

SCHOOL CATALOG



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Our school is certified to operate by:



**STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA**

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Our Mission Statement

A16 Coding Training Institute’s mission is to improve and enrich the lives of our students by equipping them with the highest level of education, knowledge, instruction and to also

provide the them with the tools needed for their success in achieving their career goals.

Our Objective

A16 Coding Training Institute will provide students with a safe and interactive learning environment; studies and exercises directed and focused on the learning and development of the selected course subject.

Our goal is to provide our students with the support and instruction needed for them to complete an 80-hour program with a minimum of a C average grade. Students will then receive a certificate of completion from A16 Coding Training Institute and will then become eligible to sit for the certification exam

History and Development of the School

Owner of A16 Coding Training Institute Ivonne Atanacio began educating herself to become more than just a biller and coder. She wanted to become the best, the ultimate biller and coder and she knew that her next step in her career was to validate her expertise with getting nationally certified with the AAPC. She put a plan in place and pursued it. Ivonne continued to be an asset in her workplace and every opportunity she got. Whether it was educating a physician, their staff, even people around her that were coders or interested in becoming certified. She realized how profound was her desire to teach others so, went ahead and became a Certified Professional Coding Instructor with the AAPC. With her new-found passion for teaching and her natural personal desire to help others Ivonne founded A16 Coding Training Institute a safe and professional place for motivated individuals that are ready to take the next step in their career.

Programs Offered

Medical Coding a curriculum created by AAPC (American Academy of Professional Coders) which prepares the students in the understanding and applying medical coding principles, diagnosis coding, procedural coding, HCPCS level II and modifiers, medical terminology and anatomy. We will provide the students workbooks as well as hands on medical coding exercises, this will also include quizzes, mid-term and a final exam. Upon successfully completing the course and its requirements of attending 80 hours the students will be awarded a certificate of completion from A16 Coding Training Institute becoming then eligible to sit for the AAPC national certification exam.

Medical Coding Course Objectives:

- Review an introduction to healthcare from a medical billing perspective.
- List a variety of health insurance models and how they affect medical entities.
- Understand the legal regulatory considerations involved in health care reimbursement and collections.
- Explain the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.
- Demonstrate the ability to use the three major coding manuals, CPT®, ICD-10-CM, and HCPCS Level II, and apply medical necessity standards.
- Explain the follow up process for A/R in a physician's office, including the top denials by insurance carrier along with their appeals process.

Medical Billing a curriculum created by AAPC (American Academy of Professional Coders) which prepares the students in the understanding and applying of medical diagnosis, reimbursement methodologies, processing of insurance claims, legal and regulatory issues, Medicare and commercial insurance claim processing. We will provide the students workbooks as well as hands on medical billing exercises, this will also include quizzes, mid-term and a final exam. Upon successfully completing the course and its requirements of attending 80 hours the students will be awarded a certificate of completion from A16 Coding Training Institute becoming then eligible to sit for the AAPC national certification exam.

Medical Billing Course Objectives:

- Review an introduction to healthcare from a medical billing perspective.
- List a variety of health insurance models and how they affect medical entities.
- Understand the legal regulatory considerations involved in health care reimbursement and collections.
- Explain the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.
- Demonstrate the ability to use the three major coding manuals, CPT®, ICD-10-CM, and HCPCS Level II, and apply medical necessity standards.
- Explain the follow up process for A/R in a physician's office, including the top denials by insurance carrier along with their appeals process.

Degree Requirements

A certificate of completion will be awarded to each student who maintains a C average and attends 80 hours of class time.

General Description of Available Space, Equipment and Facilities

A16 Coding Training Institute is located in a professional office building in the middle of the Ashland Hanover Shopping Center. The classroom is equipped all necessary furniture including but not limited to; with desks, chairs, a dry erase board and necessary outlets to connect a projector or any electronic equipment when necessary. The building is handicap accessible with proper Ramps, Elevator, ADA Signage and Handicap Friendly Restrooms.

Student Right to Know and Campus Security Act information

This school is not located on a campus and does not have security; However, it has a lot of parking space and has adequate lighting. The school is in a low crime rate area across from a supermarket and other shops. It is also worth mentioning that our facility is 5 minutes or 0.2 miles from the Ashland police department.

School Policies and Procedures

Entrance Requirements

- Each student must pay the total amount of the course 2 weeks before class starts.
- Student must read, write and speak English. If English is not your native language, you may be asked to attend an interview to determine your English proficiently.
- Student must be 18 years of age or older and can show proof of a high school diploma or 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.
- Once each student meets the above requirements and completes the registration form, they will receive an email notifying them of their acceptance into the program.
- The deadline for applying to the program is two weeks prior to the class start date.

Credit for Previous Education or Training:

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

- A16 Coding Training Institute's requirement is that the student completes an 80-hour program with a minimum of a C average grade. Students will then receive a certificate of completion from A16 Coding Training Institute and will then become eligible to sit for the certification exam
- Students will receive their class grade at the end of the course. It is the student's responsibility to attend a total of 80 hr. class time, complete homework and workbook 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 student's grade is based on attendance
- 25% of the student's grade is based on quizzes
- 50% of the student's 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 effort to reach the expected level of performance. This probation period will last for three weeks. For a student to be cleared from probation status their grade must be brought up to a C average.

Academic Termination

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 terminated depending on the

recommendation of the owner and the refund policy will apply. The student has a right to appeal the decision to the school. The appeal should be submitted in writing within one week of the school's decision.

Student Conduct

- The student must remain professional at all-time 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.
- Tardiness is not allowed, being tardy 3 or more times will affect the student in not being able to complete the 80-hour course requirement.
- A meeting will be arranged with the student if the rules are violated.
- The school has the right to put the student on probation or dismiss a student if a resolution of behavior cannot be made.
- Dress attire 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 the tuition 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 the tuition 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 will not be readmitted.

Attendance

- All courses require for students to attend 80hrs of class time.
- The instructor will keep an attendance sheet and mark each student at every class, either present or absent.
- If a student misses a class, they can 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

80hr 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 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. The school and student will both determine when and if the student will return to class. Refund policy applies.

Graduation Requirements

Students must maintain a C average and complete their 80hrs 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

All student records are maintained by the school. All records are retained permanently by the school electronically in a database and backed up. Physical hard copies of Admissions and Fiscal records are maintained for a period of three years, after last date of attendance. These records are 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.

School Calendar

- The School operates on a non-traditional term. The conventional academic calendar of quarters and semesters is not utilized. This program is an 80hr program offered in 3-hour sessions, two nights a week.
- If inclement weather occurs and class is cancelled, it will be made up on the following day 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 must be cancelled.*

Enrollment Dates

- A student can enroll any time up to two weeks prior to the class start date.
- The school has rolling admissions. A new program starts quarterly.

Tuition Fees and Refunds

Medical Coding

Student's AAPC Membership, Workbook, *Coding books (CPT, ICD-10 & HCPCS)* and Mock Exam are included in the fee bellow. ***The student will be responsible for:*** The AAPC exam. This school does not offer financial assistance.

Tuition	\$2,090.00
Enrollment Fee	\$100.00
Student Workbook & Coding Books	\$370.00
Student's AAPC Membership	\$90.00
AAPC Certification Exam	\$325.00
<i>TOTAL</i>	<i>\$2,975.00</i>

Medical Billing

Student's AAPC Membership, Workbook, *Coding books (CPT, ICD-10 & HCPCS)* and Mock Exam are included in the fee bellow. ***The student will be responsible for:*** The AAPC exam. This school does not offer financial assistance.

Tuition	\$1,465.00
Enrollment Fee	\$100.00
Student Workbook & Coding Books	\$370.00
Student's AAPC Membership	\$90.00
AAPC Certification Exam	\$325.00
TOTAL	\$2,350.00

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 non-refundable enrollment fee of \$100.00 and books (*if the order of such have been already placed*) stated in the enrollment form section refund policy.
- 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.
- Payment made to student within 45 days.

Proportion of Total Program Taught by Withdrawal Date

Less than 25%
 25% up to but less than 50%
 50% up to but less than 75%
 75% or more

Tuition Refund

75% of program cost
 50% of program cost
 25% of program cost
 No Refund

School's complaint and grievance policy

- 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 within 5 business days.

- 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 and only as a last resort.

State Council of Higher Education for Virginia

Private and Out-of-State Postsecondary Education

101 N. 14th Street, 9th 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*

Medical Coding Curriculum

- **Week 1-** Business of Medicine Medical Terminology/Anatomy
- **Week 2-** Introduction to ICD-10, ICD-10-CM Coding chapter 1-10
- **Week 3-** ICD-10 coding chapter 11-21, Introduction to CPT, HCPCS Level II
- **Week 4-** Integumentary System & Musculoskeletal System
- **Week 5-** Respiratory System/Hemic & Lymph & Cardiovascular System
- **Week 6-** Cardiovascular System & Digestive System
- **Week 7-** Urinary & Male Genital System & Female reproductive System, Maternity Care & Delivery
- **Week 8-** Endocrine/Nervous System, Eye & Ear
- **Week 9-** Anesthesia System, Radiology
- **Week 10-** Path & Lab System, E&M
- **Week 11-** E&M & Medicine System
- **Week 12-** What lies ahead, Final Exam

Medical Billing Curriculum

- **Week 1-** Introduction to healthcare, health insurance model
- **Week 2-** Patient registration process
- **Week 3-** Data capture
- **Week 4-** Introduction to ICD-10-CM Coding

- **Week 5-** Introduction to CPT Coding
- **Week 6-** Introduction HCPCS Coding
- **Week 7-** Medical Necessity
- **Week 8-** Claims forms (CMS-1500 and UB-04)
- **Week 9-** Billing, A/R and Collection Concepts
- **Week 10-** Government Carriers (Medicare, Medicaid, and TRICARE)
- **Week 11-** Blue Cross/Blue Shield, Commercial Insurance Carriers
- **Week 12-**Test Preparation, Final Exam

Ownership and Faculty:

Owner/Instructor/Administrator Ivonne Atanacio CPC, CPB, CPMA, CPC-I, AAPC-FELLOW

Ivonne has over 16 years of medical billing & coding experience. She has acquired extensive knowledge in multiple specialty coding. She is a Certified Professional Coder Instructor (CPC-I) Which gives her the qualifications needed to teach/train others.

Having been trained in an exclusive Professional Medical Coding Curriculum (PMCC®) coding curriculum, today she's taking on the task of sharing her expertise in all she's learned over the years and training others to get certified, advance, and reach their career goals.

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.
- The instructor will make time for students outside of the classroom hours to obtain additional help upon request from the student.

Student's duties/responsibilities:

- To have an 80hr of class attendance to be eligible to sit for the CPC®/CPB™ exam.
- Students must take notes, complete their homework and all assignments.
- Students must also maintain a C average grade.
- Be compliant with school's rules and regulations

Student's Rights

- 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 provided with accurate academic knowledge in the course study.

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.

Additional information about students enrolled in 2016

- The number of students enrolled in A16 coding training institute for the medical coding course in 2016 was 13 students.
- 100% of the 13 students graduated from the medical coding course in 2016.

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.*