



Superiorcodingacademy.com | (866)263-4646 | contact@superiorcodingacademy.com
 Monte Cristo Ave., Scottsdale, AZ

Volume No. 1

08/2021

Owner & Director: Nekkole Medina, CPC, CPCO, CPB, CEDC, Approved-Instructor

Conditionally Licensed by the
 Arizona State Board for Private Postsecondary Education
www.azppse.gov

TABLE OF CONTENTS	PAGE
Program	2
Introduction	2
Delivery Method	2
Course Objective and Content	2
Methods of Evaluation	3
Practicum	4
Admission Requirements	4
Graduate Employment Opportunities	4
Requirements to Practice	4
Enrollment Procedures	4
Tuition Costs	5
Payment Options	5
Refunds and Cancellations	5
Student Services	6
Conduct Policy	6
Placement Assistance	7
Sessions/Quarters/Terms	7
Holidays	7
Policies	7-9
Student Grievance Procedure	9



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PROGRAM: MEDICAL CODING TRAINING (CPC)

Program Length: 80 Clock Hours

Introduction:

This online course prepares students to sit for the national CPC certification exam from AAPC. 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. Upon completion of this training program the student's one-year AAPC membership and CPC exam voucher is activated. With guidance from the school, student will schedule to take the proctored national CPC certification exam.

Delivery Method of Program:

Online/Virtual: Students have an online classroom where all graded assignments are located and completed. Sessions with instructor are held virtually. Students have access to folders in DropBox online with supplemental materials provided by school/instructor.

Students get 5 books delivered to their address: Textbook, workbook, CPT codebook, HCPCS Level II codebook, and ICD-10-CM codebook.

Course Objectives:

- Identify the purpose of the CPT®, ICD-10-CM, and HCPCS Level II code books
- Understand and apply the official ICD-10-CM coding guidelines
- Apply coding conventions when assigning diagnoses and procedure codes
- Identify the information in appendices of the CPT® code book
- 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

Course Content:

- The Business of Medicine
- Review of Anatomy
- Overview of ICD-10-CM
- Applying the ICD-10-CM Guidelines
- Accurate ICD-10-CM Coding
- Introduction to CPT®, HCPCS Level II, and Modifiers



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- Integumentary System
- Musculoskeletal System
- Respiratory System
- Cardiovascular System
- Hemic & Lymphatic Systems, Mediastinum, Diaphragm
- Digestive System
- Urinary System and Male Genital System
- Female Reproductive System and Maternity Care & Delivery
- Endocrine System and Nervous System
- Special Senses (Ocular and Auditory)
- Anesthesia
- Radiology
- Pathology & Laboratory
- Evaluation & Management Services
- Medicine
- Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises and other assignments, audio/video lectures, chapter review exams, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 6 months or less (*monthly extensions may be purchased at a maximum of 3 months*).

Successful course completion includes:

- An attempt of all required assignments
- A passing score of 70% or higher on all chapter exams
- A passing score of 70% or higher on the final exam
- An overall final course score of 70% or higher

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

Grades are found in the “Grade Center” in the online classroom.

Practicum:

After successful completion of the Medical Coding Training program, students are entered into a practicum program. Newly credentialed CPCs are designated with apprentice status. To remove the apprentice designation proof of two-years relevant experience is needed. Superior Coding Academy’s Medical Coding Training program is honored and counted as one-year of experience, which brings us to the practicum. Successful completion of the practicum program counts as another year of experience and therefore removes the apprentice designation from the newly certified coder’s credential. Our graduates will stand apart from other newly certified coders because they will not have the apprentice designation and they will have the knowledge and experience of coding 600 real (redacted) medical cases.



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Admission Requirements:

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must be 18 years of age and must have a high school diploma or equivalency diploma to be accepted for enrollment.

Prospective students must have computer access with high-speed internet, Adobe Flash Player and Adobe Acrobat Reader and email. For the best experience, use of a mobile device is not recommended. Students must be comfortable using the internet to navigate to their online classroom

Graduate Employment Opportunities:

Medical coders have many workplace options to choose from. Health systems, hospitals, and physician offices, coding specialists are also needed by ambulatory surgery centers, urgent care clinics, labs, imaging centers, sports medicine, and physical therapy centers, mental health practices, long-term care facilities, hospices, home health agencies, billing companies, telehealth providers, consulting firms, durable medical equipment, and supply vendors, EHR software vendors, and insurance companies.

Requirements to Practice:

While there is no law at this time that states a medical coder must be certified in order to work in the role, most employers will require it. Due to the legal and financial risks associated with accurate and appropriate coding and billing it is imperative that medical coders are properly trained and educated in proper coding and being certified assures employers the medical coder has proven their knowledge and ability to apply codes accurately and properly.

Enrollment Procedures:

All students must return a signed enrollment agreement.

Signed enrollment agreement must be accompanied with the \$200 registration fee.

Within 72 hours of a signed enrollment agreement, prior to beginning program, the remaining balance shall be paid. Student will be granted access to their online classroom within 5-7 business days after payment and signed agreement are received.

Payment Plan: If student is choosing a payment plan, they must pay the \$200 registration fee and make their initial payment and sign a payment agreement in addition to the enrollment agreement. Student will be granted access to their online classroom within 5-7 business days after payment and signed agreements are received.

State Workforce WIOA Grant: If student is utilizing the state workforce WIOA grant, Superior Coding Academy must receive the official "Promise of Payment" voucher from the workforce office and the signed enrollment agreement from student. Student will be granted access to their online classroom within 5-7 business days after voucher and signed agreement are received.

Tuition Cost and Fees:



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Total Program Cost: \$3,200

- Registration Fee \$200* (**must accompany enrollment agreement to secure space in program*)
- CPC Exam & AAPC 1-year Membership \$450
- Tuition \$2,550 (*Books are included*)

Extensions \$30 per month (*Maximum extension 3 months)*

Period that tuition covers: 6 months. If a student extends, the maximum extension allowed is 3 months.

Payment Options:

- Self-Pay, tuition paid in full prior to commencement of program. \$200 registration fee due with signed enrollment agreement, remaining balance due within 72 hours of signed agreement receipt.
- Payment plan arrangement with school – Registration fee of \$200 due with signed enrollment agreement. Within 72 hours of signed enrollment agreement initial payment due of \$550, with the balance paid in 5 installments of \$490.
 - Tuition to be paid in full by the end of the program.
 - Installment payments are due every 30 days after initial down payment.
 - Certificate of completion will not be issued, and AAPC membership and CPC exam vouchers will not be distributed until all balances are paid in full.
 - Students defaulting on payment plans are subject to being dropped from the program. (*See “Dismissal”*)
- State workforce WIOA grants from states that we are on the ETPL and approved for WIOA funding.
 - Superior Coding Academy does not determine eligibility for WIOA grants, nor do we know what the eligibility criteria is. Each state differs in their determination requirements. Students should refer to their case manager at their local workforce office.
 - The school honors the official “promise of payment” voucher from the workforce office as accepted payment to be enrolled in the program.
- Third party financing through SweetPay <https://apply.sweetwaytopay.com/superiorcodingacademy04s9jm8>
 - Student applies for a personal loan, once funds are deposited to their bank account, student will use those funds to pay tuition in the same manner as “self-pay”, student will make payments to third party financing company according to the terms of the agreement.

Refunds and Cancellations:

Refunds are issued to program, institution or person that supplied funding.

Superior Coding Academy's online course may be cancelled for a refund within three days after enrolling, an applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the school shall provide the 100% refund. Unopened books in good condition must be returned to receive refund for books, opened books may not be returned/refunded.

After three business days of signing the enrollment agreement and making payment but prior to entering the course, student is entitled to a refund of monies paid, minus registration fee \$200 and any fees for course



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materials/books. Unopened books in good condition must be returned to receive refund for books, opened books may not be returned/refunded.

After commencement of program, the tuition refund, minus fees for registration, materials and books, will be calculated as follows:

% of clock hours attempted:

10% or less = 90% tuition refund amount

More than 10% and less than or equal to 20% = 80% tuition refund amount

More than 20% and less than or equal to 30% = 70% tuition refund amount

More than 30% and less than or equal to 40% = 60% tuition refund amount

More than 40% and less than or equal to 50% = 50% tuition refund amount

More than 50% = NO REFUND

The percentage of the clock hours attempted is determined by dividing the total number of hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

A student choosing to withdraw from the school is to provide written notice. Withdrawal and tuition refund requests must be submitted in writing to Superior Coding Academy for review and consideration. Refund requests must be submitted in writing to contact@superiorcodingacademy.com.

Student Services:

Superior Coding Academy offers a resume writing training to students to help them leverage and market their skills and knowledge. This training is conducted two times per year and any current or past students are welcome to attend. Details are emailed prior to the event.

Superior Coding Academy's certified instructor offers virtual one on one tutoring to students that request it.

Conduct Policy:

All students are expected to act maturely and are required to respect other students and faculty members. Any violation of school policies may result in permanent dismissal from school.

Placement Assistance:

Does not offer employment assistance to graduates, consisting of job lead referrals. We do offer resume writing help. We make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Sessions/Quarters/Terms:



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SCA does not have terms or quarters. Enrollment is always open, and students have 6 months from enrollment to complete their course and may purchase extensions if needed.

Holidays/Administrative Recess:

[No Instructor Availability]

New Year's Day
March 2nd
March 18th
March 30th
Mother's Day
Memorial Day
Father's Day
Independence Day
July 9th
August 25th
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
December 26th
New Year's Eve

Policies:

- **Admission:** The school does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students must be 18 years of age and must have a high school diploma or equivalency diploma to be accepted for enrollment. Prospective students must have computer access with high-speed internet, Adobe Flash Player and Adobe Acrobat Reader and email. For the best experience, use of a mobile device is not recommended. Students must be comfortable using the internet to navigate to their online classroom.
- **Cancellation:** A student choosing to withdraw from the school is to provide written notice. Withdrawal and tuition refund requests must be submitted in writing to Superior Coding Academy for review and consideration. Refund requests must be submitted in writing to contact@superiorcodingacademy.com.
- **Grading:**
 - An attempt of all required assignments: Every chapter quiz, practical applications, and chapter review exam.
 - A passing score of 70% or higher on all chapter exams
 - A passing score of 70% or higher on the final exam
 - An overall final course score of 70% or higher



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

Grades are found in the “Grade Center” in the online classroom. Transcript request must be submitted in writing to contact@superiorcodingacademy.com

- **Leave of Absence:** Due to the curriculum being updated annually when the code sets are updated, and the short length of the program, there is not a leave of absence policy.
- **Student Re-Enrollment:** Students that would like to re-enroll can do so on a case-by-case basis and would need to undergo an interview process to determine if student is eligible to re-enroll in the program. All fees and tuition costs will apply.
- **Dismissal, suspension, probation:** Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not fulfill financial obligations to the school. The director, after consultation with all parties involved, makes the final decision.
The owner may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting or does not fulfill financial obligations to the school. After appropriate counseling, students who correct financial discrepancies and/or who demonstrate a genuine desire to learn and agree to conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.
- **Student Records:** Student records are filed in a secure and safe manner. Students record requests must be submitted in writing to contact@superiorcodingacademy.com. Should the institution cease operation, whether voluntarily or involuntarily, all education records shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations.
- **Student Attendance:** When attending virtual sessions with instructor, students are expected to arrive on time and with proper materials and to conduct themselves maturely and with respect for others. Students do not have assignment due dates or certain class log in requirements, but they are expected to attend virtual instructor sessions, complete their graded assignments in a timely manner and complete the course in 6 months. Students can make arrangements with the instructor if they are unable to attend the scheduled live session by emailing, calling or texting the instructor.



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- **Previous Credits:** Credits from another institution will not be accepted. Superior Coding Academy does not guarantee transferability of our credit hours to another institution and is the discretion of the receiving institution.

Student Grievance Procedure:

Should a student have a complaint with the Institution, then the following steps shall be taken:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to the Administrator (the Owner) contact@superiorcodingacademy.com. Administrator or designee shall have fifteen (15) business days in which to investigate and address the grievance.
3. Grievance(s) must be submitted within 3 months of date of occurrence.
3. Should Administrator or designee fail to or unacceptably address the grievance within the time stated above and the grievance is within the 3 months' timeframe; 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.

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, Suite 3008
Phoenix, Arizona 85007
602-542-5709 Website: www.azppse.gov

Student Grievance can be found in the Enrollment Agreement



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