

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 be 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. Class time may vary, depending on the chapter content for the week.

CPC-A Instructor-Led: Less than two years experience in the healthcare field select CPC-A course. The "A" indicates apprenticeship status, this course removes the "A" Apprentice Status. This class includes everything in the CPC Instructor-led course, in addition to the online AAPC Practicode Practicum Course. 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 coursework. 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. A 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 Include:

CPC Instructed Led: Access to Canvas Classroom with Zoom, AAPC Membership (1st year), Coding Books (CPT, ICD-10, HPCS), AAPC Curriculum Workbooks, AAPC Online Practice Exam(s), Professional Resume and *AAPC Certification National Exam (2 Attempt),

CPC-A Instructor-Led: Everything from the CPC Instructor-Led plus AAPC Practicode Practicum

CPC Self-Paced: Everything from the CPC Instructor-Led

***Eligibility for the AAPC National Certification (CPC) Exam**

- Students who do not complete the course or fail to achieve the required minimum passing grade of a "C" (70% or higher) will not be eligible to take the AAPC National Certification (CPC) Exam.
- The AAPC National Certification (CPC) Exam will only be purchased for students who successfully complete the course with an overall grade of 70% or higher.
- Students who **do not** meet this requirement will receive access to practice exams and membership benefits for one year included in the course.

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 a student misses an agreed monthly payment to the lender.

Fee(s): Declined payments or returned checks are subjected to a \$50 fee. Financing/Payment Plans are subject to the Lender's conditions, charges, service fees, and interest.

Refund Policy: Instructor-led 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 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 that **Instructor -Led course(s):** are based on my course start date and I must finish the course within the allotted time for which I enroll (course dates are listed on the 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. A monthly extension may be purchased, a written request must be sent to simplycodingllc@gmail.com.

I understand that AAPC recommends certain prerequisites or experience levels 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 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. ***Completion of this course does not guarantee 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 an 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) take the copyright protection of materials extremely seriously. Therefore, the 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 a 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 outlined in the foregoing enrollment.