

<u>Table of Contents</u>	<u>Page</u>
Introduction	3
Attendance Requirements	4
Class Schedules	3
Conduct Policy	5
Dismissal	5
Educational Services	6
Enrollment Procedures	4
Entrance Requirements	4
Facilities	5
Grading System/Progress Reports	5
Placement Assistance	4
Postponement of Start Date	4
Previous Credits	7
Programs & Courses	3
Progress Policy	4
Refund Policy	8
Student Complaints	8
Student Grievance Procedure	7

Introduction

Williams Professional Coding College (hereinafter referred to as the school) offers the finest coding materials and teaching for student training and preparation for the *Certified Professional Coder* (CPC®), *Certified Obstetrics and Gynecology* (COBGC®) and *Certified Gastroenterology* (CGIC®) exams. The school is staffed with qualified and approved *American Academy of Professional Coders* (AAPC®) instructors.

The school is owned by Williams Professional Coding Courses & Provider Services, LLC. The Officers of the school are K. Williams, President and V. Williams, Chief Executive Officer.

Faculty Members

H. Anderson, Director School Operations
 V. Williams, CPC-I, Lead Instructor
 S. Jordan, CPC-A, Instructor

Programs/Courses Offered

Certificate Programs:

Program A, 81 Hours 40 mins Course 110 CPC Fast Track

Occupational Objective: The graduate should be able to acquire an entry-level position in the medical field as a CPC upon passing the national exam.

Program B, 25 Hours 40 mins Course 120 COBGC Specialty Obstetrics and Gynecology *Student must currently have Certified Professional Coder (CPC) credential.*

Occupational Objective: The graduate should be able to accurately code for the specialty of Obstetrics and Gynecology in the medical field upon passing the national exam.

Program C, 25 Hours 40 mins Course 130 CGIC Specialty Gastroenterology *Student must currently have Certified Professional Coder (CPC) credential.*

Occupational Objective: The graduate should be able to accurately code for the specialty of Gastroenterology in the medical field upon passing the national exam.

Program D, 81 Hours 40 mins Course 110A CPC Fast Track (Virtual/Online)

Occupational Objective: The graduate should be able to acquire an entry-level position in the medical field as a CPC upon passing the national exam.

Program/Course Costs

	Tuition	Registration	Total Tuition/Fees	+	Books	+	Equipment
	_____	<u>Applied to tuition</u>	_____		<u>Incl except Program D</u>		_____
Program A:	\$2,500	\$100	\$2,500		\$0		\$0
Program B:	\$1000	\$200	\$1000		\$0		\$0
Program C:	<u>\$1000</u>	<u>\$200</u>	<u>\$1000</u>		<u>\$0</u>		<u>\$0</u>
Program D:	<u>\$2,500</u>	<u>\$500</u>	<u>\$2,500</u>		<u>\$400</u>		<u>\$0 \$0</u>

(Non-refundable & Subject to
Cost Change)

See **Educational Services** for more details on Programs/Courses offered.

Class Schedule

Program A: Mondays 5:30pm – 9:30pm
 Saturdays 8:00am – Noon
 Wednesdays 10:00am-2:00pm (Contingent upon number of students enrolled)

Program B: Tuesdays 5:30pm – 7:30pm

Program C: Thursdays 5:30pm – 7:30pm

Program D: Virtual/Online (days/hours vary)

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone, email, and/or radio, and/or TV who provide closure

information as a public service. Classes are not held on the following holidays:

New Year's Eve
 New Year's Day
 Memorial Day

Independence Day
 Thanksgiving Day & the Friday following
 Christmas Eve & Christmas Day

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Arkansas and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test but will provide information on availability when requested.

Enrollment

Prospective students may enroll during open enrollment periods, which are posted on our website. Late enrollments will be accepted only up to the first day of class.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will forfeit all fees or tuition paid to the school. No refunds will be issued.

Placement Assistance

Williams Professional Coding College does not offer employment assistance to graduates; however, we will make available any information we have on open job postings for coding and/or billing positions. While providing information relevant to your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 80% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must maintain an 70% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school CEO's discretion. The CEO has final authority and shall notify the student of the final decision.

Grading System

90 – 100 = A	Excellent Above
80 – 89 = B	Average
70 – 79 = C	Average Below
60 – 69 = D	Average
Under 60 = U	Unsatisfactory

Fast-track courses will be issued grades at mid-term and course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Director, after consultation with all parties involved, makes the final decision.

The instructor may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

Facilities

The school is located at 13311 Lawson Rd., Suite D, Little Rock, AR 72210. Our classrooms are furnished with modern equipment. Computer programs, PowerPoints, and videos to enhance classroom activities are available.



Vickie Williams, BSBM, CPC, CPC-I, CHAA, Lead Instructor

Educational Services**Fast Track Course Curriculum Fall 2021 (Saturday, Monday, & Wednesday Class)**

Week 1 8/7/21 8/9/21 8/11/21	Chapter 01 – The Business of Medicine (4 hours) ***Issue Textbook & Workbook***
Week 2 8/14/21 8/16/21 8/18/21	Chapter 01 – The Business of Medicine (4 hours)
Week 3 8/21/21 8/23/21 8/25/21	Chapter 02 – Anatomy and Terminology (4 hours)
Week 4 8/28/21 8/30/21 9/1/21	Chapter 02- Anatomy and Terminology (4 hours)
Week 5 9/4/21 9/6/21 9/8/21	Chapter 03 – Introduction to ICD-10-CM (4 hours) ***Issue ICD-10 Books****
Week 6 9/11/21 9/13/21 9/15/21	Chapter 04 – ICD-10-CM Coding Chapters 1-11 (4 hours)
Week 7 9/18/21 9/20/21 9/22/21	Chapter 04 – ICD-10-CM Coding Chapters 1-11 (2 hours) Chapter 05- ICD-10-CM Coding Chapters 12-21 (2 hours)
Week 8 9/25/21 9/27/21 9/29/21	Chapter 05 – ICD-10-CM Coding Chapters 12-21 (2 hours) Midterm-1 ICD-10-CM (2 hours)
Week 9 10/2/21 10/4/21 10/6/21	Chapter 06 – Introduction to CPT®, Surgery Guidelines, HCPCS, and Modifiers (4 hours)
Week 10 10/9/21 10/11/21 10/13/21	Chapter 07 – Integumentary System (4 hours)

Week 11 10/16/21 10/18/21 10/20/21	Chapter 08 – Musculoskeletal System (4 hours)
Week 12 10/23/21 10/25/21 10/27/21	Chapter 09- Respiratory, Hemic, Lymphatic, Mediastinum, Diaphragm (2 hours) Chapter 10 – Cardiovascular System (2 hours)
Week 13 10/30/21 11/1/21 11/3/21	Chapter 10 – Cardiovascular System (3 hours) Midterm-2 CPT (1-hour)
Week 14 11/6/21 11/8/21 11/10/21	Chapter 11 – Digestive System (2 hours) Chapter 12 – Urinary System and Male Genital System (2 hours)
Week 15 11/13/21 11/15/21 11/17/21	Chapter 13 – Reproductive Systems, Female Genital System, and Maternity (2 hours) Chapter 14 - Endocrine System and Nervous System (2 hours)
Week 16 11/20/21 11/22/21 11/23/21	Chapter 15 – Eye and Ocular Adnexa, Auditory Systems (2 hours) Chapter 16 – Anesthesia (2 hours)
Week 17 11/27/21 11/29/21 12/1/21	Chapter 17 – Radiology (2 hours) Chapter 18 – Pathology/Laboratory (2 hours)
Week 18 12/4/21 12/6/21 12/8/21	Chapter 19 – Evaluation and Management (4 hours)
Week 19 12/11/21 12/13/21 12/15/21	Chapter 20 – Medicine (70 minutes) Chapter 21 – What Lies Ahead (read on your own) Final Exam (2 hours 50 minutes)
Week 20 12/18/21	National Exam for CPC (ALL CLASSES) 5 hours and 40 minutes

Previous Credits

Credits from another institution will not be accepted. Williams Professional Coding College does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

Purpose

Williams Professional Coding College (the “School”) welcomes feedback from its students and believes students should be able to communicate problems and concerns to the school and doing so without retaliation. The school is committed to providing students with a communication chain to bring forth any concerns and to collaborate with school officials toward reasonable resolutions. The school believes engaging in this process can also be a valuable lesson for students and can help prepare students to address issues in a professional productive manner as they pursue their careers.

Scope

This policy applies to all students. This policy does not apply to complaints that are covered by other applicable school policies, specifically, complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the school’s Title IX and Sexual Misconduct Policy and corresponding procedures.

Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the school’s Non-Discrimination and Equal Opportunity Policy and corresponding procedures.

Student complaints not falling under the categories or other policies identified above should be made to the instructor for attempted informal resolution of the complaint. Most of complaints can likely be resolved at this informal level.

If an informal resolution of the student’s complaint cannot be accomplished, or if the complaint is about the instructor, the student should then submit their grievance formally in writing to the Director. The written grievance should include, at a minimum, the student’s name, details, and a written account of the complaint, and a desired outcome.

Upon receipt of a written grievance, the Director will review the complaint and contact the student within ten (10) business days to verify receipt of the grievance, clarify any information provided by the student, and request any additional information that may be needed from the student for the Director to fully evaluate the grievance. This also provides the student with an additional opportunity to provide any and all information he or she would like considered and to request a meeting with the Director if they so desire.

The Director will then undertake efforts to evaluate and investigate the student’s complaint to reach a determination. The Director will endeavor to reach a final determination within thirty (30) days of receipt of the student’s formal written complaint, although circumstances may warrant a lengthier period of time and the student will be notified of the same.

The Director will provide the student with a written notification of the determination and outcome of their grievance. If the student is dissatisfied with the outcome, they may file an appeal with the President. The appeal must be filed in writing within three (3) business days of receipt of the outcome notification and include the grounds for the appeal. The President will consider timely appeals, conduct any additional investigation (if necessary), and make a final decision within ten (10) business days of receipt of the appeal. The President will inform the student in writing of the outcome of the appeal. The decision of the President is final and not subject to further appeal.

Student Complaints

Attempting to resolve any issue with the school first is strongly encouraged. Student Complaints may be brought to the attention of the *Arkansas Department of Education, Division of Private Career Education Schools* in writing at <https://www.adhe.edu/private-career-education>. There is a two-year statute of limitations for the Division to act on a student complaint.

Refund Policy

Students **not accepted** to the school are entitled to all monies paid. Due to limited class seating, fast-track students are not eligible to receive any refunds for any fees or tuition paid once enrollment application **has been accepted**. However, if student has paid any fees or tuition and are unable to attend the semester of their application, the student can enroll for another semester within that year and all monies paid will be applied toward the new semester.

All **accepted** students will sign a student contract acknowledging agreement to the tuition cost and fees. The student may cancel the student contract at any time prior to midnight of the **third business day** after signing the contract.

Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

The student will receive a full refund of tuition and fees paid if the school discontinues a program/Fast-Track course within a period a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

The policy for granting credit for previous training shall not impact the refund policy.

Uniform Policy (Does not apply to Virtual Students, however, students must be presentable)

Students are required to wear the appropriate attire to each class. Acceptable attire includes the following:

- Black Scrub Top or School T-shirt
- Black Scrub Bottoms
- Face Coverings (i.e., School, N95, surgical, and cloth masks or face coverings as recommended by CDC guidelines for COVID-19).



WPC Courses
Williams Professional Coding
Mechanics of Medical Coding