

MEDICAL CODING ACADEMY
PO Box 120325
East Haven, CT 06512
(203) 848-0496
medicalcodingac@aol.com

SCHOOL CATALOG

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Purpose: The purpose of the Medical Coding Academy is to provide students with the basic knowledge and skills to become a medical coder, which includes but is not limited to, working for a hospital, private physician practice, insurance carrier or consulting firm. The student will be introduced to the correct application of CPT procedure codes and HCPCS medical supply and equipment codes as well as ICD-10 CM diagnosis codes used for billing professional medical services to insurance companies and other third party carriers. The curriculum will include determining accurate codes for diagnoses, surgical and non-surgical procedures, and services performed by physicians and recognized, licensed non-physician providers.

- Medical Coding Academy offers a Certified Professional Coder (CPC) program consisting of 90 clock hours and an H-Prep (CPC-H) program consisting of 40 clock hours. Each class consists of lecture, home study, handouts, and workbook(s). Method of grading will include quizzes, extra-credit assignments, midterm, and final.

Facility: Classes will be held at the ACES Academy, 205 Skiff Street, Hamden, CT. Classes are held from 5:30pm-8:00pm in the Conference Cultural Center.

Admission Requirements: All applicants must register for class at least two weeks prior to the start of class. Applicants must be at least 18 years of age. At that first class, the student must complete a basic math and English proficiency test. After successfully passing the proficiency exam, the student will begin the Professional Medical Coding Curriculum. Knowledge of basic human anatomy and medical terminology is recommended. Experience in the medical field is recommended, but not required. Please note if you have been convicted of a felony or other criminal history it may be a barrier to healthcare employment.

Placement Policy: Medical Coding Academy currently does not have a placement program and will not guarantee placement after successful completion.

Graduation Requirements: Successful completion course requirements: The CPC student must meet the mandated 90 clock hours, not have more than two (2) absences due to the condensed nature of the course, and must earn a grade of 70% or higher on mid-

term and final examinations. The CPC-H Prep student must meet the mandated 40 clock hours, not have more than one (1) absentee due to the condensed nature of the course, and must earn a grade of 70% or higher on all examinations. Upon successful completion, the student will receive a certificate of completion and will be eligible to sit for the AAPC National Exam. The required books that the student is responsible for consist of the current year: Professional Edition of CPT, Professional Edition of ICD-9 and HCPCS.

Grading Policy: 90-100%=Excellent; 80-89%=Good; 70-79%=Average; 69%=<Fail

Courses and Description: Medical Coding Academy offers the following Professional Medical Coding Curriculum(s), which is taught by a Nationally Certified PMCC instructor, who holds the CPC, CPC-H and CPC-P credentials, and teaches the correct coding standards and guidelines.

Certified Professional Coder (CPC)

- CPC Curriculum is a twenty-week course that teaches the correct coding standards, anatomy, medical terminology, E&M, ICD-9 and procedural coding as dictated by the AMA. Proficient understanding and review of CPT, ICD-10 and HCPCS coding will be completed as well.
- An application must be filled out two (2) weeks prior to the start of the course to afford the instructor ample time to review your application and order the appropriate course workbooks. Applicants must be 18 years old. The student must complete the proficiency test at the start of class and the school director and/or instructor will review the test for consideration.
- The course is 90 hours over a 20-week period and the student may not have two or more absentees. (45 Class Hours and 45 Home Study)
- The student will have a Midterm examination as well as a Final examination and progress reports throughout the course.
- The required textbooks are the Professional Edition and current year of CPT, ICD-10 and HCPCS.

Tuition for this course is \$2,800.00 **All tuition fees include non-refundable \$100.00 registration fee due with application submission and includes the current year professional edition of CPT, ICD-10 and HCPCS textbooks.

In addition, the student is responsible for the \$300.00 national examination fee payable to the AAPC and due 8 weeks prior to the national examination.

Method of Payment: Payment in full is due two (2) weeks prior to the start of class unless the student and the director of the MEDICAL CODING ACADEMY have made other arrangements. The methods of payment: Cash, Check, MC, VISA and Discover.

Refund and Course Withdrawal Policies: If a student wishes to withdraw from the course, the student should provide notice in writing. A refund, with the exception of the nonrefundable \$100.00 registration fee and the \$450.00 classbooks cost for the CPC student, which is included in the tuition, will be made at 50% of the tuition up to the second class and the tuition is non-refundable at the close of the second class. The refund will be made within 30 days. If a student is terminated from class for not complying with the school's conduct policies, the tuition is non-refundable. If the director or teacher cancels class for any circumstances, the instructor is responsible for making up this class. In the event that a full semester of class is cancelled, the student may wait to begin in the next offered semester at no additional cost or receive a refund. If a student requests a leave of absence, the student may attend the next offered semester at no additional cost. If an enrolled student never attends the course or requests a leave of absence, the registration fee and workbook fees remain non-refundable and the student may have the option of enrolling in a future class.

Official Calendar:

Holiday	Day & Date Observed
ML King Jr Day	Monday, January 16
Good Friday	Friday, April 14
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving Day	Thursday, November 23
Christmas Day	Monday, December 25
New Year's Day	Monday, January 1, 2018

Financial Assistance: The school currently does not offer financial assistance.

Conduct: The director of the Medical Coding Academy reserves the right to dismiss any student whose conduct is deemed unsatisfactory. Unsatisfactory conduct is theft, carrying a weapon, use of alcohol illegal drugs on class premises, failure to abide by school regulations, assault upon another student or a staff member, destruction of property, insubordination to a staff member, physical harm or willful destruction of school property. Deliberate dishonesty, cheating, plagiarism, giving false information, or altering school documents is grounds for dismissal. The Director of the MEDICAL CODING ACADEMY reserves the right to dismiss any student whose conduct is deemed unsatisfactory. Unsatisfactory conduct is theft, carrying a weapon, use of alcohol or illegal drugs on the school/class premises; failure to abide by school regulations, assault upon another student or a staff member, destruction of property, insubordination to a staff member with physical harm or who willfully destroy school property will be immediately dismissed. Deliberate dishonesty, violating resident confidentiality, cheating, plagiarism, giving false information or altering institutional documents are grounds for dismissal. Non-payment is grounds for dismissal. Greater than two absences without a formal medical leave is grounds for dismissal. A grade of less than 70% on the mid-term and final examinations is grounds for dismissal.

The **MEDICAL CODING ACADEMY** does not discriminate in acceptance into the curriculum, or on any other decision, on the basis of race, color, sex, marital status, citizenship and national origin, ancestry or on the basis of age or physical or mental disability unrelated to ability to perform the functions of a Certified Professional Coder. No question on this application is intended to secure information to be used for such discrimination. Applicants must be at least eighteen years of age.

Complaint Policy: In the event that you have a concern during the course of your class, we encourage you to discuss this issue with your instructor. If the student or instructor cannot resolve the issue, it should be forwarded to the director. The director will review and discuss all matter with the instructor and the student. If the student does not feel that the issue was adequately resolved they may file a written complaint with the State of Connecticut Commissioner of Higher Education, 61 Woodland Street, Hartford, CT 06105 or call 860-947-1816.