



## Professional Medical Coding Curriculum Enrollment Agreement January 1, 2024

### Headquarters

6848 N. Government Way Suite 114  
Private Mailbox #193  
Dalton Gardens ID 83815-7025

### Arizona Location

Post Office Box 1021 Pine AZ 85544-1021

### Texas Location

363 N. Sam Houston Parkway E Suite 1100  
Houston Texas 77060

### Alabama

1 Chase Corporate Center Suite 400  
Birmingham, Alabama 35244

### Florida

101 N Monroe Street Suite 800  
Tallahassee, Florida 32301

(833) MED-CODE

<https://CodingClarified.com/>

[Contact@CodingClarified.com](mailto:Contact@CodingClarified.com)

Commencement of Course Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_

Student Present Address: \_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_

Anticipated completion Date (course is outlined for 16 weeks): \_\_\_\_\_

Page 1 of 18 Student initial \_\_\_\_\_

**\*\*If you are a workforce student, make sure this matches your voucher start date paperwork. \*\***

**Professional Medical Coding Curriculum Information:**

Program: Professional Medical Coding Curriculum, CPC  
Program Length: 80 hours **(Specified in clock hours)**

**Course Cost:**

**Tuition \$3,200.00**

**Registration Fee \$150.00**

**Technology Fee \$350.00**

**Current year textbook, CPT, HCPC, ICD10 \$600.00**

**Certified Professional Coder Exam Voucher \$450.00**

**Practicode \$249.00**

**Total Cost \$4999.00**

**TUITION PAYMENTS:**

1. A payment of a minimum **\$1000.00** is due with signing of the enrollment agreement for financing option & \$4999.00 if purchasing in full. We have 4 payment options with different amounts due at time of purchase that you can review below. Payment methods include, Check, all major credit & debit cards.

2. Balance of Tuition Options: **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 been processed. If paid in full prior to 90 days no interest is paid. Interest rate is 14.9%. The course is designed to start immediately upon receiving login. Be sure to E-Sign your loan documents when applying which will come via email. Once they are signed and the 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 \$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 \$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 \$2,500.00 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. Get more information on our website <https://codingclarified.com>.

Please go to our school website <https://codingclarified.com/purchase> for Cart Checkout and Finance Information.

These options are available to all students

**CANCELLATION AND REFUND POLICY:**

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 10 days of receiving the notice of cancellation, the school shall provide the 100% refund. **Wisconsin Addendum:** Can state verbally or by written notice of cancellation.

**Refund after the commencement of course:**

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Administrative Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student. **Wisconsin Addendum:** Can state verbally or by written notice of cancellation.
  - B. A student will be determined to be withdrawn from Coding Clarified LLC if the student does not complete the course in 1 year from enrollment date.
  - C. All refunds will be issued within 10 days of the determination of the withdrawal date.
  
2. **Tuition charges/refunds:**
  - A. Before the commencement of the course, the student is entitled to a refund of 100% of the **tuition only**.
  - B. After the commencement of classes, the tuition refund is calculated by using the table below. **Books, Exam voucher, Registration, & Technology Fee are non - refundable.**

<b>% Of the clock hours attempted:</b>	<b>Tuition refund amount:</b>
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

**The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date & time to the student's last day of attendance, by the total number of clock hours in the program. See catalog for formula and configuration examples.**

**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.

## Clock Hours and Tuition Liability:

- Regardless of whether a student actively progresses in the program, the time elapsed from the start date to the official date of withdrawal will count as clock hours attempted.
- Tuition liability is based on the clock hours attempted, not on the hours completed. This means that even if a student chooses not to progress in the program, they will be financially responsible for the proportionate amount of tuition corresponding to the clock hours that have passed.
- For our tuition policy regarding medical coding training, refunds will be determined based on the greater of the two: either the actual clock hours completed by the student or a minimum progress rate of 1 chapter per week. This expected minimum progress schedule provides clarity for refund purposes

**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](mailto: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\*\***

**Refunds** will be issued within 10 business days of the date of student notification. Wisconsin Amendment: Wisconsin students don't have to notify school of a refund request.

### Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

### Below Refund Policy is for Indiana Residents ONLY \_\_\_\_\_

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:

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

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 contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. REFUND POLICY 1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. 2. The effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student; or (c) Ten school days following the last date of attendance. 3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course. 4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. 5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. 6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program. 7. A full refund of all tuition and fees is due and refundable in each of the following cases: (a) An enrollee is not accepted by the school; (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE 8. A student 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: (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: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program. 9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), 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

### **Wisconsin Residents Addendum**

Chapter SPS 408.07 Withdrawal Policy please see: <https://dsps.wi.gov/Documents/EA408.pdf>

Chapter SPS 406.03 Cancellation 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.

### **Florida Residents Addendum:**

#### **CANCELLATION AND REFUND POLICY**

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$ 150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

**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 or employment 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, non-payment 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, 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. This document does not constitute a binding agreement until accepted in writing by all parties.

**STUDENT ACKNOWLEDGEMENTS:**

1. I hereby acknowledge receipt of the school's catalog dated **January 1, 2024** which contains information describing programs offered, grievance guidance policies and equipment/supplies provided. The School's **January 1, 2024** catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog. \_\_\_\_\_ Student Signature

2. Also, I have carefully read and received an exact copy of this enrollment agreement.

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic and financial requirements or if I disrupt the normal activities of the school. While enrolled in the school. I understand that I must maintain Satisfactory Academic Progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.

4. I also understand that this institution does not guarantee job placement to graduates upon course completion/graduation.

5. *I understand that Coding Clarified is registered with the State Board of Education in accordance with Section 33-2403, Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by Coding Clarified, and that these courses may not be accepted for transfer into any Idaho public postsecondary institution*  
**Student Signature** \_\_\_\_\_

## **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

## 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](mailto: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: [Sharon@CodingClarified.com](mailto:Sharon@CodingClarified.com)

Complaints/grievances are required to be submitted within **30 days** of incident and/or course completion. Within **48 business hours** a response will be emailed back to the student with suggested resolutions.

### 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 Postsecondary 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: <http://ppse.az.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/>*

### Indiana

This institution is regulated by: Indiana Department of Workforce Development Office for Career and Technical Schools 10 N Senate Avenue, Suite SE 308 Indianapolis IN 46204 OCTS@dwd.in.gov <http://www.in.gov/dwd/2731.htm>

### Texas

*Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: (512) 936-6959  
<http://csc.twc.state.tx.us/>  
Approved and Regulated by the Texas Workforce Commission, Career Schools & Colleges, Austin, Texas*

### Wisconsin

*Educational Approval Program  
Department of Safety and Professional Services  
4822 Madison Yards Way  
Madison, WI 53705  
Phone: (608) 266-2112, option 8  
Fax: (608) 264-8477  
Email: [DSPSEAP@wisconsin.gov](mailto:DSPSEAP@wisconsin.gov)  
<https://dps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx>*

### Georgia

*Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place*





Tucker, Georgia 30084  
Phone: (770) 414-3300  
Fax: (770) 414-3309

<https://anpec.georgia.gov/organization/about-anpec/contact-anpec>

**South Carolina**

South Carolina Commission on Higher Education 1122, Lady Street, Suite 300 Columbia SC 29201, Telephone (803) 737-2260  
Licensure indicates only that minimum standards have been met; not an endorsement or guarantee of quality. Licensure is not equivalent or synonymous with accreditation by an accrediting agency recognized by the United States Department of Education.  
[WWW.CHE.SC.GOV](http://WWW.CHE.SC.GOV)

**Florida**

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684

**CONTRACT ACCEPTANCE:**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Coding Clarified LLC.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Signature of School Official**

\_\_\_\_\_  
Date

Representative’s certification: I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Signature of School Official**

If student is under 18 years of age Parent signature here \_\_\_\_\_

**[See Next Page for Agreement & Acknowledgement Form](#)**

**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. South Carolina Commission on Higher Education Postsecondary Institution License
7. Licensed by the Commission for Independent Education, Florida Department of Education

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**

I hereby certify that I have received a copy of Coding Clarified Enrollment Agreement & Course Catalog today. \_\_\_\_\_

**SIGNED BY STUDENT**

## **Detailed Program Outline**



**Professional Medical Coding Curriculum:** Coding Clarified LLC provides a self-paced course to prepare you to become a CPC, Certified Professional Medical Coder. Coding Clarified LLC offers this online coding program using AAPC, American Academy of Professional Coders approved curriculum. Coding Clarified LLC prepares you to take the state exam to achieve your certification.

Course is 80 clock hours & approximately 16 weeks to complete with up to one years' time to complete if/when needed. Classes start daily. All classes are 100% online and can be accessed at any time of day, seven days a week. Your own certified instructor is assigned to you. Coding Clarified offers an online self-paced HCC coding internship to gain the coding experience employers desire you to have to land that first coding job. Coding Clarified LLC offers a professional written resume upon completion of courses and passing the nationally recognized exam. Our students that complete the program and HCC Internship have a 100% success rate in landing a job as an HCC coder.

### **Coding Clarified Course Syllabus:**

**Prerequisites:** None

**Clock Hours:** 80 (Note: 80 clock hours accounts only for time spent in the online course, and does not include time spent outside the course or study time. Study time will vary widely per individual.)

**Course Length:** To be completed at student's own pace within a 12-month period or less. Enrollment date begins at the date of purchase or outlined start date. No coursework completion within 60 days is subject to being dropped. Just because this is a self-paced course doesn't mean you go months without studying and learning the material. For best results, ongoing studying is required.

**Class Hours: Days/Times Per Week:** Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times. Students may email course content questions to coaching staff.

**Certificate of Completion Issued:** Yes

**Course Description:** The student will learn principles of medical coding related to the three main code books: CPT®, ICD-10-CM Code Set and HCPCS Level II. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for AAPC's CPC certification examination.

### **Course Objectives:**

- Identify the purpose of the CPT®, ICD-10-CM Code Set, and HCPCS Level II code books
- Understand and apply the official ICD-10-CM coding guidelines
- Apply coding conventions when assigning diagnosis and procedure codes
- Identify the information in appendices of the CPT® manual
- Explain the determination of the levels of E/M services
- Code a wide variety of patient services using CPT®, ICD-10-CM, and HCPCS Level II codes
- List the major features of HCPCS Level II Codes
- Provide practical application of coding operative reports and evaluation and management services

Chapter	Chapter Title	Lecture	Quiz	Practical	Exam	Clock Hours
1	The Business of Medicine	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
2	Review of Anatomy and Medical Terminology	9.5 hr	30 mins.	30 mins.	1.5 hrs	12 hrs
3	Overview of ICD-10-CM	1 hr	30 mins.	30 mins.	2 hrs	4 hrs
4	Applying the ICD-10-CM Guidelines	3 hr	30 mins.	30 mins.	2 hrs	6 hrs
5	Accurate ICD-10-CM coding	3 hr	30 mins.	30 mins.	2 hrs	6 hrs
6	Introduction to CPT®, HCPCS Level II, and Modifiers	.5 hr	30 mins.	30 mins.	1.5 hrs	3.0 hrs
7	Integumentary System	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
8	Musculoskeletal System	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
9	Respiratory System	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
10	Cardiovascular System	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
11	Hemic & Lymphatic Systems, Mediastinum, Diaphragm	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
12	Digestive System	.5 hr	30 mins.	30 mins.	1.5 hrs	3.0 hrs
13	Urinary System and Male Genital System	.5 hr	30 mins.	30 mins.	1.5 hrs	3.0 hrs

14	Female Reproductive System and Maternity Care & Delivery	.5 hr	30 mins.	30 mins.	2 hrs	2.0 hrs
15	Endocrine System and Nervous System	.5 hr	30 mins.	30 mins.	1.5 hrs	3.0 hrs
16	Anesthesia	.5 hr	30 mins.	30 mins.	1.5 hrs	2 hrs
17	Radiology	.5 hr	30 mins.	30 mins.	1.5 hrs	3.0 hrs
18	Pathology & Laboratory	1 hr	30 mins.	30 mins.	2 hrs	2.0 hrs
19	Evaluation & Management Services	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
20	Medicine	.5 hr	30 mins.	30 mins.	1 hrs	2.5 hrs
FINAL	Final Exam	0	0	0	4 hrs	4.0 hrs
					Total Hours for Program Completion	80.0 hrs

**Methods of Evaluation:**

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 (monthly extensions may be granted up to the year time frame from date of enrollment).

Successful course completion includes:

- An attempt of all required assignments
- A passing score of 80% or higher on all chapter exams
- A passing score of 80% or higher on the final exam
- An overall final course score of 80% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted.

**Computer Requirements:** High-speed Internet connection with Blackboard supported Operating System & Web browser. For the best experience, use of a desktop or laptop device is **required**.

Course Enrollment Fee: Payment is due in full at time of enrollment unless exercising the payment plan option. Fees listed do not include any recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see Coding Clarified website for most current enrollment fees: [CodingClarified.com/purchase](https://CodingClarified.com/purchase)

### List of Textbooks & Coding Manuals:

1. 2024 Medical Coding Training: CPC®; AAPC; AAPC publisher;  
ISBN-13:978-1-626883-444
2. 2024 CPT® Professional Edition, AMA publisher
3. 2024 ICD-10-CM Code Set, any publisher
4. 2024 HCPCS Level II, any publisher


### List of Instructor Manuals:

2024 CPT, ICD-10 CB Code Set, CPC Medical Coding Training Workbook

### Sample Lesson Plans:

## ICD-10-CM Coding Chapters 1-11

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### Chapter 4 Activities

Complete the following activities for this chapter:

- Step 1 - Read Book: Chapter 4 – ICD-10-CM Coding Chapters 1-11.
- Step 2 - Complete the Check Your Understanding Quiz online.
- Step 3 - Watch interactive lectures.
- Step 4 - Complete the experiential learning through practical applications assignment
- Step 5 - Complete the chapter review exam online.


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### Step 1 - Read Book Chapter 4 – ICD-10-CM Coding Chapters 1-11

Read CPC Chapter 4 – ICD-10-CM Coding Chapters 1-11


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### Ch 4 - Step 2 - Check Your Understanding Quiz

Click on the link above to begin the quiz.

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### Step 3 - Interactive Lectures

Click on the link above to view modularized interactive lectures.

## Eye and Ocular Adnexa, Auditory Systems



### Chapter 15 Activities

Complete the following activities for this chapter:

- Step 1 - Read Book: Chapter 15 – Eye and Ocular Adnexa, Auditory Systems.
- Step 2 - Complete the Check Your Understanding Quiz online.
- Step 3 - Watch interactive lectures.
- Step 4 - Complete the experiential learning through practical applications assignment online.
- Step 5 - Complete the chapter review exam online.



### Step 1 - Read Book Chapter 15 – Eye and Ocular Adnexa, Auditory Systems

Read CPC Chapter 15 – Eye and Ocular Adnexa, Auditory Systems



### Ch 15 - Step 2 - Check Your Understanding Quiz

Click on the link above to begin the quiz.



### Step 3 - Interactive Lectures

Click on the link above to view modularized interactive lectures.




### Step 5 - Chapter 15 Review Exam


- **CAUTION:** DO NOT open the Chapter Review Exam until you are ready to take the exam.
- Once you open the chapter review, you must take the entire exam in one sitting.
- You have 2 hours to finish this exam.
- Study this chapter **thoroughly** before you begin. When you are ready, click the link above to take the final exam for this chapter.
- You must pass the chapter review exam with at least a 70% or higher.
- You will have two attempts to pass this exam. Your highest score will be recorded for your grade. You are not required to retake the exam if your score is over 70% on your first attempt.

### Description of Program Testing/Assessments:


#### QUESTION 1: MULTIPLE CHOICE

 How many layers of tissue does an artery have?  
Given Answer:  d. Three  
Correct Answer:  d. Three

#### QUESTION 2: MULTIPLE CHOICE

 Patient presents to her physician 10 weeks following a true posterior wall myocardial infarction. The patient is still symptomatic and is diagnosed with ischemic heart disease. What is (are) the correct ICD-10-CM code(s) for this condition?  
Given Answer:  c. Z51.89, I25.9  
Correct Answer:  c. Z51.89, I25.9

#### QUESTION 3: MULTIPLE CHOICE

 The conduction system contains pacemaker cells, nodes, the \_\_\_\_ and the \_\_\_\_.  
Given Answer:  d. Purkinje fibers and bundle of His  
Correct Answer:  d. Purkinje fibers and bundle of His

### ● Question 1

4 out of 4 points



What is another term for hives?

Selected Answer:  d.  
Urticaria

Correct Answer:  d.  
Urticaria

Response Feedback: Rationale: Urticaria can also be described as hives and shows on the skin as raised, red, itchy wheals.

● **Question 2**

0 out of 4 points

What is the correct diagnosis code to report treatment of a melanoma in-situ of the left upper arm?

Selected Answer:  d.  
C43.62

Correct Answer:  b.  
D03.62

Response Feedback: Rationale: Melanoma in-situ is not found in the Table of Neoplasms. It is necessary to look in the ICD-10-CM Alphabetic Index for Melanoma/in situ/arm or upper limb referring you to subcategory code D03.6-. In the Tabular List the 5<sup>th</sup> character 2 is chosen to indicate the left upper arm.

