

Simply Coding, LLC Course Terms and Conditions

Enrollment Agreement and Disclosure Statement

I hereby acknowledge that I have thoroughly reviewed the course information related to the coding education program(s), including the curriculum, structure, and associated fees. I understand the scope of instruction and its relevance to applicable occupational fields. I further confirm that I have read and understood the enrollment form and the refund policy governing this purchase.

Enrollment Course Details:

Prerequisite: Minimum age of 18 years and a high school diploma or general education development (GED) certificate. It is recommended that students be currently working in the medical field (not required). Students should be familiar with medical terminology and anatomy. If you do not 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 6:00 pm-10:00 pm (EST). Class time may vary, depending on the chapter content for the week.

CPC Self-Paced: Best suited for students with prior healthcare experience or a solid foundation in CPT, ICD-10, HCPCS, medical terminology, and anatomy. Learn at your own pace with the flexibility to complete the course within 4 to 5 months, with a maximum access period of 6 months. Monthly course extensions are available for an additional fee. A monthly extension may be purchased; a written request must be sent to simplycodingllc@gmail.com.

Courses Fees Include:

CPC Instructed-Led: Access to Canvas Classroom with Zoom, AAPC Membership (1st year), Coding Books (CPT, ICD-10, HCPCS), AAPC Curriculum Workbooks, AAPC Certification National Exam* (2 Attempts), AAPC Online Practice Exam*, Professional Resume. *Curriculum Books are shipped directly from the AAPC*

CPC Self-Paced: Everything in the CPC Instructor-Led and 2 hours of monthly one-on-one sessions. No live (Zoom) classes

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

An overall passing score of 70% or higher is required to qualify for the AAPC Practice Exams and National Certification (CPC) Exam. Students who do not meet the passing grade will still receive a one-year AAPC Membership. *The AAPC Practice Exams and National Certification (CPC) Exam will only be purchased for students who have met all course requirements and achieved a final grade of 70% or higher. **Failure to complete the course** will result in forfeiture of all exam-related benefits, including practice exams, the national exam voucher, and AAPC membership.

Refund Policy

Return Fees: A \$50 fee will be applied to all declined or returned payments.

Instructor-Led Coding Courses

Cancel before the course start date: Full refund (minus any non-returned book fees)

Cancel within 1 week after the course start date: 75% refund

Cancel within 2 weeks after the course start date: 50% refund

No refunds will be issued after 2 weeks from the course start date

Self-Paced Courses

No refunds will be issued if the course has been accessed, viewed, or partially completed

Additional Terms/Fees

Course cancellations are subject to a \$150 administrative cancellation fee

Any unreturned, opened, or used course materials (books or workbooks) will incur additional fees as billed by AAPC or Simply Coding, LLC

Refund requests must be submitted in writing to simplycodingllc@gmail.com

Please allow up to 2 weeks for processing and delivery of refunds.

Code of Conduct: 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).

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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.

Acknowledgement

By enrolling in this course, you certify that all information submitted to Simply Coding, LLC is true, accurate, and complete to the best of your knowledge. You further acknowledge and agree to be bound by the Terms and Conditions set forth by Simply Coding, LLC. Please be advised that successful completion of the course does not guarantee a passing score on the AAPC National Certification Exam.