



LET US CLARIFY CODING FOR YOU

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Introduction & Purpose of Institution

Coding Clarified LLC offers a flexible, self-paced program designed to equip you with the skills necessary to attain certification as a Certified Professional Coder (CPC) through our Professional Medical Coding Curriculum. In a matter of months, you can embark on a stable and gratifying career in high demand. Our all-encompassing medical coding course ensures you grasp the essential knowledge to successfully pass the medical coding exam and obtain your certification. Acquiring medical coding credentials will empower you to take charge of your future and capitalize on the opportunities within a rapidly expanding career field.

Faculty & Administration *All Locations*

Janine Mothershed, CPC, CPC-I: Individual 100% Owner & Founder, President, CEO, & Instructor
Janine@CodingClarified.com

Sharon Lins, CPC, CADS: Workforce Director Sharon@CodingClarified.com - All States

Sonia Qureshi, CPC: Texas & Administrative Director Sonia@codingclarified.org

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 than 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 Coders (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 \$150.00

Technology Fee \$350.00

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, experiential learning, audio/video lessons, chapter exams, and a final exam. Course is self-taught and involves no classes to attend.

Transfer/Credits

Coding Clarified does not accept transfer of credits toward the completion of the certificate program. No previous credit for attending an alternative medical coding program will be provided nor will credit for previous experiential learning be awarded. Coding Clarified has not entered into a transfer agreement with any other colleges or universities.

Attendance

Classes commence daily, and the course spans 80 clock hours, with a suggested completion timeframe of 16 weeks, excluding Practicode or internship periods. Students are granted up to one year to finalize the course, contingent upon consistent progress demonstrated through timely completion of chapter quizzes, exams, and related activities within 60 days or less. Please check with your caseworker if you are a grant student on any stipulations they may have for completion time frames susceptible to grant funding fiscal year terms. In the event of student inactivity, where no online coursework is accomplished within a 60-day timeframe, and no study plan or leave of absence has been requested, the student will be withdrawn. Re-enrollment requires the submission of a study plan to the school administration via email. For validation of attendance, completion of online assignments, quizzes, and chapter exams is mandatory. A certificate of completion will only be issued upon the successful fulfillment of all assignments within the course. These assignments for chapters 1-20 encompass Video Interactive Lectures, 10 multiple-choice Quiz Questions, 10 Case Practical Application Cases, and a 25-question Chapter Exam with a minimum score of 80%. Electronic graded progress is promptly provided upon assignment submission.

Students failing to engage in coursework for 14 consecutive days will receive a notification prompting them to check in with administration. This serves as a warning for a probationary period and aims to encourage the implementation of study time. We have observed optimal success when students allocate more time to study in the course than not, and we strongly recommend adhering to the provided course schedule.

We find most success when students spend more time studying in the course than not studying & recommend the course schedule below be followed.



	Mon	Tue	Wed	Thu	Fri
Week 1	Chapter 1 Video Lectures Business of Medicine	Ch 1-Google Drive notes implementation into books/Quiz	Ch1-Workbook reading/section reviews/experiential learning, Quiz Again	Ch 1/ Exam & Review	Ch 2-Video Lectures Anatomy & Terminology
Week 2	Ch 2-Workbook reading/section reviews/experiential learning	Ch 2 Quiz/ Google Drive implementation of notes into coding books	Ch 2 Exam & Review + Quiz Again	Ch 3 Video & Google-Drive, Lectures Intro to ICD10 Coding	Ch3 Reading, Section Reviews-Bookshelf
Week 3	Ch 3 Experiential Learning, Quiz	Ch 3 Exam & Review	Ch 4 Video Lectures & reading - Bookshelf & Quiz ICD10 Guidelines 1-10	Ch 4 Google Drive, File experiential Learning	Ch 4 Quiz & catch-up day
Week 4	Ch 4 Exam & Review	Ch 5 Video lectures & Google Drive notes, ICD10 Guidelines 11-22	Ch 5 Bookshelf Reading, Section Reviews	Ch 5 Quiz & Experiential learning	Ch 5 Exam & Review
Week 5	Ch 6 Video & Google Drive Intro to CPT	Ch 6 Bookshelf Reading, Section Reviews	Ch 6 Quiz, Experimental Learning	Ch 6 Exam & Review	Ch 7 Video & Google Drive Notes Integumentary System
Week 6	Ch 7 Reading Section Reviews	Ch 7 Quiz & experimental Learning	Ch 7 Exam & Review + Quiz Again	Ch 8-Video & Google Drive Lectures Musculoskeletal	Ch 8 Reading, Section Reviews
Week 7	Ch 8 Quiz & Experiential Learning	Ch 8 Exam & Review+ Quiz Again	Ch 9 Video & Google Drive Notes + Quiz Respiratory, Hemic, Lymphatic	Ch 9 Reading, Section Reviews	Ch 9 Quiz & Experiential Learning
Week 8	Ch 9 Exam & Review + Quiz	Ch 10-Video & Google Drive Notes + Quiz	Ch 10 Reading, Section Reviews Cardiovascular	Ch 10- Quiz & Experiential Learning	Ch 10 Exam & Review
Week 9	Ch 11-Video & Google Drive Lectures + Quiz	Ch 11 Reading, Section Reviews	Ch 11 Quiz Again, Experiential Learning Digestive	Ch 11 Exam & Review	Ch 12 Video & Google Drive Notes
Week 10	Ch 12 Reading, Section Reviews + Quiz	Ch 12 Quiz Again, Experiential Learning	Ch 12 Exam & Review Urinary-Male & Female	Ch 13 Video & Google Drive Notes	Ch 13 Reading, Section Reviews

Week 11	Ch 13 Quiz, Experiential Learning	Ch 13 Exam & Review Female Reproductive	Ch 14 Video & Google Drive Endocrine & Nervous	Ch 14 Reading, Section Reviews	Ch 14 Quiz, Experiential Learning
Week 12	Ch 14 Exam & Review	Ch 15- Video & Google Drive Notes, Quiz	Ch 15 Reading, Section Reviews Eye & Ocular Adnexa, Auditory	Ch 15 Quiz Again, Experiential Learning	Ch 15 Exam & Review
Week 13	Ch 16 Video & Google Drive Notes Anesthesia	Ch 16 Reading, Section Reviews	Ch 16 Quiz & Experiential Learning	Ch 16 Exam & Review	Ch 17 Video & Google Drive Notes
Week 14	Ch 17 Reading, Section Reviews +Quiz	Ch 17 Quiz Again, Experiential Learning	Ch 17 Exam & Review Radiology	Ch 18-Video & Google Drive Notes +Quiz	Ch 18 Reading, Section Reviews
Week 15	Ch 18 Quiz Again, Experiential Learning	Ch 18 Exam & Review Pathology & Laboratory	Ch 19-Video & Google Drive Notes Evaluation & Management	Ch 19 Reading, Section Reviews + Quiz	Ch 19 Quiz, Experiential Learning
Week 16	Ch 19 Exam & Review	Ch 20 Video & Google Drive Notes	Ch 20 Reading, Section Reviews Medicine	Ch 20 Quiz, Experiential Learning	Ch 20 Exam & Review

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

Course Outline

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	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs

3	Overview of ICD-10-CM	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
4	Applying the ICD-10-CM Guidelines	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
5	Accurate ICD-10-CM coding	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
6	Introduction to CPT®, HCPCS Level II, and Modifiers	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
7	Integumentary System	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
8	Musculoskeletal System	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
9	Respiratory System	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
10	Cardiovascular System	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
11	Hemic & Lymphatic Systems, Mediastinum, Diaphragm	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
12	Digestive System	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
13	Urinary System and Male Genital System	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
14	Female Reproductive System and Maternity Care & Delivery	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
15	Endocrine System and Nervous System	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs

16	Anesthesia	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
17	Radiology	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
18	Pathology & Laboratory	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
19	Evaluation & Management Services	1 hr	30 mins.	30 mins.	2 hrs	4.0 hrs
20	Medicine	1 hr	30 mins.	30 mins.	1.5 hrs	3.5 hrs
FINAL	Final Exam	0	0	0	4 hrs	4.0 hrs
					Total Hours for Program Completion	80.0 hrs

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

Conduct Policy

To uphold a favorable standing in the course, it is imperative for every student to abide by the Code of Ethics established by Coding Clarified LLC. This commitment ensures the demonstration of a superior level of professionalism, integrity, and ethical conduct. Students affiliated with Coding Clarified LLC are obligated to deliver coding and billing services of the utmost professional standard to employers, clients, and patients. The maintenance of the highest level of personal and professional behavior is expected. Respect towards coaches, instructors, and the staff of Coding Clarified is mandatory. Engaging solely in legal and ethical practices in all professional interactions is a requirement, and students must decline involvement with or approval of fraudulent, deceptive, or illegal actions by others. Strict adherence to all applicable laws and regulations is mandatory. Continuous pursuit of excellence through ongoing education in relevant areas of the medical coding profession is encouraged. Students are urged to uphold and elevate the dignity, status, competence, and standards of coding for professional services. Exploitation of professional relationships for personal gain is strictly prohibited. Coding Clarified LLC treats drug and alcohol abuse seriously and maintains a zero-tolerance policy towards the use of illegal drugs and alcohol by its students.

Anti-Hazing Policy

An online anti-hazing policy sets clear rules against harassment and bullying, outlining consequences for violations, while ensuring a confidential reporting process and promoting education on respectful online conduct.

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
- 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.

Admission 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. To sit for the CPC certification exam, the student should have a valid government-issued photo ID (e.g., driver license, passport, state-issued ID card) on exam day.

Academic Probationary Policy

If a student fails to achieve an 80% or higher on the chapter quiz (with unlimited attempts), chapter exam (2 attempts), and online final exam (2 attempts), they will be placed on academic probation until the grade reflects as 80% or greater through retakes. If the student cannot achieve the required score in the given two attempts, they agree to send the incorrectly answered coding cases, accompanying rationales, and student questions related to that coding case for clarification via FB Messenger at <https://www.facebook.com/janine.mothershed/>. Once all questions and answers are obtained from the instructor and reviewed by the student, an attempt may be reset for the specific assignment for the student to retry and obtain the required 80% or greater. The student will notify administration of the chapter needing a reset via email to Sharon@CodingClarified.com. Once administration is notified, the

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reset of an exam attempt will be granted within 48 business hours starting on the first business day the request is received. The student will then retake the exam to achieve the 80% required score. This process is repeated until the goal is achieved or four failed attempts result in academic dismissal. Once the goal is achieved, students 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 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 the original enrollment by sending an email to Sharon@CodingClarified.com and submitting an original study plan with ongoing progress outlining the student's completion date within the year time allotment for course access. Appeals take 48 business hours or less from the first business day to implement. Students that go 30 days without any coursework completed will be placed on attendance probation. They will be provided a study plan to outline a completion date for themselves, and until the student has ongoing progress within 30 days or less, the student will remain on attendance probation, with faculty check-ins via email for encouragement and support.

A student whose enrollment was terminated for unsatisfactory progress may resume enrollment after submitting a student-created study plan outlining continued online progress in the course with the instructions listed above. The student will be on a probationary period until satisfactory course progression is followed in the study plan 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 a completion date for the next four weeks to ensure the student is following the study plan they 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 if the student still has time left from the one-year date of the original enrollment.

Hierarchical Condition Category Internship (HCC)

Coding Clarified LLC presents an exclusive HCC Internship Program tailored for alumni of Coding Clarified LLC Graduates, providing the essential medical coding experience sought by employers for securing coding jobs:

How does it operate? Each day, log in to our website, code charts, address any chart-related queries, and receive personalized feedback—one-on-one. This hands-on approach offers genuine remote medical coding experience, involving daily coding tasks from a remote setting.

How will this benefit my job readiness? The program encompasses the extensive field of medical coding, specifically HCC, laying a solid foundation for your career. Employers actively seek CPCs with specialized work experience, and this internship addresses that need.

What is the duration? It varies by student, but on average, completion takes 3-4 months.

How many charts will I code? Engage with 600 individually curated charts, exposing you to common trends and challenges encountered in real-world coding—equivalent to two years of practical experience.





Is the internship covered in the cost? Absolutely! This exclusive opportunity is accessible only to Coding Clarified Alumni.

Is it a paid internship? No, it's an unpaid internship; however, the invaluable experience gained is instrumental in securing your initial coding job.

How do I seek assistance with questions? Our live auditor actively monitors and addresses intern queries, and you'll have access to a repository of questions and answers from previous interns.

What specialties are included? All specialties are covered, including but not limited to oncology, pediatrics, endocrinology, emergency medicine, obstetrics and gynecology, orthopedics, cardiology, and pulmonology. This comprehensive coverage ensures you become a versatile and adept coder, positioning you for a successful career.

Upon completion of the internship program, you can immediately apply for jobs, showcasing not only your coding skills but also your ability to thrive in a remote work 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. 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 business days of the effective 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**.

% Of the clock hours attempted:	Tuition refund amount:
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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.

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

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:

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 non standardized 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 have an evaluation procedure approved by the Agency to determine remedial 5 needs and to determine when the required level of remediation has been 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 Admission 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-at-b-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 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

The Coding Clarified CPC course is not accredited by any accrediting agencies recognized by the United States Department of Education and therefore you are not eligible for Federal Financial Aid Programs. Coding Clarified LLC is a private institution and is approved to operate by the Idaho State Board of Education and Arizona State Board for Private Postsecondary Education. The program is compliant with state standards as set forth in Florida.

Coding Clarified LLC is licensed under the Florida Department of Education by the Commission for Independent Education (CIE). Additional information regarding Coding Clarified LLC may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399- 0400, or toll-free telephone number (888) 224-6684.

We have included a comprehensive description of all diplomas awarded by our institution, along with a statement outlining the requirements for satisfactory completion of each program, including CPC certification. This information aims to clarify and provide transparency regarding the academic expectations and criteria required for students pursuing their respective certifications.

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.

Institution Physical Facilities & Equipment

Located at 101 North Monroe Street in Tallahassee, FL 32301, this facility is a modern commercial building nestled in the heart of downtown. Its sleek, multi-story design with glass windows epitomizes contemporary architecture, surrounded by a vibrant cityscape of offices and amenities. Our campus at this address is equipped with modern dedicated desks with computers, and all policy content accessible online. Parking facilities and restroom facilities are accessible for public use. The office dimensions are spacious where the dedicated desks are located.





****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 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 been 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 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 | Guaranteed Financing \$2,000.00 Down |
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | Guaranteed Financing \$2,500.00 Down |
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 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
<https://dsps.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://gnpec.georgia.gov/organization/about-gnpec/contact-gnpec>

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

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

****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. Students should be aware that completing a course or program in a language other than English may reduce employability where English is required.

Successful course completion includes & requires:





All required assignments are completed for chapters 1-20: Video Interactive Lectures, 10 multiple grade 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
- 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 - 35%

Total average of Chapter Review Exams - 35%

Final Exam - 20%

If a student fails to achieve a score of 80% or higher on the chapter quiz (with unlimited attempts), chapter exam (2 attempts), and online final exam (2 attempts), they will be placed on academic probation until the required grade is obtained through retakes. In the event that the student is unable to reach the 80% threshold in the two attempts allowed for the chapter exam, the student agrees to submit incorrectly answered coding cases, along with rationales and related questions for clarification via FB Messenger at <https://www.facebook.com/janine.mothershed/>. After conducting a Q&A session with the instructor, the student may be granted an additional exam attempt to achieve the required 80% or higher. The student is required to notify administration via email at Sharon@CodingClarified.com, indicating the chapter exam in need of a reset and including the student's name in the subject line. The student can expect a chapter exam reset within 48 business hours or less. With two attempts taken and administration informed of the retake request, a chapter exam attempt can be reset for the student to retry until the required score is achieved. This process is repeated until the necessary grade is obtained, at which point the student will no longer be on academic probation. Communication is preferred through FB Messenger to ensure rapid response times, benefiting not only the student but everyone involved. This platform allows for quick notifications to my watch, enabling instant responses through talk-to-text, videos, audio, and pictures. While being FB friends is common, it's not mandatory, and creating a FB Messenger account is necessary for effective communication. An additional advantage is access to FB groups with medical professionals, including recruiters, alumni, current students, and a wealth of posts and information beneficial for those entering the medical coding community.

Hope to see ya' around.

1. <https://www.facebook.com/groups/388679218391333/>
2. <https://www.facebook.com/groups/408036195927123/?ref=share>
3. <https://www.facebook.com/groups/21496405430>





To attain the status of an AAPC Certified Professional Coder Apprentice (CPC-A), individuals must successfully take the Certified Professional Coder Exam. Upon passing the exam, the individual receives a CPC-A Certified Professional Coding Apprentice Certificate. While this designation allows for practice and job seeking, many healthcare facilities, including hospitals and medical clinics, typically require coders to have completed an 80-clock hour course and possess at least one year of prior experience in the medical coding field to eliminate the apprentice title. For those seeking to fulfill the apprenticeship designation and qualify for our exclusive alumni internship to gain medical coding experience, an alternative option is available. Newly certified coders can meet the apprenticeship requirement through the American Academy of Professional Coders (AAPC), the credential holder. This entails purchasing and completing Practicode, available on the AAPC website at <https://www.aapc.com/practicode/>. Once the apprenticeship designation is satisfied through the AAPC, and the credential reflects a CPC, the student becomes eligible for the HCC Internship. This internship provides remote work experience, fulfilling the employers' requirement for coders to land a coding job.

The CPC exam evaluates medical coding proficiency by comprising 100 multiple-choice questions that assess knowledge across 17 areas. These questions often present coding scenarios to gauge the correct application of CPT® procedure codes, HCPCS Level II supply codes, and ICD-10-CM diagnosis codes—all crucial for medical providers in submitting claims to payers. Approved coding books, such as the AMA's CPT® Professional Edition and your chosen ICD-10-CM and HCPCS Level II code manuals, can be referenced during the 4-hour exam. To pass, you must correctly answer 70% of the questions.

To schedule the exam, you will use the Examity® platform, accessible through Blackboard after receiving the exam voucher assignment. Detailed exam scheduling instructions will be emailed once the CPC online exam voucher is applied to your AAPC member account.

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

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 & Important Dates

At Coding Clarified, enrollment occurs on a rolling basis throughout the year. You have up to one year course access from the date you originally purchased the course.

- Enrollment is open year-around. Prospective students may apply and begin their studies upon completion of the enrollment process.

Registration:

- Registration for courses is ongoing and can be completed online throughout the year.

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.**

J	New Year's Day	Jul	'Independence Day' observed
J	Martin Luther King Jr. Day	Se	Labor Day
J	Inauguration Day (DC, MD*, VA*)	Oc	Columbus Day
F	Presidents' Day	No	Veterans Day
M	Memorial Day	No	Thanksgiving Day
		De	'Christmas Day' day off



J	<u>'Juneteenth' day off</u>	De	<u>Christmas Day</u>
J	<u>Independence Day</u>	De	<u>'New Year's Day' day off</u>

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 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

Should you wish to re-enroll in the program within one year from the original enrollment date, no fee will be assessed. To resume studies, please send an email to Sharon@CodingClarified.com containing your student name and a study guide outlining your intended completion date within the one-year timeframe. Your input is crucial for us to understand your lifestyle, study abilities, and skill set, ensuring a tailored path to your success. If more than a year has elapsed since your initial enrollment, the course must be restarted, requiring full payment. At this point, you will undergo the enrollment process as a new student. The commencement of the one-year timeframe is determined by the date and time of your initial program enrollment.

THE STUDENT UNDERSTANDS:

1. The school does not accept credit for previous education, training, work experience (experiential learning), or CLEP.
2. The school does not guarantee job placement to graduates upon program/course completion or upon graduation. A criminal record may prevent the student from obtaining employment as a medical coder.



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, 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. Citizenship/authorized alien/immigrant status is now a prerequisite for a professional license by an agency of a State or local government under Title 8, US Code Section 1621.
8. 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
9. The Coding Clarified CPC course is not accredited by any accrediting agencies recognized by the United States Department of Education and therefore you are not eligible for Federal Financial Aid Programs. Coding Clarified LLC is a private institution.

Letter of Acceptance & Training Proposal Request Policy:

Should a student need a letter of acceptance, use the link to have one emailed <https://codingclarified.com/proposal-and-acceptance-pdf-form/> 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 a 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 its 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

In 2015, Janine Mothershed, CPC, CPC-I, established Coding Clarified with a wealth of over 15 years of professional coding experience. Janine's profound passion lies in assisting others in achieving the same success she has experienced, and, in a straightforward sense, medical coding played a pivotal role in transforming her life.

Facing the challenges of parenthood at a young age, Janine became the first in her family to attend community college and earn an Associate's Degree. While her initial aspiration was to be a stay-at-home mom, financial realities led her to make a life-altering decision: to delve into the field of medical coding. This decision not only allowed her to work from home but also provided the flexibility to be present for her children.

Starting her certified journey with a "real" job paying \$18/hour, Janine progressed to secure a contract position with The Coding Network, followed by a CMS auditing role with Optum. Transitioning from a paycheck-to-paycheck lifestyle, Janine quickly increased her annual income to over \$70,000. This newfound financial stability granted her the freedom to take her kids on vacation, purchase a new car, and save for a home down payment.

Despite being entirely self-funded, Janine recognizes that this doesn't have to be the norm. Since the inception of Coding Clarified, her program has empowered over 1,000 students to realize their dreams of achieving self-sufficiency on their own terms.

LEAVE 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. For a student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the Leave and failed to do so.

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. Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.”
7. 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 (PENDING)

Sample Certificate Awarded

