



2026 School Catalog

Indiana Edition

Professional Medical Coding Curriculum (CPC)

Headquarters

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"Let Us Clarify Coding for You"

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Introduction & Purpose of the Institution

Coding Clarified LLC offers a flexible, instructor-led program designed to prepare students for certification as a Certified Professional Coder (CPC). In just a few months, graduates can begin a stable, rewarding career in a high-demand field. Our comprehensive curriculum equips students with the knowledge and skills needed to pass the CPC exam and launch a career in medical coding.

Program Description

The Professional Medical Coding Curriculum provides full instruction in ICD-10-CM, CPT®, and HCPCS Level II coding systems. Training includes reading assignments, interactive video lectures, real-world coding cases, quizzes, chapter exams, and a final exam. Students gain the skills and confidence necessary to sit for the AAPC CPC certification exam and pursue entry-level roles as professional medical coders.

Our History

In 2015, Janine Mothershed, CPC, CPC-I, established Coding Clarified with more than 15 years of professional coding experience. Janine's passion lies in helping others achieve the same success she has experienced — medical coding played a pivotal role in transforming her own life.

Facing the challenges of parenthood at a young age, Janine became the first in her family to attend community college and earn an Associate's degree. Financial realities led her to a life-altering decision: to enter the field of medical coding. That decision allowed her to work from home while remaining present for her children. Beginning her certified career at \$18 per hour, Janine progressed to a contract position with The Coding Network and a CMS auditing role with Optum, increasing her annual income to more than \$70,000. Since its inception, Coding Clarified has empowered more than 1,000 students to achieve self-sufficiency on their own terms.

Administration & Faculty — All Locations

- **Janine Mothershed, CPC-I** — Founder & Instructor (100% Individual Owner) · Janine@CodingClarified.org
- **Sonia Byers, CPC** — Workforce Director & Administrative Director · Sonia@CodingClarified.org
- **Karen Martin, CPC-I** — Instructor; Apprentice Business Development · Karen@CodingClarified.org

All staff credentials are issued by the American Academy of Professional Coders (AAPC).

Student Communication Policy

- This is a 100% remote program with instructor availability Monday–Friday, 8:00 a.m. – 5:00 p.m. PST (excluding catalog-listed holidays).
- **Google Chat is the required method for all coding and course-content questions.** Google Chat is free: if you do not already have one, create a free Gmail account, then go to chat.google.com (or download the Google Chat app from the Apple App Store or Google Play Store). Start a new chat addressed to **janine@codingclarified.org** to reach your instructor directly.
- **Required question format:** to help your instructor respond quickly and accurately, every coding question submitted via Google Chat must include, in this order: (1) the **coding scenario** you are

working on; (2) your **rationale** — the reasoning behind the code(s) you selected; and (3) your **specific question**.

- **Email (Contact@CodingClarified.com):** reserved for administrative matters — enrollment, billing, and grievances. The Weekly Attendance Tracker and ISP are submitted through their own forms, not by email. Coding questions sent by email will be redirected to Google Chat.
- Messages received outside business hours are answered in the order received, within 48 business hours of the next business day.
- The program provides 80 clock hours of instruction in ICD-10-CM, CPT®, and HCPCS coding through the AAPC Learning Management System (LMS).
- Graduates will be prepared to sit for the Certified Professional Coder (CPC) exam and pursue entry-level employment as professional medical coders.

Admissions & Enrollment

Enrollment Procedures

Coding Clarified LLC does not discriminate on the basis of race, sex, religion, ethnic origin, or disability. Classes start daily and enrollment occurs on a rolling basis year-round. Upon enrollment, students gain access to the AAPC Online Learning Courses and are shipped three current-year coding manuals: CPT®, ICD-10-CM, and HCPCS Level II. The CPC Training Workbook is provided in electronic form for immediate access. Physical coding manuals are required to sit for the Certified Professional Coder exam.

Admission Requirements

Applicants younger than 18 years of age must provide a legal parent/guardian signature in addition to the student's signature. To sit for the CPC certification exam, the student must present a valid government-issued photo ID (e.g., driver's license, passport, or state-issued ID card) on exam day.

Enrollment Period & Important Dates

- Enrollment is open year-round; prospective students may apply and begin studies upon completion of the enrollment process.
- Registration is ongoing and may be completed online at any time throughout the year.
- Students receive up to six months of course access from the original date of purchase.

Letter of Acceptance & Training Proposal Request Policy

Should a student need a letter of acceptance, one may be requested at <https://codingclarified.com/proposal-and-acceptance-pdf-form/>. When a student is accepted into the program, they will be notified via email within 48 business hours of acceptance. Otherwise, the student accepts the letter of acceptance as the contract acceptance within the signed Enrollment Agreement.

Transfer of Credit, Prior Learning & Challenge Exams

Coding Clarified does not accept transfer of credits toward completion of the certificate program. No credit is granted for previous attendance at an alternative medical coding program, and no credit is awarded for prior experiential learning, challenge examinations, or CLEP. Coding Clarified has not entered into a transfer or articulation agreement with any other college or university. Students should not assume that credits earned at Coding Clarified will transfer to another institution; any decision regarding the acceptance of credits rests solely with the receiving institution.

Program Outline & Facilities

Instruction is delivered through 100% remote learning with direct access to your instructor. The course consists of 20 chapters and includes reading assignments, experiential learning, audio/video lessons, quizzes, case-based practical applications, chapter exams, and a final exam. The program is outlined for 16-week completion and, while flexible, it is an instructor-led course — not independent study. Students are expected to participate consistently and demonstrate ongoing progress.

Course Facts at a Glance

Program	Professional Medical Coding Curriculum (CPC)
Prerequisites	None
Clock Hours	80 (in-course time only; outside study time varies by individual)
Recommended Length	16 weeks, following the recommended weekly schedule
Maximum Completion Period	6 months from the enrollment/purchase date
Required Weekly Study Commitment	12–15 hours per week
Class Meetings	None — online, instructor-led study; log in on your own schedule
Instructor Support	Monday–Friday, 8:00 a.m. – 5:00 p.m. PST via Google Chat and email
Certificate of Completion Issued	Yes

Course Description

The student will learn principles of medical coding related to the three main code books: CPT®, the ICD-10-CM Code Set, and HCPCS Level II. This course is recommended for anyone preparing for a career in medical coding for a physician's office and strongly recommended for anyone preparing for AAPC's CPC certification examination.

Course Objectives

- Identify the purpose of the CPT®, ICD-10-CM Code Set, and HCPCS Level II code books
- Understand and apply the official ICD-10-CM coding guidelines
- Apply coding conventions when assigning diagnosis and procedure codes
- Identify the information in the appendices of the CPT® manual
- Explain the determination of the levels of E/M services
- Code a wide variety of patient services using CPT®, ICD-10-CM, and HCPCS Level II codes
- List the major features of HCPCS Level II codes
- Provide practical application of coding operative reports and evaluation and management services

Course Outline & Clock-Hour Configuration

Each chapter combines lecture, a quiz, case-based practical applications, and a chapter exam. The clock hours below represent the expected in-course time required to complete each chapter and are also used for refund calculations (see the Cancellation & Refund Policy).

Ch.	Chapter Title	Lecture	Quiz	Practical	Exam	Hours
1	The Business of Medicine	1 hr	30 min	30 min	2 hrs	4
2	Anatomy & Medical Terminology	7 hrs	30 min	30 min	2 hrs	10
3	Overview of ICD-10-CM	1 hr	30 min	30 min	2 hrs	4
4	Applying the ICD-10-CM Guidelines	3 hrs	30 min	30 min	2 hrs	6
5	Accurate ICD-10-CM Coding	3 hrs	30 min	30 min	2 hrs	6
6	Introduction to CPT®, HCPCS Level II, and Modifiers	30 min	30 min	30 min	1.5 hrs	3
7	Integumentary System	1 hr	30 min	30 min	2 hrs	4
8	Musculoskeletal System	1 hr	30 min	30 min	1.5 hrs	3.5
9	Respiratory System	1 hr	30 min	30 min	1.5 hrs	3.5
10	Cardiovascular System	1 hr	30 min	30 min	1.5 hrs	3.5
11	Hemic & Lymphatic Systems, Mediastinum, Diaphragm	1 hr	30 min	30 min	1.5 hrs	3.5
12	Digestive System	30 min	30 min	30 min	1.5 hrs	3
13	Urinary System and Male Genital System	30 min	30 min	30 min	1.5 hrs	3
14	Female Reproductive System, Maternity Care & Delivery	30 min	30 min	30 min	1 hr	2.5
15	Endocrine System & Nervous System	30 min	30 min	30 min	1.5 hrs	3
16	Anesthesia	30 min	30 min	30 min	30 min	2
17	Radiology	30 min	30 min	30 min	1.5 hrs	3
18	Pathology & Laboratory	30 min	30 min	30 min	1.5 hrs	3
19	Evaluation & Management	30 min	30 min	30 min	1.5 hrs	3
20	Medicine	30 min	30 min	30 min	1 hr	2.5
—	Final Exam	—	—	—	4 hrs	4
	Total Clock Hours for Program Completion					80

Note: The 80 clock hours account only for time spent inside the online course and do not include outside study time, which varies widely per individual.

Required Textbooks & Coding Manuals

1. Current-year Medical Coding Training: CPC®; AAPC publisher; ISBN-13: 978-1-626883-444
2. Current-year CPT® Professional Edition; AMA publisher

3. Current-year ICD-10-CM Code Set; any publisher
4. Current-year HCPCS Level II; any publisher

Instructor manuals: current-year CPT®, ICD-10-CM Code Set, and the CPC Medical Coding Training Workbook.

Equipment Requirements

This course requires a working computer.

- High-speed internet access with a supported operating system and web browser — **Google Chrome works best with the curriculum.**
- For the best experience, use of a mobile device is not recommended; a desktop or laptop is strongly encouraged.

Institution Facilities (Remote)

Instruction is delivered 100% online through the AAPC Learning Management System; there is no classroom instruction and no physical attendance is required. The institution's headquarters and administrative office is located at 6848 N. Government Way, Suite 114, Private Mailbox #193, Dalton Gardens, Idaho 83815-7025, and all policy content is accessible online.

Attendance Policy

Instructor-Led Format & Required Study Commitment

Coding Clarified is an instructor-led program designed for independent learners. While there are no fixed class times, consistent engagement and disciplined study habits are essential to student success.

Students are required to dedicate **12–15 hours per week** to coursework, which includes watching lectures, completing quizzes, case-based practical applications, and exams. Students may study at any time during the week — morning, evening, or weekend. If a student is unable to study on a given day, the missed time must be made up on another day within the same week so that total weekly study time meets the **12–15 hour requirement**.

Example: If you are unable to study on Tuesday, redistribute those hours to another day that week to ensure your total study time meets the 12–15 hour weekly requirement.

Ongoing Progression Requirement

Ongoing academic progression is required throughout enrollment. Although the program offers flexible pacing, it is not open-ended: students must move steadily through the curriculum from enrollment to completion. Attendance in an instructor-led course is measured by **active participation** — logging in, watching videos, completing quizzes, submitting chapter exams, and engaging in assigned activities. Simply remaining idle on the screen without submitting work does not constitute attendance and will not promote learning.

- **Course Duration:** The program consists of 80 clock hours, recommended for completion within 16 weeks.
- **Maximum Completion Period:** Students are granted up to 6 months to complete the course, provided consistent progress is maintained.
- **Minimum Pace:** Students are expected to complete a minimum of one (1) chapter per week, consistent with the Required Weekly Submissions outline below.

Weekly Attendance Tracking System

Because instruction is delivered entirely online, attendance is verified each week through the Weekly Attendance Tracker rather than through classroom roll call. Submitting the Weekly Attendance Tracker is a required weekly item — every enrolled student must submit it once per week, every week, alongside that week's required coursework (see Required Weekly Submissions below). The weekly attendance tracking system operates as follows:

1. **Weekly Attendance Tracker.** Each week, the student completes and submits the Weekly Attendance Tracker, confirming the chapter(s) worked on and the study hours completed that week. This submission is due by **Sunday, 11:59 p.m. local time**, and is required every week of enrollment, independent of how many chapters remain.

2. **LMS Activity Records.** The AAPC Learning Management System (LMS) automatically time-stamps every login, lecture view, quiz attempt, practical application, and exam submission. These records support and verify the Weekly Attendance Tracker submission.
3. **Weekly Attendance Review.** At the start of each week, administration reviews each student's Weekly Attendance Tracker submission and LMS activity for the prior week (Monday–Sunday) to verify that (a) the tracker and required weekly submissions were received and (b) activity is consistent with the required 12–15 hours of weekly study.
4. **Weekly Attendance Status.** Following each review, every student is assigned one of the following statuses in their student file:
 - **On Track** — Weekly Attendance Tracker and required weekly submissions received; progression consistent with the recommended schedule.
 - **Check-In** — no Weekly Attendance Tracker submission or coursework completed for **7 consecutive days**; the student receives a notification prompting them to check in with administration. A Check-In is forgivable: resuming submissions returns the student to On Track. A student may receive **up to two** forgivable Check-In notifications; a **third** lapse into inactivity moves the student directly to Attendance Probation, described below.
 - **Attendance Probation** — triggered by **either** (a) 14 consecutive days with no Weekly Attendance Tracker submission or coursework completed, **or** (b) a third Check-In lapse as described above. The student must submit an Individual Study Plan (ISP) as described below. **Once a student enters Attendance Probation, that status is permanent for the remainder of the enrollment** — resuming submissions does not, by itself, return the student to On Track; the student must submit and demonstrate consistent progress under an approved ISP.
 - **Withdrawn** — no Weekly Attendance Tracker submission or coursework completed for **60 consecutive days** without an approved ISP or leave of absence; the student is withdrawn from the program.
5. **Documentation.** Weekly Attendance Tracker submissions, LMS records, and status determinations are maintained in each student's permanent file and are available to the student upon request.
6. **Grant & Workforce-Funded Students.** For students funded through a workforce or grant agency, Weekly Attendance Tracker records may be reported to the funding agency or caseworker as required by the terms of the grant.

Weekly Attendance Tracker Continues Through Job Placement. The requirement to submit the Weekly Attendance Tracker does not end at course completion or graduation. A graduate must continue submitting the Weekly Attendance Tracker on a weekly basis through the certification and job-search phase, until the student reports to Coding Clarified that they have (a) obtained their CPC credential and (b) secured employment as a medical coder. Only once both have been reported and confirmed does the weekly reporting requirement end.

Six-Month Completion Window for Students on Attendance Probation. For a student who enters Attendance Probation, the six-month maximum completion period described elsewhere in this catalog is measured from the date the student enters Attendance Probation, not from the original enrollment date. This gives a student on Attendance Probation a full six months, from that point forward, to complete the program under an approved ISP.

Required Weekly Submissions

To validate attendance for each week of enrollment, students must submit the following (minimum of one chapter per week):

- **Weekly Attendance Tracker** — required every week of enrollment, submitted by Sunday, 11:59 p.m. local time, regardless of how many chapters are completed that week.
- **Video interactive lectures** — viewed to completion for the assigned chapter(s), through the LMS.
- **10-question Chapter Quiz** — unlimited attempts permitted, through the LMS.
- **10 Case-Based Practical Applications** — completed and submitted through the LMS.
- **25-question Chapter Exam** — submitted through the LMS with a minimum passing score of 80%.

Electronic grading is provided promptly upon submission of each assignment, allowing students to track their progress in real time. Weeks containing two scheduled chapters on the recommended schedule (Weeks 4, 8, 12, and 16) require the submissions above for both chapters, in addition to that week's single Weekly Attendance Tracker submission.

Recommended 16-Week Course Schedule

We find the most success when students spend more time studying in the course than not studying, and we strongly recommend the weekly schedule below. Study days may be arranged to fit the student's lifestyle, provided the required weekly submissions are completed by the end of each week (Sunday, 11:59 p.m. local time).

Week	Chapter(s) & Topic	Required Weekly Submissions
1	Chapter 1 — The Business of Medicine (begin Chapter 2)	Ch. 1 quiz, practical applications & exam
2	Chapter 2 — Anatomy & Medical Terminology (begin Chapter 3)	Ch. 2 quiz, practical applications & exam
3	Chapter 3 — Overview of ICD-10-CM (begin Chapter 4)	Ch. 3 quiz, practical applications & exam
4	Chapters 4 & 5 — Applying the ICD-10-CM Guidelines; Accurate ICD-10-CM Coding	Ch. 4 & Ch. 5 quizzes, practical applications & exams
5	Chapter 6 — Introduction to CPT®, HCPCS Level II & Modifiers (begin Chapter 7)	Ch. 6 quiz, practical applications & exam
6	Chapter 7 — Integumentary System (begin Chapter 8)	Ch. 7 quiz, practical applications & exam
7	Chapter 8 — Musculoskeletal System (begin Chapter 9)	Ch. 8 quiz, practical applications & exam
8	Chapters 9 & 10 — Respiratory System; Cardiovascular System	Ch. 9 & Ch. 10 quizzes, practical applications & exams
9	Chapter 11 — Hemic & Lymphatic Systems, Mediastinum, Diaphragm (begin Chapter 12)	Ch. 11 quiz, practical applications & exam
10	Chapter 12 — Digestive System (begin Chapter 13)	Ch. 12 quiz, practical applications & exam
11	Chapter 13 — Urinary System & Male Genital System (begin Chapter 14)	Ch. 13 quiz, practical applications & exam

Week	Chapter(s) & Topic	Required Weekly Submissions
12	Chapters 14 & 15 — Female Reproductive System, Maternity Care & Delivery; Endocrine & Nervous Systems	Ch. 14 & Ch. 15 quizzes, practical applications & exams
13	Chapter 16 — Anesthesia (begin Chapter 17)	Ch. 16 quiz, practical applications & exam
14	Chapter 17 — Radiology (begin Chapter 18)	Ch. 17 quiz, practical applications & exam
15	Chapter 18 — Pathology & Laboratory (begin Chapter 19)	Ch. 18 quiz, practical applications & exam
16	Chapters 19 & 20 — Evaluation & Management; Medicine	Ch. 19 & Ch. 20 quizzes, practical applications & exams; Final Exam

Suggested daily rhythm within each week: Day 1 — video lectures; Day 2 — instructor book notes implemented into your coding books, plus quiz; Day 3 — workbook reading, section reviews, and experiential learning (retake quiz as needed); Day 4 — chapter exam and review; Day 5 — begin the next chapter's lectures or use as a catch-up day.

Individual Study Plan (ISP)

The Individual Study Plan (ISP) is a written, personalized plan that maps a student's weekly study commitment to a target completion date within the six-month enrollment period. The ISP is its own dedicated form, separate from the Weekly Attendance Tracker. When an ISP is required, Coding Clarified sends the student a link to the ISP form to complete. The ISP allows Coding Clarified to understand each student's lifestyle, study abilities, and skill set, ensuring a tailored path to success.

When an ISP Is Required

- **At enrollment (recommended):** All students are encouraged to complete an ISP during enrollment, aligned to the anticipated completion date recorded on the Enrollment Agreement.
- **Attendance Probation:** Required when a student enters Attendance Probation — triggered by 14 consecutive days with no coursework, or by a third Check-In lapse (see Weekly Attendance Tracking System above).
- **Re-enrollment or appeal:** Required for any student seeking re-entry after withdrawal for inactivity or unsatisfactory progress.
- **Return from Leave of Absence:** Required upon return from an approved leave of absence to re-establish pacing.

Required Contents of the ISP

1. Student name and program start date
2. Weekly study schedule — the specific days and times the student commits to studying, totaling **12–15 hours per week**
3. Chapter-by-chapter milestones consistent with a minimum pace of one chapter per week
4. Target completion date, which must fall within the original six-month enrollment period
5. Any known scheduling constraints (work, family, or funding-agency deadlines) and how study hours will be redistributed around them

Submission & Approval

When an ISP is required, Coding Clarified sends the student a link to the ISP form to complete. Administration reviews and responds to ISP submissions within 48 business hours of the first business day following receipt. Approved ISPs are documented in the student's permanent file, and weekly attendance reviews thereafter measure the student's progress against the approved ISP. Failure to follow an approved ISP while on probation will result in withdrawal from the program.

Engagement & Learning Approach

Success in medical coding requires consistency and effort. This program is designed to build your skill set step by step — like learning to walk before running a marathon. Mistakes are a natural part of the learning process; focus your time on understanding why an answer is incorrect and use that feedback to strengthen your knowledge. You cannot technically fail this program unless you stop engaging. As long as you continue participating and progressing, Coding Clarified will support you every step of the way.

Grant & Funding Program Students

If your enrollment is funded through a workforce or grant agency, please check with your **caseworker** regarding any additional attendance or completion requirements that may be tied to your **grant's fiscal-year terms**. Your required weekly submissions and attendance records may be shared with your funding agency as required.

Grading, Satisfactory Academic Progress & Graduation

Instructional Methods & Methods of Evaluation

Instruction is delivered through reading assignments, practice exercises, audio/video lectures, interactive case applications, chapter review exams, and a final exam. Electronic grading with rationales is provided instantly upon submission of each assignment.

Grading / Marking System

- Coding Clarified LLC uses a percentage-based grading system, consistent with what is recorded on student transcripts.
- **Pass (Certificate Awarded):** Overall score of 80% or higher.
- **Fail (Certificate Not Awarded):** Overall score below 80% or incomplete program.

Requirements for Graduation

To receive the Certificate of Completion in Professional Medical Coding, students must:

1. Complete all required assignments for Chapters 1–20: video interactive lectures, 10-question chapter quizzes, 10 case-based practical applications per chapter, and 25-question chapter exams
2. Earn a minimum score of 80% on each chapter exam
3. Earn a minimum score of 80% on the final exam
4. Maintain an overall course score of 80% or higher
5. Complete all requirements within the six-month maximum enrollment period (the course is outlined for 16 weeks)
6. Satisfy all financial obligations to the school in full before the certificate is awarded

Coding Clarified LLC awards a Certificate of Completion only; no diplomas or academic degrees are offered. This certificate signifies successful completion of the Professional Medical Coding program and prepares students to sit for the AAPC Certified Professional Coder (CPC) certification exam. Students should be aware that completing a course or program in a language other than English may reduce employability where English is required.

Standards of Satisfactory Academic Progress (SAP)

Minimum Grades & Standards

- A passing score of 80% or higher is required on all chapter exams and the final exam.
- Quizzes require completion but may be attempted an unlimited number of times.
- Chapter exams and the final exam allow two attempts; additional attempts may be granted after remediation as described under the Academic Probationary Policy.

Unsatisfactory Progress & Interruption

- Students who fail to achieve 80% on an exam are placed on academic probation until the exam is successfully retaken.

- Students placed on attendance probation — triggered by 14 consecutive days of no coursework, or by a third Check-In lapse (see Attendance Policy) — must submit an Individual Study Plan.
- Students with 60 consecutive days of no coursework and no approved ISP or leave of absence are withdrawn from the program.

Probationary Periods

- Academic probation remains in effect until the student achieves the required passing grade.
- Attendance probation remains in effect until the student submits, and demonstrates consistent progress under, an approved Individual Study Plan.

Re-Entrance After Withdrawal or Suspension

- A student withdrawn for unsatisfactory progress or inactivity may reapply within the original six-month enrollment period by submitting a written Individual Study Plan.
- Upon re-entry, the student is placed on probation through completion of the program. If satisfactory progress is not achieved during this period, enrollment is terminated permanently.

Academic Probationary Policy

1. Academic Performance Standards

To maintain satisfactory academic progress, students must achieve a minimum score of 80% or higher on all graded components of the course: chapter quizzes (unlimited attempts), chapter exams (two attempts), and the final exam (two attempts). A student who fails to meet the required 80% on any of the above is placed on academic probation until the score reflects 80% or greater through permitted retakes.

2. Support & Review Process

If the required score is not achieved after two attempts, the student must:

1. Review and submit their incorrectly answered coding cases and rationales, along with any specific questions for clarification
2. Send these materials to the instructor via Google Chat (preferred method)
3. Once feedback and guidance are provided by the instructor, request a reset of the corresponding exam attempt

To request a reset, email **Contact@CodingClarified.com** with the subject line: *Exam Reset Request – [Chapter Name/Number]*. Resets are processed within 48 business hours of the first business day after receipt. The student then retakes the exam to achieve the required 80% score. This process may be repeated as needed; however, **four failed attempts** on the same exam will result in **academic dismissal** from the program.

3. Attendance & Inactivity

- **Check-In (7 days):** Students who complete no coursework for 7 consecutive days receive a notification prompting them to check in with administration. Up to two Check-In notifications are

forgivable — resuming coursework returns the student to On Track. A third lapse into inactivity moves the student directly to Attendance Probation.

- **Attendance Probation:** Triggered by 14 consecutive days with no coursework (assignments, quizzes, or exams), or by a third Check-In lapse. The student must submit an Individual Study Plan outlining a completion timeline. Attendance Probation is permanent for the remainder of the enrollment — resuming coursework does not by itself lift it; the student must submit, and demonstrate consistent progress under, an approved ISP. Faculty will check in via email for support and encouragement throughout.
- **Withdrawal for Inactivity (60 days):** Students who complete no coursework for 60 consecutive days and have not requested a leave of absence or submitted an approved ISP are withdrawn from the program.

4. Appeals & Re-Enrollment

Students withdrawn for inactivity may appeal within their six-month enrollment period by (1) emailing Contact@CodingClarified.com with an appeal request and (2) submitting a new Individual Study Plan outlining a completion date within the original six-month course access period. Appeals are reviewed and processed within 48 business hours of the first business day following receipt.

If approved for re-enrollment, the student re-enters on academic probation with a required ISP to guide completion of the remainder of the course. The probationary status and plan are documented in the student's file, and ongoing progress must be demonstrated according to the plan. Failure to follow the approved ISP during the probationary period will result in withdrawal from the program. Note: resuming the course after withdrawal does not alter or override the school's Refund Policy.

Academic Progress Reports & Contact

Students with questions regarding grading, exam resets, probation status, or re-entry should contact Janine Mothershed, Owner & Lead Instructor, at Contact@CodingClarified.com or (833) MED-CODE. All inquiries receive a response within 48 business hours.

Leave of Absence

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days during that 12-month period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) the leave was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence. For a student on an authorized leave of absence, the withdrawal date is the date the student was scheduled to return from the leave and failed to do so.

Re-Enrollment Policy

Students who wish to re-enroll in the program within six months of the original enrollment date may do so at no additional fee. To resume studies, email Contact@CodingClarified.com with your student name

and an Individual Study Plan outlining your intended completion date within the six-month timeframe. Your input is crucial for us to understand your lifestyle, study abilities, and skill set, ensuring a tailored path to your success. If more than six months have elapsed since initial enrollment, the course must be restarted with full payment, and the student will complete the enrollment process as a new student. The six-month timeframe begins on the date and time of the initial program enrollment.

Course Costs, Payment & Finance Options

Course Costs

Item	Cost	Refund Treatment
Tuition	\$3,999	Refundable per the Cancellation & Refund Policy below
Registration Fee	\$50	Refunded in full within the six-business-day cancellation window; thereafter treated as the application/enrollment fee under the Indiana refund schedule (10% of tuition, not to exceed \$100)
Technology Fee	\$350	Refunded in full within the six-business-day cancellation window; nonrefundable after the course commences
Books	\$600	Refunded in full within the six-business-day cancellation window; nonrefundable after the course commences
CPC Exam Voucher (2 attempts)	Included in tuition	Provided through AAPC at exam registration; not separately refundable
Practicode	Included in tuition	Online coding practice tool; not separately refundable
Total Program Cost	\$4,999	

Indiana Cancellation Notice: Under the refund policy of the Indiana Office for Career and Technical Schools (OCTS), you are entitled to a full refund of all monies paid if you cancel the enrollment agreement within six (6) business days after signing, if you do not meet the school's minimum admission requirements, or if your enrollment was procured as a result of a misrepresentation in the school's written materials. Refunds are paid no later than thirty-one (31) days after your request for cancellation or withdrawal. See the Cancellation & Refund Policy — Indiana section for full details.

Additional Notes

- There are no extra charges for student activities, rentals, deposits, or service fees.
- No tools are required beyond textbooks and a student-owned computer with internet access (see Equipment Requirements).
- Tuition also includes: AAPC membership, current-year online textbook, practice exam bundle (3 exams), study guide, and an online exam review (issued at course completion along with the exam voucher and membership).
- Payment is due in full at the time of enrollment unless a payment-plan option is exercised. Prices are variable and subject to change; see CodingClarified.com/purchase for the most current enrollment fees.

Technology Fee

The technology fee is the cost of the curriculum that Coding Clarified incurs with regard to the seat a student takes for the online class. Once the course has commenced by a student logging into the course

itself, this fee becomes nonrefundable, as Coding Clarified does not receive any refund reimbursement from the cost of the curriculum it utilizes.

Payment in Full & Finance Options

We are excited to start you on the path to a new career. Our AAPC-recognized course is flexible to fit your busy lifestyle and is available 24/7, 365 days per year. You will have access to the course for six months beginning on the date of purchase. This instructor-led course takes students 16 weeks on average, studying 12–15 hours per week; you may work at a faster pace to finish sooner, provided the ongoing progression requirement is met.

Pay in Full at Time of Admission

You may pay for the course in full, up front, and save money in the long run — putting all your focus on completing the course without worrying about payments.

401(k) / Retirement Fund

If you have a 401(k) or retirement plan, this postsecondary education program qualifies as a “postsecondary education expense” withdrawal. Inquire with your 401(k) benefits center to determine next steps and required documentation. The course is paid in full with zero out-of-pocket cost and no interest.

Guaranteed Finance Options (Total Program Cost: \$4,999)

One-time setup fee: \$49 · Interest rate: 14.9% APR

Down Payment (Incl. \$49 Fee)	12 Payments	24 Payments	36 Payments	48 Payments
\$1,049	\$360.75	\$193.71	\$138.43	\$111.09
\$1,549	\$315.65	\$169.49	\$121.12	\$97.20
\$2,049	\$270.54	\$145.27	\$103.81	\$83.31
\$2,549	\$225.44	\$121.05	\$86.51	\$69.42
\$3,049	\$180.33	\$96.83	\$69.20	\$55.53

- All payment plans are subject to guaranteed financing approval through Coding Clarified's in-house payment options.
- The one-time setup fee (\$49) is nonrefundable and due at the time of enrollment.
- Payments are automatically drafted monthly according to the selected term.
- Students may pay off their balance early without penalty.

Sweet Pay Financing

Apply for your loan through Sweet Pay and take advantage of promotions from their merchant partners. Visit <https://CodingClarified.com/purchase> for cart checkout and financing information.

Financial Aid Disclosure

Coding Clarified LLC does not offer scholarships, institutional grants, federal financial aid, or state financial aid programs. Students may utilize in-house financing options or third-party financing programs as described in this catalog.

All financing options represent loans which must be repaid. Loan contracts will disclose repayment terms, dates, and amounts, and students are responsible for meeting all repayment obligations.

Tuition discounts are not permitted; all students are charged tuition and fees as published in this catalog.

Cancellation & Refund Policy — Indiana

This policy is written to comply with the refund policy of the Indiana Office for Career and Technical Schools (OCTS), Indiana Department of Workforce Development. The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

Indiana OCTS Refund Schedule

The following refund policy applies:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - d. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

For purposes of this schedule, the application/enrollment fee retained is the \$50 registration fee, which is within the ten percent (10%) of tuition, \$100 maximum permitted by OCTS.

How Duration Attended Is Measured

The instructional program is outlined for 16 weeks. For refund purposes, the duration of the instructional program attended is measured from the student's start date to the last date of actual attendance (or the date written withdrawal notice is received, whichever is earlier), and is determined by the greater of: (a) the student's actual progress — measured by the chapters the student has actually reached or completed — or (b) the minimum expected progress rate of one (1) chapter per week, which is the same minimum progression standard established in the Attendance Policy (see the Required Weekly Submissions outline). If a student progresses into new chapters faster than the one-chapter-per-week minimum, that faster actual progress — not the minimum schedule — is what counts toward duration attended.

Duration Attended (16-Week Program)	Refund of Cost of Financial Obligation
Within 6 business days of signing	100% — full refund of all monies paid
One (1) week or less	90%, less application/enrollment fee (max \$100)
More than 1 week, through 25% (through Week 4)	75%, less application/enrollment fee (max \$100)
More than 25%, through 50% (through Week 8)	50%, less application/enrollment fee (max \$100)
More than 50%, through 60% (through Week 9.6)	40%, less application/enrollment fee (max \$100)
More than 60% (beyond Week 9.6)	No refund

Procedure & Withdrawal Date

A. Students choosing to withdraw from the school after the commencement of classes must provide written notice via email to Contact@CodingClarified.com. The notice must indicate the expected last date of attendance and be signed and dated by the student.

B. A student will be determined to have withdrawn from Coding Clarified LLC if the student does not complete the course within six months of the enrollment date. When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

C. All refunds will be issued no later than thirty-one (31) days after the student's request for cancellation or withdrawal.

How to Request a Refund

Students must request refunds via written notice to Contact@CodingClarified.com.

An applicant denied admission by the school is entitled to a refund of all monies paid.

Indiana Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 require each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund, which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>.

Statement of Non-Guarantee

Coding Clarified LLC does not guarantee job placement to graduates upon program or course completion. Coding Clarified LLC does not guarantee that credits or coursework earned in this program will transfer to another school, college, or university.

Student Conduct

Conduct Policy & Code of Ethics

To uphold favorable standing in the course, every student must abide by the Code of Ethics established by Coding Clarified LLC. This commitment ensures a superior level of professionalism, integrity, and ethical conduct. Students affiliated with Coding Clarified LLC are obligated to deliver coding and billing services of the utmost professional standard to employers, clients, and patients, and to maintain the highest level of personal and professional behavior. Respect toward coaches, instructors, and the staff of Coding Clarified is mandatory.

Students must engage solely in legal and ethical practices in all professional interactions and must decline involvement with, or approval of, fraudulent, deceptive, or illegal actions by others. Strict adherence to all applicable laws and regulations is mandatory. Continuous pursuit of excellence through ongoing education in relevant areas of the medical coding profession is encouraged. Students are urged to uphold and elevate the dignity, status, competence, and standards of coding for professional services. Exploitation of professional relationships for personal gain is strictly prohibited. Coding Clarified LLC treats drug and alcohol abuse seriously and maintains a zero-tolerance policy toward the use of illegal drugs and alcohol by its students.

Anti-Hazing Policy

Coding Clarified's online anti-hazing policy sets clear rules against harassment and bullying, outlines consequences for violations, ensures a confidential reporting process, and promotes education on respectful online conduct.

Termination

Failure to adhere to the ethical and drug/alcohol policies stated above, as determined by Coding Clarified LLC, may result in removal as a student of Coding Clarified LLC and loss of membership with the AAPC. A student removed from the course for a policy violation may submit a written appeal to Coding Clarified administration for re-entry into the course after counseling regarding the unacceptable behavior.

Educational & Student Services

Every enrolled student receives:

- 80-clock-hour instructor-led course · 100% remote studies
- Access to the AAPC online medical coding class
- CPT®, ICD-10, and HCPCS coding manuals — provided in **both eBook and physical formats**
- CPC Training Workbook — provided as a **digital eBook**
- Instructor video/audio files to implement notes into your coding books
- 1:1 time with your instructor as needed
- Professionally written resume (upon completion of the internship)
- AAPC membership (assigned at completion of the course)
- CPC exam voucher ×2 (assigned at completion of the course)
- Job placement assistance and resources (once certified or upon completing the internship)
- Online HCC internship (upon completion of Practicode)
- Practicode (upon becoming certified as a CPC)
- CPC practice exam bundle ×3 (upon completion of the course)
- CPC study guide (electronic)
- CPC exam online review (upon completion of the course)

The CPC Exam & Your Credential Path

About the CPC Examination

The CPC exam evaluates medical coding proficiency through 100 multiple-choice questions assessing knowledge across 17 areas. Questions often present coding scenarios to gauge the correct application of CPT® procedure codes, HCPCS Level II supply codes, and ICD-10-CM diagnosis codes — all crucial for medical providers in submitting claims to payers. Approved coding books, such as the AMA's CPT® Professional Edition and your chosen ICD-10-CM and HCPCS Level II code manuals, may be referenced during the 4-hour exam. To pass, you must correctly answer 70% of the questions.

To schedule the exam, you will use the Examity® platform, accessible through Blackboard after receiving the exam voucher assignment. Detailed exam scheduling instructions are emailed once the CPC online exam voucher is applied to your AAPC member account. On exam day, you will connect with your proctor through Examity to complete authentication and take the exam. Results are available within 3–5 business days from completion of your final exam session.

From CPC-A to CPC

To attain the status of an AAPC Certified Professional Coder Apprentice (CPC-A), individuals must successfully pass the Certified Professional Coder exam. While this designation allows for practice and job seeking, many healthcare facilities typically require coders to have completed an 80-clock-hour course and possess at least one year of prior experience in the medical coding field to remove the apprentice designation. Newly certified coders can meet the apprenticeship requirement through the AAPC by purchasing and completing Practicode (<https://www.aapc.com/practicode/>). Once the apprenticeship designation is satisfied and the credential reflects CPC, the student becomes eligible for the HCC internship, which provides remote work experience that fulfills employers' experience requirements.

Practicode

Practicode is an online rapid experience-generation tool designed to teach and test medical coding proficiency using real, redacted medical records concentrated on the top-hiring medical specialties. Quickly learn and apply new skills and gain experience you can apply to a new job or career advancement. Practicode helps coders at every level of experience, from new professionals to tenured veterans. <https://www.aapc.com/practicode/>

Hierarchical Condition Category (HCC) Internship

Coding Clarified LLC offers an exclusive HCC Internship Program tailored for Coding Clarified graduates, providing the essential medical coding experience employers seek:

- **How does it operate?** Each day, log in to our website, code charts, address any chart-related queries, and receive personalized one-on-one feedback — genuine remote medical coding experience with daily coding tasks.

- **How will this benefit my job readiness?** The program covers the extensive field of medical coding, specifically HCC, laying a solid foundation for your career. Employers actively seek CPCs with specialized work experience, and this internship addresses that need.
- **What is the duration?** It varies by student; on average, completion takes 3–4 months.
- **How many charts will I code?** 600 individually curated charts exposing you to common trends and challenges in real-world coding — equivalent to two years of practical experience.
- **Is the internship covered in the cost?** Yes — this exclusive opportunity is accessible only to Coding Clarified alumni.
- **Is it a paid internship?** No, it is unpaid; however, the experience gained is instrumental in securing your initial coding job.
- **How do I seek assistance?** Our live auditor actively monitors and addresses intern queries, and you will have access to a repository of questions and answers from previous interns.
- **What specialties are included?** All specialties, including but not limited to oncology, pediatrics, endocrinology, emergency medicine, obstetrics and gynecology, orthopedics, cardiology, and pulmonology.

Upon completion of the internship program, you can immediately apply for jobs, showcasing not only your coding skills but also your ability to thrive in a remote work environment. Students are encouraged to upload their resume to our job tracker, which is updated daily with new job postings, and to apply directly to the Coding Clarified Apprentice Program by uploading their resume on the Apprenticeship page of our website: <https://codingclarified.com/medical-coding-registered-apprenticeship/>.

Placement Assistance

These guidelines lay the groundwork for success in your job search.

1. Resume Writing Service

A well-crafted resume is essential in representing both your skills and Coding Clarified's reputation for producing highly trained medical coders. Our professional resume writing service ensures your experience, skills, and Coding Clarified internship are effectively highlighted. Title your resume file professionally using your first and last name, credentials, and the current year (e.g., "JanineMothershed.CPC.CRC.Resume2026.pdf").

2. Proper Job Search Etiquette

- **Create a professional email address** using only your first and last name, with a simple special character if needed.
- **Check your email frequently** — turn on notifications and check your inbox multiple times a day to respond promptly to recruiters.
- **Apply to every eligible job**, even if you feel underqualified. Focus on risk adjustment coding positions first, then expand to other medical coding roles.
- **Maximize your applications** — send your resume to at least 10–30 companies daily, and reapply to the same companies after some time.

3. Access to Hiring Companies

Upon completing your internship, Coding Clarified provides a list of companies currently hiring medical coders. Our team stays updated on employer needs and hiring trends, ensuring access to real-time job opportunities suited to your experience and certification level.

4. Searching for Jobs on Our Website

We maintain an updated job board where candidates can search for available medical coding positions: <https://codingclarified.com/jobs/>. This job tracker is refreshed with new job postings every day, so check back regularly for the latest opportunities.

Coding Clarified Apprentice Program: In addition to independent job searching, graduates are encouraged to apply directly to the Coding Clarified Apprentice Program by uploading their resume on the Apprenticeship page of our website: <https://codingclarified.com/medical-coding-registered-apprenticeship/>.

5. Setting Up Job Alerts

Set up the following job alerts: "HCC Medical Coder" (location blank for remote positions), "HCC Medical Coder" (with preferred commute distance), "Medical Coder" (location blank), and "Medical Coder" (with preferred commute distance).

- **Indeed:** Use the "Be the first to see new jobs" box beside search listings to enter your email.
- **Glassdoor:** Check the "send me updates when new jobs are available" option when creating your account.

- **LinkedIn:** Toggle the job alerts switch on the upper left of your job search page.
- **ZipRecruiter:** Alerts are automatically enabled when you create an account.

6. Gaining Work Experience as an HCC Coder

Completing the Coding Clarified internship provides hands-on HCC coding experience. Employers highly value this experience, as it demonstrates practical knowledge and the ability to apply coding principles in real-world scenarios.

7. Additional Job Search Resources

- **Top job boards:** Indeed, Glassdoor, LinkedIn, ZipRecruiter, and Coder's Direct.
- **Top recruitment agencies:** The Judge Group, Weller Healthcare, CSI Companies, Ajilon, and HIMagine.
- **Networking:** Contact local doctors' offices and hospitals for potential openings.
- **Public resume posting:** Make your resume publicly available to increase recruiter outreach.

8. Continuing Education & Certification Maintenance

- **AAPC Monthly Magazine:** Earn 1 free CEU per month.
- **AAPC Quarterly Webinars:** Earn 1 free CEU per session.
- **Local AAPC chapter meetings:** Network and earn CEUs for free.
- **Consider a CRC certification:** Expanding into risk adjustment coding with the Certified Risk Adjustment Coder (CRC) credential is a strong career move.

9. Understanding Risk Adjustment Coding

Risk adjustment work is often seasonal. Some companies offer permanent positions, but many begin as contract work; be prepared to work for multiple employers at different times of the year to maintain steady income. The two main types of risk adjustment coding are Medicare Advantage (MA), which uses HCC and RxHCC models for chronic condition coding, and Commercial (HHS), which focuses on HCC models only for ACA plans — typically a healthier population with fewer diagnoses per chart.

10. Common Risk Adjustment Interview Questions

- **How often do you check your work email?** Best answer: keep an open tab and respond quickly.
- **Do you have Medicare Advantage and Commercial RA experience?** Answer yes, and be familiar with the differences between HCCs and RxHCCs.
- **What do MEAT and TAMPER stand for?** Monitor, Evaluate, Assess, Treat; and Treat, Assess, Monitor, Prescribe, Evaluate, Refer.
- **Name five conditions that risk-adjust:** diabetes, hypertension, heart failure, kidney failure, and hyperlipidemia.

11. Final Steps

1. Ensure your resume is updated and professionally crafted through our resume writing service.
2. Browse and apply for jobs at <https://codingclarified.com/jobs/>.

3. Set up job alerts to receive notifications of new postings.
4. Review our list of hiring companies upon completing your internship.
5. Leverage your HCC coding experience to enhance your applications and interview confidence.

Join the medical coding community on Facebook:

<https://www.facebook.com/groups/388679218391333/>

Follow and connect with us on social media — Facebook: follow “Coding Clarified” · TikTok: follow “Coding Clarified” · LinkedIn: search “Janine Mothershed” and connect.

Student Grievance Procedure

Coding Clarified LLC wants every student's experience to be a positive one. If a student has a complaint regarding the course, program, operations, or instructor, the student should first submit the complaint in writing to Coding Clarified Administration at Contact@CodingClarified.com, describing the nature of the grievance.

Please note that grading disputes are not eligible for complaint, as all grading is standardized and governed at the national AAPC level. Grades may only be reviewed or adjusted in the event of a technical issue; if technical difficulties are experienced, students should immediately notify administration at Contact@CodingClarified.com.

All complaints or grievances must be submitted within 30 days of the incident or course completion date. A written response outlining suggested resolutions will be provided within 30 days of receipt by Janine or her designee.

Right to File with the Indiana Office for Career and Technical Schools

If a student's complaint cannot be resolved after exhausting Coding Clarified's internal grievance procedure, the student has the right to file a complaint directly with the state regulator. This institution is regulated by:

Indiana Department of Workforce Development — Office for Career and Technical Schools (OCTS)¹⁰ N
Senate Avenue, Suite SE 308, Indianapolis, IN 46204 OCTS@dwd.in.gov ·
<http://www.in.gov/dwd/2731.htm>

A student's right to file a complaint with OCTS exists independently of, and is not conditioned upon, first exhausting Coding Clarified's internal grievance procedure. Coding Clarified does not require arbitration of student grievances. If a student's state is not listed under a specific regulatory agency, the default governing state is Idaho, which serves as Coding Clarified's headquarters.

All students will be provided a copy of the current online catalog.

Student Records & Confidentiality

Student Records Retention Policy

The registrar maintains a permanent record of academic work completed by each student. Support documents for academic records are kept indefinitely after the student graduates or after the date of last enrollment. Discrepancies in the academic record should be reported to the registrar immediately via email at Contact@CodingClarified.com.

Policy Statement & Scope

In compliance with applicable regulations, Coding Clarified is committed to maintaining secure, accurate, and confidential student records. This policy applies to all student academic records created, maintained, or stored by the institution, including those of current, former, and prospective students.

Retention Period

- Student records — including enrollment agreements, transcripts, and disciplinary records — are retained for a minimum of six (6) years following a student's graduation, withdrawal, or termination; permanent academic records are kept indefinitely.
- After the retention period, non-permanent records may be destroyed if no longer required for reference or as determined by the institution and applicable regulatory authorities.

Record Content

The institution maintains for each student: (1) a copy of the enrollment agreement or contract and other instruments relating to payment for educational services; (2) academic transcripts documenting progress and achievements; (3) records of any disciplinary actions; and (4) any additional information required by applicable regulatory authorities.

Student Portal Access

Each student has ongoing, self-service access to their own **transcript, signed enrollment agreement**, and **Certificate of Completion** (once earned) directly through their student portal. These documents do not need to be separately requested — students may view and download them at any time during and after enrollment. Creating a student portal account is **free**; students must register using the **same email address on file** as their student of record to ensure the portal links correctly to their student file.

Storage & Security

- **Physical records** are stored in a secure vault or fireproof cabinet, with duplicate copies of critical records stored off-site to ensure backup availability.
- **Digital records** are protected by robust security measures, including encryption and regular data backups. Access is restricted to authorized personnel only, with safeguards in place to prevent unauthorized access or breaches.

Privacy, Disposal & Compliance

The institution is committed to protecting the privacy and confidentiality of all student records. Release of student information occurs only in accordance with applicable laws and institutional policies. In

addition to the self-service student portal described above, students may request access to their broader records or corrections to inaccuracies in compliance with institutional and legal guidelines. Records no longer required after the retention period are disposed of securely — by shredding physical records or permanently deleting electronic files — in a manner that prevents unauthorized access or disclosure. This policy is reviewed periodically to ensure ongoing compliance, and updates are communicated to relevant stakeholders and staff responsible for record management.

All records are maintained in Airtable, Coding Clarified's system of record, organized to ensure compliance with Indiana Office for Career and Technical Schools requirements and applicable federal regulations, including FERPA (Family Educational Rights and Privacy Act). Access to student files is strictly limited to school officials with a legitimate educational interest, and regular audits are performed to monitor data security and integrity. By utilizing Airtable, Coding Clarified ensures a reliable, secure, and accessible system for tracking student progress, certifications, attendance, and other compliance documentation.

Confidentiality Policy

Coding Clarified utilizes Airtable, including its e-signature capabilities, to manage enrollment agreements and student records. Airtable maintains security and privacy safeguards consistent with fundamental privacy principles underlying global privacy regulations, with respect to an individual's right to know what personal data is collected and how it is used or otherwise processed. You may submit a request regarding your personal data to Coding Clarified at Contact@CodingClarified.com.

Academic Calendar & Observed Holidays

Enrolled students have access to the online learning center 365 days a year, 24/7. Coding Clarified observes the following holidays; instructor support is unavailable on these dates:

- January 1 — New Year's Day
- January 18 — Martin Luther King Jr. Day
- January 20 — Inauguration Day (DC, MD*, VA*)
- February 17 — Presidents' Day
- May 31 — Memorial Day
- June 8 — Juneteenth (observed)
- July 4 — Independence Day
- July 5 — Independence Day (observed)
- September 6 — Labor Day
- October 11 — Columbus Day
- November 11 — Veterans Day
- November 25 — Thanksgiving Day
- December 24 — Christmas (observed)
- December 25 — Christmas Day

The Student Understands

1. The school does not accept credit for previous education, training, work experience (experiential learning), or CLEP.
2. The school does not guarantee job placement to graduates upon program/course completion or upon graduation. A criminal record may prevent the student from obtaining employment as a medical coder.
3. The school will not be responsible for any statement of policy or procedure that does not appear in the school catalog.
4. The school reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide by school rules.
5. Transfer of credits — it should not be assumed that any programs described in the school catalog could be transferred to another institution. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits, and whether they should be accepted, is the decision of the receiving institution.
6. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings (if applicable).
7. Citizenship/authorized alien/immigrant status is a prerequisite for a professional license by an agency of a state or local government under Title 8, U.S. Code, Section 1621.
8. The Coding Clarified CPC course is not accredited by any accrediting agency recognized by the United States Department of Education; therefore, students are not eligible for federal financial aid programs. Coding Clarified LLC is a private institution.
9. Coding Clarified is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. MO TTY users can dial 711.

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Signed by Director or Owner

Date

Licensures & Accreditation Approvals

1. Proprietary School Certificate of Registration — State of Idaho, Idaho State Board of Education.
2. Fully Accredited by the Office for Career & Technical Schools — State of Indiana — **not accredited by an agency recognized by the U.S. Department of Education**. This institution is regulated by: Indiana Department of Workforce Development, Office for Career and Technical Schools, 10 N Senate Avenue, Suite SE 308, Indianapolis, IN 46204 · OCTS@dwd.in.gov · <http://www.in.gov/dwd/2731.htm>.

Sample Certificate Awarded

