

<u>Table of Contents</u>	<u>Page</u>
Introduction	3
Attendance Requirements	5
Class Schedules	4
Conduct Policy	6
Dismissal	6
Educational Services	7
Enrollment Procedures	5
Entrance Requirements	5
Facilities	6
Grading System/Progress Reports	6
Placement Assistance	5
Postponement of Start Date	5
Previous Credits	9
Programs & Courses	3
Progress Policy	5
Refund Policy	10
Student Complaints	10
Student Grievance Procedure	9
Uniform Policy	11

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 (COBGCC®)** 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, CPC-I, Lead Instructor
 S. Jordan, CPC, CRC Instructor

Programs/Courses Offered

Certificate Programs:

Program A, 90 Hours Course 110 Introduction to Medical Coding

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, 90 Hours Course 110A Intro to Medical Coding (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
	_____	Applied to tuition	_____		Incl except Program D	_____
Program A:	\$3000	\$500	\$3000		\$0	\$0
Program B:	\$3500	\$500	\$3500		\$400	\$0

(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

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

When an unexpected closure occurs due to unforeseen circumstances such as inclement weather, students will be notified as soon as possible by phone, email, and/or radio, and/or TV who provides closure information as a public service.

Classes are **not held** on the following holidays:

New Year's Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
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

Student courses will be issued grades at mid-term and course end for all courses.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons (including concealed), 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 10515 Markham St., Suite I-5, Little Rock, AR 72205. 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**Introduction to Medical Coding Curriculum Fall 2023 (Monday Class)**

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

Week 11 11/20/23	Chapter 07 – Integumentary System (4 hours)
Week 12 11/27/23	Chapter 08 – Musculoskeletal System (4 hours)
Week 13 12/4/23	Chapter 09- Respiratory, Hemic, Lymphatic, Mediastinum, Diaphragm (3 hours) Midterm-2 CPT/HPCPS (1-hour)
Week 14 12/11/23	Chapter 10 – Cardiovascular System (4 hours)
Week 15 12/18/23	Chapter 11 – Digestive System (4 hours)
CHRISTMAS/NEW YEAR HOLIDAY BREAK, NO CLASS	
Week 16 1/8/24	Chapter 12 – Urinary System and Male Genital System (2 hours) Chapter 13 – Reproductive Systems, Female Genital System, and Maternity (2 hours)
Week 17 1/15/24	Chapter 14 - Endocrine System and Nervous System (3 hours) Chapter 15 – Eye and Ocular Adnexa, Auditory Systems (1 hour)
Week 18 1/22/24	Chapter 16 – Anesthesia (2 hours) Chapter 17– Radiology (2 hours) ***Class on Tuesday due to Memorial Day***
Week 19 1/29/24	Chapter 18– Pathology & Laboratory (3 hours) Chapter 19– Evaluation & Management (1 hour)
Week 20 2/5/24	Chapter 19– Evaluation & Management (4 hours)
Week 21 2/12/24	Chapter 19– Evaluation & Management (1 hour) Chapter 20 – Medicine (1 hour) Chapter 21 – What Lies Ahead (read on your own) Comprehensive Final Exam (2 hours)
Week 22 2/17/24	AAPC National Exam for CPC-4 hours (ALL CLASSES)

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 Division of Higher Education, 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, students are **not eligible** to receive any refunds for any registration fees paid to secure seat in the course. **No refunds** will be given for any tuition paid after **3 business days** of student's acceptance into the school. However, if a student has paid any fees or tuition and is 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. If student fail to enroll in another semester during that year all monies paid will be forfeited.

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. Canceling the contract will prevent the student from any future financial obligations for the semester, however, as per the prior statement, no refunds will be given after the third business day of acceptance. If student cancels contract the school holds no obligation to the student once contract is terminated.

Should a student fail to return from an excused leave of absence, the effective date of termination for the student is the earlier of the date the school determines the student is not returning or the day following the expected return date. Contract will be cancelled by school and school holds no further obligation to the student.

The student will receive a full refund of tuition and fees paid if the school discontinues a program within a period a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation. In the event of a national pandemic, at the school's discretion the semester dates and/or method of delivery may change. Students will be notified immediately if this should occur. If a student cannot attend due to the adjusted schedule, he/she can enroll in another semester or may put in a refund request to the CEO for approval (no guarantee).

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 are no longer required; however, student may wear at his/her discretion.



WPCourses Williams Professional Coding