

# CATALOG

*Spring 2012*

*"Action is the foundational key to all success."*

*- Pablo Picasso*





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M E D I C A L C O D I N G P R O G R A M S  
S C H O O L C A T A L O G

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P R I N T D A T E  
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Tri-County Allied Health School

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Tri-County Allied Health School makes every effort to ensure accuracy of the published information within this catalog. All information stated within this catalog has been reviewed and approved by this Institution's President and Program Director, Arnold T. Ardevela.

Information contained in this catalog is subject to change at the discretion of Tri-County Allied Health School without prior notification. Unless specifically stated otherwise in a particular Catalog policy, in the event of any inconsistency or conflict between the information contained in this catalog and any other material, information contained in the catalog shall take precedence.

Tri-County Allied Health School is not responsible for information or claims made by individuals not affiliated with this Institution that is contrary to Tri-County Allied's published material.

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# INSTITUTIONAL INFORMATION

## MISSION STATEMENT

Our mission at Tri-County Allied Health School is to provide quality education and superior technical training in a supportive learning environment that promotes motivation, higher education and self-discipline; and to provide our students with the knowledge and skills needed to qualify for better healthcare career opportunities.

## ABOUT OUR SCHOOL

Officially established in 2007 but founded in 2000, Tri-County Allied Health School is a pioneer in educating healthcare professionals for a career as a Medical Coder. This Institution offers one of the most comprehensive Medical Coding Programs in Southern California. Led by Mr. Arnold Ardevela, our program not only gives students an in-depth study of Medical Coding and Reimbursement but it also gives them the practical know how to apply that knowledge in real world situations. In our newly built campus we prepare students to obtain a nationally recognized credential as a Medical Coder. We have dedicated technology, resources, a computer lab and partnerships with several healthcare facilities to give students the educational foundation, training and hands-on experience they need to become a Medical Coder.

## ABOUT OUR PRESIDENT

Tri-County Allied Health School was established by Mr. Arnold Ardevela. Being a medical school graduate from the Philippines and having over 25 years of coding experience Arnold has been able to transform that experience into a comprehensive learning program to help others begin their own career as a Healthcare Professional. Arnold has multiple Medical Coding credentials issued by both the American Academy of Professional Coders (AAPC) and by the American Health Information Management Association (AHIMA). From the AAPC he holds the Certified Professional Coder (CPC), Certified Professional Coder - Hospital (CPC-H), and Certified Professional Coder - Instructor (CPC-I) credentials. The CPC-I designates him as an approved Professional Medical Coding Curriculum Instructor. Through AHIMA he holds a Certified Coding Specialist (CCS) credential. He is also a Certified Healthcare Compliance Consultant (CHCC) and has conducted numerous coding audits nationwide. He is also an AHIMA Certified ICD-10 CM/PCS Trainer. Arnold is also President and owner of AE & Associates, LLC. With a Master's Degree in Business Administration from the University of Phoenix, he has been able to establish one of the most successful consulting, auditing and staffing firms for healthcare organizations in Southern California. This in turn ensures that students are provided with the necessary tools to successfully fill today's healthcare community's increasing need for well-trained and qualified healthcare professionals.

STATE OF CALIFORNIA

This Institution has received approval to operate as an accredited institution from the Bureau of Private Postsecondary Education (BPPE).

CATALOG DISCLOSURE

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Institution may be directed to:

**Bureau for Private Postsecondary Education**

**Physical Address:**

2535 Capital Oaks Drive, Suite 400  
Sacramento, CA 95833

**Mailing Address:**

P.O. Box 980818  
West Sacramento, CA 95798-0818

**Online:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Toll Free:** 888-370-7589

**Phone:** 916-431-6959

**Fax:** 916-263-1897

NONDISCRIMINATION POLICY

Tri-County Allied Health School does not discriminate on the basis of race, religion, sex, age, color, national origin, disability or veteran status in its educational programs, institutional functions or employment practices. If for any reason any student or applicant has a question or concern regarding the Institution’s compliance with this policy he/she can directly contact the President/Program Director or they

may choose to utilize Tri-County Allied Health School’s Student Grievance procedures set forth in the “Student Grievance” portion of this catalog.

HOURS OF OPERATION

Office Hours are as follows:

|           |                    |
|-----------|--------------------|
| Sunday    | 7:30 am to 6:00 pm |
| Monday    | 9:00 am to 6:00 pm |
| Tuesday   | 9:00 am to 6:00 pm |
| Wednesday | 9:00 am to 6:00 pm |
| Thursday  | 9:00 am to 6:00 pm |
| Friday    | 9:00 am to 6:00 pm |
| Saturday  | 7:30 am to 6:00 pm |

HOLIDAY SCHEDULE

Campus will be closed and instruction will not be conducted on the following days.

| HOLIDAY / BREAK      | DATE(S)                       |
|----------------------|-------------------------------|
| Memorial Weekend     | May 26 - 28, 2012             |
| Independence Day     | July 4, 2012                  |
| Labor Day Weekend    | Sept 1 - 3, 2012              |
| Thanksgiving Weekend | Nov 22 - 25, 2012             |
| Winter Recess        | Dec 17, 2012 -<br>Jan 4, 2013 |
| Easter Weekend       | March 30 - 31,<br>2013        |
| Memorial Weekend     | May 25 - 27, 2013             |

EXTERNSHIP / PRACTICUM HOURS

For programs that have an Externship / Practicum, those hours are scheduled for various timeframes Monday through Sunday depending on the availability of the host site.

## COMPUTER LAB & LIBRARY HOURS

The computer lab is available to all enrolled students during the school's regular hours of operation. The computer lab will be closed on all holidays posted in this catalog. However, the lab may be made available to all students during winter, spring and summer recess by appointment only.

Tri-County Allied Health School utilizes a virtual library that all enrolled students will have access to via the Internet 24 hours per day/ 7 days per week. If students choose to access the virtual library through the computer lab then they must abide by the hours of the computer lab.

## RETENTION OF STUDENT RECORDS

Tri-County Allied Health School maintains permanent records, in its principal place of business in California, complete records of the following:

1. Student contact information, including name, address, e-mail address and telephone number
2. Records of students who were granted a certificate by Tri-County Allied Health
3. Records of students who successfully passed their credentialing exam including the date they were granted the credential
4. Courses taken by students and course hours/units completed
5. Grades earned by each student for each course taken

Tri-County Allied Health School maintains, for a period of not less than five years, in its principal place of business in California, complete records of all of the following information:

1. Faculty information, including names, addresses, phone numbers and educational qualifications.
2. Information on Programs offered and their curriculum.
3. Records needed for the School Performance Fact Sheet, which includes:
  - Number of students at the beginning of each program
  - Number of graduates
  - Number of students available for graduation
  - Number of students not available for graduation
  - Graduates eligible for employment
  - Graduates not available for employment
  - Graduates employed in their field of study
  - Job Placement rates
  - Student participation in credential exam
  - Credentialing passage rates
4. Transcripts are maintained permanently

## BANKRUPTCY STATEMENT

Tri-County Allied Health School has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

## STUDENT SERVICES

### ACADEMIC ADVISEMENT

Tri-County Allied Health School provides all students the opportunity to meet with a Representative prior to enrollment and anytime throughout the duration of the program. By meeting with a Representative students can receive a preliminary evaluation of their academic status and the requirements they must satisfy to successfully complete their program.

### ORIENTATION

Orientation will be held for all new students prior to their first day of class. They will be introduced to the staff of Tri-County Allied Health School and learn how their classes will be conducted. Students will be informed regarding the date and time of their orientation during the enrollment process. Orientation is not mandatory but it is highly recommended to avoid any time delays on the first day of class.

### FACILITIES & EQUIPMENT

All courses are taught at our Corona Campus at 512 Queensland Circle, Corona, CA 92879. However, our campus also includes the offices of 506 Queensland Circle, where all admissions, advising and accounting take place.

We are strategically established near the point where Orange County, Riverside County and San Bernardino County meet. However, our enrollment has included students from Los Angeles County, Ventura County and as far

north as Kern County to students coming from as far south as San Diego County. Our campus is easily accessible from the 15 or the 91 freeway, and we are only 2 blocks from the Metro station. We are conveniently located near shopping centers, restaurants and fast food eateries.

Our campus includes a newly built, technology equipped, one-story building and occupies approximately 7,200 square feet. Instruction primarily takes place in the form of a lecture. This campus has one large classroom equipped with 3 projectors and screens for instruction and a well-equipped, up-to-date computer lab / library for student use. The computer lab can seat up to eight (8) students, however Tri-County also has several laptops set up to access the same information and can be used anywhere in the facility. Students are not required to have their own computer nor will they need to bring one to class to successfully complete any of the programs offered.

Internet access is typically provided during classes as appropriate to the needs of the classes through both wired and wireless connectivity. Computers in the computer lab are hard wired to the internet and laptops are connected wirelessly. The internet is the best general purpose resource for information, other than the textbooks, handouts or paperwork provided to the students by faculty.

Also provided for the students is a lounge/ break room to watch TV, enjoy their lunch or just relax while on a break. Students will have access to a refrigerator, microwave ovens, water cooler and coffee machine. Our campus is also equipped with separate men's and women's restrooms. Our facility complies with all building and accessibility requirements set forth by the ADA.

## COMPUTER LAB / LIBRARY

This campus is equipped with a computer lab available for student use during open lab hours or by appointment. All computers are equipped with the programs and software needed for all curriculums offered by the Institution and they also contain the software used by Medical Coders on the job. Students are not required to purchase any computer software for any courses offered.

The computers are also equipped with Internet access, and therefore all users must avoid:

- Intentionally compromising the confidentiality, integrity or availability of the campus's computing and communication resources.
- Downloading any programs or software onto the school computers.
- Copying any programs, audio files, video presentations, graphics, data sets, software and other protected property of the Institution.
- Violating the rights and privacy of others.
- Jeopardizing the security of their own user accounts.
- Attempting to circumvent the facility's physical, technical or administrative security measures.
- Violating this policy and all applicable local, state and federal laws and regulations.

Confidentiality of e-mail and other network transmissions cannot be completely assured. Therefore, all users should exercise caution when sending personal, financial or confidential information by e-mail or through transmission

over the Internet. Any violation of the above policies can result in Institutional disciplinary action and / or expulsion. Any actual or suspected violation of this policy should be immediately brought to the attention of a campus administrator.

Instructional resources are available for use which would include video tapes, CDs and DVDs, as well as current magazine publications and medical books. There is a check-in / check-out system for removing resources from the library.

A virtual library is also available to the students via the Internet through the Library and Information Resources Network, Inc. (LIRN). Enrolled students will be given a username and password to access the virtual library. Once they are given access they will be able to log into the virtual library 24 hours per day/ 7 days per week for the length of their enrollment.

## HOUSING

Tri-County Allied Health School does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Corona, CA rental properties start at approximately \$900 per month.

## PARKING

This facility has free daily parking available around the building. The parking lot has more than enough spaces available for enrolled students. Overnight parking is not allowed at this facility without prior consent from an administrator of this Institution.

## GRADUATE REFRESHER COURSE

Tri-County Allied Health School offers its graduates the option to attend refresher courses. Courses may be audited at no additional charge, but is subject to classroom space and availability of resources such as a computer. The cost of any books or course materials will be the responsibility of the graduate. Any graduate interested in a refresher course must first meet with the Program Director to justify the student's need for the course and must have completed their Program within the previous 12 months.

## CAREER SERVICES

Although Tri-County Allied Health School will provide placement assistance, ***this Institution does not guarantee employment*** to graduates upon program completion. Tri-County Allied Health School offers professionalism workshops to students in areas such as resume building, career planning, letter writing, professional attire, workplace etiquette and improving interview skills. Students and graduates are encouraged to take advantage of these services.

## RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA) and Tri-County Allied Health School protect the privacy of student educational records and generally limit access to the information contained in those records to third parties. You may choose to grant Tri-County Allied Health School permission to disclose education records to certain individuals by completing the Consent to Release Student Information form and returning it to Student Services. This form does not give permission to disclose any information with regards to health, counseling, disability, or public safety records. Any privileges granted to an individual can also be revoked at any time through that same form.

## DISTANCE EDUCATION

Tri-County Allied Health School currently does not offer any distance education programs.

## A D M I S S I O N S   C R I T E R I A

Tri-County Allied Health School desires to give all who are interested the opportunity to better their futures by attending this Institution. However, Tri-County will only admit students into their programs that possess the appropriate prerequisites and have a reasonable probability of successfully completing the program and obtaining their medical coding credential.

### R E Q U I R E M E N T S

A high school diploma is required for admission into all of our programs. Completion of a high school program outside of the United States, a passing score on the General Education Development (GED) test or successful completion of an accredited home study course may also be considered for admission.

#### Transition to Inpatient Coding/ CCS Exam Prep:

Any student interested in this program is required to have successfully completed the following basic life science courses within the last 5 years: Anatomy, Medical Terminology, Pathophysiology and Pharmacology or have recent healthcare work experience as a Medical Coder or LVN, RN, physician or any other licensed healthcare professional. AAPC credentialed coders also qualify.

#### Professional Coding Training & Test Prep:

This class is open for students who possess a medical coding credential from the American Health Information Management Association (AHIMA) in the form of CCS-P, CCS, CCA, RHIT or RHIA. Students who have recently graduated from a Coding Program within the last 5 years of enrollment.

All applicants are required to review this catalog in its entirety, complete an Application for Admissions Form, and complete and sign an Enrollment Agreement.

Applicants interested in enrolling into a program are also required to meet with an Admissions Representative. This meeting is necessary to evaluate the probability of the student successfully completing the program and to further inform the student about their program prior to enrolling.

### E N G L I S H   A S   A   S E C O N D L A N G U A G E   ( E S L )

Currently Tri-County Allied Health School does not have an ESL program. Any interested candidates for any of the programs offered must be able to read, write and communicate in English not only as a requirement of the class but for a majority of employment opportunities as a Medical Coder in the United States of America.

### A D M I S S I O N   O F   F O R E I G N S T U D E N T S

Tri-County Allied Health School is not authorized to enroll students with an M-1 or F-1 visa status.

### A B I L I T Y - T O - B E N E F I T

Tri-County Allied Health School currently does not participate in the Ability-to-Benefit Program and all applicants must have a US high school diploma or recognized equivalent.

## APPLICANTS WITH A FELONY OR MISDEMEANOR CONVICTION

A felony or misdemeanor conviction may not disqualify you from attending Tri-County Allied Health School but it may prohibit you from acquiring a license, which this program is geared to help you obtain, or it may prohibit you from working in the specified field of study.

Applicants enrolling in the Medical Coding Specialist Program and participating in the Practicum/Externship may not be allowed to complete their hours at certain facilities because of their criminal history and may be limited to certain externship sites.

If you have a felony or misdemeanor conviction, please disclose that information on your Application for Admission.

## EXPERIENTIAL CREDIT

All of the programs offered at Tri-County Allied Health School are complete programs from start to finish. Our policy regarding credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) is that those credits earned will be considered in regards to student evaluation but Tri-County Allied Health School does not grant credit from other institutions, or offer challenge examinations. This school does not offer or provide credit for achievement tests. This same policy also applies to those with previously related training or experiential learning outside of this institution. All students interested in enrolling for a program must attend the program in its entirety and successfully complete each course unless they are reentering.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Tri-County Allied Health School is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate of completion you earn for completion of one of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this Institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Tri-County Allied Health School to determine if your credits and certificate will transfer.

Tri-County Allied Health School has not entered into an articulation or transfer agreement with any other college or university.

## REENTERING STUDENTS

All candidates wishing to reenter any of the programs offered will be required to appeal for readmission. This appeal is reviewed by the Program Director and the Advisory Committee, who will decide if the student is eligible for reentry. Reentering students may be required to complete course tests to determine their eligibility to reenroll at various points of the program. If the student is unable to pass these tests, the student may be required to repeat course subjects previously completed.

## INTERVIEW WITH AN ADMISSIONS REPRESENTATIVE

To schedule an interview with an Admissions Representative you can call (951) 479-4775 or you can email the Institution directly at [admissions@tricountyallied.com](mailto:admissions@tricountyallied.com) with your contact information and your availability. An Admissions Representative will respond with their next available time that coincides with your listed availability. You can also visit our website at [www.tricountyallied.com](http://www.tricountyallied.com) and complete the form on the "Contact Us" page, and a representative will get back to you with a scheduled time and day for your interview.

## REVIEW OF DOCUMENTS PRIOR TO SIGNING

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A document confirming receipt of both the School Performance Fact Sheet and School Catalog will be given at the time of enrollment and will require your signature.

# INSTITUTIONAL INFORMATION

## ATTENDANCE

Tri-County Allied Health School has the responsibility and authority on matters pertaining to the general attendance and classroom conduct of our coding students. Faculty has the responsibility to notify students which parts of a course are mandatory and require their presence. A sign in sheet will be kept for all students to monitor their attendance.

## ABSENCES

Absences may be factored into the grading system. Any anticipated absences should be presented to the Institution 2 weeks in advance to avoid having an impact on your attendance score.

Students of Tri-County Allied Health School may be excused from required coursework in extreme circumstances with the approval of the course instructor. Criteria for being excused include:

1. Documented medical reason
2. Death in the family
3. Once in a lifetime educational experience
4. Act of God, disaster or natural occurrence

## LEAVES OF ABSENCE

A leave of absence may be granted to allow a student to resolve personal or health issues. All leaves of absence must be approved by Tri-County Allied Health School. Leaves of absence to resolve personal or health issues are granted after a student has submitted a written request to Tri-County Allied Health School containing supporting documentation or recommendation from the student's physician or other healthcare provider. All submitted materials will be kept in strict confidence. Students wishing to file a leave of absence must do so in writing to Tri-County Allied Health School. The request should include the anticipated date of return and should document the reason(s) for the absence. If the requested leave of absence is for a length of time involving more than 32 consecutive hours of classroom time, the student's request will be reviewed by the Advisory Committee and the student may have to reenroll for the next program.

## VACATIONS AND RELIGIOUS HOLIDAYS

The academic calendar and our program syllabus specify days on which there are no required academic activities. Students who wish to be excused from required activities for religious reasons or vacation time should seek approval from the Institution two weeks prior to any absence or it will be considered as an unexcused absence.

## TARDINESS AND EARLY LEAVE

Students who arrive to class more than 15 minutes after the scheduled start time and/or start of class after lunch will be marked down as tardy on their attendance record unless prior notification is given to the instructor. Students who leave prior to the scheduled completion of class will also be marked down as an early leave unless prior notification is given to the instructor. Attendance may be factored into the grading system and tardiness or early leaves will affect your attendance score. Multiple marks for tardiness and / or early leave may result in Institutional disciplinary action or expulsion from the program.

## MAKE-UP WORK, ASSIGNMENTS AND TESTS

Course instructors determine course requirements, including attendance requirements. Hence, the instructor has the authority to determine the nature of any make up work or exam. When a student is absent, he/she is responsible for arranging for and completing all missed assignments or sitting for any tests. The instructor may also assign additional outside make-up work to be completed for each absence.

## PROFESSIONAL BEHAVIOR

Students are preparing for a career that demands high standards, ethics, professional behavior and appearance. All students are required to promote a sense of mutual respect among staff and fellow students. Certain behaviors, such as discrimination, violence, or sexual harassment are inherently destructive to

instructor/student and student/student relationships. Other behaviors, such as making derogatory or demeaning remarks, or giving destructive criticism, are inappropriate and interfere with educational development. Unprofessional behavior will be reviewed by Tri-County Allied Health School and may result in disciplinary action. Students are expected to become familiar with and follow any written rules of conduct and professional behavior at all times. Students who damage property, break the law, or act unprofessionally while on Tri-County Allied Health School property may face expulsion.

## WEAPONS ON CAMPUS OR EXTERNSHIP SITES

Tri-County Allied Health School prohibits the presence of weapons of any kind on campus or at any externship site. Any persons in possession of a weapon, regardless if they are licensed to carry one, will be removed from school grounds or their externship site and may face termination from the program without possible reentry.

## DRESS CODE

Casual attire is acceptable. However, students are expected to maintain a neat and clean appearance during classroom and lab hours. Flip-flops, tank tops or gym clothes are not allowed. Tri-County Allied Health School would like to convey a comfortable yet professional environment. If an Externship/Practicum is part of a student's program this dress code policy may be superseded by the stricter dress code policy of any hospital or healthcare organization where the student completes their externship.

## CHEATING

Dishonesty of any kind with respect to course assignments, examinations, alteration of records, or illegal possession of examinations will be considered cheating. It is the responsibility of each student to refrain from cheating, avoid the appearance of cheating, and guard against facilitating cheating by others. Students who cheat, and help others cheat, are equally guilty of wrongdoing. Students caught cheating may be suspended or terminated from the program. Students must also do everything possible to promote respect for the examination process and for honesty in the performance of assigned tasks in class.

## SUSPENSION

A student may be automatically suspended if the student has been cautioned about lack of acceptable ethics or professional behavior or poses an imminent risk of danger to him/herself, other students, or staff as determined by Tri-County Allied Health School.

The student has seven days from notification of the suspension to submit an appeal to Tri-County Allied Health School. Suspension for students who pose a threat begins immediately. The suspension for students who submit an appeal will take effect seven days after notification or when and if Tri-County Allied Health School denies the appeal.

## GRADING SYSTEM

Tri-County Allied Health School measures the progress of a student's work through the use of a letter grading system and grade percentages

as shown below. Progress reports are given to each student at the completion of a course subject. The breakdown of how grades will be determined (i.e. 60% test scores, 20% attendance, etc.) will be determined by the assigned instructor for each course and will be listed on the course syllabus.

| Grade | Percentage |
|-------|------------|
| A     | 90 - 100   |
| B     | 80 - 89    |
| C     | 70 - 79    |
| D     | 60 - 69    |
| F     | 0 - 59     |

## STUDENT GRIEVANCE

### *Procedures for Student Complaint / Grievance*

The student is encouraged to pursue academic and occupational studies that will promote his/her intellectual growth, career aspirations, or personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

When a student feels that he/she has been subjected to unfair and improper action or denied his/her rights by a member of the academic community, he/she can seek redress according to the following procedures. Grievance actions may be initiated by a student against another student, an instructor, an administrator, or any staff member of Tri-County Allied Health School.

### *Procedures for Resolution*

The petitioner shall first attempt to resolve the issue by conferring with the person against whom he/she has the alleged grievance. If the petitioner feels that the issue has not been resolved, he/she may complete and sign a Grievance Complaint Form specifying the time, place, and nature of the alleged grievance and a list of witnesses and a summary of the testimony for the Program Director to review and resolve.

### *Grievance Regarding Grading*

In the event that the Program Director receives a signed statement of an alleged grievance involving a disputed grade, the Program Director shall refer the matter to the Advisory Board, which will then conduct a formal hearing to establish findings of fact and to determine whether the grade is fair or unfair.

### C O M P L A I N T

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

### S A T I S F A C T O R Y A C A D E M I C P R O G R E S S

Tri-County Allied Health School will measure the student's progress at the end of each course, week or quarter depending on the length of the program. Students must meet satisfactory academic progress in order to proceed with the program. Students must maintain a grade of at least 70 percent at all times. The course instructor and Program Director will make every attempt to help

students whose grades are in risk of falling below 70% or students that are falling behind and may be struggling to catch up with the others in the program and avoid Academic Probation. Currently, Tri-County Allied Health School does not have programs running simultaneously. Any student who is terminated from the program for unsatisfactory academic progress will have to wait until the next program starts to continue his/her education.

### A C A D E M I C P R O B A T I O N

If a student is not achieving the minimum grade required for any program, 70% or higher, the student will be placed on academic probation and referred to the Program Director for a remediation plan.

The student will continue on with the program while on academic probation. However, the student is only given 2 weeks to bring their grade up to a minimum 70% for the failed course subject. The student may be required to retake tests and quizzes, submit missing homework, or complete extra assignments.

If a student does not achieve the minimum grade required the student will be withdrawn from the program.

### S T U D E N T A P P E A L P R O C E S S

Students have the right to appeal decisions made and policies enforced by the school. Students must initiate the process by submitting a written appeal to the Program Director. The Advisory Committee will review the student's appeal. Appeal considerations will be based on the student's overall attendance record, academic

academic progress, instructors' recommendations and any surrounding circumstances that may have resulted in the student's failure to maintain satisfactory academic progress.

If an appeal is granted and the student is able to achieve the minimum grade required for the reinstatement term (70% or higher), they will then be considered as achieving satisfactory academic progress.

#### MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the defined maximum program completion time, which is not to exceed 150 percent of the normal time frame. For example if the program consists of 800 clock hours, the maximum number of clock hours that a student can attempt in the program is 1,200 clock hours (150%). If a student isn't progressing at a satisfactory rate, he/she will be terminated from the program.

#### EXTERNSHIP / PRACTICUM

A 64 hour externship / practicum is required as part of the Medical Coding Specialist Program ONLY. The externship enables students to work hands on and apply the competencies and practices learned in the classroom. Students participating in the externship will train under the supervision of a qualified manager, director or supervisor of the facility assigned. This person will evaluate the student's performance and participation. Students are expected to follow all of the rules and meet all the requirements of the host site.

Assignment to a host site is final and non-negotiable. If a student refuses to attend, he/she may be removed from the program. Also, the student is responsible for traveling to the host site regardless of distance.

Tri-County Allied Health School will make every attempt to accommodate students according to where they reside, however students must be prepared to travel.

#### IMMUNIZATION REQUIREMENTS

Tri-County Allied Health School may require proof of immunization for students enrolled in a class in which they will be part of an externship program, if it is required by the host site. To prevent the spread of diseases such as Measles, Mumps, Rubella (MMR), Tuberculosis and Hepatitis B evidence must be provided showing that the student has been immunized. The following documents are acceptable as evidence of immunization:

- Official school immunization record
- A record from any public health department that specifically indicates the immunization and the date administered.

If required all immunization records must be submitted to Tri-County Allied Health School prior to the start of the Externship / Practicum program. Any delays in the submission of this document may result in the loss of externship hours.

## NATIONAL BOARD EXAMINATIONS

It is the responsibility of the student to register for their examination for national certification as a Medical Coder. It is the responsibility of Tri-County Allied Health School to prepare students to sit for the examination and provide them with information regarding testing procedures, test dates, testing sites and fees. Fees to sit for the credentialing examination are not part of the tuition of Tri-County Allied Health School nor are they collected by this Institution. All testing fees are paid directly to the organization that governs the examination.

The Certified Coding Specialist (CCS) credential is governed by the American Health Information Management Association (AHIMA). For more information regarding this exam and AHIMA please visit [www.ahima.org](http://www.ahima.org).

The Certified Professional Coder (CPC) credential is regulated by the American Academy of Professional Coders (AAPC). For instructions on how to register for this exam and learn more about who AAPC is please visit [www.aapc.com](http://www.aapc.com).

*Testing fees are located on page 25 of this catalog.*

## PROGRAM CANCELLATION

Tri-County Allied Health School may be required to cancel a course or program on occasion. In addition, courses or programs may not begin on their scheduled start dates in the event of certain circumstances, such as insufficient enrollment or faculty unavailability. In

circumstances such as this, Tri-County Allied Health School will work with the students in an effort to provide them with the opportunity to reschedule their course or program if available. Any payments made for canceled courses that have not yet started or courses currently in process will be refunded. Every effort will be made to address such cancellations as soon as possible.

# M E D I C A L C O D I N G S P E C I A L I S T P R O G R A M

## D O Y O U W A N T T O B E P A R T O F T H E M E D I C A L F I E L D ?

For those of you beginning your professional careers or those who are unhappy with your current career and are searching for something new and dynamic, your search ends here. Stop looking for jobs that are affected by the economy and be in a career that drives it. While corporations begin to shut their doors because consumer spending is at an all time low, healthcare spending is still rising dramatically. If you would like a challenging career working with patients, learning about diseases and working with codes then becoming a Medical Coding Specialist may be right for you.

What is a Medical Coding Specialist? Simply put, he/she works with alpha-numeric codes and assigns a code for every sickness, disease, medical complaint, disorder or ailment. The Medical Coding Specialist also assigns another code for every different type of procedure used to diagnose and treat the condition. Medical Coding Specialists are constantly in high demand and can work at the following places:

- Hospitals (all-types)
- Physician Clinics
- Skilled Nursing Facilities
- Insurance Companies
- Prisons
- Independent Practice Associations (IPA)
- Medical Billing Companies
- Surgery Centers

This program is designed to provide students with the necessary knowledge, skills and experience needed to be a successful medical coder. Our curriculum consists of 800 contact hours to be completed in approximately 12 - 13 months including the opportunity to work hands-on in a simulated externship program and obtain actual on the job experience. Our school is here to help you obtain a future in the medical field by preparing you for a career as a Medical Coding Specialist.

*Arnold Ardevela*

MBA, CCS, CPC, CPC-I, CPC-H, C-CDI  
AHIMA Certified ICD-10/PCS Trainer  
AAPC PMCC Approved Instructor  
President / Program Director

## P R O G R A M   I N F O R M A T I O N

### O B J E C T I V E

The Medical Coding Specialist Program is designed to prepare students for an occupation as a Medical Coder. The program is structured to provide students not only with the necessary knowledge and skills to be a medical coder, but also a strong foundation of knowledge in the core sciences. Students are expected to follow the sequence of classes laid out which will prepare them as they progress through the course. The main objective of this program is to prepare students for the Certified Coding Specialist examination administered by the American Health Information Management Association (AHIMA).

### P R O G R A M   D E L I V E R Y

The instructional method used at Tri-County Allied Health School is residential. The type of instruction used includes lectures, discussions, audio and video presentations, assignments and use of hospital coding software. The use of the school's computers will be available for all students during lab hours or by appointment. Encoder lab training will be done at the computer lab of Tri-County Allied Health School or by the use of school issued laptops. Practicum/Externship hours will be done on-site at a participating facility.

Classroom instruction will be held at both 506 & 512 Queensland Circle, Corona, CA 92879.

### S T A R T   D A T E   /   E N D   D A T E

The expected start and end dates of our Medical Coding Specialist Program are as follows:

|                  |                |
|------------------|----------------|
| Start Date:      | May 5, 2012    |
| Graduation Date: | June 16, 2013* |

\*The end date is an anticipated end date but may be subject to change.

### H O U R S

|            |                 |
|------------|-----------------|
| Saturdays: | 8:00am - 4:30pm |
| Sundays:   | 8:00am - 4:30pm |

## C O U R S E S

### Medical Terminology (MT 101)

Contact Hours: 48 / 3 weeks

This medical terminology course will provide the framework needed before advancing to our Anatomy & Physiology course. This course is designed to familiarize students with medical terms, abbreviations, and vocabulary and to teach them how to accurately spell, pronounce and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatments. The course will focus on the many components of a medical term and how to break down a medical term by simply knowing the meaning of the prefix or suffix.

#### Course Objectives:

- Spell, define and pronounce medical terms
- Understand the concepts of root/ suffix/ prefix word building
- Learn common medical terms of major disease processes, diagnostic procedures, lab tests, drugs and treatments.

### Anatomy & Physiology (AP 101)

Contact Hours: 48 / 3 weeks

This course will focus on the structure and function of the human body. The course will approach the study according to the following system; skeletal, muscular, nervous, cardiovascular, respiratory, urinary, reproductive, endocrine and digestive. Emphasis will also be placed on the gross and microscopic anatomy as well as the physiology of the cell.

#### Course Objectives:

- Understand anatomical orientation
- Describe the major cavities of the body and the organs they contain
- Match anatomical terms with the appropriate physiology
- Identify the anatomical location of the components of a cell and explain their function

### Pathophysiology (PATH 101)

Contact Hours: 48 / 3 weeks

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management.

#### Course Objectives

- Common disease categories, terminology and diagnostic methodology
- Clinical characteristics and effects of inflammation
- Basic immunology, hypersensitivity, and autoimmune disorders
- Epidemiology and control of infectious diseases

### Pharmacology (PHARM 101)

Contact Hours: 32 / 2 weeks

An introductory course focusing on the action of drugs on the human body, including pharmacokinetics, drug-receptor interactions, and drug metabolism. In addition, mechanisms of action, therapeutic effects, adverse effects and therapeutic indications are noted for major classes of drugs and for commonly used drugs within each class.

#### Course Objectives:

- Recognize drug categories and generic and trade name drugs
- Understand therapeutic drug effects and the rationale for using drugs to prevent, diagnose, and treat disease
- Understand why side effects, allergic effects, and other effects of drugs occur
- Explore clinical applications and current healthcare issues relating to pharmacology and drugs

### Introduction to Computers (IC 101)

Contact Hours: 16 / 1 week

This course is designed to give students the basic knowledge of computer concepts related to hardware and software, the impact of computers on society and computer systems/data communications and networks. The course will also familiarize students with Microsoft desktop applications such as; Word, Excel, PowerPoint and Access.

#### Course Objectives:

- Understand the different types of computer hardware and forms of software
- General understanding of the importance of computers in today's society
- Knowledge of Microsoft Office Suite applications

### Introduction to Health Information Management (HIM 101)

Contact Hours: 48 / 3 weeks

Designed to introduce the basic components of a Medical Record and familiarize students with the content, use and structure of healthcare data and data sets, and how these components relate to primary and secondary record systems. Emphasis is placed on the functions of Health Information Management (HIM) and an understanding of Electronic Health Records (EHR) and its impact on healthcare.

#### Course Objectives:

- Be familiar with the content of health records and the content and structure of healthcare data
- Knowledge of HIPAA requirements and release of information
- Legal and ethical issues regarding health records and electronic health records

### Healthcare Delivery Systems (HDS 101)

Contact Hours: 48 / 3 weeks

This course is an in-depth study of the organization, financing, regulation and delivery of different healthcare services and the 'continuum of care' concept. The course is also an introduction to the legal, ethical, privacy, security and confidentiality issues and practices applicable to health information.

- The governing bodies that regulate the HIM processes
- Accreditation standards and licensure/regulatory agencies

#### Computer Software Applications in Healthcare (CSA 101)

Contact Hours: 48 / 3 weeks

Overview of commonly available software tools used in health care. Introduction to Electronic Health Records (EHR), Computer Assisted Coding (CAC), data analysis and collection.

- Evaluation of EHR and CACs
- Exposure to software used in an acute setting

#### Basic Diagnosis Coding Systems (CODE 101)

Contact Hours: 48 / 3 weeks

Students will learn about the International Classification of Diseases ICD-9-CM, and how to assign appropriate diagnosis codes and work within basic coding guidelines.

- ICD-9-CM Volume I
- ICD-9-CM Volume II

#### Intermediate Diagnosis Coding (CODE 201)

Contact Hours: 48 / 3 weeks

A more complex study of the assignment of correct diagnosis codes regarding inpatient and outpatient hospital charts using the ICD-9 coding system.

- Authentic Coding: using actual medical records from a variety of patient types
- An introduction to International Classification of Diseases ICD-10-CM, including compare and contrast assignments from ICD-9 to ICD-10
- Introduction to Systematized Nomenclature of Medicine (SNOMED) – Includes a brief overview of its role in the health care delivery system as the basis for an electronic health record

#### Basic Procedure Coding Systems (CODE 102)

Contact Hours: 48 / 3 weeks

Students will learn how to assign codes to medical procedures per official coding guidelines using the ICD-9 and CPT-4 coding systems. Student will focus on Basic HCPCS coding, with a focus on CPT-4 coding for anesthesia, E/M, surgical, pathology/laboratory, radiology

- Medicine
- HCPCS II codes

#### Intermediate Procedure Coding (CODE 202)

Contact Hours: 48 / 3 weeks

Emphasis on assigning ICD-9 and CPT-4 codes to more complex procedures, both inpatient and outpatient. Includes the use of modifiers as per the official coding guidelines.

- Using case studies and authentic coding to practice more complex procedure code assignments with ICD-9-CM and CPT-4.
- Introduction to procedure based payment systems
- E/M codes and APC assignments
- Impact coding and sequencing has on reimbursement.

### Introduction to ICD-10-CM (CODE 301)

Contact Hours: 32 / 2 weeks

An introductory course into the International Classification of Diseases , 10th revision, Clinical Modification.

- Students will be able to compare and contrast ICD-9-CM and ICD-10-CM code assignments.
- Become familiar with ICD-10 conventions.
- Navigate through the new coding system with the official index to the tabular section, and index to the external causes.

### Introduction to ICD-10-PCS (CODE 302)

Contact Hours: 32 / 2 weeks

An introductory course in the Internal Classification of Diseases, 10th revision, Procedural Coding System

- Learn the new coding system with its unique structure of specific definitions and functions for each character.
- View all sections of tables by general procedure type from medical/surgical to substance abuse, and the tables in the medical surgical section covering procedures on all body systems.
- Become familiar with valid code construction through the use of tables rather than code lists.

### Test Preparation for Coding Credential (TSTCCS 101)

Contact Hours: 48 / 3 weeks

Designed to prepare students to take the Certified Coding Specialist exam administered by the American Health Information Management Association (AHIMA) and obtain a medical coding credential.

- Review ICD-9 Coding for diagnoses and procedures
- Review CPT-4 Coding for outpatient procedures
- Conduct mock tests
- Provide study guides and exam tips

### Reimbursement Methodologies (RM 101)

Contact Hours: 48 / 3 weeks

A study of the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Includes contemporary prospective payment systems and key health plans, charge master maintenance and evaluation of fraudulent billing practices.

- Students will learn about the prospective payment system in regards to Diagnosis Related Groups and Ambulatory Payment Classifications
- Be familiar with billing and insurance procedures as well as Explanation of Benefits (EOB)
- Quality Improvement Organizations (QIO) and their role in the payment process
- Learn about Compliance issues and Health plan claims processing and coding
- Auditing and monitoring the coding process for regulatory compliance

Encoder Lab Training (LAB 101)

Contact Hours: 32 / 2 weeks

Training on actual hospital encoder software to help students become more familiar with its functionality. This lab time will also allow students to become accustomed to all the tools of a hospital encoder.

- Hands-on with hospital encoding software
- Review of coding tools and guidelines
- Work on practice charts and cases

Practicum/Externship (EXT 101)

Contact Hours: 80 / 5 weeks

Practicum/externship designed to provide the student with coding practices in a hospital, physician's office, clinic or other healthcare setting with directed projects common to a clinical coding specialist on the job.

- Use of encoder on simulated medical charts
- On-site work experience
- Emphasis on day to day work of Medical Coders

**Medical Coding Specialist Program:**

**800 Contact Hours / 50 weeks**

## COMPETENCIES

At the conclusion of our Medical Coding Specialist Program, the student should be prepared to demonstrate the following competencies:

- Maintain health data content, requirements, and standards
- Be compliant with regulations and standards associated with health information management, which are distributed by private and governmental agencies (e.g., CMS, JCAHO, NCQA)
- Understand global issues in healthcare and delivery mechanisms and the role of Information Technology as it relates to Healthcare Delivery
- Understand the role of various providers and disciplines throughout the continuum of healthcare services
- Use common software packages (e.g., spreadsheets, databases, word processing, graphics, presentation, statistical, e-mail)
- Protect data integrity and validity using software or hardware technology
- Maintain departmental and facility-wide coding guidelines
- Assist in using coded data for reporting organization and state reporting levels
- Collect the data necessary to assign patients to severity of illness categories
- Assign procedure codes using ICD-9-CM and CPT/HCPCS as well as assign diagnosis and procedure codes using ICD-10-CM/PCS
- Conduct qualitative analysis to assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status of the patient
- Access and evaluate the EHR: An electronic record of health-related information on an individual that conforms to nationally recognized interoperability standards and that can be created, managed and consulted by authorized clinicians and staff across more than one health care organization
- Access and evaluate the PHR: An electronic record of health-related information on an individual that conforms to nationally recognized interoperability standards and that can be drawn from multiple sources while being managed and controlled by the individual
- Demonstrate an understanding of a Health Information Exchange: The electronic movement of health-related information among organizations according to nationally recognized standards
- Demonstrate an awareness of emerging technologies in coding

# TRANSITION TO INPATIENT CODING / CCS EXAM PREP

## OBJECTIVE

Our Transition to Inpatient Coding Program is designed for experienced health care professionals such as RNs, LVNs and even Physicians to learn about Inpatient Medical Coding. This program is designed for Outpatient Coders who wish to learn Inpatient Coding. This program also prepares students for the Certified Coding Specialist (CCS) examination administered by the American Health Information Management Association (AHIMA).

## INSTRUCTION

The instructional method used at for this program includes lecture, discussion, audio and video presentations, assignments and regular skills testing. All instruction will be done in a classroom setting. The use of the school's computers will be available for all students during lab hours or by appointment.

Instruction will be held at 512 Queensland Circle, Corona, CA 92879

## START DATE / END DATE

The start and end dates of the Transition to Inpatient Coding/CCS Exam prep program are as follows:

Start Date: July 21, 2012

End Date: November 3, 2012

\*The end date is an anticipated end date but may be subject to change. This end date does not include the additional 40 hours of optional CCS test preparation offered to the students.

## HOURS

Saturdays: 8:00am - 4:30pm

Sundays: 8:00am - 4:30pm

Total: 200 Contact Hours / 13 weeks

## COURSES

Basic Diagnosis Coding Systems (CODE 101)

Contact Hours: 40 / 2.5 weeks

Students will learn about the International Classification of Diseases ICD-9-CM, and how to assign appropriate diagnosis codes and work within basic coding guidelines.

- ICD-9-CM Volume I
- ICD-9-CM Volume II

### Intermediate Diagnosis Coding (CODE 201)

Contact Hours: 32 / 2 weeks

A more complex study of the assignment of correct diagnosis codes regarding inpatient and outpatient hospital charts using the ICD-9 coding system.

- Authentic Coding: using actual medical records from a variety of patient types
- An introduction to International Classification of Diseases ICD-10-CM, including compare and contrast assignments from ICD-9 to ICD-10
- Introduction to Systematized Nomenclature of Medicine (SNOMED) – Includes a brief overview of its role in the health care delivery system as the basis for an electronic health record

### Basic Procedure Coding Systems (CODE 102)

Contact Hours: 40 / 2.5 weeks

Students will learn how to assign codes to medical procedures per official coding guidelines using the ICD-9 and CPT-4 coding systems. Student will focus on Basic HCPCS coding, with a focus on CPT-4 coding for anesthesia, E/M, surgical, pathology/laboratory, radiology

- Medicine
- HCPCS II codes

### Intermediate Procedure Coding (CODE 202)

Contact Hours: 32 / 2 weeks

Emphasis on assigning ICD-9 and CPT-4 codes to more complex procedures, both inpatient and outpatient. Includes the use of modifiers as per the official coding guidelines.

- Using case studies and authentic coding to practice more complex procedure code assignments with ICD-9-CM and CPT-4.
- Introduction to procedure based payment systems
- E/M codes and APC assignments
- Impact coding and sequencing has on reimbursement.

### Introduction to ICD-10-CM (CODE 301)

Contact Hours: 28 / 2 weeks

An introductory course into the International Classification of Diseases , 10th rev., Clinical Modification.

- Students will be able to compare and contrast ICD-9-CM and ICD-10-CM code assignments.
- Become familiar with ICD-10 conventions.
- Navigate through the new coding system with the official index to the tabular section, and index to the external causes.

### Introduction to ICD-10-PCS (CODE 302)

Contact Hours: 28 / 2 weeks

An introductory course in the Internal Classification of Diseases, 10th revision, Procedural Coding System

- Learn the new coding system with its unique structure of specific definitions and functions for each character.
- View all sections of tables by general procedure type from medical/surgical to substance abuse, and the tables in the medical surgical section covering procedures on all body systems.
- Become familiar with valid code construction through the use of tables rather than code lists.

# PROFESSIONAL CODING TRAINING AND TEST PREPARATION

## OBJECTIVE

Our Professional Coding Training and Test Preparation program is geared for medical coders who are certified by AHIMA with a CCA, CCS, RHIT or RHIA credential. This program consists of 80hrs of course instruction teaching students how to review and adjudicate coding of services, procedures and diagnoses on medical claims in the physician-office setting. This program also prepares students for the Certified Professional Coder (CPC) examination administered by the American Academy of Professional Coders (AAPC).

## INSTRUCTION

The instructional method used at for this program includes lecture, discussion, audio and video presentations, assignments and regular skills testing. All instruction will be done in a classroom setting. The use of the school's computers will be available for all students during lab hours or by appointment. Instruction will be held at 512 Queensland Circle, Corona, CA 92879

## START DATE / END DATE

The expected start and end dates of our Professional Coding Training and Test Preparation Program are as follows:

Start Date: TBD

End Date: TBD

Testing Date: TBD

\*The end date and testing date are subject to change depending on student progress.

## HOURS

Saturdays: 8:00am - 4:30pm

Sundays: 8:00am - 4:30pm

## COURSE INFORMATION

80 Contact Hours / 5 weeks

This program is designed to make students proficient at coding across a wide range of services, which include evaluation and management, anesthesia, surgical services, radiology, pathology and medicine. It will give the students sound knowledge of medical coding rules and regulations including compliance and reimbursement. Students will be learn ICD-9, CPT and HCPCS Level II coding. This program also prepares students to sit for the CPC examination through the American Academy of Professional Coders (AAPC).

## FINANCIAL INFORMATION

### STATE AND FEDERAL FINANCIAL AID PROGRAMS

Currently Tri-County Allied Health School does not participate in any State or Federal Financial Aid programs. Tri-County Allied Health School is able to offer students tuition financing through TFC Credit Corporation except for those enrolled in the Professional Coding Training and Test Preparation Program.

### TFC CREDIT CORPORATION

TFC Credit Corporation has been providing tuition financing for students since 1970. Their mission is to provide financing for those students who are serious about their careers and serious about their personal success.

When you finance your tuition through TFC Credit Corporation, you will be supported by a major national financial organization. They can help you establish your credit, or strengthen your credit rating. Tri-County Allied Health School has been reviewed and evaluated by TFC Credit Corporation, and is now an approved school to offer their education financing.

These loans offer:

- Fast Qualification
- Reasonable Interest Rates and Monthly Payments
- High Acceptance Rates

- Option to add a Co-Signer
- Multiple options on length of your loan
- Ability to pay by check, debit or credit card
- No fee to apply

### Student Eligibility

All applications for student tuition financing are underwritten by the Financing Department of Tri-County Allied Health School. Applicants must be at least 18 years old and be employed. If the applicant is either under the age of 18, unemployed or both then a co-signer will be required to be considered for the loan. The loan amount cannot exceed the amount of the Tuition and Course Materials of this program which are listed on page 27 in this catalog.

For more information on how to take advantage of TFC Credit Corporation's student tuition financing, contact a Tri-County Allied Health School Representative at (951) 479-4775 or email [admissions@tricityallied.com](mailto:admissions@tricityallied.com).

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

T U I T I O N   A N D   F E E S

| Medical Coding Specialist Program                            |            |
|--|------------|
| Registration Fee<br>Non-Refundable                           | \$200.00   |
| Student Tuition Recovery Fund<br>Non-Refundable <sub>1</sub> | \$20.00    |
| Course Materials   | \$300.00   |
| Tuition  | \$7,500.00 |
| Total Cost Due to Institution <sub>2</sub>                   | \$8,020.00 |

| Transition to Inpatient Coding / CCS Exam Prep               |            |
|--|------------|
| Registration Fee<br>Non-Refundable                           | \$200.00   |
| Student Tuition Recovery Fund<br>Non-Refundable <sub>1</sub> | \$5.00     |
| Course Materials   | \$200.00   |
| Tuition  | \$2,000.00 |
| Total Cost Due to Institution <sub>2</sub>                   | \$2,405.00 |

| Professional Coding Training and Test Preparation Program    |            |
|--|------------|
| Registration Fee<br>Non-Refundable                           | \$100.00   |
| Student Tuition Recovery Fund<br>Non-Refundable <sub>1</sub> | \$2.50     |
| Course Materials   | \$100.00   |
| Tuition  | \$1,100.00 |
| Total Cost Due to Institution <sub>2</sub>                   | \$1,102.50 |

## S T R F

<sup>1</sup>You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepays all or pay of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

<sup>2</sup>Charges for the period of attendance and the entire program.

C R E D E N T I A L I N G F E E S

|  |              |
|--|--------------|
| CCS Credential Exam<br>by the American Health Information Management Association (AHIMA)<br>Membership ( <i>not required</i> ) | \$399.00 est |
| to the American Health Information Management Association (AHIMA)  | \$165.00 est |
| CPC Credential Exam<br>by the American Academy of Professional Coders (AAPC)<br>Student Membership ( <i>required</i> )         | \$260.00 est |
| to the American Academy of Professional Coders (AAPC)  | \$70.00 est  |

R E Q U I R E D T E X T B O O K S (*Not included in Course Materials*)

| Medical Coding Specialist Program   |              |
|---|--------------|
| <i>Current Procedural Terminology, Professional Edition, 2012</i><br>American Medical Association | \$118.00 est |
| <i>ICD-9-CM 2010 Hospital Version</i> , Channel Publishing, Ltd<br>(Updated 10/1/2011)            | \$108.00 est |
| <i>ICD-10-CM: The Complete Official Draft Code Set (2012 Draft)</i><br>Ingenix                    | \$120.00 est |
| <i>ICD-10-PCS: The Complete Official Draft Code Set (2012 Draft)</i><br>Ingenix                   | \$120.00 est |
| <i>ICD-9-CM Coding Handbook, 2012 with Answers</i><br>by Faye Brown                               | \$105.00 est |
| Taber's Medical Dictionary  | \$52.00 est  |

| Transition to Inpatient Coding / CCS Exam Prep  |              |
|---|--------------|
| <i>Current Procedural Terminology, Professional Edition, 2012</i><br>American Medical Association | \$118.00 est |
| <i>ICD-9-CM 2010 Hospital Version</i> , Channel Publishing, Ltd<br>(Updated 10/1/2011)            | \$108.00 est |
| <i>ICD-10-CM: The Complete Official Draft Code Set (2012 Draft)</i><br>Ingenix                    | \$120.00 est |
| <i>ICD-10-PCS: The Complete Official Draft Code Set (2012 Draft)</i><br>Ingenix                   | \$120.00 est |
| <i>ICD-9-CM Coding Handbook, 2012 with Answers</i><br>by Faye Brown                               | \$105.00 est |
| Taber's Medical Dictionary  | \$52.00 est  |

| Professional Coding Training and Test Preparation Program   |              |
|---|--------------|
| <i>Current Procedural Terminology, Professional Edition, 2012</i><br>American Medical Association | \$113.00 est |
| <i>ICD-9-CM 2012 Edition, Volumes I. II. III - Various Publishers</i>                             | \$108.00 est |
| <i>2012 HCPCS Level II</i>  | \$54.00 est  |
| <b>Recommended</b>  |              |
| <i>ICD-9-CM Coding Handbook, 2011 with Answers</i><br>by Faye Brown                               | \$100.00 est |

#### P A Y M E N T D U E D A T E S

Students are expected to make their payments on the due dates set forth by TFC Credit Corporation. Students who are unable to pay the amount due will not be able to continue on with the program until they are current with their tuition. Students who are behind on payments by the end of the program will not be eligible to take part in the graduation ceremony and their certificate of completion will be withheld until they are current with their payments.

#### P A S T D U E A C C O U N T S

Students who fail to make prompt payments, issue personal checks which do not clear through their banks or fail to keep current with their account may be subject to late fees and / or institutional disciplinary action. Students who have been dismissed for non-payment of their tuition will not be eligible for reenrollment until all delinquent payments have been paid in full.

## REFUND POLICY

### STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Tri-County Allied Health School, 512 Queensland Circle, Corona, CA 92879. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$200.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$200 and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 24 consecutive classroom hours.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 24 consecutive classroom hours.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Any course materials or text books purchased by the student become the property of the student whether or not the student completes the course. A student can be dismissed at the discretion of the Program Director of Tri-County Allied Health School for nonpayment of fees, insufficient progress or failure to comply with the Policies and Procedures of the school as stated in the course catalog. If a student is dismissed the fees owed will coincide with those of the withdrawal policy stated above.

## A D M I N I S T R A T I O N   &   F A C U L T Y

|                              |  |
|------------------------------|--|
| President / Program Director | Arnold Ardevela<br>MBA, CCS, CPC, CPC-H, CPC-I, C-CDI<br>AHIMA Approved ICD-10/PCS Trainer |
| Admissions Director          | Ester Ardevela, MSN, NP, CCS   |
| Chief Academic Officer       | Nicole Ardevela, BA  |
| Director Student Services    | Mark Ardevela, BS, RN  |
| Program Coordinator          | Edward Ringor, BS, CCS, CPC-A  |
| Accounting                   | Lerma Veloso, BS, CCS, CPC   |

## I N S T R U C T O R   Q U A L I F I C A T I O N S

**Arnold Ardevela, MBA, CCS, CPC, CPC-H, CPC-I, C-CDI** is a medical school graduate from the Philippines and having over 25 years of coding experience Arnold has been able to transform that experience into a comprehensive learning program to help others begin their own career as a Healthcare Professional.

Arnold has multiple Medical Coding credentials issued by both the American Academy of Professional Coders (AAPC) and by the American Health Information Management Association (AHIMA). From the AAPC he holds the Certified Professional Coder (CPC), Certified Professional Coder - Hospital (CPC-H), and Certified Professional Coder - Instructor (CPC-I) credentials. The CPC-I designates him as an approved Professional Medical Coding Curriculum Instructor through the AAPC. Through AHIMA he holds a Certified Coding Specialist (CCS) credential. He is also a Certified Healthcare Compliance Consultant (CHCC) and has conducted numerous coding audits nationally.

Arnold also serves as President and owner of AE & Associates, LLC. With a Master's Degree in Business Administration from the University of Phoenix, he has been able to establish one of the most successful consulting, auditing and staffing firms for hospitals, physician groups and other healthcare organizations in Southern California and other parts of the nation. This in turn ensures that students are provided with the necessary tools to successfully fill today's health community's increasing need for well trained and qualified healthcare professionals.

**Jason Liwag, BS, CCS** is a physician from the Philippines and maintained his own medical practice from 1989 until 2006. Since 2007 he became a Theory Instructor and is currently an instructor at Angeles College of Nursing and Marian College. He is also the lead instructor at Tri-County Allied Health School for all bio-medical science. He received his BS in Nursing from St. Dominic Savio College and his MD from Perpetual Help College of Medicine; both colleges are located in the Philippines. Jason is also an AHIMA credentialed Certified Coding Specialist (CCS).

**Myrna Francisco, CCS** is a certified coder through AHIMA with the Certified Coding Specialist credential, but she also has a rich medical background. She is a Doctor of Medicine from the Philippines where she ran her own private practice providing Pediatric care. Myrna was also a Medical Officer with the Manila Health Department. Through her years of experience providing clinical care, Myrna provides in-depth instruction in the subjects of Medical Terminology, A&P, Pathophysiology and Pharmacology.

**Susan McNally, BS, RHIT** is an experienced instructor and was the Program Chair at ITT Technical Institute's Health Information program for the past 5 years. However, prior to that Susan was an outpatient coder for the Cottage Health Systems, she did Quality Management for the Rehabilitation Institute at Santa Barbara and provided EMR Software training and support for AcerMed, Inc.







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