

# FORM B

## STUDENT ASSESSMENT/EVALUATION/POLICIES

1. Level of Education    HS Graduate    College    Trade School    Other \_\_\_\_\_
2. Have you ever worked in a medical position?    Yes    No  
If yes, in what capacity \_\_\_\_\_
3. My knowledge of Medical Billing    Beginner    Basic Knowledge    Advanced
4. My knowledge of Medical Coding    Beginner    Basic Knowledge    Advanced
5. Have you ever taken any other Medical Billing and Coding courses?    Yes    No   If Yes, where and when \_\_\_\_\_
6. Why are you interested in this field? \_\_\_\_\_
7. Is there anything that would keep you from completing the class, assignments or attending class? \_\_\_\_\_
8. I have good skills and knowledge of computers, internet services and email and capable of learning and completing an online class.    Yes    No
9. Current email is required. I have a current personal e-mail address    Yes    No
10. I am a self-directed and self-motivated person who completes assignments on time.    Yes    No
11. My computer and computer connections meet or exceeds the computer specifications listed on the Software/Computer Standards and Specifications    Yes    No
12. I have a back-up plan if my computer malfunctions and able to obtain assignments or participate in online classes    Yes    No
13. I understand and agree with Career Coders copyrights and intellectual properties rights?    Yes    No
14. I have read and understand Career Coders attendance and assignment policies?    Yes    No
15. I have read the Career Coders Catalog and understand the information posted on Student Privacy, Student Confidentiality, Cheating and Plagiarism Policy?    Yes    No
16. I have read and understand the Student Conduct Policy?    Yes    No

### How did you hear about Career Coders?

Web Search \_\_\_\_\_    Friend \_\_\_\_\_    Other (explain) \_\_\_\_\_

# **CAREER CODERS ON-LINE STUDENT POLICIES**

## **ATTENDANCE/ASSIGNMENT POLICIES**

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.

## **CONFERENCE CALLS**

Conference calls are used for the purpose of learning and educational reasons and led instructors. These dates and times will be communicated via email to students. The following guidelines/conduct must be adhered to:

- o Respectful to everyone's opinions and comments including students and instructors
- o Used for communication concerning assignment, and classroom questions
- o Giving everyone the opportunity to ask questions and not dominate the question/answer time
- o No abusive or foul language
- o Students that are asked to leave the discussions because of inappropriate behavior will be notified of consequence in a private e-mail for phone call.

## **COMPUTER TECHNICAL HELP POLICY**

Email [support@careercoders.com](mailto:support@careercoders.com)

## **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 **The Coding Spotlight** on-line for any updates before e-mailing an instructor. Please ensure you have a legitimate need before your 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.

## **INTELLECTUAL PROPERTY RIGHT AND COPYRIGHT LAWS**

Textbooks, hand outs, and visual aids are the sole 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 prosecuted.

## **PRIVACY AND CONFIDENTIALITY POLICY**

The following information on this policy is printed in Career Coders Handbook

- o **Disclosure of Social Security Number**
- o **Refusal To Provide Copies**
- o **Cheating and Plagiarism Policy**
- o **Falsification**

## **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.

## **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)

## **STUDENT CODE OF 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 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 digression of school owner. See Student Conduct statement for more information.

**My signature below indicates that I agree and understand the policies for Career Codes On-Line. I also understand other policies are documented in the Career Coders Catalog. I certify that my answers for student assessment and evaluation are true and complete to the best of my knowledge. I understand that any false misrepresentation of Assessment, Evaluation or Student Permissions will hold Career Coders, LLC harmless**

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**Student Signature** **Date**

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**Career Coders, LLC by Melody S. Irvine, President/CEO** **Date**