

Medical Billing Basics Class Registration Instructions

Thank you for your interest in the Medical Billing Basics class. Follow these instructions to register for the class with Minnesota West Community and Technical College.

Link to Medical Billing Basics Class included here for your convenience:
https://mnscu.rschooldtoday.com/public/costoption/class_id/160047/public/1/

Steps to Register:

1. Click the above link, you will see the following information:

The screenshot shows a web browser window with the URL https://mnscu.rschooldtoday.com/public/costoption/class_id/156285/public/1/sp/. The page content includes:

- Welcome:** You are here: Home / Minnesota West Community & Technical College / Healthcare / MediSota / Medical Billing Basics
- Medical Billing Basics**
#: Online ID: 06.01.20 Section: 08.15.20
- Description:** No other job in the medical field affects more lives than that of a medical biller because everyone involved in the healthcare experience, from the patient and front office staff to providers and payers, relies on you. You are, so to speak, the touchstone in the medical industry. With this responsibility comes great power, and that power must be treated with respect and integrity. This course will give the student a broad overview and practical application necessary to be successful in medical biller role.
- Bring to Class:** Class starts June 1, 2020. Mandatory Orientation at 12:30 PM in the online class. Class ends August 15, 2020.
- Additional Info:** You will receive an email from Roxanne.hayenga@mnwest.edu to help you access the online class. A second email will be sent to you once you have successfully accessed the online course content. At that time you will be given instructions on how to order the book (the book purchase is not included in the class registration fee). If you have any other questions, please feel free to email Roxanne.hayenga@mnwest.edu or call 507-372-3468.
- Student must have book and class access BEFORE start date of class.**
- Have a great day!**
- Day(s):** M, Sa
- Time:** 1:00 PM
- Sessions:** 22
- Cost:** \$699.00
- Instructors:** Terri Petersen, Megan Gorres, Roxanne Hayenga
- Registration Cutoff Date:** 05/17/2020
- Dates & Times:**

06/01/2020	1:00PM - 3:00PM	
06/06/2020	1:00PM - 3:00PM	
06/08/2020	1:00PM - 3:00PM	

On the right side of the page, there is a search bar, a calendar for March 2020, and a graphic that says "Online Classes Click Here" with a red arrow pointing to a laptop icon.

- **Scroll to bottom of page and "Add to Cart"**
- **Then Check Out**
- **You will now see a box "Please sign in to proceed"**
- **Under New Users select Create New Account**
- **Select Personal**
- **Please Read Prior to Entering Data:** You are registering directly in a secure site supported by the Minnesota State Colleges and Universities System. To assure data integrity there is a duplicate record resolution process as part of each student registration in the Minnesota State System. If a participant has ever been enrolled in a credit or non-credit class, additional private data may be requested. The additional private data cannot be required and includes:
 - Middle Name, Date of Birth, and Social Security number.

To successfully register for the Medical Billing Basics online course please understand that the private data will be requested in order to complete your registration and provide you access to the online course.

Email Address: Please provide a personal email address as it is common for work emails to have access limitations to outside organization content and create a barrier to gaining access to the online course.

2. Add Participant Information Screen Step 1 of 2:

- Complete the data fields including the non-required fields
- “Save & Continue”.

The screenshot shows a web browser window with the URL https://mnscu.schooltoday.com/familyaccount/family/editstudent/family_account_id/0/student. The page title is "Step 1 of 2: Add Participant Information". Below the title, there is a note: "Please fill in the information for all of the participants that will be attending the selected classes in the cart." and a legend: "* Denotes required field".

The form is divided into two columns of fields:

- Left Column (Required fields marked with *):**
 - First Name:
 - Middle Name:
 - Last Name:
 - Address:
 - Address 2:
 - City:
 - State:
 - Zip:
 - Email:
 - Day Phone:
 - Night Phone: Same as [Day](#)
 - Home Phone: Same as [Day](#) | [Night](#)
 - Special Needs: Describe Special Needs (Disability, Allergies, and Other Notes):
- Right Column (Optional fields marked with (Optional) or (Optional - select one or more)):**
 - Gender: Not Specified, Female, Male
 - Birth Date: e.g.: 09/30/2005
 - Social Security Number:
 - Are you Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture, regardless of race)? Yes, No
 - Racial Background: American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including more); Asian - A person having origin in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent; Black or African American - A person having origins in any of the black racial groups of Africa; Native Hawaiian or other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or Oth; White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
 - Marketing Preference: Yes! I want to receive news and promotion updates.

At the bottom left, there is a note: "NATO: I plan on taking the CNA Test CNA/HiA Test". At the bottom center, there are two buttons: "Back" and "Save & Continue".

3. Add Payer Information Screen Step 2 of 2: By checking the “Student Participant is Payer” box, the fields populate.

- Create a user name and password. **Do not use an email address for the username. You will need the user name and password to complete the registration.**
- Click Continue

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https://mnscur.schooltoday.com/familyaccount/family/editpayer/family_account_id/0/payer_id/...

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Step 2 of 2: Add Payer Information

Please fill in the information for the person who is PAYING for this registration.
* Denotes required field

Payer's Info:

Student/Participant is also the Payer

For your convenience, this information will let us set you up as a possible participant also for future reservations:

Gender: Not Specified
 Female
 Male

Other Info: Email

Marketing Preference: Yes! I want to receive news and promotion updates.

* Payer First Name:

* Payer Last Name:

* Address 1:

Address 2:

* City:

* State:

* Zip:

Contact Info:

* Day Phone:

Night Phone:

Same as [Day](#)

Work Phone: Same as [Day](#) / [Night](#)

* Home Phone: Same as [Day](#) / [Night](#)

Cell Phone: Same as [Day](#) / [Night](#)

Fax:

* Email:

* User Name:

* Password:

Add Payer as Yes
 Parent/Guardian?:

4. Verify Participant and Quantity Step 3 of 4: Confirm Qty of participants, if correct "Check Out"

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https://mnscur.schooltoday.com/public/cart

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Home Continuing Education View My Account

You are here: Home / Shopping Cart

Step 3 of 4: Verify Participants & Quantity

On this screen, you can increase the quantity of each item or change the participant as needed.
If you make changes, click "Update Cart" button before continuing.

Shopping Cart

Qty	#ID-Section	Item	Begins	Days	Sess	Start Time	Item Cost	Due	Pay Amount	Del
1	Online-06.01.20-08.15.20	Medical Billing Basics	06/01/2020	M, Sa	22	1:00 PM	\$699.00	\$ 699.00	\$ 699.00	<input type="checkbox"/>
Total Pay Amount:									\$ 699.00	

5. Assign Participants to Each Activity Selected: Your participant name will be highlighted in blue.

- Upon verification that the registration is correct "Check Out".

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https://mnscur.schooltoday.com/public/cart

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Welcome Happy Anderson.
You are here: Home / Shopping Cart

Assign Participants to each Activity Selected

Qty	#ID-Section	Item	Participant	Begins	Days	Sess	Start Time	Item Cost	Due	Pay Amount	Del
1	Online -06.01.20 -08.15.20	Medical Billing Basics	Happy Anderson	06/01/2020	M, Sa	22	1:00 PM	\$699.00	\$ 699.00	\$ 699.00	<input type="checkbox"/>
									Total Pay Amount:	\$ 699.00	

Back to Catalog Update Cart Clear Cart Check Out

6. You will see a box “Please Sign in to Proceed”: Click “Login to My Account” and Login with the Username and Password you created. You will see **your name in blue** in the class, if correct “Check Out”

7. Class Registration Confirm that information is Correct: Final Confirmation that your information is correct. If so, Enter your credit card payment information and “Submit Payment”

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https://mnscur.schooltoday.com/public/cart/confirm/1

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Welcome Happy Anderson.
You are here: Home / Shopping Cart

Class Registration - Confirm that Information is Correct

#ID-Section	Item	Participant	Begins	Days	Sess	Start Time	Item Cost	Due	Pay Amount
Online -06.01.20 -08.15.20	Medical Billing Basics	Happy Anderson	06/01/2020	M, Sa	22	1:00 PM	\$699.00	\$ 699.00	\$ 699.00
								Total Due:	\$ 699.00
								Total Pay Amount:	\$ 699.00
								Total:	\$ 699.00

Payment Information:

Please provide all information requested below to pay for the items in your cart.

Payment Method: Credit Card

Credit Card

First Name on Card:*

Last Name on Card:*

Card Type / Number:*

Expiration Date:*

CVC:*
[What's this?](#)

Email Address:

Address:*

City: *

State:*

Zip:*

Securely store this information for future payments

Refunds: Refunds for cancellations that are made prior to the class start date vary by class and institution. Please contact the institution you registered with for refunds and refund information.

[← Back to Cart](#) [Submit Payment](#)

You will receive the following message: *You will receive an email with the details of this confirmation. You will also get an email from the credit card processor, your credit card will only be charged once. If you do not receive an email within 24 hours, please contact Roxanne at 507-372-3468. Would you like to view a receipt Y N*
If you check yes, a class registration receipt is generated. The email will be sent to the email address you provided and will include the details for the course. Thank you for your registration!!