# Simply Coding, LLC Course Terms and Conditions

## *Enrollment Agreement and Disclosure Statement*

I have reviewed the coding education/course(s) information and understand the fees associated with my enrollment, the structure and content that will be taught in this course, as well as the occupational fields related to its area of study. I have reviewed the enrollment form information and refund policy associated with this purchase.

**Enrollment Course Details:**

**Prerequisite:** At least 18 years of age, and have a minimum of a high school diploma or general education development (GED) certificate. It's recommended that students are currently working in the medical field (not required). Students should are familiar with Medical Terminology and Anatomy. If you don't have medical experience or knowledge of these subjects, you should consider additional learning resources.

**CPC Instructor Led**: If you learn best in a real-time interactive class, our online CPC instructor-led course is a perfect fit for you. We address key concepts and coding scenarios providing personalized, hands-on, in-depth guidance through the in-person class material. This 20-week accelerated class meets Tuesday nights from 6:00pm-10:00pm.

**CPC-A Instructor Led:** Less than two years' experience in the healthcare field select CPC-A course. The "A" indicates apprenticeship status, this course to remove the "A" Apprentice Status. This class includes everything in the CPC Instructor led course. In additional to the online add-on Practicode. Completion of the CPC-A course and Practicode will remove the "A". This 20-week accelerated class meets Tuesday nights from 6:00pm-10:00pm.

**CPC Self-Paced:** Experienced in the healthcare field or with CPT, ICD-10, HCPCS, terminology and anatomy. This course has the flexibility to study on your own time, at your own pace. However, it requires a great deal of self-discipline to keep up with your course work. Self-paced: Average time to completion is 20-weeks up to 6 months. Students will have access to course materials maximum of 6 months with options for extension. Monthly extension may be purchased, a written request must be sent to simplycodingllc@gmail.com.

**Private Online One-on-One Tutoring:** Need extra help, new to coding or perhaps you are a certified coder and are struggling in some areas? Sign up for hourly one-on-one tutoring sessions based on instructors' availability.

**Courses Fees Includes:**
***CPC Instructed Led:*** Access to Canvas Classroom with Zoom, AAPC Membership (1st year), Coding Books (CPT, ICD-10, HPCS), AAPC Curriculum Workbooks, AAPC Certification National Exam (2 Attempt), AAPC Online Practice Exam(s), Professional Resume
***CPC-A Instructor Led:*** Everything from the CPC Instructor Led plus AAPC Practicode.
***CPC Self-Paced:*** Everything from the CPC Instructor Led

**Lender Financing:**
SweetPay Program provides students with Direct Lender financing and payment plan options. Simply Coding, LLC agrees to work in affiliation with SweeyPay Direct Consumers Lending Programs. Students will be in agreement with Direct Lenders and SweetPay terms and conditions. Simply Coding, LLC will deny access to the Canvas/Zoom Classroom when student miss agreed monthly payment to the lender.

**Fee(s):** Declined payments or returned checks are subjected to a $50 fee. Financing/Payment Plans are subjected to Lender's conditions, charges, service fees and interest.
Refund Policy: Instructor Led Coding courses may be cancelled for a full refund up to the course start date.
- 75% refund will be issued for any course cancelled within a one (1) week after the course start date.
- 50% refund will be issued for any course cancelled within two (2) weeks after the course start date.
- No Refunds will be issued for any instructor led course two weeks after the course start date.

In addition to any fees for course books that are not returned to the AAPC or Simply Coding, LLC, or are returned opened or used. **No refund will be issued for any Self-Paced course that has been accessed, viewed, or partially completed**. All course cancellations are subject to a $150 cancellation fee. All refund requests must be submitted in writing to simplycodingllc@gmail.com for approval. Please allow up to two (2) weeks to receive your refund check.

**Online Course Duration:** Coding courses are for individual use only and are nontransferable. I understand for **Instructor -Led course(s):** are based on my course start date and I must finish the course within the allotted time for the which I enroll (individual course timeframe listed on the education/course information page of Simply Coding, LLC website). I understand that if I do not finish the course in the allotted timeframe I will be cancelled from the course unless I choose to purchase another course. **Self-paced course:** average time to completion is 20-weeks up to 6 months. Students will have access to course materials maximum of six months with options for extension. Monthly extension may be purchased, a written request must be sent to simplycodingllc@gmail.com.

I understand that AAPC recommends certain prerequisites or experience level prior to enrollment as noted in the course syllabus (where applicable) and that adhering to these recommendations may determine my successful completion of the course. After successfully completing our course(s) with at least a **C** average, students will be awarded a certificate of completion from Simply Coding, LLC, making them eligible to sit for the AAPC National Certification (CPC) Exam. ***The completion of this course does not guarantee the passing of the AAPC National Certification (CPC) Exam.***

As a condition of your AAPC membership, you are obligated to conform your conduct to the professional ethical principles outlined in the American Academy of Professional Coders (AAPC) Code of Ethics (https://www.aapc.com/about-us/code-of-ethics). Cheating, or any act of dishonesty that is designed to gain unfair advantage over others who complete the assigned tasks or examinations as required, is not only unprofessional, it is a violation of the AAPC Code of Ethics. Failure to adhere to these ethical standards, as determined by AAPC, may result in the loss of membership with AAPC, and may result in cancellation from Simply Coding, LLC online course(s).

**Copyright**: Simply Coding, LLC, Coderaire, American Academy of Professional Coders (AAPC), and American Medical Associations (AMA) takes the copyright protection of materials extremely serious. Therefore, content provided should not be reproduced, transmitted electronically, photocopied, recorded or distributed in any format without written permission of the named parties above.

**Grievances**: Simply Coding, LLC, allows students to voice their grievances either with the course, staff/instructors or business associates. To initiate grievance, students are required to submit a written request to simplycodingllc@gmail.com with grievance details, date and signature.

By purchasing this online course, I hereby attest that the information I have submitted to Simply Coding, LLC, is true and accurate to the best of my knowledge, and hereby agree to the terms and conditions of Simply Coding, LLC, as stated herein. No other prior agreement or conditions, verbal, written, or implied, will be honored. I, the undersigned, have read, understand and agree to abide by all the provisions set forth in the foregoing enrollment.