



**ACADEMY**  
of MEDICAL PROFESSIONS

BRUNSWICK BUSINESS CENTER  
18 Pleasant St, Ste 210, Brunswick, ME 04011

TOLL FREE (866) 516-8274  
TEL (207) 721-0714  
FAX (207) 449-1242

info@AcademyofMedicalProfessions.com  
www.AcademyofMedicalProfessions.com

## Medical Billing and Coding Programs

As a Medical Biller/Coder you are responsible for reviewing the documentation the physicians have provided and assigning the correct diagnosis and procedure codes, entering the necessary information into the patient's account and submitting the claims to the Insurance Companies. You are then responsible for tracking and receiving payment from the Insurance Companies and billing the patient when necessary. You will also be responsible for reviewing any denials and researching to make sure that the claim was submitted correctly the first time. If any necessary changes can be made, you are responsible for making the changes and following up with the Insurance Companies.

Basic computer knowledge is a must. Many offices use the Internet and are willing to provide you with their billing programs to install on your home computer allowing you to work from home.

Medical Billers and Coders are in high demand. Most offices and hospitals find it very difficult to find Medical Billers and Coders and when they do, are willing to provide great pay and benefits. If you chose to work in the office or hospital, flexible schedules are also possible and they tend to be very accommodating.

As well as working in physician's offices and hospitals, you can choose to work for Medical Billing Companies, Ambulance Companies and Nursing Homes.

If you complete the course with a satisfactory grade, you will receive a Certificate of Completion from both Medical Billing and Coding as well as a certificate for Anatomy/Physiology and Medical Terminology. In addition, you will receive a Letter of Recommendation, a list of companies in the field with addresses and phone numbers, and we would be happy to provide a personal reference for you. Should you decide to take the CPC exam at the end of the course, you will receive a national certificate and a title of CPC-A (apprentice).

**NEW OPTIONAL PROGRAMS:** Please see our Course Descriptions for new program opportunities as well as our newest option to receive a total of 2 years coding experience by taking our Medical Coding program with Practicode! In just a short time, you are not only certified but you also will have 2 years experience and no Apprentice title as well!

Our instructors are professionals in the industry and can offer you the benefit of their knowledge and experience.

All courses offered either locally at Adult Education Centers, and/or Online Live or through Recorded Classes lectures to be taken at the students own pace and time.

## COURSE DESCRIPTIONS

- **Medical Coding Course-** This program will be held a total of 5 hours, twice a week for 20 weeks. Upon completion of the program you will take your national certification of CPC. Upon successful completion, your title will be a CPC-A, for the first year. (CPC-A means you will be considered a certified coder with an Apprentice designation for one year, once you have worked for a year, you will have your Apprentice title removed and be an official CPC!) This program consists of Medical Terminology/Anatomy for ICD-10 and Coding curriculum. \$3,500.
- **Practicode Course-** This course is a 6 to 10 week online practicum. CPC-A's get real-world experience coding actual medical charts. This new coding practice course helps to improve coding skills across multiple specialties, allows a new coder to gain coding experience. It is comprised of 3 modules of 200 actual, redacted medical records per module. This Practicum allows an individual to meet 1 year of coding experience toward the removal of the apprentice designation. Having the CPC-A removed immediately. \$1,200.
- **Medical Professional Course-** This 36 week program includes the entire Medical Coding program and our Medical Office Specialist (CMAA) which consists of Coding (with CPC-A certification), Electronic Medical Records (with CEHRS certification) and Front Office Skills (with CMAA certification) and Medical Billing Specialist Certification (CPB) program. This is a 36-52 week program. At the end of these programs you have 4 national certifications: CPC, CEHRS, CPB, CMAA. \$6,100.
- **Coding Professional Course-** After completion of the Coding with CPC certification, a student would then enroll directly into our Hospital Coding Certification program, by entering into this program and completing this Certification (COC) ending up with two titles after your name, CPC and COC, 30 weeks total. \$5,300.

## ENTRANCE REQUIREMENTS

All applicants must be 18 years of age, have a high school diploma or GED equivalent before obtaining employment, but it is not required for starting these programs. Basic Computer Skills and a typing speed of at least 35 WPM before attending this program.

## ATTENDANCE POLICY

The attendance policy set forth by the Academy of Medical Professions is strictly enforced. Students are expected to attend 100% of all local lectures or scheduled webinar. Students whose attendance drops below 70% (not withstanding mitigating circumstances), may be dis-enrolled from the program. Missing a local lecture or scheduled webinar will require the student to watch the recorded version of the course prior to attending the next lecture.

## TEXTBOOKS SUPPLIED FOR THIS PROGRAM

Medical Terminology & Anatomy/Physiology for Coders\* Step-By-Step Medical Coding Textbook \* Step-By-Step Medical Coding Workbook \* ICD-10-CM Diagnostic Code Book \* HCPCS Level II \*CPT Procedural Book\* CPC Coding Exam Review, 3 practice CPC exams, national boards exam fees and registration.

Medical Professional program includes: Electronic Health Records, Understanding the Medical Office Workflow as well as those listed above.

Coding Professional program includes: Understanding Hospital Billing & Coding as well as those listed above.

Medical Billing & Coding Professional Course includes: Understanding Health Insurance, A Guide to Billing & Reimbursement, 11<sup>th</sup> Edition as well as those listed above.

## STANDARDS OF PROGRESS

Students whose academic average drops below 70% will be placed on academic probation. We will work with the student to develop an action plan for success, to include specific goals and target dates. If the student is unsuccessful in meeting the goals and target dates of the action plan for success, the student will be subject to academic dismissal. If a student misses more than 3 live classes and does not watch the recorded lectures, or if an online student fails to provide weekly contact with the instructor via email for more than 3 weeks, the student will be subject to academic dismissal with no refund.

## REFUND POLICY

1. You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform the school, **not the instructor**, in writing. Termination will become effective upon receipt of the written notice. Refund will be based on notification week corresponding with your course assignments/week associated with **start date** of the program.
2. If you terminate before you commence training, you will receive a refund of the money paid to the school, minus \$450 for the course books and reference books, unless they are returned unused, unopened. **The \$300.00 application fee is nonrefundable.** If no unused books are returned, the total subtracted from the refund will be \$750.00.
3. If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignment, less the application fee of \$300.00, the book fee of \$450.00 for course books. **If you terminate any time after week 3, there will be no refund. If you are paying a payment plan, the balance will be effective as of drop date, 30 days to pay in full or sent to collections.**

# SCHOOL CALENDAR 2018

## ONLINE RECORDED CLASSES

Students wishing to take the online courses by watching the recorded classes may start at **any time**.  
Local class schedule is listed below.

## ONSITE LIVE BROADCAST LOCATIONS

|                   |                |                 |               |               |
|-------------------|----------------|-----------------|---------------|---------------|
| Auburn            | Dover-Foxcroft | Orono           | North Berwick | Scarborough   |
| Augusta           | Ellsworth      | Kittery         | Oxford Hills  | South Berwick |
| Bangor            | Fairfield      | Livermore Falls | Presque Isle  | Turner        |
| Brunswick/Topsham | Farmington     | Mechanic Falls  | Pittsfield    | Van Buren     |
| Biddeford         | Gardiner       | Mexico          | Readfield     | Westbrook     |
| Bethel            | Gorham         | Newport         | Sanford       | Windham       |

Southern Maine Community College/Columbia State University/Harper College

## **TERMINOLOGY COURSE**

*This course is included in the following programs: Coding, Billing, Transcription, and CMAA.*

Tuesdays for 16 weeks; 6-8PM

Start Dates: 2/27/18, 6/26/18, 10/16/18 (Tuesdays), or online anytime; 16 week program.

## **CODING PROGRAM**

Terminology course and the following: Thursdays for 20 weeks, 5:30-8:30 PM

Start Dates: 2/29/18, 6/28/18, 10/18/18 (Thursdays) or online anytime; 20 week program.

## **PRACTICODE COURSE**

Start Dates: Online anytime; 6 to 10 week program.

## **MEDICAL PROFESSIONAL PROGRAM**

Terminology program: See dates above.

Medical Office Specialist:

Start Dates: 2/28/18, 6/27/18, 10/17/18 (Wednesdays) or online anytime; 16 week program then you will complete the Coding program.

Coding Program: After completing the Terminology and Medical Office Specialist program:  
See dates above for coding.

## **CODING PROFESSIONAL PROGRAM**

Terminology program: See dates above.

Coding program: See dates above.

Hospital Coding: Online anytime



**BILLING AND/OR CODING COURSE ENROLLMENT AGREEMENT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ (H) \_\_\_\_\_ (C)

E-MAIL: \_\_\_\_\_

LOCATION ATTENDING \_\_\_\_\_ START DATE \_\_\_\_\_  
OR ONLINE START DATE: \_\_\_\_\_

**SINGLE PAYMENT METHOD**

**\*\*\*\*Please make checks payable to the Academy of Medical Professions\*\*\*\***

- **\$500 Deposit is required for Payment Plan Options**
- **\$300.00 Non-refundable enrollment fee is already included in the price**
- **Voucher Payments: ( I.E. Goodwill, Dept Of Labor, VA, Mycaa, Etc.)**

**ONE TIME FULL PAYMENT**

**Self-Pay**

**Voucher**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\$3,500** Medical Coding (CPC-A Certification)  
**\$4,700** Medical Coding w/Practicode (CPC Certification)  
**\$6,100** Medical Professional (CMAA, CEHRS, CPB AND CPC-A certifications)  
**\$5,300** Coding Professional (CPC & COC certifications)  
**\$1,200** Practicode only

**Voucher Payments:**

**Name Of Organization Paying:** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**If taking a program that requires Medical Terminology, please indicate the following:**

Place Start Date Next To Option

\_\_\_\_\_ I INTEND TO TAKE THE PROGRAM ALL TOGETHER

\_\_\_\_\_ I INTEND TO BREAK UP MY COURSES BY TAKING TERMINOLOGY FIRST

WHERE DID YOU HEAR ABOUT OUR COURSES? Adult Education Brochure/Website

IF FROM AN ADULT EDUCATION OR COLLEGE BROCHURE PLEASE LIST WHICH ONE: \_\_\_\_\_

\_\_\_\_\_ Mid-Maine Regional Adult Community Education

## CONTRACT AGREEMENT

I, \_\_\_\_\_ hereby agree to the above mentioned terms of the program. I agree to the payment plan chosen above and I have read and understand the REFUND POLICY and STANDARDS OF PROGRESS for this course and agree to its terms. I agree that if I have a payment plan, that I will keep it in good standing, and that if my account is sent to collections, I am responsible for the legal fees, late fees, and payment plan I have agreed to:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## PAYMENTS MADE BY CREDIT CARDS

CREDIT CARD # \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

TYPE OF CARD: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_

ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM:

\_\_\_\_\_

FULL PAYMENT \$ \_\_\_\_\_ Date you wish to have payment taken: \_\_\_\_\_

PAYMENT PLAN DOWN PAYMENT Amount \$500.00 Date to take out deposit from credit card: \_\_\_\_\_

## PAYMENT PLANS

**Monthly Payment plan options available through TFC Tuition, for more information contact the Academy**  
All payment plans do require a \$500 down payment which is deducted from the cost of tuition.

\$500 Down and a minimum of \$300/month until paid in full. Total finance charge is approximately \$200.

SS# \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_