

School Plan

Objective:

Coding is in high demand within the medical community. This course will teach each student all of the aspects needed to become a Certified Professional Coder. The goal is to complete a 4 month/80 hour program with the minimum of a C Average. The student will receive a certificate from Mid-Atlantic Coding, LLC stating their 80 hour completion. At that point, the student will be eligible to sit for the CPC (Certified Professional Coder) exam. When the student passes the exam, they will become a CPC if they have had prior medical experience in coding or billing for a minimum of a year. If the student does not meet the above requirements, they will become a CPC-A (Apprentice) when they pass the exam. After working in coding or billing for a year, the student will then be eligible to have the "A" removed from their credentials.

Ownership and Faculty Information:

Owner/Administrator/Faculty: Lynn Pegram, CPC, CPC-I, CEMC, CGSC

The owner is a Certified Professional Coder that passed a certification program giving her the ability to teach the AAPC's coding curriculum. Lynn Pegram acts as owner, administrator, faculty and instructor currently, but has high hopes for Mid-Atlantic Coding for growth with more instructors in the future.

Powers, Duties, and Responsibility for Owner:

- The owner has the power to accept or decline anyone into the program.
- The owner will also be the educator of the program and have all authority to hire and add additional educators.
- The owner will oversee all education and ensure the highest level of instruction.

Student's duties/responsibilities:

- To attend an 80 hour class so that they are eligible to sit for the CPC exam.
- Students must take notes, complete their homework and all assignments.
- Students must also maintain a C average.
- The instructor will make time for students outside of the classroom to obtain additional help upon request.

Programs this school offers:

This school will offer a coding class that will help the student to become a Certified Professional Coder. The class will be 80 hours and will step the student through all the aspects of coding, billing, medical terminology, and anatomy. Each student will be given workbooks and coding books necessary to complete this course. The instructor will take each student chapter by chapter throughout the workbook. Each student will have to complete homework, quizzes and two exams.

Degree Requirements:

There are no degree requirements with this program, however, a certificate of completion will be given to each student who maintains a C average and who attends 80 hours of class time.

Admissions and Entrance Requirements

- Each student must pay the fee of \$1800 before class starts.
- Each student must speak English.
- Each student must be 18 years of age or older and can show proof of a high school diploma or GED.
- Once each student meets the above requirements and completes an online registration form, they will receive an email notifying them of their acceptance into the program.
- The deadline for applying to the program is one week prior to the class start date.

Student Services:

This institution offers an 80 hour program that will teach the student all the aspects needed to become a CPC (Certified Professional Coder) or a CPC-A. This school does not offer housing, counseling, placement services, or extracurricular activities.

This institution will provide education for the coding program, along with an opinion of career direction and personal advice to each student.

Library:

This institution does not have a formal library with resources, but will provide a Medical Dictionary, Anatomy book, coding magazines and a list of important research websites, such as www.cms.gov. Each student will be issued coding books which is needed for taking this course and for working in the day to day coding world.

Physical Facilities:

- The institution provides and maintains a medical office building with an adequate size classroom for the student body and is handicapped assessable.
- Physical facilities with respect to fire safety, hygiene, floor space, ventilation, heat, and light are conducive to health and safety.

Financial Resources: The institution has documented that it has the financial resources necessary to support its purposes, implement its program and maintain its continuity for a minimum of three years by the Projected Accounting Budget document. This school will not offer financial assistance to students.

Market Analysis:

The AAPC (American Academy of Professional Coders) is the fastest-growing Association in Healthcare that keeps pace with the evolving Industry. The AAPC, the leader in advancing the business of healthcare, has now officially surpassed 125,000 members. In a constantly-evolving industry, AAPC maintains high standards of excellence in education, certification, and member service.

In the state of Virginia alone, there are 14,000 plus physicians that require certified coders to maintain their financial and compliance needs. An effective and efficient coder is essential to the financial success of a practice.

Unemployment percentages are *nearly half* of what they were last year. For instance, those holding a Certified Professional Coder (CPC®) credential enjoy 1.7 percent unemployment rate, compared to the latest numbers of the U.S. Bureau of Labor Statistics' national average of 7.4 percent, as shown in the Unemployment chart. According to the AAPC's 2013 salary survey, the average pay scale for a certified coder is \$45,000 - \$65,000 per year. Additionally, medical coding can be an excellent stepping stone into a more lucrative, higher-level

career in medical office management, or medical office operations, if you wish to earn more or do more in the long-term, beyond medical coding.

Medical coders work in the billing office, or “back office” of medical practices and/or hospitals. Medical coders help to complete, review, and process medical claims to help physician practices and hospitals get reimbursed from insurance companies for services and facilities provided to patients. Physicians/Hospitals are always in search of the most qualified certified professional coders to keep their practice compliant and profitable.

Mid-Atlantic Coding, LLC is an affordable, well respected institution that teaches from the AAPC’s coding curriculum and who has a certified coding instructor that has over 25 years of “hands on” coding experience.

