MEDICAL CODING

What is Medical Coding?

Medical coding is a vital part of the changing healthcare landscape, and the demand for these medical information specialists is expected to grow.[1]

In addition to collecting and classifying information from patient health records, medical coders use their skills to enhance physician reimbursement. The changes in the guidelines for Medicare and other insurances, a more widespread use of Electronic Health Records (EHR), and the growing population of older adults will require Medical Coding specialists in all areas of the healthcare industry. Doctor's offices, urgent care centers, hospitals, chiropractors, dentists, specialists, and insurance providers are examples of employment opportunities for Medical Coders.

Certified Medical Coders stand out in the job-seeking process and are valued for the competence that achieving certification demonstrates to prospective employers.

Learn Your Way

Classes are held once a week for 3 hours via Zoom and are recorded; meets for 20 weeks. You may choose to attend the course Live via Zoom or Self-Pace by watching the recorded classes; both program options have instructor support.

1. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Records Specialists, at https://www.bls.gov/ooh/healthcare/ medical-records-and-health-information-technicians.htm (visited May 10, 2023).

All Inclusive - Tuition Includes:

- Textbooks
- Reference Books: CPT, ICD-10 and HCPCS Level II
- 6 Physician-based Coding Practice Exams and CPC-A Exam Reviews
- AAPC Membership Registration
- AAPC CPC-A Exam Fees
- Resume Building, Job Search, and Interview Skills
- Medical Terminology, Anatomy and Physiology and Medical Coding Certificates

Class Calendar

Option 1: Live Online Instruction
- Meets Online Thursday evenings for 20 Weeks.
- 5:30 PM to 8:30 PM

Thursday, October 12, 2023
Thursday, March 14, 2024

Option 2: Self-Paced
- Start Anytime
- Watch recorded lessons.
- Dedicated instructor support

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MEDICAL CODING - WHAT YOU WILL LEARN:

- Master **Medical Terminology**, the language of healthcare, and relate the **Anatomy and Physiology** of the human body to **medical records.**
- Build a foundation to **describe disorders, diseases, drugs, examination, diagnostic and treatment procedures** to translate patient health information into medical codes.
- Utilize the **CPT, ICD-10 and HCPCS Level II** in **physician-based coding**, which is used in most healthcare environments—medical offices, walk-in clinics, telehealth groups, and labs.
- Apply **coding guidelines** and conventions when assigning **diagnostic and procedural codes**.
- Perform practical application of coding **operative reports** and Evaluation and Management **(E/M)** Services.

COURSE DESCRIPTIONS

•**Medical Coding Course-** This program will be held once a week for 20 weeks. Upon completion of the program, you will sit for your CPC national certification which is included in tuition. Your title will be a CPC-A, for the first year; CPC-A means you will be considered a certified coder with an Apprentice designation for one year. Once you have worked for a year, you will have your Apprentice title removed and be an official CPC! This program consists of Medical Terminology/Anatomy for ICD-10 and Medical Coding curriculum. $3,950.

•**Practicode Course-** This course is a 6-to-10-week online practicum taken after earning your CPC-A. CPC-A's get real-world experience coding actual medical charts. This new coding practice course helps to improve coding skills across multiple specialties, allows a new coder to gain coding experience. It is comprised of 3 modules of 200 actual, redacted medical records per module. Upon completion of this program, you will have your Apprentice designation removed immediately- providing you an equivalency of 2 years' experience in the field in under 30 weeks. $1,200.

•**Medical Administrative Professional Program**- This 36-week program combines the Medical Coding Program (CPC-A) and the Medical Administrative Assistant Program (CMAA) with Medical Billing Certificate. This 36–52-week program includes all required textbooks, reference books and national certification exam fees for both programs. Please see the Medical Administrative information package for more details. At the end of these programs, you will have 2 national certifications: CPC-A, CMAA. $6,750.

ENTRANCE REQUIREMENTS

All applicants must be 18 years of age. A high school diploma or GED equivalent is also required by program completion. Basic computer skills required.

ATTENDANCE POLICY

The attendance policy set forth by the Academy of Medical Professions is strictly enforced. Students attending Live Classes are expected to attend 100% of all scheduled meetings; missing a scheduled meeting will require the student to watch the recorded version of the meeting prior to attending the next lecture.
Self-Paced students are expected to watch recorded lectures and communicate weekly with the Academy or their assigned instructor. Students whose attendance drops below 70% (not withstanding mitigating circumstances), may be dis-enrolled from the program.

STANDARDS OF PROGRESS

Students whose academic average drops below 70% will be placed on academic probation. We will work with the student to develop an action plan for success, to include specific goals and target dates. If the student is unsuccessful in meeting the goals and target dates of the action plan or success, the student will be subject to academic dismissal with no refund.

REFUND POLICY

1. You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform the school, not the instructor, in writing. Termination will become effective upon receipt of the written notice. The refund will be based on notification week corresponding with your course assignments or week associated with start date of the program.

2. If you terminate before you commence training, you will receive a refund of the money paid to the school, minus $500 for the course books, unless they are returned unused, unopened. The $300.00 application fee is nonrefundable. If no unused books are returned, the total subtracted from the refund will be $800.00.

3. If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignments, less the application fee of $300.00 and the book fee of $500.00. If you terminate any time after week 3, there will be no refund. If you are on a payment plan, the balance will be effective as of drop date, 30 days to pay in full or sent to collections.

MEDICAL CODING COURSE ENROLLMENT AGREEMENT

NAME: _____   SS# _____

DATE OF BIRTH

ADDRESS: _____   _____

CITY: _____ STATE: _____ ZIP:_____   Gender (required by state, choose from dropdown)

PHONE NUMBER: _____(H) _____(C)

E-MAIL: _____

I have earned a High School Diploma or Equivalent (GED, HiSET, etc.) (Initial here) _____

LIVE (Zoom, see start dates on calendar) START DATE:_____
ONLINE (watching prerecorded classes) START DATE:_____

SINGLE PAYMENT METHOD
****Please make checks payable to the Academy of Medical Professions****

- **$500 Deposit is required for Payment Plan Options**
- **$300.00 Non-refundable enrollment fee is already included in the price**
- **Voucher Payments: (I.E. Goodwill, Dept Of Labor, Mycaa, Etc.)**

ONE TIME FULL PAYMENT

Self-Pay	Voucher		
_____	_____	**$3,950**	Medical Coding (CPC-A Certification)
_____	_____	**$5,150**	Medical Coding w/Practicode (CPC Certification)
_____	_____	**$6,750**	Medical Professional (CMAA AND CPC-A certifications)
_____	_____	**$1,200**	Practicode only

Voucher Payments:

Name Of Organization Paying: _____

Point of Contact:_____

Where did you hear about our courses?_____
If from an adult education or college brochure please list which one:

_____

*All applicants must sign the contract agreement on next page regardless of payment method.

PAYMENTS MADE BY CREDIT CARDS

CREDIT CARD # _____

EXPIRATION DATE: _____ SECURITY CODE: _____
.
NAME AS IT APPEARS ON CARD: _____

BILLING ADDRESS IF DIFFERENT FROM REGISTRATION FORM:

_____

FULL PAYMENT $_____ Date you wish to have payment taken:_____

PAYMENT PLAN DOWN PAYMENT Amount_____ Date to take out deposit from credit card:_____

PAYMENT PLANS

All payment plans do require a $500 down payment which is deducted from the cost of tuition

Choose One program   **Payment Plan**

_____$4,400 (Coding)   _____$500 Down Payment/ $325 for 12 months.

_____$5,375(Coding w/Practicode)   Contact school for all other Program payment plans

_____$7,000 (Medical Professional)

_____$1,625 (Practicode Only)

Date you wish to have monthly payment taken: _____ day of the month.

_____ (initial) I agree to the payment plan chosen above

_____ (initial) I agree that if I have a payment plan, that I will keep it in good standing, and that if my account is sent to collections, I am responsible for the legal fees, late fees, and payment plan I have agreed to.

CONTRACT AGREEMENT

I, _____ hereby agree to the above mentioned terms of the program. I have read and understand the REFUND POLICY and STANDARDS OF PROGRESS for this course and agree to its terms.

SIGNATURE:_____ DATE: _____