

**2018/2019**

**Mid-Atlantic Coding, LLC**

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State Council of  
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### Mission Statement:

Mid-Atlantic Coding, LLC, a private career technical school, provides students with learning experiences that offer opportunities to develop the skills necessary for working as a Coding Specialist. Established in 2014, as a career-technical school, it is guided by the previous experiences of a coding Specialist with over 25 years of experience. The school is committed to helping students build knowledge to be a medical coder who may seek employment throughout the nation. Above all, Mid-Atlantic Coding, LLC believes that coding knowledge can be transformed into a skill that could be applicable for a lifetime career.

### **History and Development of the school:**

This school was developed in 2006. I, Lynn Pegram, who is the owner of this company, started out in 2003 educating physicians and their staff. I then branched off and started traveling, educating other certified coders in their specialties. For years I offered classes to certified coders to further educate themselves. I absolutely love educating others and watching them strive in their careers, so I branched out in teaching others to become certified coders. The first step I had to do was further educate myself and obtain my CPC-I (Certified Professional Coding Instructor) through the AAPC. I could see the need for coders in this fast growing industry, so I connected with the AAPC (American Academy of Professional Coders), to teach their curriculum. I now offer classes to those students whom want to become a certified coder and to be a part of this elite coding world.

### **Course of Study:**

Medical coding is a fast growing industry and is in high demand. All insurance claims require code sets in order for the insurance company to pay the provider. This coding class will teach you how to become a certified professional coder and how to create code sets. Physicians and Hospitals rely on certified coders for processing their claims in order to get reimbursed. By becoming a professional coder, you are helping this fast paced medical industry.

### **Stated Purpose:**

The program is designed for students to develop competencies through curriculum designed with the learner in mind. The coding program is an efficient and effective path toward completing your education and starting a new career.

### **General Description of Available Space, Equipment, and Facilities:**

Mid-Atlantic Coding, LLC is renting a classroom inside of a Chiropractic Office, which is located in an area across from Johnston-Willis Hospital. The building is handicapped accessible and the classroom is equipped with desks, chairs, and a dry-erase board. This room has ample space for teaching 8 students. The building does not have a vending machine or a kitchen.

### **Student Right to Know and Campus Security Act information:**

This school is not located on a campus and does not have security. The school, however, has adequate parking and lighting in the parking lot and is located in a low crime rate area across from Johnston-Willis Hospital.

### **School Policies and Procedures:**

#### **Entrance Requirements**

- Each student must pay the fee of \$1800 one week prior to the class start date.
- Each student must speak English.
- Each student must be 18 years of age or older and be able to show proof of obtaining a high school diploma or a GED. If for any reason you do not have access to your diploma, transcripts will be accepted. You may also sign an attestation form stating that you have graduated from High School.
- The deadline for applying to the program is one week prior to the class start date.
- Once each student passes the above requirements and fills out the online registration form, they will receive an email notifying them of their acceptance into the program.
- Each January a new class will begin and end after 4 months. Classes are offered 3 times a year.

### **Credit for Previous Education or Training:**

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- The school does not accept transfer credit nor allow credit for prior experience. This school is a certificate of completion only. Transfer of the certificate is at the discretion of the receiving institution.

### **Grading System:**

- The school grades on a 10 point grading system.
- 90 – 100 A
- 80 – 89 B
- 70 – 79 C
- 60 – 69 D
- 0 - 59 F

### **Standards for Satisfactory Progress:**

- Mid-Atlantic Coding, LLC's requirement is that you obtain at least a C in this class before you advance forward in taking the certification exam. Each student will receive their class grade after they take their last classroom exam which is at the end of the semester. Each student's responsibility is to attend all classes, complete homework assignments, and participate in class.
- The school will evaluate the student's program success by their attendance, quiz grades, and participation in class.
- 25% of the students grade is based on attendance
- 25% of the students grade is based on quizzes
- 50% of the students grade is based on exams
- This school does not offer Financial Aid or Scholarships

### **Academic Probation:**

- A student unable to maintain a C average or drops below a D for any term will be placed on academic probation. The student will also be given extra assistance in an effort to reach the expected level of performance. This probation period will last for three weeks. In order for a student to be cleared from probation status their grade must be brought up to a C average.

## **Academic Suspension or Termination:**

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- At the end of probation, if the student has not brought his/her grades to meet our satisfactory academic progress policy, the student shall be suspended or terminated, depending on the recommendation of the owner. The student has a right to appeal the decision to the owner. The appeal should be submitted in writing within one week of the owner's decision.

## **Student Conduct:**

- The student must remain professional at all times and not disruptive. No use of drugs, alcohol or profanity during school hours. Cell phone usage in class is prohibited. Cell phones may be used on break or outside of the classroom.
- Excessive tardiness is also not allowed.
- If a student violates the rules, they will be spoken to by the instructor.
- The school has the right to put the student on probation or dismiss a student if a resolution of behavior cannot be made.
- Dress code is casual.

## **Re-entrance:**

- A student who has dropped out of the program may be readmitted within one year by completing a personal interview with the school's owner and paying all fees due at the time of readmission. Program requirements at the time of re-admittance shall be applicable.
- A student who was academically terminated may be readmitted within one year by completing a personal interview with the school's owner and paying all fees due at the time of readmission. Student shall be on probation for his/her first term. Program requirements at the time of re- admittance shall be applicable.
- Any student who was terminated for misconduct may not be readmitted.

## **Attendance:**

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- All classes are a total of 80 hours attendance.
- The instructor will keep an attendance sheet and mark each student at every class, either present or absent.
- If a student misses more than 7 days, this reflects on their grade and their 80 hour requirement for class. If the student does not make up the time, a certificate of 80 hours will not be given to the student.
- If a student misses a class, they are allowed to make up the time at home with an assignment/or come in early as long as this has been approved and planned by the instructor.
- Each student that is 10 minutes late or more is considered tardy. More than 30 minutes late for class or leaving early, must be made up in order to maintain your 80 hour attendance.

## **Leave of Absence:**

Students may request a leave of absence at one point during their studies. In order to receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school. Such reasons for granting leave of absences are illness or death in the family. If a student fails to notify the school owner of their leave of absence the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to class after a leave of absence must contact the school owner. The school owner and student will both determine when and if the student will return to classes.

## **Graduation Requirements:**

Students must maintain a C average and complete their 80 hours of attendance at the end of the course to receive the certificate of completion of the program. The school will offer career advisement, but will not offer placement services.

## **Student Records:**

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All student grades and paperwork are maintained by the school for a period of three years, after last date of attendance. These records will be kept on a permanent file and is protected by fire, theft and other perils. The school will not release a student's grade or records to anyone other than the student. A student may request in writing a copy of his/her academic records at any time. The school does not have a policy of not releasing the student their records.

## **Calendar of the School:**

- The School operates on a non-traditional term. The conventional academic calendar of quarters and semesters is not utilized. This program is an 80 hour program offered in 3 hour sessions, two nights a week.
- If inclement weather occurs and class is cancelled, it will be made up on either a Saturday or another agreed upon day.
- The following holidays are observed and no classes are held:
  - New Year's Eve
  - New Year's Day
  - Memorial Day (last Monday in May)
  - Independence Day (July 4)
  - Labor Day (first Monday in September)
  - Thanksgiving Day (fourth Thursday in November)
  - Christmas Eve (December 24)
  - Christmas Day (December 25)
- The school reserves the right to amend the calendar.
- The hours per week will vary depending on if a class has to be cancelled.

## **Enrollment Dates:**

- A student can enroll any time, but must be enrolled one week prior to the class start date.
- The school has rolling admissions. A new program starts three different times during the year (January, May, and September)

## Tuition Fees and Refunds:

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- Each student's fee for class is \$1800. This includes student's class workbooks, CPT, ICD-9 and HCPCS books (which totals \$350). Additional fee the student will be responsible for is to the AAPC of \$80 for their enrollment, and \$290 fee to sit for their exam. Any additional books, such as a medical dictionary or other material are the student's responsibility. This school does not offer financial assistance.

## Refund Policy

- The school shall provide a period of at least three business days, excluding weekends and holidays, during which a student applicant may cancel his enrollment without financial obligation other than the nonrefundable fee of \$100.
- This school does not permit installment payments.
- A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Owner of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave.

### Proportion of Total Program Refund

#### Taught by Withdrawal Date

Less than 25% cost	75% of program
25% up to but less than 50% cost	50% of program
50% up to but less than 75% cost	25% of program
75% or more	No Refund

## **School's complaint and grievance policy:**

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- Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or the owner of the school.
- If a resolution is not reached, the student should make a written complaint and submit it to the school owner asking for a written response.
- If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia.

State Council of Higher Education for Virginia  
Private and Out-of-State Postsecondary Education  
101 N. 14<sup>th</sup> Street, 9<sup>th</sup> floor  
James Monroe Building  
Richmond, VA 23219

**\*The student will not be subjected to adverse actions by any school official as a result of initiating a complaint.**

## **Program/Course Requirements:**

### **Programs this school offers:**

This school offers a medical coding curriculum which is created by the AAPC. Medical coding is a fast growing industry that is in high demand. The goal is to complete this 4 month/80 hour program. You will receive a certificate from Mid-Atlantic Coding, LLC stating your 80 hour completion. At that point, you are eligible to sit for your CPC (Certified Professional Coder) exam. When you pass the exam, you will become a CPC if you

have had prior medical experience in coding or billing for a minimum of a year. If you do not meet the above requirement, you will become a CPC-A (Apprentice) when you pass your exam. After working in coding or billing for a year, you will then be eligible to have the “A” removed from your credentials.

### **Program description:**

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The coding program fulfills the American Academy of Professional Coders requirements for program content and length. It is a total of 80 hours which includes hands-on practical experience. It prepares students to become a professional coder by stepping them through coding, medical terminology, and anatomy. Each student will be given a workbook that is created with classroom assignments, examples and guidelines. There will be quizzes and exercises for each chapter that is covered. There will also be a mid-term, final exam and review that will help the student prepare for the exam.

### **Educational Objective:**

The student will complete this 4 month/80 hour program that will educate them in the field of medical coding. The student will receive a certificate from Mid-Atlantic Coding, LLC stating their 80 hour completion. At that point, they are eligible to sit for their CPC (Certified Professional Coder) exam. When they pass 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 requirement, 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.

### **Course Description:**

- This is an 80 hour course that is taught using the AAPC’s CPC Curriculum. This course will take you through the entire CPT, ICD-9 and HCPCS coding books, along with medical terminology and anatomy. You will walk away after this course with the knowledge that you will need to sit for your 5 hour and 45 minute coding exam.

## **Curriculum:**

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- Week 1- Business of Medicine
- Week 2- Medical Terminology/Anatomy
- Weeks 3, 4, & 5 – Introduction to ICD-9
- Week 6- Introduction to CPT/Surgery Guidelines/Modifiers/HCPCS
- Week 7- Integumentary System
- Week 8- Musculoskeletal System
- Week 9- Respiratory System/Hemic & Lymph
- Week 10- Cardiovascular System
- Week 11- Digestive System
- Week 12- Urinary & Male Genital System
- Week 13- Female/Endocrine/Nervous System
- Week 14- Eye & Ear/ Anesthesia System
- Week 15- Radiology/Path & Lab System
- Week 16- E&M/Medicine System

### **Ownership and Faculty Information:**

Owner/Administrator: 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 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.
- The student dress code is casual.

### **Student's Rights:**

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- The student has a right to a quality education
- The student will be provided with the most current and up to date curriculum.
- The student will be fully prepared for their CPC exam that will be given by the AAPC.
- The student will be fully prepared for an entry level employment in their prospective field.

**Orientation:** All students must attend an orientation session prior to the first day of class, which will enable the student to review school policies on attendance, grading, and safety procedures.

**Name and address of the school's licensed body and Professional organization related to this program:**

#### **AAPC**

2480 South 3850 West, Suite B  
Salt Lake City, UT 84120

**This school does not offer outside activities or telecommunications at this time.**

