LET US CLARIFY CODING FOR YOU

Published & Effective January 1, 2023

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Introduction & Objective

Coding Clarified LLC provides a self-paced course to prepare you to become a **Certified Professional Coder (CPC)** through our **Professional Medical Coding Curriculum**. In just a few months you will benefit from a stable and rewarding career that is in high demand. Through our comprehensive medical coding course, you will learn and understand exactly what is needed to pass the medical coding exam to achieve your certification. With medical coding credentials you will take control of your future to benefit from a rapidly expanding career.

Faculty & Administration *All Locations*

Janine Mothershed, CPC, CPC-I: Individual Owner & Founder, President, & Instructor
Janine@CodingClarified.com
Sharon Lins, CPC: Administrative Director **Sharon@CodingClarified.com**

Course Offered & Hours of Operation

Certified Professional Coder (CPC): 100% remote self-paced with access to your instructor Monday–Friday **8:00am-5:00pm PST**. Excluding holidays mentioned in the calendar in this catalog. If a student has a coding question outside of business hours, they will still submit that question to the instructor via FB messenger and will be answered in the order it was received and no longer then 48 business hours later starting on the first business day. If you do not have FB Messenger one will need to be created to properly and accurately communicate between the instructor and student. Here is Janine's direct link for student questions. **https://www.facebook.com/Janine.Mothershed** 80 - clock hour comprehensive course instruction of ICD-10, CPT, & HCPCS coding using the American Academy of Professional Coder's (AAPC) Learning Management System. The graduate will be prepared to pass the National Certified Professional Coder (CPC) Exam to land that first coding job.

Course Cost

Tuition $**3,200.00**
Registration Fee $**200.00**
Technology Fee $**300.00**
Books $**600.00** current year textbook, CPT, HCPC, ICD10
Certified Professional Coder Exam Voucher $**450.00**
Practicode $**249.00**
Total Cost $**4,999.00**

Program Course Outline & Facilities (Remote)

The instructional method will be 100% remote learning with access to your instructor. Course length is 20 chapters and includes reading assignments, practice exercises, audio/video lessons, chapter exams, and a final exam. Course is self-taught and involves no classes to attend.

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Transfer/Credits There is no guarantee that credits will be transferred from *Coding Clarified LLC* to any other college. No credits or training from any outside institution will be taken.

Attendance

New classes start daily. Course is 80 clock hours, with a recommended completion time of 16 weeks and does not include Practicode or internship time frame. Students will have up to one year to complete the course as long as ongoing progress is made by completion of chapter quizzes, exams, etc. within 60 days or less. If the student is inactive and has no online course work completed within 60 days' time span with no study plan or leave of absence requested the student will be dropped and will need to re-enroll by submission of study plan with school administration via email. Requests for study plan examples can be requested to Sharon@CodingClarified.com Completion of online assignments, quizzes, & chapter exams are evidence that the student has maintained their attendance. Students are required to complete **all** assignments within the course in order for a certificate of completion will be given. Those assignments include the following for chapters 1-20: Video Interactive Lectures, 10 multiple choice Quiz Questions, 10 Case Practical Application Cases, & 25 Question Chapter Exam with an 80% or greater. Students receive their electronic graded progress as soon as the assignment is submitted for completion. When a student has no course work completed in 14 days, they will receive notice of check in with administration to warn them of the probationary period, remind & encourage study time to be implemented. **We find most success when students spend more time studying in the course then not studying & recommend the course schedule below be followed.**

Class Schedule

Flexible course schedules. Course available 24/7. Personalize your study time to fit your busy lifestyle. One on one support & assistance with your instructor available Monday – Friday 8:00am- 5:00pm PST via FB Messenger.

Professional Medical Coding Curriculum Course Schedule Recommendation

	Mon	Tue	Wed	Thu	Fri
Week 1	Chapter 1 Video Lectures **Business of Medicine**	Ch 1-Dropbox notes implementation into books/Quiz	Ch 1-Workbook reading/section reviews/experimental learning, Quiz Again	Ch 1/**Exam & Review**	Ch 2-Video Lectures **Anatomy & Terminology**
Week 2	Ch 2- Workbook reading/section reviews/experimental learning	Ch 2 Quiz/ Dropbox implementation of notes into Coding Books	Ch 2 **Exam & Review + Quiz Again**	Ch 3 Video & Dropbox Lectures **Intro to ICD10 Coding**	Ch3 Reading, Section Reviews
Week 3	Ch 3 Experimental Learning, Quiz	Ch 3 **Exam & Review**	Ch 4 Video Lectures & Quiz **ICD10 Guidelines 1-10**	Ch 4 Dropbox File	Ch 4 Quiz & catch-up day

				Experimental Learning	
Week 4	Ch 4 **Exam & Review**	Ch 5 Video & Dropbox Lectures **ICD10 Guidelines 11-22**	Ch 5 Reading, Section Reviews	Ch 5 Quiz & Experimental learning	Ch 5 **Exam & Review**
Week 5	Ch 6 Video & Dropbox Lecture **Intro to CPT**	Ch 6 Reading, Section Reviews	Ch 6 Quiz, Experimental Learning	Ch 6 **Exam & Review**	Ch 7 Video & Dropbox Lectures **Integumentary System**
Week 6	Ch 7 Reading Section Reviews	Ch 7 Quiz & experimental Learning	Ch 7 **Exam & Review + Quiz Again**	Ch 8-Video & Dropbox Lectures **Musculoskeletal**	Ch 8 Reading, Section Reviews
Week 7	Ch 8 Quiz & Experimental Learning	Ch 8 **Exam & Review+ Quiz Again**	Ch 9 Video & Dropbox Lectures + Quiz **Respiratory, Hemic, Lymphatic**	Ch 9 Reading, Section Reviews	Ch 9 Quiz & Experimental Learning
Week 8	Ch 9 **Exam & Review + Quiz**	Ch 10-Video & Dropbox Lectures **+ Quiz**	Ch 10 Reading, Section Reviews **Cardiovascular**	Ch 10- Quiz & Experimental Learning	Ch 10 **Exam & Review**
Week 9	Ch 11-Video & Dropbox Lectures + Quiz	Ch 11 Reading, Section Reviews	Ch 11 Quiz Again, Experimental Learning **Digestive**	Ch 11 **Exam & Review**	Ch 12 Video & Dropbox Lectures
Week 10	Ch 12 Reading, Section Reviews + Quiz	Ch 12 Quiz Again, Experimental Learning	Ch 12 **Exam & Review** **Urinary-Male & Female**	Ch 13 Video & Dropbox Lectures	Ch 13 Reading, Section Reviews
Week 11	Ch 13 Quiz, Experimental Learning	Ch 13 E**xam & Review Female Reproductive**	Ch 14 Video & Dropbox Lectures **Endocrine & Nervous**	Ch 14 Reading, Section Reviews	Ch 14 Quiz, Experimental Learning
Week 12	Ch 14 **Exam & Review**	Ch 15-Video & Dropbox Lectures, Quiz	Ch 15 Reading, Section Reviews **Eye & Ocular Adnexa, Auditory**	Ch 15 Quiz Again, Experimental Learning	Ch 15 **Exam & Review**
Week 13	Ch 16 Video & Dropbox Lectures **Anesthesia**	Ch 16 Reading, Section Reviews	Ch 16 Quiz & Experimental Learning	Ch 16 **Exam & Review**	Ch 17 Video & Dropbox Lectures
Week 14	Ch 17 Reading, Section Reviews +Quiz	Ch 17 Quiz Again, Experimental Learning	Ch 17 **Exam & Review** **Radiology**	Ch 18-Video & Dropbox Lectures +Quiz	Ch 18 Reading, Section Reviews
Week 15	Ch 18 Quiz Again, Experimental Learning	Ch 18 **Exam & Review**	Ch 19-Video & Dropbox Lectures	Ch 19 Reading, Section Reviews + Quiz	Ch 19 Quiz, Experimental Learning

Week 16	Ch 19 Exam & Review	Pathology & Laboratory	Evaluation & Management		
		Ch 20 Video & Dropbox Lectures	Ch 20 Reading, Section Reviews Medicine	Ch 20 Quiz, Experimental Learning	Ch 20 Exam & Review

Conduct Policy

To maintain a good standing in the course, all students must adhere to the *Coding Clarified LLC*'s Code of Ethics to ensure high level of professionalism, integrity, and ethical behavior.

Students of *Coding Clarified LLC* shall be dedicated to providing the highest standard of professional coding and billing services to employers, clients, and patients. Students shall maintain the highest standard of personal and professional conduct. Students shall respect their coaches, instructors, and Coding Clarified staff.

Students shall use only legal and ethical means in all professional dealings and shall refuse to cooperate with, or condone by silence, the actions of those who engage in fraudulent, deceptive, or illegal acts.

Students shall respect and adhere to the all laws and regulations.

Students shall pursue excellence through continuing education in all areas applicable to their medical coding profession. Students shall strive to maintain and enhance the dignity, status, competence, and standards of coding for professional services. Students shall not exploit professional relationships with patients, employees, clients or employers for personal gain.

Coding Clarified LLC takes drug & alcohol abuse as a serious matter and does not tolerate this type of dangerous behavior in our students. We have a zero-tolerance policy of illegal drugs & alcohol use while as a student of *Coding Clarified LLC*.

Termination

Failure to adhere with the above stated ethical & drug/alcohol policies, as determined by Coding Clarified LLC, may result in being removed as a student of Coding Clarified LLC, loss of membership with the AAPC.

If a student is removed from the course due to violation of policy, that student may submit a written appeal to Coding Clarified administration for re-entry into the course after counseling of the unacceptable behavior.

Educational & Student Services

- 80- clock hour self-paced course

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- 100% remote studies
- Access to the AAPC online medical coding class
- CPT, ICD10, HCPC and Textbook
- Instructor audio files to implement notes into your books
- 1:1 time with instructor as needed
- Professionally written resume
- AAPC Membership
- CPC Exam Voucher
- Job placement assistance/resources
- Online HCC Internship
- Practicode

Equipment Required

COURSE REQUIRES WORKING COMPUTER

Computer Requirements:
- High-speed Internet access with supported computer operating systems with internet browsers-***Google Chrome works best with the curriculum***
- For best experience, use of a mobile device is not recommended

Enrollment Procedures

Coding Clarified LLC does not discriminate based on race, sex, religion, ethnic origin, or disability. Classes start daily. Students will gain access to the AAPC Online Learning Courses & **shipped 3 coding manuals for the current year: CPT, ICD-10, & HCPC's**. Workbook comes in an electronic version for immediate access needed for the course. Physical coding manuals are required to take the Certified Professional Coding Exam.

Entrance Requirements

If younger than 18 years of age must have a legal parent/guardian signature in addition to the student under the age of 18 years old. A minimum of a high school diploma or GED is required.

Academic Probationary Policy

If a student doesn't obtain an 80% or greater on the chapter quiz (unlimited attempts), chapter exam 2 attempts, and online final exam 2 attempts the student will be placed on academic probation until the grade reflects as an 80% or greater through retakes. In the event that the student cannot obtain 80% or greater in the two attempts given the student agrees to send the coding cases answered incorrectly, rationales provided them, and student questions pertaining to that coding case for clarification via FB Messenger
https://www.facebook.com/janine.mothershed/ Once all questions/answers have been obtained from instructor and sent back for review to student an attempt may be reset for

the assignment in question for student to retry to obtain the required 80% or greater. Student will notify administration of the chapter needing reset via email to Sharon@CodingClarified.com Once administration is notified, the reset of an exam attempt will be granted within 48 business hours starting on the first business day request is received and the student will retake the exam to obtain an 80% required score. This process is repeated until goal is achieved or 4 failed attempts results in academic dismissal. Once the goal is achieved student will no longer be on academic probation. If a student goes 60 days or more without online progress defined as completing online coursework/assignments/exams the student will be dropped. If the student is dropped for no online progress after 60 days of no completion of any assignments the student can **appeal** the decision up to their one-year date of original enrollment to Sharon@CodingClarified.com & will be reviewed as long as an original study plan with ongoing progress outlining the student completion date within the year time allotment for course access is submitted. Appeals take 48 business hours or less from the first business day to implement. Students that go 30 days without any course work complete will be placed on attendance probation where they will be provided a study plan to outline a completion date for themselves and hold accountability for the student and until the student has ongoing progress within 30 days or less the student will stay on attendance probation with faculty check ins via email will be made to ensure the success & encouragement of the student. A student whose enrollment was terminated for unsatisfactory progress may resume enrollment after submission of the student created study plan with outlined continued online progress in the course with the instructions listed above. Student will be on probationary period until satisfactory course progression is followed in the study plan the student outlined for re-entry into the course. Resuming the course does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress (no progress online within 60 days) will be placed on academic probation provided a study plan to create completion date and will be for the next 4 weeks to ensure the student is following the study plan that the student committed to and created for themselves. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress by following the outlined study plan at the end of this probationary period, the student's enrollment will be terminated and an appeal will need to be made in the event the student still has time left from the one-year date of original enrollment.

Placement Assistance, Internship

Coding Clarified LLC offers an online self-paced HCC Coding Internship & Employment Assistance
- **How does it work?** You will login to our website daily, code charts, comment on any chart that triggers questions, and get one-on-one feedback. This gives you actual remote medical coding experience because you are essentially coding remotely every single day.

- **How will this prepare me for a job?** We cover the largest specialty in medical coding (HCC) which gives you a great foundation to build your career. Plus, employers need CPCs with work experience in their specialty. Since our cost includes the HCC Internship, we are the best value in CPC programs.

- **How long does it take?** This depends on the student, but the average is 3-4 months.

- **How many charts will I code?** 600 individually curated charts with common trends you'll encounter (such as documentation inconsistencies). This is equivalent to 2 years of real-world coding experience.

- **Is the internship included in the cost?** Yes! But only Coding Clarified Alumni have access to this amazing opportunity.

- **Will I be paid during the internship?** No, this is an unpaid internship, however, you will gain priceless experience critical to landing your first coding job.

- **How do I get help if I have a question?** We have a live auditor monitoring our interns and answering questions. You will also have access to questions and answers from previous interns.

- **What specialties are covered?** All of them include (but not limited to) oncology, pediatrics, endocrinology, emergency medicine, obstetrics and gynecology, orthopedics, cardiology, and pulmonology. This will make you a well-rounded, capable coder and position you for a successful career. Completion of the program clearly demonstrates your ability to work in a remote environment and will allow you to immediately apply for jobs.

Hierarchical Condition Category Internship

Coding Clarified LLC offers a unique HCC Internship Program exclusive to Alumni of Coding Clarified LLC Graduates to gain the medical coding experience employers desire a coder to have in order to land that coding job:

- How does it work? You will log in to our website daily, code charts, comment on any chart that triggers questions, and get one-on-one feedback. This gives you actual remote medical coding experience because you are essentially coding remotely every single day.
- How will this prepare me for a job? We cover the largest specialty in medical coding (HCC) which gives you a great foundation to build your career. Plus, employers need CPC's with work experience in their specialty.
- How long does it take? This depends on the student, but average is 3-4 months.

- How many charts will I code? 600 individually curated charts with common trends you'll encounter (such as documentation inconsistencies). This is equivalent to 2 years of real-world coding experience.
- Is the internship included in the cost? Yes! Exclusive to Coding Clarified Alumni only to have access to this amazing opportunity.
- Will I be paid during the internship? No, this is an unpaid internship, however, you will gain priceless experience critical to landing your first coding job.
- How do I get help if I have a question? We have a live auditor monitoring our interns and answering questions. You will also have access to questions and answers from previous interns.
- What specialties are covered? All of them including (but not limited to) oncology, pediatrics, endocrinology, emergency medicine, obstetrics and gynecology, orthopedics, cardiology, and pulmonology. This will make you a really well-rounded, capable coder and position you for a successful career.

You'll be able to apply for jobs immediately upon completing the internship program in addition to clearly demonstrating your ability to work in a remote environment.

Refund & Cancellation Policy

Three-Day Cancellation: An applicant who provides written notice of cancellation via email to Janine@CodingClarified.com within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement without commencement of course is entitled to a refund of all monies paid towards tuition. No later than 10 business days after receiving the notice of cancellation, the school shall provide the 100% refund for tuition. Wisconsin Amendment: Wisconsin residents can notify Coding Clarified verbally or written 833-Med-Code.

Refund after the commencement of classes:
1. Procedure for withdrawal date:
    A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the instructor of the school via email to Janine@CodingClarified.com. The notice is to indicate the expected last date of attendance and be signed and dated by the student. Amendment: Wisconsin residents can notify Coding Clarified verbally or written 833-Med-Code
    B. All refunds will be issued within 10 business days of the effective withdrawal date.

2. Tuition charges/refunds:

A. Before the beginning of classes, the student is entitled to a refund of **100%** of the tuition which is **$3,200.00**.

B. **After the commencement of course by logging in**, the paid tuition refund shall be determined as follows:

% Of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

Percentage of the clock hours attempted is determined by adding up the total number of clock hours elapsed (from the student's start date & time to the student's written refund notation received) by the total number of clock hours in the program.

Formula for refund configuration: X hours attempted/80 Clock hours = % clock hours attempted.
$3,200.00 (tuition) x % Clock hours attempted = Total Refund
Example: 24 clock hours attempted/80=30% clock hours attempted= 70% tuition refund= **$2,240.00** dollars. Refunds will be issued within 10 days of the date of student notification.

Books, Technology, & Registration Fees: CPT, HCPC, ICD-10 Books, Technology and Registration fee cannot be returned for a refund
CPC Exam Voucher: Cannot be returned for a refund
Practicode: Cannot be returned for refund

Student will need to request refund via email to **Janine@CodingClarified.com**
Wisconsin Amendment: Students do not need to ask for a refund

** An applicant denied by the school is entitled to a refund of all monies paid**

Indiana Student Refund Policy Only Below
The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.
If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

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1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
   0. (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
   1. (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
   2. (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
   3. (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

IN Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at http://www.in.gov/dwd/2731.htm.

Texas Residents Addendum

Texas Workforce Commission – Career Schools and Colleges

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours
(until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the
enrollment contact is signed.

REFUND POLICY

1. Refund computations will be based on the number of lessons in the program
2. The effective date of termination for refund purposes will be the earliest of the following:

(a) the date of notification to the student if the student is terminated;

(b) the date of receipt of written notice from the student; or
(c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled

3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than $50 shall be retained by the school.

4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain $50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.

5. A full refund of all tuition and fees is due in each of the following cases:

(a) an enrollee is not accepted by the school
(b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
(c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

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PREVIOUS EDITIONS OF THIS FORM WILL NOT BE USED REV 07/14

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
(A) satisfactorily completed at least 90 percent of the required coursework for the program; and
(B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

UNDER TEXAS EDUCATION CODE, SECTION 132.061(f)A STUDENT WHO IS OBLIGATED FOR THE FULL TUITION MAY REQUEST A GRADE OF "INCOMPLETE" IF THE STUDENT WITHDRAWS FOR AN APPROPRIATE REASON UNRELATED TO THE STUDENT'S ACADEMIC STATUS. A STUDENT WHO RECEIVES A GRADE OF INCOMPLETE MAY RE ENROLL IN THE PROGRAM DURING THE 12-MONTH PERIOD FOLLOWING THE DATE THE STUDENT WITHDRAWS AND COMPLETE THOSE INCOMPLETE SUBJECTS WITHOUT PAYMENT OF ADDITIONAL TUITION FOR THAT PORTION OF THE COURSE OR PROGRAM.

807.192. Admission Requirements. 15 16 (a) The school shall require for admission into its programs proof of one of the 17 following: 18 19 (1) secondary education; 20 21 (2) successful completion or the equivalent of one full-time academic semester (12 22 academic semester hours) or academic quarter (18 academic quarter hours) at 23 an accredited college, university, or other postsecondary school; or 24 25 (3) for non degree programs only, proven ability-to-benefit by obtaining a 26 satisfactory score on the approved entrance test. 27 28 (b) Entrance test requirements

shall be in accordance with the following provisions. 29 30 (1) Any entrance test shall be a nationally recognized standardized test or a 31 nonstandardized test developed by the appropriate industry and approved by 32 the Agency. A nonstandardized test shall be validated by a qualified third 33 party, such as an expert in tests and measurements, for both appropriateness 34 and the specific score level required for admission into the program. The name 35 of the test and its publisher, any time limitations, a minimum acceptable score, 36 and an explanation of score meanings, as referenced in the test material, shall 37 be provided to the student prior to taking the test. 38 39 (2) If multiple opportunities are allowed for retaking the same entrance test, such 40 students shall wait a minimum of five calendar days prior to retaking the test. 41 A student may take a second entrance test on the same day provided a 42 substantially different test is administered. This shall be stated in the 43 admissions policy published in the school catalog. 44 45 (3) A representative is not allowed to administer the test, nor is anyone allowed to 46 assist the student in answering the questions. Ch. 807 Career Schools and Colleges 56 1 2 (4) If the entrance test reveals the student to be ineligible as an ability-to-benefit 3 student, the student may be enrolled as a remedial student. The school shall 4 have an evaluation procedure approved by the Agency to determine remedial 5 needs and to determine when the required level of remediation has been 6 reached. The school shall also have a remediation plan for such students 7 consisting of classes approved by the Agency as a part of the program. The 8 students may be charged for the remedial portion of the program on an hourly 9 pro rata basis, but the student is not obligated for the tuition and fees of the 10 program until the entrance requirements are met. 11 12 (c) Evidence shall be maintained in each student's file to show the admissions 13 requirements have been met. A full refund of all monies paid and a full release from 14 all obligations may be due, as determined by the Agency, to any student for whom 15 the school cannot establish that the admission requirements were met. 16 17 The provisions of this §807.192 adopted to be effective August 28, 2006, 31 TexReg 6803; 18 amended to be effective November 28, 2022, 47 TexReg 7914

Texas Admissioon Requirements: Based on the discontinuance of the Wonderlic, the following are the approved ability-to-benefit (ATB) tests that are still on the federal register: https://www.federalregister.gov/documents/2020/11/09/2020-24795/list-of-approved-ability-to-benefit-atb-tests-and-passing-scores

Wisconsin Residents Addendum

Chapter SPS 408.07 Withdrawal Policy please see: https://dsps.wi.gov/Documents/EA408.pdf
Chapter SPS 406.03 Cancelation Privilege: https://dsps.wi.gov/Documents/EA406.pdf

Georgia Residents Addendum:

Statutory Authority: O.C.G.A. §§ 20-3-250.5(b)(2); 20-3-250.6(a)(12)

The institution must have a clear refund policy to ensure students' access to reasonable refunds for tuition and fees paid for programmatic offerings for uncompleted programs.

> An institution that is accredited by a United States-based accrediting association recognized by the United States Secretary of Education may use its own refund policy:
> > The institution specific refund policy must be submitted annually to GNPEC.
> > GNPEC reserves the right to require any institution to adopt the GNPEC policy if sufficient student complaints occur relative to an existing accredited institution's refund policy and the GNPEC policy is more lenient toward the student.
> Unaccredited institutions (12.1 above does not apply) are required to adhere to the following guidelines:
> > The refund policy must be included as part of the institutional enrollment agreement and catalog.
> > The refund policy must include steps for requesting refunds, and it must require submission in writing.
> > Tuition and fees must be refunded at a prorated amount, based on the percentage of paid segment completed, should the student withdraw before 50% completion of the course/program.
> > The institution must use a withdrawal form to document the withdrawal process. In the case of an administrative withdrawal, the institution must document that it has notified the student that they have been withdrawn from the course/program and issue any refund owed to the student based on the refund schedule described above.
> > The institution must refund students within 45 days of withdrawal.

Non-Refundable Fees for Unaccredited Institutions:

> A nonrefundable Application Fee of up to $150 is permitted if it is listed as nonrefundable in the enrollment agreement and catalog. No other administrative fees may be listed as nonrefundable.
> Nonrefundable fees for goods and/or services provided by third-party vendors purchased on behalf of the student are permitted if the institution is not able to reuse the equipment or cancel the service.

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**Reserved for future expansion of licensing agencies & refund policies pertinent to that state. *
Payment in Full & Finance Options

We are very excited to get you started on the path to a new career. Our AAPC-recognized course is flexible to fit your busy lifestyle. It is always available to work on 24/7, 365 days per year. You will have access to our course for one year, beginning on the date of purchase. This is a self-paced course that takes students 16 weeks on average, studying 8-12 hours per week. However, you may work at your own pace to complete it even quicker or to take more if your time is limited. Below you will find payment & finance options that are sure to fit your financial situation.

Pay in Full at Time of Admission

You may pay for the course in full, up-front and save money in the long run. You can put all your focus on completing the course, without worrying about payments.

401K/Retirement Fund

If you have a 401k or retirement plan, this postsecondary education program qualifies for a "postsecondary education expense" withdrawal. Inquire at your 401k benefits center to determine the next steps and documentation required. The course is paid in full with zero cost out of pocket and NO interest.

Guaranteed Financing Options:

Denied for loans? Loan with guaranteed approval with a checking or savings account and as little as $1,000.00 down and $49.99 one-time setup fee that will be transferred from your account when the contract has processed. The course is designed to start immediately upon receiving login. Be sure to E-Sign your loan documents when applying. Once they are signed and

contract is accepted, you will receive login within 24 business hours. If at any point you want to pay extra towards your account please do so at no additional cost.

Guaranteed Financing $1,000.00 Down
- 365.17/Month for 12 Months
- 252.34/Month for 18 Months
- 172.04/Month for 28 Months
- 134.27/Month for 38 Months
- 112.45/Month for 48 Months

Guaranteed Financing $1,500.00 Down
- 320.07/Month for 12 Months
- 221.17/Month for 18 Months
- 150.79/Month for 28 Months
- 117.69/Month for 38 Months
- 98.56/Month for 48 Months

Guaranteed Financing $2,000.00 Down
- 274.96/Month for 12 Months
- 190.01/Month for 18 Months
- 129.54/Month for 28 Months
- 101.10/Month for 38 Months
- 84.67/Month for 48 Months

Guaranteed Financing $2,500.00 Down
- 229.86/Month for 12 Months
- 158.84/Month for 18 Months
- 108.29/Month for 28 Months
- 84.52/Month for 38 Months
- 70.78 /Month for 48 Months

Sweet Pay Financing

Apply for your loan through Sweet Pay and take advantage of the following promotions from their merchant partners.

Please go to our school website https://CodingClarified.com/purchase for cart checkout and finance information**.**

Student Complaints/Grievance Procedures

In the event a student has a complaint against the course program, operation, instructor, etc., the student will submit an email directly to the school owner & founder Janine Mothershed at Janine@CodingClarified.com describing the complaint. If your state is not listed below your default would be Idaho because that is our headquarters.

Please note students cannot question grading as this is at national level and not subject to change unless technical difficulties are experienced. In the event technical difficulty is experienced you would notify Sharon Lins by emailing her at Sharon@CodingClarified.com

Complaints/grievances are required to be submitted within **30 days** of incident and/or course completion. Within **30 days** a response will be emailed back to the student with suggested resolutions by Janine or designee.
Arizona

> *If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is: 1740 W. Adams Street, #3008 Phoenix, AZ 85007 Phone: 602/542-5709 Website: www.azppse.gov*

Idaho

> *If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Idaho State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 650 W State Street Ste 307, Boise, ID 83720, phone # 208-334-2270, website address: https://www.sde.idaho.gov/*

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Please note all students will be provided a copy of current online catalog

Graduation & Grading Requirements /Academic Progress Reports/Course Operation

The instructional methods used include reading assignments, practice exercises and other assignments, audio/video lectures, chapter review exams, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 12 months or less with an 80% or greater as described below.
Successful course completion includes & requires:

All required assignments are completed for chapters 1-20: Video Interactive Lectures, 10 multiple choice Quiz Questions, 10 Case Practical Application Cases, & 25 Question Chapter Exam with an 80% or greater & receive instant grades with rationales upon completion of assignment.

- A passing score of **80% or higher** on all chapter exams

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- A passing score of **80% or higher** on the final exam
- An overall final course score of **80% or higher**

Grading Calculations

Your final score is based on the following calculations:

Total average of Chapter Quizzes - 10%
Total average of Practical Applications - 20%
Total average of Chapter Review Exams - 50%
Final Exam - 20%

If a student doesn't obtain an 80% or greater on the chapter quiz (unlimited attempts), chapter exam 2 attempts, and online final exam 2 attempts the student will be placed on academic probation until the grade reflects as an 80% or greater through retakes. In the event that the student cannot obtain 80% or greater in the two attempts given for the chapter exam the student agrees to send the coding cases answered incorrectly, rationales, & student questions pertaining to that coding case for clarification via FB Messenger https://www.facebook.com/janine.mothershed/. Once Q&A has been conducted from instructor student may be reset an exam attempt for student to retry to obtain the required 80% or greater. Student will notify administration via email to Sharon@CodingClarified.com of **chapter exam needing reset & student name** inside the course in subject line. Student should expect a chapter exam reset within 48 business hours or less. With two attempts taken, and administration notified of such retake request we can reset a chapter exam attempt for student retake to obtain 80% required score. **This process is repeated until required score is achieved. Once grade is achieved student will no longer be on academic probation**. I prefer all contact in FB Messenger to ensure rapid response times not just for you but everyone else too and typing out narratives here isn't time efficient for me or others. On messenger the notification comes to my watch and I can literally talk to text and send instant responses whereas in an email I am typing novels hoping the student understands whereas in FB Messenger I can send video and audio along with pictures etc. We don't have to be FB friends to send each other messages and utilize that messaging platform utilizing the technical capabilities to our advantage. I usually do friend people on FB but if you don't want to be friends on there I understand and respect that. Sometimes people don't have a FB Messenger account and I don't care if you call it Rick Wilson, Sally Seashell, etc. but one will need to be created and used. Another added major benefit are the FB groups with medical professionals including recruiters, alumni, current students, and plethora of posts and information that is useful for someone entering into the medical coding community.

<mark>Hope to see ya' around</mark>.
1. **https://www.facebook.com/groups/388679218391333/**
2. **https://www.facebook.com/groups/408036195927123/?ref=share**
3. **https://www.facebook.com/groups/21496405430**

Certified Professional Coder Exam must be taken to become an AAPC Certified Professional Coder Apprentice (CPC-A). When successful passing of the exam a CPC-A Certified Professional Coding Apprentice Certificate is awarded. A student is able to practice and seek employment with this title but a majority of hospitals, medical clinics and others require coders to have 80 clock hour course completion and 1 year prior medical coding field experience which will remove the A, apprentice title. Another option for the newly certified coder to suffice their apprenticeship designation through the credential holder American Academy of Professional Coders and required if student wants to join our exclusive alumni internship to gain medical coding experience is the purchase & complete Practicode from the AAPC website. https://www.aapc.com/practicode/ Once the apprenticeship designation is satisfied through AAPC being the credential holder and credential reflects a CPC student will be eligible for the HCC Internship to gain remote work experience employers desire coders to have in order for them to land a coding job.

 The CPC exam is a test of medical coding proficiency consisting of 100 multiple-choice questions that assess 17 areas of knowledge. Most questions present a coding scenario to test proper application of CPT® procedure codes, HCPCS Level II supply codes, and ICD-10-CM diagnosis codes—all of which medical providers use to submit claims to payers. During the test, you will reference approved coding books—the AMA's CPT® Professional Edition, as well as your choice of ICD-10-CM and HCPCS Level II code manuals. You must complete the CPC exam within 4 hours and answer 70% of the questions correctly to pass.

There is also an online version now available for students to take the CPC Exam. AAPC recognizes the challenges that COVID-19 presents for our CPC exam candidates, which is why it is also offering the opportunity to take your CPC exam online.

You will schedule the exam separately through the Examity® platform, which is accessible through Blackboard after assignment of the exam voucher. Exam scheduling instructions will be emailed to you as soon as the CPC online exam voucher has been applied to your AAPC member account.

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On the day of exam session, you will connect with your proctor through Examity (accessible through Blackboard) to complete the authentication and take your exam. Your results will be posted within 3-5 business days from the date on which your final exam session is complete.

Practicode

Practicode is an online rapid experience generation tool designed to teach and test medical coding proficiency using real, redacted medical records concentrated on the top hiring medical specialties. Quickly learn and apply new skills and gain experience that you can apply to a new job or advance your career. Practicode helps coders with every level of experience, from a new professional to a tenured veteran. Get real-world experience coding a variety of medical records or try our specialty modules. https://www.aapc.com/practicode/

Technology Fee

Technology fee is the cost of the curriculum that Coding Clarified incurs with regard to the seat a student takes for the online class. Once the commencement of the course has begun by a student logging into the course itself this fee becomes nonrefundable as Coding Clarified doesn't receive any refund reimbursement from the cost of the curriculum it utilizes.

Enrollment Period

Classes start daily making an enrollment period also daily. You have up to one year course access from the date you originally purchased the course.

Holidays to be Observed

Enrolled students have access to the online learning center 365 days a year 24/7. Coding Clarified Observes all holidays mentioned below.

Jan 1	New Year's Day	Jul 5	'Independence Day' observed
Jan 18	Martin Luther King Jr. Day	Sep 6	Labor Day
Jan 20	Inauguration Day (DC, MD*, VA*)	Oct 11	Columbus Day
Feb 15	Presidents' Day	Nov 11	Veterans Day
May 31	Memorial Day	Nov 25	Thanksgiving Day

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Jun 18	'Juneteenth' day off	Dec 24	'Christmas Day' day off
Jun 19	Juneteenth	Dec 25	Christmas Day
Jul 4	Independence Day	Dec 31	'New Year's Day' day off

Student Record Retention Policy

The registrar maintains a permanent record of academic work completed by each student. Support documents for the academic records are kept for indefinitely after the student graduates or date of last enrollment. Discrepancies in the academic record should be reported to the Registrar immediately via email **Sharon@CodingClarified.com**.

Re-Enroll Student Policy

If you want to re-enroll in the program within one year of original enrollment date there is a 0.00 fee assessed. An email to Sharon@CodingClarified.com with your student name with a study guide outlining completion date before the year time frame will be needed in order to resume studies. We want for your success in this and you outlining what that looks like for us is the only way as we do not know your lifestyle and study abilities along with skillset etc. After a year time frame for enrollment the course must be restarted, paid for in full & enrollment as a new student will then be processed. Your one-year time frame starts the date & time that you enrolled for this program.

THE STUDENT UNDERSTANDS:

1. The school does not accept credit for previous education, training, work experience (experimental learning), or CLEP.

2. The school does not guarantee job placement to graduates upon program/course completion or upon graduation.

3. The school will not be responsible for any statement of policy or procedure that does not appear in the school catalog.

4. The school reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by school rules.

5. Transfer of credits - It should not be assumed that any programs described in the school catalog could be transferred to another institution. The school does not guarantee the transferability of credits to a college,

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university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

6. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings (if applicable).

7. I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief. _____
SIGNED BY DIRECTOR OR OWNER

Letter of Acceptance & Training Proposal Request Policy:

Should a student need a letter of acceptance email a request with <mark>**student name & start date desired**</mark> to **Sharon@CodingClarified.com** & student will receive notification & completed request within 48 business hours via email. When a student is accepted into the program, they will be notified via e-mail within 48 business hours of acceptance. Otherwise, the student accepts letter of acceptance as the contract acceptance on page 7 of the Enrollment Agreement that was signed by the student.

Confidentiality Policy

Coding Clarified utilizes DocuSign and it's security components below.

Data protection rights

DocuSign operates in accordance with fundamental privacy principles that underlie global privacy regulations, with respect to an individual's right to know what personal data is collected and how it is used or otherwise processed.

You may submit a request regarding your personal data using the DocuSign Privacy Request Portal.

Coding Clarified History

Coding Clarified was founded by Janine Mothershed, CPC, CPC-I in 2015. With more than 15 years of professional coding experience, Janine's biggest passion is helping others earn the same success she's had. To put it plainly, discovering medical coding saved her life.
Becoming a parent at a young age, Janine was the first member of her family to attend community college and earn an Associate's Degree. Her fondest wish was to be a stay-at-home-mom and raise her kids. Unfortunately, this didn't pay the bills. As a young family struggling to pay the rent, Janine made the life-changing decision to study medical coding. This enabled her to work from home and be with her children.

Janine's first "real" job after becoming certified paid $18/hour. She turned this into a contract position with The Coding Network and then a CMS auditing role with Optum. Going from living paycheck to paycheck, Janine soon made more than $70,000 per year and had the freedom to do things like take her kids on vacation, buy a new car, and save for a down payment on a house.

Although Janine is 100% bootstrapped, she realized that you don't have to be. Since founding Coding Clarified, Janine's program has helped more than 1,000 students realize their dreams of self-sufficiency on their own terms.

LEAVES OF ABSENCE

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

Licensures & Accreditation Approvals

1. Proprietary School Certificate of Registration- State of Idaho State Board of Education
2. Vocational Program License- State of Arizona – State Board for Private Postsecondary Education
3. Fully Accredited by Office for Career & Technical Schools- State of Indiana- not accredited by a US DOE
4. Private Postsecondary School Licensure through Educational Approval Program State of Wisconsin
5. *Approved and Regulated by the Texas Workforce Commission, Career Schools & Colleges, Austin, Texas*
6.

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