4/15 |
| April 2026 | 04/20 to 06/29 (No class 5/25) |
| July 2026 | 7/6 to 9/16 (No class 9/7) |
| September 2026 | 9/21 to 12/2 (No class 11/25) |

| 10-Week Class Tuesday/ Thursday 8:30am-12:30pm | |
|-------------------------------------------------------|----------------------------------------------|
| February 2026 | 2/3 to 4/9 |
| April 2026 | 4/14 to 6/18 |
| June 2026 | 6/23 to 8/27 |
| September 2026 | 9/1 to 11/5 |
| November 2026 | 11/10 to 1/26 (No class 11/26, 12/24, 12/31) |

| 10-Week Class Tuesday/ Thursday 5:30pm-9:30pm | |
|------------------------------------------------------|---------------------------------------------|
| December 1 – February 12, 2026 | *No class 12/25, 1/1* |
| February 2026 | 2/10 to 4/16 |
| April 2026 | 4/21 to 6/30 (No class 5/28) |
| July 2026 | 7/7 to 9/17 (No class 9/10) |
| September 2026 | 9/22 to 12/3 (No class 11/26) |
| November 2026 | 11/17 to 2/2 (No class 11/26, 12/24, 12/31) |

| Saturday Class – 9:00 AM–1:00 PM | |
|-----------------------------------------|-------------------------------------------|
| January 2026 | 1/10 to 5/30 (No Class on 5/23) |
| March 2026 | 3/14 to 5/16 |
| June 2026 | 6/6 to 10/31 (No class 7/4, 9/5) |
| August 2026 | 8/22 to 1/16 (No class 9/5, 11/26, 12/26) |

Medical Billing and Coding Purpose

The medical billing and coding program is an online program composed of 80 hours of live, online instruction by an experienced medical biller and coder. The curriculum is designed to give students the knowledge necessary to understand the functions of a medical billing and coding specialist in the real world and the systems, such as ICD-10, as they relate to the functions of the medical billing and coding specialist. Overall, the program seeks to develop students in the general approaches to the knowledge necessary for the medical billing and coding specialist including skills training, medical terminology, insurance and medical billing terminology so that students may work effectively in the field and engage them in the intellectual work of the discipline.

Medical Billing and Coding Objectives

- Understand the anatomy and physiology of the human body.
- Develop a strong foundation in medical terminology.
- Identify common medical prefixes, roots, and suffixes.
- Learn common abbreviations in a medical context.
- Understand the importance of law and ethics in the healthcare field (HIPAA, doctor/patient confidentiality, patient bill of rights, health insurance fraud, health insurance abuse, embezzlement, subpoenas, etc.).
- Develop an understanding of the association between the need to secure reimbursement and the delivery of medical services.
- Understand medical billing and coding systems.
- Post and submit claims.
- Communicate with healthcare providers and insurance companies regarding billing.
- Perform accurate data entry.
- Manage health insurance data.
- Track payments and reimbursements.
- Appeal denied claims.
- Apply the correct coding to medical diagnoses and treatments for billing purposes.
- Demonstrate the ability to use medical software and electronic health records.
- Transfer procedural and diagnostic coding knowledge to both paper and electronic claim forms.

- Participate in an externship (on your own if you choose) to gain work experience.

Medical Billing and Coding Attendance Requirements

TN Professional Training Institute's Medical Billing and Coding program is an intensive, accelerated, 80-hour program. Students who miss class can be dismissed and may be moved to the next session at the discretion of the instructor.

*Missing class may delay completion date and all class time must be made up. TNPTI offers its students the opportunity to make up class hours in the next scheduled term when discussed and arranged in advance with the administration. It is the student's responsibility to keep up with their hours using the attendance system and/or to inquire or request make-up hours by emailing: helpdesk@tnpti.com.

TNPTI Facilities and Equipment

The TN Professional Training Institute's 80-hour medical billing and coding program is an intensive, hands-on learning experience. You will spend 80 hours in class, online and with a live instructor.

TN Professional Training Institute is located at 1630 S. Church Street, Suite 302 in Murfreesboro, Tennessee and uses Microsoft TEAMS as our training platform for online courses.

TNPTI Admissions

Students wishing to enroll in the TN Professional Training Institute's 80-hour Online Medical Billing and Coding program must:

- Be 18 years of age or older.
- Have a clear criminal record.
- Be willing and able to do the job as a medical biller and coder.
- Be at least a high school or GED graduate.
- Have official transcripts sent directly from your school to TNPTI at transcripts@tnpti.com.

If this sounds like you, visit www.TNPTI.com or set up an admissions appointment at TN Professional Training Institute to start your application today. Tuition arrangements must be made prior to the start of class. Due to the advanced, hands-on nature of this course, late enrollment will not be allowed. But don't worry, classes start often! There is a class for you.

TNPTI Code of Conduct

- TN Professional Training Institute is a peaceful, productive place where students come to study about becoming a medical biller and coder. Our goal is to provide a pleasant, safe, and professional environment and we ask that you do the same.
- Please be respectful of the time in class. Login 10 minutes early for class, so you can settle in and prepare for class to start on time. Late attendance and/or early departure times must be made up.
- Students must abide by the TNPTI Code of Conduct and Code of Honor.
- We expect everyone to treat others with respect and dignity.
- TNPTI does not allow threats, abuse, or violence in our school.
- To prepare for the professional medical field, TNPTI students are asked to cover any visible tattoos/body art. Additionally, jewelry is limited to only one piercing (per lobe) per ear and one wedding band/ring if applicable.
- Students must be dressed in appropriate clothing; pajamas or sleepwear are not permitted.

TNPTI Code of Honor

Code Defined: It is presumed that any student who enrolls at TN Professional Training Institute is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the TNPTI community. It must be understood that it is the responsibility of each student, faculty, and staff member to preserve, nurture and strengthen this spirit of honor. TNPTI students shall refrain from and discourage all attempts at falsifying information (lying); making untrue statements and disparaging remarks; cheating, stealing; plagiarism and vandalism. When a violation of the Honor Code or the Code of Conduct is detected, the student(s) involved will be brought to the attention of the instructor and the Institutional Director or the Executive Director, who will come to a mutual agreement upon the disciplinary action appropriate for the action against the TNPTI code of honor.

Violations Defined: "Lying" is defined as any attempt to deceive, falsify, or misrepresent the truth in any matter involving program business. Program business includes, but is not limited to, financial aid information, excuses for absences and statements to instructors and TNPTI Administration to reschedule tests or assignments and responses to the queries of TNPTI staff.

"Cheating" is defined as the employment of or rendering of any illicit aid in any assigned work.

"Stealing" is defined as the appropriation of money or property belonging to another person, organization, or the school. This also includes the borrowing of property without the knowledge of the owner.

"Plagiarism" is defined as presenting as one's own work the words or ideas of an author or fellow student. Students should document quotes through quotation marks and footnotes or other accepted citation methods. Ignorance of these rules concerning plagiarism is not an

excuse. When in doubt, students should seek clarification from the instructor who assigned the task.

"Vandalism" is defined as intentional, malicious damage to university property or property belonging to others.

Penalties: The directors may, for any first offense violation of the TNPTI Code of Honor or Code of Conduct, impose immediate dismissal of the student for the remainder of program (depending on the severity of the violation). Dismissed students will not receive a refund for tuition monies paid. Readmission for a student will be granted at the discretion of the Institutional Director.

TNPTI Dress Code

Although the class is online, we do request that students dress for class. Casual clothing is fine, no pajamas please.

TNPTI Course Requirements

1. Students must be at least 18 years of age.
2. Students must be at least a high school, GED/HISET graduate and have official transcripts sent (indicating date of graduation from high school or GED pass date and scores) from their school directly to TNPTI at transcripts@tnpti.com before receiving certificate of completion.
3. Students are required to maintain an 80% average to graduate. If the student does not maintain an 80% average throughout the course, they may be asked to repeat some or all portions of the course.
4. Students must have a clear criminal record. Please see the director if you have any questions regarding this status.
5. Students must have access or use their own computer with WIFI and videoconferencing capabilities. Ex: video camera, speaker and microphone for class. Cell phones are not acceptable for this course.
6. Students must successfully complete 80 hours of classroom instruction, examinations and have their tuition paid in full, to receive their certification.

*Due to the nature of TNPTI's accelerated program, we cannot offer credit for previous education, training, or prior experience.

*TNPTI is a special purpose institution. That purpose is to give students the skill and experience they need in conjunction with the state laws of Tennessee, to become knowledgeable in their field of study.

TNPTI Grading Policy

Grading System

| | |
|--------|----|
| 101+ | A+ |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 0-59 | F |

W = Withdraw, A student may withdraw at any point during the program and will receive a “W” withdrawal grade on their report card.

I = Incomplete, A student may receive an “I” incomplete grade on their report card if they have not completed the course requirements by the end of their course term.

Students will receive a number grade on each of their examinations. Students must maintain an average of 80% or higher in order to pass TNPTI’s Medical Billing and Coding program to earn their certification.

Job Placement

TN Professional Training Institute’s objective is to teach students the skills needed to become a Medical Biller and Coder. Our team will assist students in resume writing, professional etiquette, and interview preparation skills and knowledge. Our goal is to prepare every student to enter the workforce upon successful completion of their course. Though we do not guarantee our students' placement in a job, we make every effort to equip students with the tools needed to obtain employment. In addition, we provide students with many up-to-date available job openings through our private Facebook group, which is only accessible to TNPTI graduates.

Graduate Support Services are available to all students. For support, please send your request to helpdesk@tnpti.com and write “Graduate Support Request” in the subject line.

Medical Billing and Coding and Program Cost & Payment Policy

Effective January 1, 2026, TNPTI tuition payment options are as follows:

Tuition: \$2,999 *includes the required AAPC textbooks

There are many tuition payment options available. Our admissions counselors are happy to help you with the selection process. Please contact us at admissions@tnpti.com or (615) 631-8440 to make an admissions appointment.

- Cash
- Debit Card
- Credit Card
- Check
- Money Orders/Cashier's Check
- Student Loan
- Bank Loan

* For other options, please contact the admissions department. We would love to help you with any questions about tuition.

* Students may turn in their enrollment application at any time before class begins.

* Financial arrangements must be made prior to the start of class and it is the only way to guarantee a spot in that term. Our admissions team can help walk you through the process and make the choice that works best for you.

TNPTI Refund & Cancellation Policy

Any student enrolling in a course at TN Professional Training Institute is eligible for a full refund if the student withdraws from TN Professional Training Institute on or before the first day of classes or fails to begin class on the start date as written in the enrollment agreement. The refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00). If the student has institutional loans, this will include forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in any TN Professional Training Institute course withdraws, drops out, is expelled, or otherwise fails to attend classes after the first day and until 20% of the course is in session, the refund shall be a pro rata portion of amounts paid, less an administrative fee of one hundred dollars (\$100.00). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student's last day of attendance equals ten percent (10%) of the enrollment period of enrollment, for which the student was charged, TN Professional Training Institute is only entitled to retain ten percent (10%) of the amount paid as well as an administrative fee of one hundred dollars (\$100.00). However, in no instance will TN Professional Training Institute be responsible for any refund in excess of the amount paid by or on behalf of the student.

If, after classes have commenced, a student who has enrolled in any course at TN Professional Training Institute withdraws, drops out, is expelled, or otherwise fails to attend classes after 20% of the course, the student is responsible for one hundred percent (100%) of the tuition, fees and other charges assessed by the TN Professional Training Institute and will not be issued a refund.

A student who at any time withdraws, is withdrawn by the institution, or otherwise fails to attend class is entitled to a full refund of any fee for tangible goods or services not delivered to or fully provided to the student.

The refund request must be made in writing via email to info@tnpti.com within 10 days of the first day of missed class.

TNPTI Grievance Policy

While we do our best to provide a friendly, conducive environment for learning at the Tennessee Professional Training Institute, we do understand that conflict may arise.

Because we go out of our way to create a positive learning environment, if there is a misunderstanding between students or instructor, parties involved are encouraged to communicate directly in an attempt to work out any misunderstanding.

If the issue has not been resolved after communication attempts have been made, students may get in contact with the Institutional Director, Nancy Schott, at 1630 S. Church St., Suite 302 Murfreesboro, TN 37130 and can be reached by phone or email at 615-631-8440 or at info@tnpti.com. The director may ask students to submit their grievance in writing. The institutional director will act on the grievance and inform all involved parties in writing within 7 business days of receiving the complaint. All grievances must be submitted no later than seven (7) days from the final day of the course completion or last day of class attendance (whichever comes first).

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary Authorization after exhausting the grievance process at the institution.

If a student feels that the issue has not been addressed satisfactorily, after having communicated with the Institutional Director at TNPTI then they are asked to write a letter to the Tennessee Higher Education Commission at the following address for issue resolution:

Postsecondary School Authorization Staff

Tennessee Higher Education Commission
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, Tennessee 37243

The telephone number of this department is 615-741-5293.

Thank you for your interest in TN Professional Training Institute. We are honored to be a part of your educational and career journey. Our goal is to help you reach yours, so please let us know how we can make that happen.