STUDENT ENROLLMENT AGREEMENT 2019
(PLEASE PRINT)

Student Information --- Please Print Clearly

Date: __________

The following information is used for billing and identification only and will not be sold or used for any solicitation. Your information is secured by HIPAA privacy policies.

WIOA STUDENT? YES OR NO

If yes, please specify county ____________________________

STUDENT CONSENTS

I give permission to publish my name, phone number and email address on the class roster? YES NO

Email address: _______________________________________

Your information will not be sold or used by any other source, or used for solicitation. Your email may be used to contact you concerning school or classroom correspondence only.

How did you hear about iCodeAcademy Inc.?

Online Radio Website Friend Other _______________________ ______________________

Student Name:

First Last MI

Address:

Street Apt # City State Zip

Date of Birth: ____/____/____

Contact Info:
Programs/Courses Offered:

36 – Week CPC Certification Program / Medical Coding PMCC

What Materials Are Provided for This Course?

- International Classification of Diseases-9th Revision CM (ICD-10)
- Healthcare Common Procedural Coding System II Professional (HCPCS)
- Test Taking Techniques Manual (TTT)
- Application Workbook and practical application
- Medical Dictionary (Taber’s recommended)
- Colored highlighters (4 colors)
- Colored Tabs

Outline of Course

8 – Weeks of Intro into Medical Coding
16 – Weeks CPT, ICD-10 and HCPCS training
12 – Weeks of Project iCode Extern

- Access to our 2019 eLearning Center which contains lectures, study guides, section reviews, quizzes, mock exams and final exams. The portal will grade each of your test and quizzes in real time and provide rationale for each question. It also provides reporting to help gauge where you are. Access for 365 days

1230 Peachtree St. NE. 19th Floor Promenade II Bldg.
Phone: (678)409-9956 * Fax: (770)-234-6255
registration@icodesacademy.com
www.icodesacademy.com
• You'll be place in our 24-Week Virtual Classroom training with an AAPC licensed and certified live instructors, who will guide you through the course 2 - 4 hrs. each week on Thursdays between 6pm - 10pm.

• You will also receive additional instructional support from an AAPC licensed instructor. If needed there will be 1 on 1 training sessions in our virtual Classroom where you are able to ask questions and get answers on subjects throughout the course. (10 hours Max)

• Access to our Mon., Tues., Weds., Thurs., and Fri., Study Group Sessions. 6pm-7:30pm (optional)

• AAPC Certification Exam - Comes with 2 attempts

• After the completion of the course and once you have passed the exam you will be provided a letter of recommendation to the AAPC of course completion. 80 hours credit to 1-year experience toward the removal of the CPC-A apprentice.

• You will then be placed in our job assistance program Project iCode Extern, where we introduce you to the industry and help with obtaining employment. (2 Hour Seminar) Once completed you will be provided a letter of recommendation to the AAPC of course completion. 80 hours credit to 2nd year of experience thus removing the “A” off your CPC certification.

iCodeAcademy believes in giving everyone a chance at a new career, a new life, and the chance to impact the coding industry and the community that they live in. The iCode Academy’s Medical Coding Program is designed to prepare the student for a career as a certified professional coder. Students will be taught comprehensive and accurate CPT, ICD-10 CM and HCPCS medical coding information needed for reimbursement for medical procedures/services provided by the Physician and Healthcare Organization.

The curriculum includes an online and/or classroom correspondence with 1-on-1 instructor access, online exercises, end of chapter reviews, and a final exam. Upon completion of the PMCC online or in class preparation course, iCodeAcademy will proctor the AAPC Certified Professional Coder (CPC) examination.

The student will learn to abstract diagnosis and procedure codes to maximize reimbursement for their physicians. The PMCC is designed as a definitive program of study that is aimed at providing the most up-to-date information relating to CPT and ICD-10-CM procedural and diagnostic coding.

Chapters include medical terminology, anatomy overviews with CPT and ICD-10-CM coding issues organized in a way that is consistent with the most current American Medical Association’s Physicians Current Procedural Terminology. The course also includes end-of-chapter review questions to enhance comprehension of the material.
covered. Students who are serious about becoming a Certified Professional Coder must take advantage of the PMCC program by enrolling and giving themselves the best opportunity for success.

Students will require a strong amount of self-discipline and dedication to learning and perfecting their skills as a medical coder. Please plan on allowing approximately ten hours of home study time per week.

Project iCode Extern
This program is comprised of three modules, each containing 200 real redacted medical records. Students must successfully complete a 20-case assessment at the end of each module, passing with a proficiency of 70% or higher.
Get the experience you need to work in the real-world with Project iCode Extern.
Project iCode Extern is a web-based training program allowing new medical coders to get real work experience. Complete the program while training for your certification exam to remove one of the two required years of your credential's apprentice designation. iCode will help you become a full credential holder faster than ever, separating you from the crowd of new coders.

Project iCode Extern web-based format allows you gain real world experience that employers are looking for.

- Gain experience faster than you would with an on-the-clock job
- Code from thousands of real medical records, redacted for HIPAA compliance
- Receive immediate feedback to learn specialty specific intricacies only real coding experts know
- Get the confidence you need to hit a home run in your next job interview

The program is comprised of three modules, each containing 200 real redacted medical records. Students must successfully complete a 20-case assessment at the end of each module, passing with a proficiency of 70% or higher. Once completed we will then hold a training session called “The P in Professionalism”. This will help the students in their transition into the job market, putting their best foot forward when being accepted for a coding position. This will enhance their knowledge in how to properly conduct themselves as Professional iCoders. We’ll also host another training session that’s called “I’m certified? Now What” this module will cover Interviewing Techniques, Resume Building, Coding Social Sites and much more. iCode Academy wants to properly prepare the student to market themselves in the industry and make themselves more attractive to the employers that are looking to hire them.
Copyright
Textbooks, handouts, and visual aids are the sole property of iCodeAcademy. Copying, distributing or duplicating any of this information is prohibited without the written consent of iCodeAcademy. iCodeAcademy strictly enforces this policy and violators will be prosecuted.

Grievances
Complaints 1st will be resolved by the student and iCode Academy internally. If unable to resolve internally a third-party arbitrator may be brought in at the student’s expense. If the student disagrees with the findings, the student will then have 30 days to submit a written notice to the Department of Student Affairs at iCode that the student would like to appeal the arbitrator’s or institutions decision. After a 60-day review by the board a final decision will be made and made available to the student within 10 business days of the decision. Finally, the student has the right to appeal to the Georgia Nonpublic Postsecondary Education Commission if a suitable resolution cannot be reached at the institution identified as iCode Academy who resides at 1230 Peachtree St. NE, Promenade II Building 19th, Floor, and can be reached at 1-866-553-2928 or www.icodesacademy.org. The student must submit any unresolved complaints to GNPEC within 90 days of receiving a final written notice from the institution. Please include all this information on your Grievance Procedure document. Here is the link to the page for student complaints (https://gnpec.org/gnpec-authorized-school-complainant-form/). Please review this page for a better understanding of their complaint policy.

I have received a copy of this enrollment agreement and fully understand the terms of this student contract by signing below.

___________________________________________________  _____________
Student Name  Date

___________________________________________________  _____________
Student Signature  Date

1230 Peachtree St. NE. 19th Floor Promenade II Bldg.
Phone: (678)409-9956 * Fax: (770)-234-6255
registration@icodesacademy.com
www.icodesacademy.com
STUDENT ENROLLMENT AGREEMENT CAN BE FAXED TO:
(770)234-6255
OR
EMAILED TO: registration@icodesacademy.com
OR
MAILED TO:
iCodeAcademy Inc.
c/o Jasmine Pickett, BSHA, CPC, CPC-I,
1230 Peachtree St. NE. 19th Floor Promenade II Bldg.
Atlanta, GA. 30309

***Non-Refundable deposit is required for enrollment***