



Coding Clarified Academy — Medical Coding Training School

Student Start-Up Instructions

Medical Coding Course • AAPC Learning Center

Welcome to Coding Clarified! Follow the steps below to get set up for class. Keep this document handy — it includes your login details, your materials checklist, and exactly how to reach Janine whenever you have a question.

STEP 1 Set Up Bookshelf & Redeem Your eBooks

Whether you'll read your eBooks on the web, your computer, or a mobile device, the first step is to [create a Bookshelf account here](#). Once your account is created, redeem your codes and follow the access steps below.

You will receive **five (5) eBooks**, and each one requires its own redemption code — so you will receive **five (5) different redemption codes** by email once your enrollment is processed. Each code arrives listed as "Title of book – Voucher / Redemption Code." Your five eBooks are:

1. **CPT**
2. **ICD-10**
3. **HCPC**
4. **Study Guide**
5. **CPC Training Workbook**

Please Note

You will NOT receive a physical copy of the Study Guide or the CPC Training Workbook. These resources cannot be used during the CPC exam, so they are provided as eBooks only. Your physical coding books (CPT, HCPC, and ICD-10) will arrive within 7 business days of your enrollment date.

New to AAPC eBooks? Watch the [How to Use AAPC eBooks tutorial video](#) for a quick walkthrough.

How to Access Your eBooks on the Bookshelf Website

- Sign in with your Bookshelf email address and password.
- Click on the name of the title to open the eBook.

How to Access Your eBooks on Your Computer

- Download Bookshelf for Mac or PC.
- Once installed, launch the app.
- Sign in with your Bookshelf email address and password.
- Click on **All Titles** in the Collection pane to view all the eBooks in your account.
- Double-click on the title to download the eBook to your computer.
- Once downloaded, double-click to open the eBook.

How to Access Your eBooks on Your iOS or Android Device

- Download the Bookshelf app.
- Once installed, launch the app.
- Sign in with your Bookshelf email address and password.
- Click on **All Titles** in the Collection pane to view all the eBooks in your account.
- Double-click on the title to download the eBook to your mobile device.
- Once downloaded, double-click to open the eBook.

For demos on downloading, searching, highlighting, and making notes, take advantage of these [helpful tutorials](#). If you need further technical assistance, visit the [VitalSource support page](#) or email AAPC at info@aapc.com.

Missing a Redemption Code?

Once you've redeemed your codes, open Bookshelf and confirm all five eBooks are there. If you did not receive all five (5) redemption codes, please do the following:

1. Email contact@codingclarified.com right away.
2. Use the subject line: **"Missing Redemption Codes"**.
3. In your email, **list the eBooks you already have in Bookshelf** (for example: "I have CPT, ICD-10, and HCPC") so we can determine exactly which codes you are missing and get them to you.

STEP 2 Log In to Your Medical Coding Class

After enrollment, the AAPC Learning Center will email your login credentials. **It is important to wait for this email before attempting to log in.** If you try to access the portal before your account is created, the system will show an error stating that your account does not yet exist.

- Medical Coding Class URL: aapc.geniussis.com/PublicWelcome.aspx
- **Username:** your email address
- **Password:** Clarified24!
- **Browser:** use Google Chrome

Tip: bookmark (favorite) the class link now for quick access in the future.

How to Access Blackboard & Complete Chapter 1

Once your login works, here is exactly how to get into your course and work through your first chapter, step by step:

1. Click on [Course Login](#) and sign in.
2. Click on **Go to Course** (the green button).
3. Click on **The Business of Medicine** (Chapter 1).
4. **Read Chapter 1** — read the eBook (in eBookshelf).
5. Click on **Chapter 1 Quiz** and complete the quiz.
6. Watch the **Chapter 1 interactive videos**.
7. Click on **Chapter 1 Experiential Learning** and complete the Practical Application.
8. Click on **Chapter 1 Review Exam** and complete the Chapter 1 exam.

Each chapter follows this same rhythm: read → quiz → videos → practical application → review exam. If anything is unclear or you run into any issues, don't hesitate to reach out (see Step 3 below) — Janine will be glad to help.

STEP 3 How to Reach Janine & Ask Questions

Questions are normal (and encouraged!) part of learning to code. The fastest way to reach Janine is through **Google Chat** at janine@codingclarified.org.

Setting Up Google Chat (First Time)

1. Sign in to your Google account (the same one you use for Gmail).
2. Open Google Chat by going to chat.google.com, or use the Chat panel on the left side of your Gmail inbox.
3. Click **“New chat”** (the + or pencil icon).
4. Type janine@codingclarified.org in the search box and select the contact.
5. Type your message and press Enter — that's it! Once you've started a chat, it will stay in your list so future questions are just a click away.

On the go? Download the free Google Chat app for iPhone or Android and sign in with the same account — your conversation with Janine will sync automatically.

How to Format Your Question

So Janine can give you the fastest, most helpful answer, always include these three things in your message:

1. **The case** — the chapter, case number, or question you're working on.
2. **Your rationale** — the answer you chose and the reasoning behind it (which codes or guidelines you looked at).
3. **Your question** — what specifically you're unsure about.

Example Question

“Hi Janine! Chapter 5, Case 3: I chose code 99213 because the documentation supports a low-level MDM for an established patient. The answer key shows 99214 — what am I missing in the MDM table?”

Prefer email? You can also send questions to janine@codingclarified.org using the same case → rationale → question format.

STEP 4 Join the Coding Clarified Community

Join our groups and pages for added support, networking, and coding tips — just click to follow:

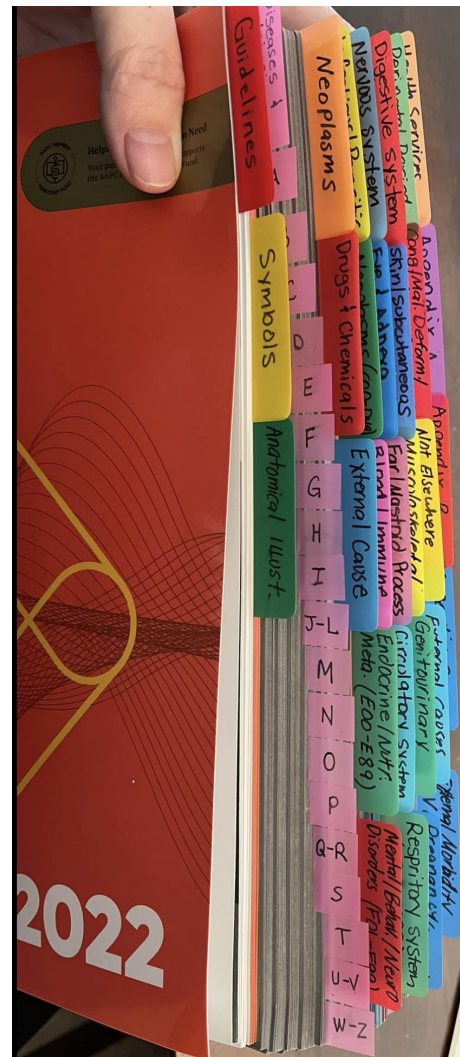
- [Coding Clarified Facebook Group](#) — our main student support group
- [Coding Clarified on Facebook](#) — follow our page
- [Coding Clarified on TikTok](#) — quick tips and coding content
- [Coding Clarified on Instagram](#) — updates and community highlights
- [Coding Clarified on YouTube](#) — videos and shorts
- [Connect with Janine on LinkedIn](#) — professional networking

STEP 5 Gather Your Essential Supplies

To succeed in this course, we recommend having the following on hand:

- Highlighters
- Pencils and fine-point pens
- [2-inch Avery-style Tabs \(~60 count\)](#) — for tabbing your coding books

Photos of tabbing and note-taking examples are available in the Coding Clarified Chapter 3 Janine Book Notes — and shown below:



Questions? Message Janine on Google Chat: janine@codingclarified.org



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