



CAREER CODERS ONLINE STUDENT CATALOG

Volume NO. VI, 2010

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Approved and Regulated by the Colorado Department of Higher Education

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INTRODUCTION

Welcome to Career Coders

I want to introduce myself and welcome you to your new and exciting career path.

My name is Melody Irvine and I own and operate Career Coders, LLC. I opened the school in 2005 after spending 25 years in the Medical Billing and Coding field. I have 6 certifications and been teaching Medical Billing and Coding for 10 years.

Career Coders is dedicated to provide you with a quality educational program with the most up-to-date medical billing and coding information in this ever-changing medical field.

I hope you find your experience here at Career Coders fulfilling and fun. Please let us know if you have any questions at any time or ways we can better service your needs.

Again, Welcome and we look forward to getting to know you.

*Melody Irvine
Owner, Career Coders, LLC*



CAREER CODERS MISSION STATEMENT

Career Coders is committed to provide and deliver a superior quality academic curriculum and consulting service.

Through our services and programs, we will promote and teach ethical and moral Medical Billing and Coding principles.

We support learning as a lifelong process in the ever-changing medical field.

Catalog 2010

ACCIDENTS/INJURY

Career Coders, LLC does not assume responsibility for accidents incurred:

- On the way to and from school
- While participating in any volunteer or other activities
- In any part of the school

ACCREDITATIONS

Career Coders is Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board. Melody Irvine is an approved and certified instructor for CPC Certification Instruction, with American Academy of Professional Coders.

ATTENDANCE

Participation and attendance is required to successfully pass courses offered on-line by Career Coders. Failure to reply to e-mail, engage in discussions required, attending class or completing assignments is considered lack of participation and will be figured into the final course/program grade. Student orientation that is required will specify what is required of the student for participation and completion of the course. Participation and assignment completion is strictly enforced for all students. Your success is important to us and attendance is an important part of your career. Participation and assignment completion is recorded and could be reported to any potential employer if asked. Instructors may request your withdraw from a course or program if participation and incomplete work is less than 70%. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. The student is responsible to obtain any homework or classroom information due to absences. If you are unable to sit in the live classroom, the class will be taped for students to listen to immediately following the class. Refunds are not given for a leave of absence and students will be placed in classes that will meet their needs.

BETTER BUSINESS BUREAU

Career Coders is a member of the Better Business Bureau and in excellent standing with them.

BOOKS

The student is required to purchase current books for classes including current CPT, ICD-9, and HCPCS books. These books can be ordered on Career Coders website. [Click on On-line Classes Bookstore](#) to view and order books.

CEU MAINTENANCE

It is the student's responsibility to maintain their CEU's for their certifications. You can check the web-site of AHIMA, AAPC or other organizations you have credentials through, to report you CEU's. Lack of maintenance can cause you to lose your credentials. It is not the responsibility of Career Coders, LLC to keep you informed of your credential maintenance.

CHILDREN

Children are not permitted in the online classroom setting. Please be considerate of others.

CLASS SCHEDULES

Class times and dates are as posted on Career Coders website at www.careercoders.com

CMBS CERTIFICATION

Students are eligible to take the CMRS certification test through American Medical Billers Association. This is an on-line certification test. This test is approved through AAPC. Career Coders is an approved site for AMBA. Registration and payment must be submitted through Career Coders to take the exam and to receive the discounted rate.

CPC NATIONAL EXAM

To locate an exam near you, go to American Academy of Professional Coders website at www.aapc.com click on Certification, Examinations, Locate Exam. Enter your state and testing dates/locations will be displayed. Click on details and this will give you the index number that is required for submission of paperwork. Paperwork required: Completion of Examination Agreement and Examination Application, Letter of work experience from employer (if you are sitting for CPC exam, CPC-A letter of work experience letter is not required) Checks are not accepted by the AAPC.

COPYRIGHT

Students, Faculty or visitors may not reproduce or distribute copies of any materials that are the property of Career Coders, LLC. Copying, distributing or duplicating any of this information is prohibited without the written consent of Career Coders, LLC. Career Coders, LLC strictly enforces this policy and violators will be pursued in a court of law. This includes PowerPoint presentations, textbooks used and produced by Career Coders, LLC, Answer and Worksheets, forms, tests, handouts, handbook or marketing projects.

CONFIDENTIALITY

Career Coders, LLC follows HIPAA guidelines. Your personal information will not be disclosed to anyone without your consent. Your information will not be sold to any company for solicitation or for personal use.

COMPUTER TECHNICAL HELP POLICY

Email support@careercoders.com

COURSE/PROGRAM TUTORING ASSISTANCE

Any student requiring extra help or tutoring during their course is responsible to call or e-mail Career Coders. Career Coders is dedicated to making students successful.

CREDITS AND TRANSFER OF CREDITS

Career Coders does not accept credits from other schools, however does apply work experience or on-line training that is required for the PMCC course/testing. Career Coders does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

E-MAIL POLICY

This document sets forth guidelines for e-mail communication with the course instructor for Career Coders. The policy in the Course Syllabus requires you check **Career Coders Spotlight** on-line for any updates before e-mailing an instructor. Please ensure you have a legitimate need before you write. Thank You. E-mails will be answered within 24 hours Monday-Friday.

Format for sending email:

- Subject matter clearly stating the purpose of the e-mail
- Your full name and course you are asking questions about

Your instructor will answer e-mail concerning the following:

- Questions from difficulty in understanding course content.
- Requests for feedback about graded assignments.
- Any private issues appropriate for discussion within the teacher-student relationship.

Your instructor will not answer email for the following:

- Raising an inappropriate subject
- Questions that would invade privacy or privileged information concerning another student/teacher

Career Coders goal is to make students self-sufficient in find answers to their questions. Students may be directed to questions/answers that are clearly posted on the website. This will remind the student where to find information on a daily basis and to alleviate unnecessary e-mails.

EMPLOYMENT

Career Coders, LLC does not guarantee or promise employment of students after completion of their program or while attending school. *Current law prohibits any school from guaranteeing job placement as an inducement to enroll students*

ENROLLMENT REQUIREMENTS

This school does not discriminate based on race, sex, religion, ethnic origin, or disability. Students may need to show proof of a high school diploma or equivalency certificate if enrolling in the PMCC program. Document must be in original or carry an official stamp and/or signature. All entrance forms must be completed and signed by the student. The student will schedule a time to review on-line orientation with a Career Coder, LLC representative and registration payment must be made. High school diploma is not required for Medical Billing and Coding Program or Medical Terminology. Prospective students may enroll anytime. Late enrollments will be accepted. Registration for On-line classes is required 2 weeks before start of class.

FACILITIES

Career Coders is located at 292 Marcy Drive, Loveland, CO 80537. Phone: 970-663-0020 Fax: 970-663-0060

FINANCIAL INFORMATION

Career Coders, LLC does not provide financial aid or carry students financially. Check Career Coders website under Financial Aid for more information.

GRADING SCALE

A – 90 % - 100 % - Excellent

B - 80 % - 89 % - Above Average

C - 70 % – 79 % - Average

D – 60 % - 69 % - Below Average/Failing

F - 59 % and below – Unsatisfactory/Failing

W – Withdrawn

Passing grades are considered 70% and above.

HOLIDAYS AND SCHOOL BREAKS

On-line classes will not be in session for the following holidays and breaks:

New Years Day, Memorial Day, July 4th , Labor Day, Thanksgiving Day and the day after

Christmas Break- Last two weeks of December

INSTRUCTOR ABSENCE

Qualified instructors may be substituted for the absence of an instructor.

POLICY AND PROGRAM CHANGES

Career Coders, LLC reserves the right to change the class format or policies at any time.

PRIVACY AND CONFIDENTIALITY POLICY

Career Coders On-Line has established the following policies to protect the privacy of student's personal, educational, and financial information.

Disclosure of Social Security Number

Pursuant to Section 7 of Public Law 93-579 (commonly known as the Federal Privacy Act), which became effective on September 27, 1975, notice is hereby given that disclosure of a student's Social Security number for the purpose of admission and registration at Career Coders is voluntary on the student's part. The Social Security number that will continue to be requested will not be used as an identifier in the school records system. Career Coders On-Line will not deny any individual any right, benefit, or privilege provided by law because of that individual's refusal to disclose his/her Social Security number. Students who receive financial aid, however, should be aware that federal law requires them to provide their Social Security numbers.

Refusal To Provide Copies

Career Coders, LLC reserves the right to deny copies of records, including transcripts:

1. The student has an unpaid financial obligation to Career Coders, LLC
2. There is an unresolved disciplinary action against the student.
3. The education record requested is an exam or set of standardized test questions.

Types, Location and Custodians of Education Records

The following is a list of the types, locations, (length of time record is kept by the college), and custodians of records that the college maintains. Mail requests should be addressed to Career Coders, LLC, 292 Marcy Dr, Loveland, CO 80537.

CHEATING AND PLAGIARISM POLICY Career Coders, LLC actively promotes academic and institutional honesty. Academic dishonesty runs counter to a healthy intellectual environment, threatens the integrity and reputation of the institution, and tarnishes the educational opportunities offered. Students are members of the academic community, and are expected to be aware of, and comply with, these administrative regulations, which prohibit acts of academic dishonesty and procedures for students, faculty and administrators to follow in addressing incidences of student academic dishonesty. The definition of acts of academic dishonesty includes falsification, plagiarism, cheating or fabrication which compromises the integrity of a grade for assignment. The policy also includes sharing tuition fees for on-line classes and materials. Career Coders On-Line tuition is per person and is monitored closely. If a student is involved in Cheating, Falsification or Plagiarism, they will be dismissed immediately from Career Coders On-line program/course. No refunds will be returned to the student.

Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts: forging signatures on official documents such as admissions cards and financial aid applications, etc., changing or attempting to change official academic records without proper sanction, misrepresenting or falsifying successful completion prerequisites, providing false information, such as immigration materials, during the admission or matriculation process, falsifying one's identification or falsely using another's identification, logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another, citation of data or information not actually in the source indicated, listing sources in a bibliography not used in the academic exercise, submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence, submitting as your own any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another, taking a test for someone else or permitting someone else to take a test for you.

Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following: intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, evidence of another, taking sole credit for ideas and/or written work that resulted from a collaboration with others, paraphrasing or quoting material without citing the source in the text, submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products), sharing computer files and programs or written papers and then submit individual copies of the results as one's own individual work, submitting substantially the same material in more than one course without prior authorization from each instructor involved, modifying another's work and representing it as one's own work.

Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following: knowingly procuring, providing, or accepting unauthorized examination materials or study aids, completing, in part or in total, any examination or assignment for another person, knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another person (e.g., take-home exams or on-line assignments which have been completed by someone other than the student), copying from another student's test, paper, lab report or other academic assignment, copying another student's test answers, copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own, using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices, storing answers in electric devices and allow other students to use the information without the consent of the instructor, employing aids excluded by the instructor in undertaking course work, looking at another student's exam during a test, using texts or other reference materials (including dictionaries) when not authorized to do so, knowingly gaining access to unauthorized data, altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor. Students should consult their instructor if in doubt about the honesty of an action.

REFUND AND PAYMENT POLICIES

By signing below, the student agrees to pay Career Coders, LLC, hereafter referred to as the school, the total stated tuition and fees. The school agrees to provide the occupational training in accordance with the provisions of Catalog NO. IV, 2009. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the certificate of completion to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or student, and;
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contract hours, as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table – 10 Week Program/Course

Student is entitled to upon withdraw/termination	Refund
Within first 10% (1 st week) of program (1-2 classes)	90% less cancellation charge
After 10% but within first 25% of program (3-5 classes)	75% less cancellation charge
After 25% but within first 50% of program (6-10 classes)	50% less cancellation charge
After 50% but within first 75% of program (11-15 classes)	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO REFUND

Refund Table – 5 Week Program/Course

Student is entitled to upon withdraw/termination	Refund
Within first 10% (1 st week) of program (1-2 classes)	90% less cancellation charge
After 10% but within first 25% of program (3-4 classes)	75% less cancellation charge
After 25% but within first 50% of program (5-6 classes)	50% less cancellation charge
After 50% but within first 75% of program (7-8 classes)	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO REFUND

- The student may cancel this contract at any time prior to midnight of the third business day after signing this contract
- All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - The date on which the school received notice of the student's intention to discontinue and training program; or
 - The date on which the student violates published school policy, which provides for termination.
 - Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
- The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- The policy for granting credit for previous training shall not impact the refund policy.
- Enrollments in programs not listed on the original contract are included and subject to all policies and terms of the original contract, ie; student terms/policies/payment policies and refunds.

Tuition fees are payable in accordance with the dates agreed as part of this contract. Career Coders reserves the right to deny admission of the student to the facilities of Career Coders On-Line including classes, if payments due to Career Coders are not made by the due dates. Students whose accounts are in arrears will not participate with On-Line classes, and progress reports and transcripts will not be released until payment is received.

SELF-MOTIVATION AND SELF-DIRECTION

Be self-motivated and self directed and exhibit the following behaviors:

- a. Be a good time manager
- b. Approach the course with a desire to learn
- c. Assume a leadership role when necessary; voluntarily help other students when you have knowledge they don't have.
- d. Develop needed technology skills
- e. Medical Billing and Coding requires constant updating of procedures and insurance billing information. Students need to commit to this life-long learning process.

SEXUAL HARASSMENT

Career Coders, LLC has a "no tolerance" policy for sexual harassment. Any form of sexual harassment is unacceptable by the school. No student or faculty member of Career Coders, LLC shall be threatened or exposed to this behavior. Sexual Harassment can include but not be limited too: Unwelcome sexual flirtations, verbal abuse, and sexual favors, unnecessary touching, graphic or verbal comments, individual body comments, sexually degrading words, physical assault or any other verbal, visual or physical contact that may be offensive to the other person.

Remember what may NOT be offensive to you, could be to another person.

SOFTWARE/COMPUTER STANDARDS AND SPECIFICATIONS

To participate in Career Coders Online Classes, you need to have a computer with Internet access (high-speed preferred). The best way to determine if your computer is compatible (and to install any missing components) is to go to: <http://events.avacast.com/CareerCodersClassroom>

Depending on your browser settings, you may need to allow Pop Ups. This site will test your settings and identify any missing components. The Web site performs a preflight software check to make sure you have what you need. If a component is missing, the system either prompts you or automatically downloads the necessary component.

Technical details

Software

- Adobe Flash Player (sometimes referred to as "Macromedia" Flash) 8.0 or later
- Java 1.4.1 or higher
- Windows Pop-ups Enabled

Hardware

- Windows 2000, XP, or Vista for PCs
- Mac OS 10.2.8 or later for Macs
- Sound capability (speakers and/or headset)

STATEMENT OF NON-DISCRIMINATION

Career Coders, LLC does not discriminate on the basis of sex, age, race, creed, physical handicap or religion. All students have an equal opportunity to a safe and non-discriminatory environment.

STUDENT CONDUCT

Each student is an important member of our class community and has a responsibility to himself/herself, to the instructor, and to his/her classmates to support and contribute to the course's learning community, this code of conduct is established to insure that all students have a clear understand of the expectations your instructor has regarding your conduct in the class. Please review the following responsibilities and sign in the space below to indicate that you are in agreement to Career Coders On-Line Code of Conduct.

It is the responsibility of each student to:

- Treat all other students, instructors, and guests with dignity and respect in face-to-face interactions and any other electronic communications.
- Comply with the information technology policies of the institution
- Comply with cheating and plagiarism policies of the institution and this course. Violations will result in dismissal from the course with a failing grade and may result in dismissal from the institution.
- Participate respectfully in team collaborations and team projects.
- Participate respectfully and professional in peer reviews.

- Become familiar with and abide by all course policies and procedures found in the policies section of the course site, including but not limited to the following:
 - Policy Statements in the Course Syllabus
 - E-mail Policy
 - Software Standards
 - Assignments Policy
 - Attendance Policy
 - Electronic Discussions Policy
 - Getting Technical Help Policy
 - Cheating and Plagiarism Policy
 - Intellectual Property Rights and Copyright Laws
 - Fair use Guidelines
 - Privacy and Confidentiality Policy
 - Chat Room Policies

STUDENT GRIEVANCE

If the student feels their rights have been violated, the following procedures should be followed:

- Try to resolve the issue with the other person involved
- If not resolved, contact instructor to help resolve the issue
- If matter is still not resolved the student may submit a written request of their grievance for further review. Career Coders, LLC will review the process and make final decisions.

Students also have the right to file a formal complaint with the Division of Private Occupational School if the complaint can not be resolved between the student and the school. All complaints to the Division must be in writing. There is a two-year limitation on the Division taking action. They can be contacted at:

Colorado Department of Higher Education
 Division of Private Occupation Schools
 1380 Lawrence Street, Suite 1200
 Denver, CO 80204-2059 (303) 894-2960

STUDENT TERMINATION/DISMISSAL

Career Coders, LLC may terminate students for the following purposes. These are examples but not limited to the following:

- Attendance policies
- Sexual Harassment
- Inability to meet financial obligations or contract
- Personal conduct
- Violation of policies of Career Coders, LLC
- Maliciously destroys or damages any property of Career Coders, LLC or any other student, faculty or staff member.
- Fails to maintain satisfactory academic progress

Student will be notified in writing of this termination and no refunds of tuition will be returned to the student. Re-admission to school will be at the discretion of school owner. See Student Conduct statement for more information.

WEBSITE

Career Coders website is www.careercoders.com. Our website is updated often with the most recent class schedules, seminar information, class information, etc.

APPENDIX A

INTRODUCTION TO MEDICAL BILLING AND CODING PROGRAM

PROGRAM – Introduction to Medical Billing and Coding Program **Program No. - MBC I**

OCCUPATIONAL OBJECTIVE - After successful completion of this course, the student will be able to obtain an entry level position in a medical billing and/or coding environment.

PRE-REQUISITES/REQUIREMENTS - No experience or knowledge is required. Medical Terminology is helpful but not required.

SUBJECTS/UNITS OF INSTRUCTION – The units of instruction are divided into 17 separate chapters and contain the following information; ICD-9, CPT, HCPCS, HCPCS & CPT Modifiers, SOAP Notes, HIPAA, Fraud and Abuse, CMS-1500 claims form, Medicare, Medicaid, HMO's and other insurances, Work Compensation, Laboratory Billing, Insurance Billing, Collections, Reimbursement, Medical Software, Hospital Billing, Career and Professionalism.

TYPE OF INSTRUCTION - On-line lectures, Coding Books, PowerPoint, Class Assignments

PROGRAM DESCRIPTION – This program introduces the student to ICD-9, CPT, Modifiers, HCPCS, HIPAA, Fraud and Abuse and all aspects of the insurance field and insurance companies. The student will learn how to read a SOAP note and properly fill out a CMS-1500 health claim form. Professional ethics and standards are also covered. The basic knowledge to obtain an entry level position will be covered in this class. Student will receive a certificate of completion after successfully passing this program.

LENGTH OF PROGRAM: 10 weeks

HOURS OF CLASSES: Two (2) – classes per week

TUITION AND REGISTRATION FEES:

The cost of the course is \$1800.00 plus cost for the books. A registration fee of \$500.00 is required and will be deducted from the total cost of \$1800.00. Current year CPT, ICD-9, and HCPCS books must be purchased by the student. Shipping and handing of books is not included and paid by the student.

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APPENDIX B

AAPC CODING CERTIFICATION PROGRAM- CPC

PROGRAM – PMCC, Professional Medical Coding Curriculum – 80 hrs **Program No.- PMCC**

OCCUPATIONAL OBJECTIVE - After successfully passing the national CPC exam, the student will be able to obtain an entry-level position as a Certified Coder and use the credential of CPC after their name.

PRE-REQUISITES/REQUIREMENTS - High School Diploma and knowledge of CPT – ICD-9 required. Experience is recommended but not required.

SUBJECTS/UNITS OF INSTRUCTION – The units of instruction are divided into chapters and contain the following information; Compliance, HIPAA, Coding Guidelines, Coding Concepts, Surgery Guidelines, Anatomy, Word Elements, HCPCS, ICD-9, Evaluation and Management Codes, Integumentary System, Musculoskeletal System, Cardiovascular System, Endocrine System, Hemic System, Nervous System, Male and Female Genitalia, Maternity Care, Digestive System, Respiratory System, Urinary System, Ear and Eye System, Radiology, Pathology, Medicine, Category II & III Codes. These chapters are covered in depth about the body systems and procedures performed.

TYPE OF INSTRUCTION: On-line lectures, Coding Books, PowerPoint, Class Assignments

PROGRAM DESCRIPTION: This class will prepare the student to sit for the CPC exam. CPT/ICD-9 will be covered in detail. Billing, reimbursements, HIPAA and insurance (including Medicare) will also be covered. After completion of this program, the student will be qualified to sit for the CPC exam through AAPC. If the student passes the exam they will be given a credential of CPC-A until 1 year of experience has been completed. If student has 2 years of experience and passes the exam, they will receive the credential of CPC. The taking of this course **does not guarantee** the passing of the CPC National Certification Test. Certificate of completion will be given after completion of this program.

LENGTH OF PROGRAM 10 weeks

HOURS OF CLASSES: Two (2) – classes per week

TUITION AND REGISTRATION FEES: The cost of the course is \$1800.00 plus cost for the books. A registration fee of \$500.00 is required and will be deducted from the total cost of \$1800.00. Current year CPT, ICD-9, and HCPCS books must be purchased by the student. This cost excludes national exam fees in the approximate amount of \$370.00. Shipping and handing of books is not included and paid by the student.

ADDITIONAL FEES/CPC EXAM INFORMATION: National examination fees and membership are not included in the Career Coder tuition and are paid to The American Academy of Professional Coders (AAPC). The fees for the national exam must be paid 6 weeks prior to date of exam. The CPC National exam is offered within one month following the completion of the PMCC program but the student is not required to sit for the exam at that time. The national exam is offered at a minimum, four times per year. It is **recommended** that the student sit for the exam within 3 months of completion of the PMCC program.

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APPENDIX C

BASIC ANATOMY and MEDICAL TERMINOLOGY COURSE

Course No.- MBA-1

COURSE– Basic Anatomy and Medical Terminology

OCCUPATIONAL OBJECTIVE - The student will be able to enter the workforce or apply any knowledge at an entry-level position that would require basic anatomy and/or medical terminology

PRE-REQUISITES/REQUIREMENTS - None

SUBJECTS/UNITS OF INSTRUCTION – The units of instruction are divided into 20 separate chapters and contain the following information; Introduction to the Human Body, Cell Structure, Tissues, The Integumentary System, The Skeletal System –Articulations, The Muscular System, The Nervous System, The Endocrine System, The Blood – Cardiovascular System, The Lymphatic System, The Digestive System, The Respiratory System, The Urinary System, The Reproductive System. Prefixes, suffixes and combining forms.

TYPE OF INSTRUCTION - On-line lectures, PowerPoint, Class Assignments

COURSE DESCRIPTION – The student will become familiar with the location and function of the main organs of the body and study of internal and external structure of the body. Prefixes, suffixes, combining forms, abbreviations, body structure and basic anatomy of all body systems. Certificate given after successful completion of this course

LENGTH OF COURSE : 10 weeks

HOURS OF CLASSES: Two (2) – classes per week

TUITION AND REGISTRATION FEES - The cost of the course is \$900.00 and the cost of book. A \$200.00 registration fee is required and is deducted from the total cost. Current books must be purchased by the student. Shipping and handling of books is not included and paid by the student.

Career Coders is Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board

APPENDIX D

CONTACT INFORMATION

FACILITY

Career Coders,LLC
292 Marcy Drive
Loveland, CO 80537
Hours of Operations: 9am – 5pm MST – Monday-Friday
Office - (970) 663-0020 Fax: (970) 663-006
Website: www.careercoders.com

Office Visits by appointment only

Administrative E-mails

President/Owner/Instructor

Melody Irvine ----- melodyirvine@careercoders.com

Instructor Emails

Medical Terminology/Anatomy

Linda Kautz ----- lindakautz@yahoo.com

Technical Assistance

Brenton White ----- support@careercoders.com