

**CODES UNLIMITED HEALTHCARE
ACADEMY (CUHA)**

cuhealthcare@bellsouth.net

**CATALOG
CALENDAR YEAR 2012
Volume 8**

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MISSION STATEMENT

Codes Unlimited Healthcare Academy (CUHA) is an academy that provides unlimited physician coding and medical compliance services to healthcare providers. CUHA is distinctive as the only 15-week accelerated preparatory and training course in the Memphis area that offers extensive and thorough training for students to successfully pass the national certification medical coding examination. CUHA philosophy is to strive at teaching the basic and/or advance skills for Current Physician Terminology (CPT), International Classification of Disease, 9th revision, Clinical Modification (ICD-9-CM), and medical compliance to enable any healthcare provider the correct way to file medical claims the first time to receive maximal reimbursement from the insurance industry (third-party payers).

Codes Unlimited Healthcare Academy mission is to:

- Elevate baseline comprehension of medical coding concept, practices, and guidelines.
- Promote personal growth that will foster and develop lifelong experiences professionally and academically
- Provide high quality educational learning experiences that are meaningful and simple.
- Transfer knowledge through instruction of modern education activity, traditional/distance learning course work and professional education.
- Embrace a diverse student population engaged in personal enrichment, pursuit of successful careers, and meaningful participation in a global society.

OWNER, DIRECTOR, & FACULTY

Donna M. Martin, MBA, BS, CPC, CPC-H, CPC-I MCS-P
Master, Business Administration
Bachelor, Healthcare Management
Certified Professional Coder (CPC)
Certified Professional Coder-Instructor (CPC-I)
Certified Professional Coder-Hospital (CPC-H)
Certified Professional Coder-Payer (CPC-P)
Medical Compliance Specialist-Physician (MCS-P)

ASSISTANCE AVAILABLE

CUHA does not have an assistant available.

AUTHORIZATION STATEMENT

Codes Unlimited Healthcare Academy is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

PURPOSE & OBJECTIVES

CUHA purpose is to educate and teach any healthcare provider the correct way to apply medical coding and compliance concepts for filing CMS 1500 claim forms. CUHA objective is to prevent any healthcare provider from fraud and abuse along with fraudulent claims to Medicare and other third-party payers.

FACILITY AND EQUIPMENT

The facility is University of Tennessee's General Education Building that is used primarily for medical students. The classroom holds up to 25 students. The desk space is very adequate for all coding textbooks. The equipment leased from UT is the media projector, overhead projector, and video recorder.

ATTENDANCE POLICY

1. Full-time students are expected to attend all classes as scheduled. A total of 80 contact hours are awarded to a full-time student. Student that missed more than two classes or 10 hours will be stated as unsatisfactory attendance. Unsatisfactory attendance includes but not limited to, when a student stop attending class without any notification to CUHA administration. Student will receive a letter by or on the third class that is missed. This letter will address the official date of termination. Student may re-enroll when the next class period begin if the student is within good standing. Good standing details are stated under general information.
2. A student may withdraw from the course by submitting a letter to CUHA prior to third class to receive appropriate refund. Please read details for refund on page ten.
3. Allied healthcare students that are only seeking continued education units (CEU's) will not fall under the policy stated in item one.
4. It will be at the instructor's discretion if tardiness and/or absences will affect student's overall grade. This information is included on the course syllabus. Students are responsible for reading the course syllabus.
5. Regardless of reason or nature of an absence, students are responsible for all work assigned by instructor and must be submitted within timeframe allowed per syllabus.
6. Students are responsible for signing their name (on the "sign in" sheet) each class period.
7. Student will not be awarded contact hours if no signature if identified on sign-in sheet (refer to contact hours, page five).
8. If student should miss a class, class assignment will be distributed to student via email.
9. Only fifteen students are allowed per fulltime class session.
10. Readmission is allowed to students that are in good standing.

Graduation ceremony is scheduled upon completion from the PMCC. The student will be provided a certificate of completion and a transcript during the graduation ceremony if student is in good standing with CUHA. Student will not receive contact hours for any class not attended.

CREDIT GRANTED & TRANSFER POLICY

“Codes Unlimited Healthcare is a special purpose academy. That purpose is to:

- Elevate baseline comprehension of medical coding concept, practices, and guidelines.
- Promote personal growth that will foster and develop lifelong experiences professionally and academically
- Provide high quality educational learning experiences that are meaningful and simple.
- Transfer knowledge through instruction of modern education activity, traditional/distance learning course work and professional education.
- Embrace a diverse student population engaged in personal enrichment, pursuit of successful careers, and meaningful participation in a global society.

This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with receiving institution directly to determine to what extent, if any, credit hours can be transferred.

(Tennessee Higher Education Commission, Institutional catalog 1540-1-2-11, q.)

- Refer to new Transferability of Credit Disclosure form that is stated on Codes Unlimited Healthcare Academy’s Pre-enrollment Form and website. This form must be read and sign before enrollment will be allowed.
- *(TENNESSEE CODE ANNOTATED, TITLE 49, CHAPTER 7, PART 1, 49-7-1_.)*

Contact Hours:

CUHA awards contact hours **not** credit hours. Contact hours refer to actual directed or supervised instructional time. Contact hours are **not** transferable as credit hours. According the American Academy of Professional Coders, the PMCC contact hours are allowed to be used as Continued Educations Units (CEU’s) once student successfully pass the national examination. Nurses are also allowed to use the PMCC hours toward their renewal credentials. The full details are listed in the AAPC’s national examination packet. The examination packet is distributed and explained to student the first day of class.

STUDENT CODE OF CONDUCT

Students enrolling in the Professional Medical Coding Curriculum at Codes Unlimited Healthcare Academy assume the obligation of conducting themselves in a mature and professional manner. Students are expected to act with decorum, to obey regulations of the School and to pay due respect to its officers, instructors, and other students. Below include misconducts that are not limited to, for which students are subject for disciplinary action:

- a. Undesirable conduct, which is inconsistent with general order whenever it may occur, is held to be sufficient grounds for dismissal.
- b. Students who constantly cause classroom disruption e.g. “side-bar” conversations while other students are speaking.
- c. Students constantly not bringing workbook and all required textbooks to every class as appropriate.
- d. Students not turning cell phones & beepers to vibrate.
- e. Theft of or damage to the property.
- f. Cheating and other forms of academic dishonesty are prohibited.
- g. Student that do not arrive on time to class.
- h. Students are expected to conduct themselves properly within and outside School area.
- i. Alcohol and drugs will not permitted and/or used in the School or while acting on behalf of the school at externship sites or community functions. Any student that is under the influence of alcohol or drugs is subject to immediate dismissal.

PROGRESS REPORTS

1. Students will be issued a grade each week after homework assignments are completed. Late assignments are at the discretion of the instructor. This information is included on the course syllabus. Students are responsible for reading the course syllabus.
2. Students will receive a copy of graded homework report each week.
3. All homework assignments are due each Thursday by 6:30 pm. Student is responsible for obtaining missed lecture information. Homework is extensive.
4. Students will receive a transcript form and certification of completion after the 15-week course ends. No student will be issued a transcript or certificate of his/her record until all debts or obligations owed to CUHA has been satisfied.
5. Students who fall below grade 70 do not meet sufficient standards. Students will be afforded the opportunity to repeat class assignment and/or test to bring grade to satisfactory level (average or above, see grading system page seven).

GRADING SYSTEM

Students are given two exams: midterm and final (both are open book). Students are awarded two points for every question answered correctly. Students are afforded bonus/extra credit periodically. Students are required to submit homework assignments to receive a passing grade. Overall grades are calculated as described:

Midterm/Final:	50%
End of chapter exercise:	30%
Class & Practice Exercise:	10%
Bonus/Extra:	10%

(A) 93–100	(B) 85–92	(C) 76–84	(D) 70–75	(F) 0–69
Excellent	Good	Average	Poor	Failing

ENROLLMENT PROCEDURES & ADMISSION POLICY

Below are required qualifications and/or experience before enrollment is allowed:

1. Student is required to interview with director before enrollment/admission is allowed.
2. Student must complete both application forms before enrollment will be allowed.
3. Student must retrieve and submit official transcript during or prior to enrollment.

➤ **Education: Required**

- Official High school transcript, General Equivalency Diploma (GED) or Associate Degree transcript
- Must be submitted to CUHA prior to enrollment: Address
 - CUHA Admissions
 - 4458 Kayla Cove
 - Memphis, TN 38141
- Successfully completed a Medical terminology class within past five years,
- Successfully completed an Anatomy & Physiology course within the past five years,
- Successfully completed a Medical Coding (CPT and/or ICD–9–CM) or Billing class,
- Allied healthcare course work (e.g. Nursing, Dental, and Physical Therapy).
- Certificate and/or transcript must be submitted prior to enrollment
- Resume required

➤ **Experience: Resume required**

- Resume must be submitted prior to enrollment
- At minimum six months experience in one or all of described items

- Medical coding (CPT, ICD-9-CM, or HCPCS (DME)
 - ICD-9-CM coding only
 - Billing and filing medical claims
 - Allied healthcare experience (e.g. Nursing, Dental, and Physical Therapy).
- If student has no medical experience, the student is required to enroll in a Medical Terminology, Anatomy and an introduction to Coding/Billing class before enrollment is allowed. Certification of completion must be submitted with enrollment application.
 - All students must have Reading Comprehension, Problem Solving, and Analytic skills to be successful in the PMCC.
 - Students are allowed re-admission provided that the student is in good standing with CUHA. Refer to general information.

AAPC's Certified Professional Coder (CPC) or Apprentice (CPC-A) that are seeking Continue Education Units (CEU's) are allowed to enroll in any class provided they give a week advance notice to the CUHA. Coder must complete the enrollment form only before enrollment will be allowed. Certification of completion will be provided to coder. Fees vary according to CEU's required. Refer to individual classes for stated for fees.

ENROLLMENT PERIODS	2012 CALENDAR	(Dates subject to change)
Spring	January - April	1/21 - 4/28
Fall	July - October	7/14 - 10/20

- Early enrollment I is six-eight weeks prior to class session.
Early enrollment II is two-four weeks prior to class session.
- The final enrollment process includes tuition paid. Tuition will be accepted 10 business days before class session start.
- Late enrollment includes one week before class session begin.
Late enrollment after 2nd class is only provided to students that have at minimum two years of actual CPT/ICD-9 CM coding experience, a previous coding/billing course or allied healthcare experience. Classes are closed if student have not enrolled one week prior to 2nd class session. A \$25 fee is associated with late enrollment. No refund allowed after 3rd class session begin. Refer to refund and cancellation policy.

Class Hours

Classes are held on Saturday from 9:00 am -1:00 pm (unless lesson deems longer to complete). CUHA offers weekday classes only during the stated enrollment periods with sufficient students enrolled. Currently, CUHA does not offer evening classes. Pre-authorized arrival before class and late stay after class will be considered as contact hours.

Holidays Observed

- New Year's Day Eve & New Year's Day
- Independence Day- Fourth of July
- Thanksgiving Day
- Christmas Eve & Christmas Day

If the above mention holidays fall on the Saturday date of class, class will be canceled. CUHA will contact student for any cancelations. (E.g. inclement weather)

TUITION SCHEDULE & FEES

Tuition includes but not limited to:

Tuition (14 classes plus a review: Each class is \$ <u>125</u> unless member of AAPC)	\$ 1875.00
Local & National Membership	70.00
Workbooks	95.00 (subject to change)

Tuition will be accepted 10 business days prior to the first date of class from student or employer. Student must sign release statement to authorized CUHA to process credit card payment. Release statement is located on the enrollment form. All major credit cards are accepted as payment except Discover. If student should require a payment plan, CUHA provide the below payment options as described below: Total fees include: \$2040

Payment Type	Payment arrangements
Bi-Monthly (balance \$1020)	first payment \$ <u>1020</u> is due two weeks before enrollment; 2 remaining payments due the on 3 rd month
Monthly (balance \$1340)	first payment \$ <u>700</u> is due two weeks before enrollment; 3 remaining payments \$ <u>446.66</u> is due 1 st of each month
	first payment \$ <u>700</u> is due two weeks before enrollment; 4 remaining payments \$ <u>335.00</u> is due 1 st of each month
Bi-Weekly (balance \$1340)	first payment of \$ <u>700</u> is due two weeks before enrollment; 6 remaining payments \$ <u>223.33</u> is due 1 st of each month

Payment plans are subject for review and the below criteria must be met:

- The student must have permanent employment.
- The student must be willing to complete a promissory note.
- The payment plan cannot exceed beyond the class period session which include three and half months (15 weeks).
- The payment plan must be completed on or prior to last class date.
- A copy of driver's license is required until all payments are received.
- The student must agree to pay the total fee (s) above
- Refer to payment plan policy for further details.

Initial payments not made by due date mentioned in promissory note, will disallow enrollment. Remaining payments that are not made by due date, will disallow class continuation. Students are afforded opportunities to pay tuition early: (see enrollment period). Checks are payable to Codes Unlimited Healthcare Academy. Any check failing to clear the bank will incur a \$30 charge.

FINANCIAL AID:

Currently, financial aid is not available.

OTHER FEES NOT INCLUDED ENROLLMENT:

AAPC student national examination:	(\$260)
Returned Check:	(\$30)
Late enrollment:	(\$25)
Student Professional Insurance	(\$15)
Textbooks: CPT, ICD-9, HCPCS Level 2	(check web for cost)
Request of Transcript/certificate request)	(\$5 per form requested after first request)

Individual Classes:

AAPC's Certified Professional Coder (CPC) or Apprentice (CPC-A) that are seeking Continue Education Units (CEU's) are allowed to enroll in any class provided they give a week advance notice to the CUHA. Coder must complete enrollment form only. Continue education units (CEU's) will be provided to coder. Fees stated below:

AAPC members	(\$49-99) (per one-six contact hours)
Non-members	(\$125) (per four-six contact hours)

CUHA offers four additional class hours to PMCC students within three months from class end date to enhance skills and/or for Continue Education Units (CEU).

REFUND & CANCELLATION POLICY:

In the event of a cancellation for the twelve-weeks Professional Medical Coding Curriculum (PMCC); cancellation fees are based on the stated cost (\$1875) on the enrollment application; or the stated fees that have been paid and the cancellation date. Any additional fees are deducted (E.g. class, notary fees).

Last Day of 100% (\$1875) refund period less administration cost \$120.00 (cancellation fee and workbook), last day to withdraw is the first day of class for that enrollment period.

Last Day of 75% (\$1406) refund period less administration cost \$120.00 (cancellation fee and workbook), last day to withdraw is the second day of class for that enrollment period.

Last Day of 25% (\$469) refund period less administration cost \$120.00 (cancellation fee and workbook), last day to withdraw is the third day of class for that enrollment period.

After the third day of the class for that enrollment period **no refunds** are allowed except for special circumstances as described below (less administration fee or any additional fee incurred):

- After pre-enrollment, but before the first official day of enrollment period 100% refund.
- Upon students registering for class session that are subsequently canceled by CUHA, will receive 100% refund, Or
- Military student who show proof of transfer and/or call to active duty will be refunded 100%, Or
- Student's estate will receive refund as appropriate in the case of death.

If student withdraws from class for any reason beyond the refund stated policy, student will be allowed to reenroll less the fees from previous class and/or classes completed. A letter of withdrawal must be submitted to CUHA. Failure to promptly complete this letter could result in forfeiture of any refund. Tuition fees between students are non-transferrable. Refunds are distributed at the month end.

PROGRAM DESCRIPTION

2012 PROFESSIONAL MEDICAL CODING CURRICULUM (PMCC)

The objective of the PMCC is to assist coders/billers and other medical professional better understand the rapidly dynamic changes in the medical coding and billing environment. The PMCC program of study is aimed at providing the most current information relating to ©CPT, HCPCS and ICD-9-CM procedural and diagnostic coding.

©American Academy of Professional Coders (AAPC), PMCC Medical Coding Training Workbook, 2012.

Course No., Course Description, and Course Hours

1001 Medical Compliance (2.5)

Includes terms and issues that medical coders will become familiar and aware of in a medical setting. Include the definitions of "compliance" in a medical setting and potential consequences of not having a compliance program. Also includes the importance of continuing education, accuracy and ethics pertaining to medical coding and medical billing and compliance.

2301 Third Party Reimbursement (2.5)

Include the basic structure of the Medicare program, importance of the federal register, and the outpatient Resource-Based Relative Value Scale (RBRVS). Distinguish between Medicare Part A and Medicare Part B. CMS-1500 and UB-04 Health Insurance Claim forms are discussed.

3001 Documentation & Coding Guidelines (4.5)

Includes accurate documentation of procedures and services that paramount to coding and reimbursement. Also student will learn the terminology along with rules and guidelines to proper documentation and coding. Students will be introduced to medical language described in operative reports, progress notes, and procedure reports along with how to analyze and make accurate code number selection.

PROGRAM DESCRIPTION

4001 *International Classification of Disease, 9th Clinical Modification, (ICD-9-CM) Principles (6.5)

Diagnostic coding is examined through explanation of medical necessity, coding guidelines and how-to steps, coding conventions, coding tips along with use and understanding of ICD-9-CM Volumes 1 and 2. The addendum for ICD-10 is briefly introduced and informational only and not covered on the CPC national exam.

4002 *International Classification of Disease, 9th Clinical Modification, (ICD-9-CM) Applications (6.5)

Students move from the principles of ICD-9-CM coding to the actual reporting of these codes based on provider documentation. Includes accurate documentation of procedures and services that paramount to coding and reimbursement. Student will learn how to interpret the medical language and select the appropriate code number. Student will be provided an overview for the ICD-10-CM coding guidelines. Also student will learn the terminology along with rules and guidelines to proper documentation and coding.

5001 Intro to Current Physician Terminology (CPT®) & HCPCS (4.5)

Coders must understand the application of CPT® & HCPCS codes and how they relate to reporting physician and other provider procedures and services. This chapter introduces the coder to the basics: format, terminology, guidelines,

coding conventions and modifiers. The codes are updated annually to reflect changes in healthcare. The chapter explains the three levels of HCPCS codes used in Medicare and most private payer claims reporting and billing.

6001 *Evaluation & Management–Principles (6.0)

Evaluation and management (E/M) services are among the toughest to code. However students will learn the fundamentals of E/M coding in preparation to apply to medical claim filing. Each section explains a topic pertinent to E/M coding such as the definitions of key components and the conventional guidelines for reporting consultations, emergency department visits, critical care, preventive medicine and home health services.

7001 *Evaluation & Management–Chart Auditing Application (6.5)

Students move from the principles of evaluation and management (E/M) coding to the actual reporting of these codes based on provider documentation. Students will be provided step-by-step approach to E/M chart auditing and explain the differences among the various types common to medical practices. Includes accurate documentation of procedures and services that paramount to coding and reimbursement. Also student will learn the terminology along with rules and guidelines to proper documentation and coding.

PROGRAM DESCRIPTION

8001 Surgery: Package & Modifiers (3.5)

Students begin to put together information from previous chapters in this introductory chapter to the surgical codes. The surgery codes are arranged in sections according to body system such as integumentary and digestive systems. Each section is divided according to the type of procedure performed such as an incision or excision, laparoscopy or repair. Explanations of coding modifiers and coding guidelines developed by the American Medical Association are provided constantly and stressed. Includes accurate documentation of procedures and services that paramount to coding and reimbursement. Also student will learn the terminology along with rules and guidelines to proper documentation and coding.

9001 Surgery: Integumentary System (2.5)

Introduces an in-depth description of each section of surgery codes begins with the integumentary system. CPT® coding guidelines, format, conventions, modifiers and symbols are discussed. Medical term definitions and anatomical descriptions associated with integumentary procedures.

**1001 Surgery: Musculoskeletal System
(2.5)**

This system is comprised of one the largest sets of codes in the CPT® coding system and students will learn the application of these codes along with relevant medical term definitions and anatomical descriptions associated with musculoskeletal procedures. CPT® coding guidelines, format, conventions, modifiers and symbols are discussed.

1101 Surgery: Respiratory System (1.5)

This system of codes, their application and proper documentation are discussed. Students will learn medical term definitions and anatomical descriptions associated with respiratory disease and subsequent treatment and be able to identify the functions of the system's organs. CPT® coding guidelines, format, conventions, modifiers and symbols are discussed.

**1201 Surgery: Cardiovascular, Hemi & Lymphatic Systems; Mediastinum & Diaphragm
(3.5)**

Cardiothoracic surgery of the heart, coronary arteries and great vessels present a special set of coding challenges, which are discussed in this chapter as well as with pacemaker and cardioverter-defibrillator placement, surgery therapeutic and diagnostic vascular procedures are also addressed. CPT® coding guidelines, format, conventions, modifiers and symbols are discussed. Medical term definitions and anatomical descriptions associated with cardiovascular, hemi & lymph procedures.

PROGRAM DESCRIPTION

**1301 Surgery: Digestive System
(2.0)**

Cover the digestive process, tests, and procedures and endoscopies pertaining to digestive system. CPT® coding guidelines, format, conventions, modifiers and symbols are discussed. Medical term definitions and anatomical descriptions associated with digestive procedures.

**1401 Surgery: Urinary System
(2.0)**

The urinary system includes CPT® codes that are specific to male and females. It explores the general concepts and anatomy of the urinary system along with the anatomy and consequent services and procedures specific to each gender. CPT® coding guidelines, format, conventions, modifiers and symbols are discussed. Medical term definitions and anatomical descriptions associated with urinary procedures.

1501 Surgery: Reproductive system & Delivery & Maternal Care (3.5)
Three sections of CPT® codes are reviewed: male genital system, female genital system and delivery and maternity care. CPT® coding guidelines, format, conventions, modifiers and symbols are discussed. Medical term definitions and anatomical descriptions associated with reproductive system & delivery, maternal care procedures.

**1601 Endocrine & Nervous Systems
(2.0)**

These systems cover coding procedures and techniques of the skull, meninges and the brain, spine and spinal cord, extracranial nerves, peripheral nerves and the autonomic nervous system. CPT® coding guidelines, format, conventions, modifiers and symbols are discussed. Medical term definitions and anatomical descriptions associated with endocrine & nervous system procedures.

**1701 Eye & Ocular Adnexa & Ear
(2.0)**

These organs cover the remainder of the 60000 series in which procedures and coding explanations pertaining to the eye and auditory system are discussed. The last code reports the use of an operating microscope. Medical term definitions and anatomical descriptions associated with eye & ocular adnexa and ear procedures.

**1801 Anesthesia
(1.5)**

Discussion of the ASA relative values, anesthesia guidelines, modifiers, code organization and crosswalk along with a review of the different types of anesthesia available to patients and the methods of administration.

PROGRAM DESCRIPTION

**1901 Radiology
(3.0)**

A discussion of radiological procedures and coding guidelines including body positions and relationship terms, radiological supervision and interpretation codes, technique and equipment issues, diagnostic radiology, MRIs, ultrasounds, and chemotherapy administration are covered. Medical term definitions and anatomical descriptions associated with radiology procedures. Includes accurate documentation of procedures and services that paramount to coding and reimbursement. Also student will learn the terminology along with rules and guidelines to proper documentation and coding.

**2002 Pathology & Laboratory
(2.5)**

Topics include organ and disease oriented panels, drug testing, therapeutic drug assays, consultations, hematology and coagulation, blood counts, hemograms and differentials, bone marrow procedures, blood clot, studies, transfusion medicine, microbiology, anatomic pathology and CLIA requirements. Includes accurate documentation of procedures and services that paramount to coding and reimbursement. Also student will learn the terminology along with rules and guidelines to proper documentation and coding.

**2101 Medicine
(3.5)**

Topics include immunization and administration for vaccines/toxoids, therapeutic and diagnostic infusions, psychiatry, dialysis, gastroenterology, ophthalmology codes, cardiovascular codes, physical medicine and other special services that are located in the Medicine section of CPT®.

2201 Review Class (offered at the end of each class session) (5.0)

This class provides an overview of each of above listed chapters. This class offers expertise from the existing certified coders, new successful certified coders along with the instructor. A mock exam is provided to further prepare student for the five hour time component associated with national examination. While the instructor facilitates the overall coding activities, the certified coders provide one-on-one learning opportunities to the students.

The above lessons are taught over a 15-week period. Illustrations, quizzes and exams are introduced in each chapter to reinforce the concepts. CUHA offers traditional classes on Saturday from 9:00 am –1:00 pm (unless lesson deems longer to complete).

GENERAL INFORMATION

- Currently, CUHA does not offer evening classes. CUHA only offers weekday classes during the stated enrollment periods if sufficient students are enrolled. Refer to enrollment procedures and policies.
- Students are allowed re-admission if student is within good standing with CUHA. Students that are re-admitted must complete a new enrollment forms. Student is allowed tuition adjustment if they are re-admitted by the next class session. Tuition is adjusted to date where student ended

- the class session attended. Students that have not been enrolled at CUHA for one year must complete the entire program.
- CUHA's syllabus outline the class sessions. Upon changes, CUHA will inform student with at minimum two weeks advance notice. If an emergency arises, CUHA will contact student as soon time permits.
 - All required current year coding textbooks (CPT (professional), ICD-9-CM, and HCPCS) are the responsibility of the student, not Codes Unlimited Healthcare Academy. Text book locations are stated on website under frequently asked questions.
 - Student must have access to Microsoft Office (e.g. Power-point) to obtain chapter assignments.
 - Student must have access to Internet and Email account.
 - CUHA offers four additional class hours to PMCC students within three months from class end date to enhance skills and/or for Continue Education Units (CEU).
 - CUHA will strive to assure that the student does understand the CPT/ ICD-9 coding guidelines and concepts.
 - All personally identifiable records (by name, identifier or characteristics) directly related to a student or former student shall remain confidential unless the student signs a consent form. Such confidential records include, but are not limited to, grades, class enrollment and attendance, disciplinary records, admission records, student grievances, complaints or appeals.
 - Any student credit card account information received for tuition will remain confidential as required by law for data security.

GENERAL INFORMATION

Career Services:

- CUHA purpose is to assist student with seeking and maintaining gainful employment in the professional medical coding and billing industry.
- CUHA objective is to culminate theory with real life experiences.
- CUHA provides student with assistant to design resume, cover letters and employment applications.
- CUHA provides student assistant with knowledge and interviewing skills related to area of expertise.
- CUHA provides valuable advice on professional appearance.

- CUHA provides leads on job placement after interacting with the prospective employer desires.
- Graduation ceremony is scheduled upon completion from the PMCC. The student will be provided a certificate of completion and a transcript during the graduation ceremony if student is in good with CUHA. Student will not receive contact hours for any class not attended.
- CUHA offers Externship opportunity as employers are able and willing to accommodate sufficient hours stated below.
- CUHA offers an Externship opportunity to students that have successfully completed the PMCC with an '85' average or above and are in GOOD standing. The student will be allowed a minimum of 40 hours to maximum of 80 plus hours.
 - The Externship hours completed cannot be compensated hours. Externship hours will not occur until PMCC session ends.
 - Students are required to attend at minimum 70 hours of PMCC class.
 - The PMCC class hours will provide student with a total of 80 hours. These total hours will provide student with one year waived experience for AAPC.
- CUHA offers Internship opportunity to students that have successfully pass the PMCC midterm with '85' average and above and are in GOOD standing.
 - The student must complete at least six class sessions before internship is afforded, and
 - The student must successfully pass homework assignments with an '85' average and be able to process coding concepts knowledge.
 - The internship hours completed cannot be compensated hours
- CUHA offers student professional liability insurance at \$15.00 annual cost. Most employers require professional liability insurance before externship allowed.
- Instructor will provide students that have more than two years of medical coding experience with a recommendation letter. Recommendation letters are provided to students that are good standing with CUHA.

GENERAL INFORMATION

Career Services:

- Good standing include but not limited to:
 - Financial obligations met
 - At minimum 70 hours course work completed successfully
 - Academic grade average '85' or above

- Students are expected to conduct themselves properly outside the school area.

AAPC National Certification Professional Examination

- Student is responsible for submitting exam application to AAPC four weeks prior to examination date.
- The PMCC program is accredited by American Nurses Credential on Commission & Utah Nurses Association so therefore, nurses are also allowed to use PMCC hours toward their renewal credentials.
- Student is responsible for enrolling in the membership area on AAPC's website to obtain local chapter meeting announcements.
- Student's national examination fee (\$260) is not included in the enrollment fee.
- Associate degree is recommended.
- National exam is usually offered five times yearly by the Memphis Local chapter.
- Instructor is approved to provide examination to students upon sufficient notice to the academy (e.g. 8-weeks prior). CUHA will provide examination upon sufficient students registered.
- The national exam application will be distributed to student on the first day of class session. The national exam is a five and half hours open book exam.
- Students with less than two-years of coding related experience (using CPT/ ICD-9-CM books daily, 32 or more hours per week, or six months to one-year coding course) must apply for CPC-Apprentice (CPC-A).
- Students with less than two years of above named criteria may request a recommendation letter once national exam is successfully passed along with experience criteria is met.
- Full exam details are located on AAPC's website at www.aapc.com.
- CUHA offers AAPC's certified coders continued education units (CEU's). Refer to individual classes.

STUDENT GRIEVANCE PROCEDURE

Please submit any complaints to:

- Donna Martin, Owner & Director

4458 Kayla Cove
Memphis, TN 38141

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission,
404 James Robertson Parkway
Nashville, TN 37243-0830.
(615)-741-5293

DISCLAIMER STATEMENTS:

- CUHA does not guarantee passing of American Academy Professional Coders' (AAPC) national certification exam.
- Students are responsible for submitting national exam application to the AAPC four weeks in advance of the next scheduled exam date.
- CUHA reserve the right to restrict providing recommendation letter and/or employer reference to students that are not in good standing.
- CUHA reserve the right to assist student with gainful employment as long as student comply with suggestions and/or recommendations provided by the school (CUHA). Student will be given the opportunity to accept and/or decline externship along with employment opportunities.
- CUHA reserve the right to restrict awarding externship or internship opportunity to students that are not in GOOD standing.
- CUHA reserve the right to cancel classes due to insufficient class enrollment, and/or any unforeseen circumstances.
- CUHA reserve the right to prohibit video/audio recording of classes when student's intent is to sell or reproduce materials/information provided. Student must obtain permission to record via video or audio.
- CUHA reserve the right to suspend or dismiss at any time, any student whom it deems "unsatisfactory" for any reason that include but not limited to:
 - Fails to maintain passing grades,
 - Engages in improper or unlawful conduct,
 - Disruptive classroom behavior
 - Maliciously destroy or damage school property; student will be held liable for repair or replacement to the damaged property
 - Conduct them-selves in such a manner that discredits the School. Refer to student conduct policy.