



# Program Catalog Spring 2018

The leaders in Medical Coding training since 2007.

## UPCOMING EVENTS:

### JAN 10, 2018 ENROLLMENT BEGINS

Enrollment opens on Jan 10, 2018 and closes on the first day of class or when enrollment reaches capacity.

### MARCH 10, 2018 CLASSES START

Program starts on Saturday March 10th, 2018. Be ready to start your training to become a medical coder!

For more info  
please visit:

[TRICOUNTYALLIED.EDU](http://TRICOUNTYALLIED.EDU)

Or call:

951-479-4775



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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  
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Tri-County Allied Health School

512 Queensland Circle  
Corona, CA 92879

Phone: (951) 479-4775  
Fax: (951) 278-3670  
info@tricountyallied.com

Visit us on the web at:  
[www.TriCountyAllied.edu](http://www.TriCountyAllied.edu)

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 School 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.

# TABLE OF CONTENTS

## Institutional Information

Mission Statement .....	1
About Our School .....	1
About Our Director .....	1
State of California.....	2
Catalog Disclosure .....	2
Accreditation .....	2
Hours of Operation .....	2
Holiday Schedule .....	2
Externship / Practicum Hours .....	2
Computer Lab & Library Hours .....	3
Retention of Student Records .....	3
Bankruptcy Statement .....	3
Nondiscrimination Policy .....	4
Statement of Disability Services for Students .....	4

## Student Services

Academic Advisement .....	5
Orientation .....	5
Facilities & Equipment.....	5
Computer Lab / Library.....	6
Housing .....	6
Parking .....	6
Graduate Refresher Course .....	7
Release of Information .....	7
Distance Education .....	7
Career Services .....	7
Security and Safety .....	7

## Admissions Criteria

Requirements .....	8
English as a Second Language (ESL) Instruction .....	8
Admission of Foreign Students .....	8
Ability-to-Benefit .....	8
Applicants with a Felony or Misdemeanor Conviction .....	8
Reentering Students .....	8
Experiential Credit .....	9
Notice Concerning Transferability of Credits and Credentials Earned .....	9
Admissions Procedure .....	9
Interview with an Admissions Representative .....	9
Review of Documents Prior to Signing .....	10

Academic Policies	
Attendance .....	11
Absences .....	11
Leaves of Absence .....	11
Vacation and Religious Holidays .....	11
Tardiness and Early Leave .....	12
Make-up Work, Assignments and Tests .....	12
Professional Behavior .....	12
Weapons on Campus or Externship Sites .....	12
Dress Code .....	12
Cheating .....	13
Suspension .....	13
Grading System .....	13
Student Grievance .....	14
Satisfactory Academic Progress .....	14
Student Appeal Process .....	15
Complaints .....	15
Maximum Program Completion Time .....	15
Externship / Practicum .....	16
Immunization Requirements .....	16
National Board Examinations .....	16
Program Cancellation .....	16
Medical Coding Specialist Program	
Word from our Program Director .....	17
Program Information .....	18
Courses .....	19
Competencies .....	24
Financial Information	
State and Federal Financial Aid Programs .....	25
In-house Financing .....	25
Tuition and Fees .....	26
Credentialing Fees .....	26
Required Textbooks .....	26
STRF .....	27
Payment Due Dates .....	28
Past Due Accounts .....	28
Refund Policy	
Student's Right to Cancel .....	29
Withdrawal from the Program .....	29
Administration and Faculty	
Instructors Qualifications .....	31

# 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.

One of our main goals is to prepare students to obtain a nationally recognized credential as a Medical Coder. We also 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 DIRECTOR

Tri-County Allied Health School was established by Mr. Arnold Ardevela. Being a medical school graduate from the Philippines and having over 28 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**

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

## ACCREDITATION

Tri-County Allied Health School is institutionally accredited and undergoes periodic accrediting evaluations by:

### **The Accrediting Bureau of Health Education Schools (ABHES).**

7777 Leesburg Pike, Suite 314N,  
Falls Church, VA 22043

Online: [www.abhes.org](http://www.abhes.org)

**Phone:** 703.917.9503

**Fax:** 703.917.4109

## HOURS OF OPERATION

Campus Hours are as follows:

Weekends 8:00 am to 5:00 pm

Weekdays 8:00 am to 5:00 pm

## HOLIDAY SCHEDULE

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

HOLIDAY / BREAK	DATE(S)
Spring Break	March 31, 2018– April 1, 2018
Memorial Day Week- end	May 26-28, 2018
Labor Day Weekend	September 1-3, 2018
Annual Company Pic- nic 2018	July 29, 2018
Thanksgiving Break	November 22-25, 2018
Winter Break	December 22, 2018– January 1, 2019
Spring Break	April 20-21, 2019
Memorial Day Week- end 2018	May 25-27, 2019
Annual Company Pic- nic 2019	August 4, 2019
Labor Day Weekend	August 31– September 2, 2019

## 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 and spring 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 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 phone numbers
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 credentialing 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.

## 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 School/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.

## STATEMENT OF DISABILITIES SERVICES FOR STUDENTS

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of student's disabilities. Tri-County Allied Health School is required to provide reasonable accommodations for students with disabilities.

To request reasonable accommodations, please contact the Student Services Office at your campus and speak with the Admissions Director upon enrollment.

# 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 or on 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.

## FACILITIES & EQUIPMENT

All courses are primarily taught at our Corona Campus at 512 Queensland Circle, Corona, CA 92879. However, our campus also includes the offices and classrooms 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 four classrooms equipped with 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.

## H O U S I N G

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.

## P A R K I N G

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.

## 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 though that same form.

## DISTANCE EDUCATION

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

## 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 does offer 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.

## SECURITY AND SAFETY

Students are responsible for their own security and safety and we ask that the students be aware of the security and safety of others on campus. Tri-County Allied Health School is not responsible for the lost, theft or damage to any personal belongings on campus.

Students who experiences any type of threat to their safety and security should immediately contact a campus administrator or any school instructor or employee. Upon receipt of any report of a threat of medical or criminal nature, Tri-County will act on behalf of the student to resolve the matter or report the incident to a higher authority such as the police.

# 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, this institution 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.

## 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.

## A P P L I C A N T S   W I T H   A   F E L O N Y   O R M I S D E M E A N O R   C O N V I C T I O N

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.

## R E E N T E R I N G   S T U D E N T S

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.

## 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.

## ADMISSIONS PROCEDURE

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.

## 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@tricityallied.com](mailto:admissions@tricityallied.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.tricityallied.edu](http://www.tricityallied.edu) 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.

# ACADEMIC POLICIES

## 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 for the student or their dependent(s) (i.e.: children)
2. Death in the family
3. Once in a lifetime educational experience
4. Act of God, disaster or natural occurrence

Any student absent for 32 consecutive hours will be automatically removed from the program whether the absence is excused or not. They may apply for a leave of absence and reenroll into the next program.

## 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 are tardy will be required to fill out a late slip for their instructor as well. 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. Clothes shall be sufficient to conceal undergarments at all times. See-through, sheer, see through lace, fishnet fabrics (clothing with large holes), halter tops, off the shoulder, low cut tops, bare midriffs, short skirts and shorts, and swimwear are prohibited. See through shirts may be worn over a t-shirt that meets dress code.

No hats, hoods, or beanies may be worn indoors. Dress, accessories and jewelry which contain obscene symbols, signs or slogans, and/or which slur or degrade on the basis of race, religion, ethnicity, sex, disability or sexual orientation and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn. 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. Student may be sent home to change if deemed inappropriate.

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.

#### C H E A T I N G

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.

#### S U S P E N S I O N

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.

#### G R A D I N G S Y S T E M

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

### *Incompletes*

At their discretion and before the end of a course subject, instructors may give an Incomplete status for a grade when a student, who could otherwise pass a course, is prevented from completing it during the course time due to extenuating circumstances.

The instructor must provide in writing to the student the conditions for satisfying the Incomplete and must enter those same conditions when posting the grades for the course. Those conditions must include what work needs to be completed, test that need to be taken, when it all needs to be completed by, and what their course grade will be if the student fails to complete those tasks, which, at the latest, must be within one week from when the course subject ended.

Instructors will submit the grade of "I" and the aforementioned conditions to the Chief Academic Officer and Program Director when submitting all other final grades for the course.

## 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 this institution.

### *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.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory academic progress (SAP) is used to define successful completion of coursework. Tri-County Allied Health School will measure the student's progress at the end of each course. Students must meet satisfactory academic progress in order to proceed with the program. Students must achieve a minimum 70% grade for each and every course. 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.

### *Academic Probation and Remediation*

If, at the end of a course, a student did not achieve the minimum grade required, 70% or higher, or is currently assigned an Incomplete grade for a course subject, the student will be placed on academic probation and referred to their instructor and the Program Director for a remediation plan.

The student may only continue their program if they successfully complete their remediation plan. The student is only given 1 week, or until the start of the next course subject, to successfully complete the plan and bring their grade up to a minimum 70% passing score. The student may be required to retake tests and quizzes, submit missing homework, or complete extra assignments. It is the responsibility of the students to come on campus during regular hours of operation to retake any tests or quizzes if needed. A student on academic probation will be removed from probation once their final course grade is at or above 70%.

If a student does not achieve the minimum grade required within the time required, the student will be dropped from their current program and may be eligible to re-enroll in another program at the start of the failed course subject. Currently, Tri-County Allied Health School does not have programs running simultaneously. Any student who is dropped from the program for unsatisfactory academic progress will have to wait until the next program starts to continue his/her education.

### **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 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.

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

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).

### **M A X I M U M   P R O G R A M C O M P L E T I O N   T I M E**

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 96 hour externship / practicum is required as part of the Medical Coding Specialist Program. The externship enables students to work hands on and apply the competencies and practices learned in the classroom. Students participating in the externship will participate in simulated training under the supervision of a qualified instructor or assigned to a host site 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. If assigned to a host site, the decision 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 EXAM

It is the responsibility of the student to register for their examination for 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).

*Testing fees are located on page 26.*

## 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.

# MEDICAL CODING SPECIALIST PROGRAM

## DO YOU WANT TO BE PART OF THE MEDICAL FIELD?

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. 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

Our 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 15 - 16 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, COC, CHCC, CCDI, CCDS, CIC  
AHIMA Certified ICD-10-CM/PCS Ambassador  
AAPC PMCC Approved Instructor  
School / Program Director

*\*Based on the Bureau of Labor Statistics' Job Outlook for 2012-2022. [www.bls.gov](http://www.bls.gov)*

## 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).

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

Upon completion of the program students will receive a certificate of completion.

### 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:                      March 10, 2018

Graduation Date:              July 28, 2019 \*

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

### H O U R S

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

800 Contact Hours / 50 Weeks

**Medical Terminology (MT 101)**

Contact Hours: 48 / 3 weeks

*Pre-Requisites: None*

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: 64 / 4 weeks

*Pre-Requisites: Medical Terminology (MT 101)*

This course will focus on the structure and function of the human body. The course will approach the study according to the following systems; 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: 64 / 4 weeks

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101)*

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: 48 / 3 weeks

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101); Pathophysiology (PATH 101)*

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

## **Health Information Management & Delivery Systems (HIM 101)**

Contact Hours: 48 / 3 weeks

*Pre-Requisites: None*

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. As well as an in-depth study of the organization, financing, regulation and delivery of different healthcare services and the 'continuum of care' concept. 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
- The governing bodies that regulate the HIM processes
- Accreditation standards and licensure/regulatory agencies

## **Legal and Compliance (LC 101)**

Contact Hours: 32 / 2 weeks

*Pre-Requisites: Health Information Management & Delivery Systems (HIM 101)*

The purpose of this course is to study relevant legal and compliance issues faced by clinical coders in the workplace setting.

- To know the legislative and regulatory processes
- Health information/record laws and regulations
- Exposure to confidentiality, privacy, and security policies, procedures and monitoring

### Mid-Program Competency Review and Test (MPC 101)

Contact Hours: 16 / 1 week

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101); Pathophysiology (PATH 101); Pharmacology (PHARM 101); Health Information Management & Delivery Systems (HIM 101); Legal and Compliance (LC 101)*

This course is designed to review and test students on competencies learned in Medical Terminology, Anatomy & Physiology, Pathophysiology, and Pharmacology. Students will also review and be tested on topics covered in Health Information Management, Delivery Systems, and Legal & Compliance, including, but not limited to:

- 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

### Basic ICD-10-CM/PCS Coding (ICD10 101)

Contact Hours: 96 / 6 weeks

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101); Pathophysiology (PATH 101); Pharmacology (PHARM 101); Health Information Management & Delivery Systems (HIM 101); Legal and Compliance (LC 101)*

A course into the International Classification of Diseases, 10th revision, Clinical Modification. Students will be introduced to the new ICD-10-CM and ICD-10-PCS code sets and learn how to assign diagnosis and procedural codes per official coding guidelines.

- Become familiar with ICD-10 conventions
- Apply chapter specific guidelines and select proper codes
- Introduction to different root operations for different medical procedures

### Intermediate ICD-10-CM/PCS Coding (ICD10 102)

Contact Hours: 112 / 7 weeks

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101); Pathophysiology (PATH 101); Pharmacology (PHARM 101); Health Information Management & Delivery Systems (HIM 101); Legal and Compliance (LC 101); Basic ICD-10-CM/PCS Coding (ICD10 101)*

Students will learn how to apply chapter specific guidelines and select proper diagnosis and procedural codes using ICD-10-CM and ICD-10-PCS to more advanced case scenarios and medical record charts.

- Navigate through the new coding system with the official index to tabular section, and index to the external causes.
- ICD-10 diagnoses and procedural groupings
- Identify the characters that make up an ICD-10-PCS code and identify each character's purpose.

### **Basic CPT Coding (CPT 101)**

Contact Hours: 48 / 3 weeks

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101); Pathophysiology (PATH 101); Pharmacology (PHARM 101); Health Information Management & Delivery Systems (HIM 101); Legal and Compliance (LC 101); Basic ICD-10-CM/PCS Coding (ICD10 101); Intermediate ICD-10-CM/PCS Coding (ICD10 102)*

Students will learn how to assign codes to medical procedures per official coding guidelines using the ICD-10 CM and CPT coding systems. Students will be introduced to basic HCPCS coding, with a focus on CPT coding for anesthesia, E/M, surgical, pathology/laboratory, radiology.

- Understand the differences in coding between inpatient and outpatient settings.
- Introduction to procedure based payment systems
- APC assignments

### **Intermediate CPT Coding (CPT 102)**

Contact Hours: 48 / 3 weeks

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101); Pathophysiology (PATH 101); Pharmacology (PHARM 101); Health Information Management & Delivery Systems (HIM 101); Legal and Compliance (LC 101); Basic ICD-10-CM/PCS Coding (ICD10 101); Intermediate ICD-10-CM/PCS Coding (ICD10 102); Basic CPT Coding (CPT 101)*

Emphasis on assigning CPT codes to both simple and complex procedures. Includes the use of modifiers as per the official coding guidelines.

- Using case studies and authentic coding to practice more complex procedure code assignments
- Understand the impact coding and sequencing have on reimbursement
- Use of coding modifiers
- Evaluation and Management

### **Reimbursement Methodologies (RM 101)**

Contact Hours: 32 / 2 weeks

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101); Pathophysiology (PATH 101); Pharmacology (PHARM 101); Health Information Management & Delivery Systems (HIM 101); Legal and Compliance (LC 101); Basic ICD-10-CM/PCS Coding (ICD10 101); Intermediate ICD-10-CM/PCS Coding (ICD10 102); Basic CPT Coding (CPT 101); Intermediate CPT Coding (CPT 102)*

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. 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.

- 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

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

Contact Hours: 48 / 3 weeks

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101); Pathophysiology (PATH 101); Pharmacology (PHARM 101); Health Information Management & Delivery Systems (HIM 101); Legal and Compliance (LC 101); Basic ICD-10-CM/PCS Coding (ICD10 101); Intermediate ICD-10-CM/PCS Coding (ICD10 102); Basic CPT Coding (CPT 101); Intermediate CPT Coding (CPT 102); Reimbursement Methodologies (RM 101)*

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-10 Coding for diagnoses and procedures
- Review coding guidelines and rules regarding sequencing
- Review CPT Coding for outpatient procedures
- Conduct mock tests and provide study guides and exam tips

### **Practicum/Externship (EXT 101)**

Contact Hours: 96 / 6 weeks

*Pre-Requisites: Medical Terminology (MT 101); Anatomy & Physiology (AP 101); Pathophysiology (PATH 101); Pharmacology (PHARM 101); Health Information Management & Delivery Systems (HIM 101); Legal and Compliance (LC 101); Basic ICD-10-CM/PCS Coding (ICD10 101); Intermediate ICD-10-CM/PCS Coding (ICD10 102); Basic CPT Coding (CPT 101); Intermediate CPT Coding (CPT 102)*

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 performing Authentic Coding
- Field based practice with clinical code assignment and billing methodologies
- Additional 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-10 CM and ICD-10 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

# 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 its in-house financing program.

## IN-HOUSE FINANCING

Our mission is to provide financing for those students who are serious about their careers and serious about their personal success. We at Tri-County Allied Health School believe that finances should not be the main reason why someone should not pursue a higher level education.

Some of the benefits of our financing program:

- No fees to apply
- 24 hour turn-time on loan decisions
- No credit needed
- Competitive rates
- No prepayment penalty fees
- In-house underwriting
- Ability to build credit
- Option to add a Co-Signer
- Multiple options on length of your loan
- Ability to pay by check, debit or credit card

## 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 29 in this catalog.

For more information on how to take advantage of Tri-County Allied Health School's student tuition financing, contact a 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 Non-Refundable	\$200.00
Student Tuition Recovery Fund Non-Refundable <sub>1</sub>	\$0.00 - waived
Course Materials	\$300.00
Tuition	\$8,000.00
Total Cost Due to Institution <sub>2</sub>	\$8,500.00

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

CCS Credential Exam (Non-member) by the American Health Information Management Association (AHIMA)	\$399.00 est*
Current CCS Exam Cost (AHIMA Member)	\$299.00 est*
Current CCS Exam Cost (Premier AHIMA Member)	\$284.05 est*

Membership ( <i>not required</i> ) to the American Health Information Management Association (AHIMA)	\$49.00 est*
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\*Fees are set by the American Health Information Management Association and are subject to change at their own discretion.

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

Students will be required to purchase these books as part of their designated program. The costs for these books are **not included** as part of the tuition fee or course materials fee. Tri-County Allied Health School does not sell books so please plan ahead and purchase your books from a third-party vendor.

Medical Coding Specialist Program	
<i>Current Procedural Terminology, Professional Edition, Edition Year TBD</i> by American Medical Association	\$118.00 est
<i>ICD-10-CM: The Complete Official Draft Code Set for Hospitals, Edition Year TBD</i> by AAPC	\$120.00 est
<i>ICD-10-PCS: The Complete Official Draft Code Set, Edition Year TBD</i> by AAPC	\$120.00 est
<i>ICD-10-CM and ICD-10-PCS Coding Handbook, Without Answers, Edition Year TBD</i> By Nelly Leon-Chisen	\$100.00 est
Taber's Medical Dictionary (Optional for student's benefit)	\$52.00 est

## **S T R F 1**

Effective January 1, 2015 the State of California is no longer collecting Student Tuition Recovery Fund (STRF) assessments, however the STRF is still in effect 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.

## PAYMENT DUE DATES

Students are expected to make their payments on the due dates set forth by this Institution. 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.

## PAST DUE ACCOUNTS

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 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 4 consecutive unexcused absences in any given subject/class. A description of what consists of being an excused absence is located on page 11 of this catalog.
- 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 32 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.

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

School & Program Director	Arnold Ardevela
Admissions Director	Ester Ardevela, MSN, NP, CCS
Chief Academic Officer	Nicole Tran, BS, CCS
Student Services	Shawn Sampson, AS, AA; Dani Philbrook
Program Coordinator	Edward Ringor, BS, CCS, CPC
Finance Director	Lerma Veloso, BS, CCS, CPC

## I N S T R U C T O R S

Arnold Ardevela (Full-Time) MBA, CCS, CPC, CPC-H, CPC-I, CHCC, CCDI, CCDS AHIMA Certified ICD-10 CM/PCS Ambassador AAPC PMCC Approved Instructor	University of Phoenix, MBA University of Santo Tomas, Philippines, Doctor of Medicine
Laurie Stutzman (Full-Time) CCS, CPC, CPC-I, CPC-H	Western University Health Sciences, Physician Assistant Certificate
Mark Ardevela, BSN, RN, CCS (Part-Time)	California Baptist University, BS Nursing
Jason Liwag, BS, CCS (Part-Time)	St. Dominic Savio College, Philippines, BS Nursing
Myrna Francisco, CCS, CPC, CPC-I (Part-Time)	University of Santo Tomas, Philippines, Doctor of Medicine
Thomas Baxley, RHIA (Part-Time)	Seattle University, Health Information Management
Jimcer Torres, CCS, CCS-P, CRC (Part-Time)	Angeles University Foundation, Philippines, Doctor of Medicine

## INSTRUCTOR QUALIFICATIONS

**Arnold Ardevela, MBA, CCS, CPC, CPC-H, CPC-I, C-CDI, CCDS, CIC** 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, CPC, CPC-I** holds coding credentials through AHIMA as a Certified Coding Specialist and through AAPC as a Certified Professional Coder and Certified Professional Coder - Instructor. She is a Doctor of Medicine from the Philippines with years of training and practice in Pediatric and Neonatal Care. With her clinical experience, Myrna provides in-depth instruction at Tri-County Allied Health School.

**Thomas Baxley, RHIA** has over 30 years of experience as a Health Information Management Director. He was a director for Mercy Hospital in San Diego for 11 years and then became a Director of Inpatient Records for Kaiser Permanente in Woodland Hills. After 11 years in Woodland Hills he then became the Managing Director for Kaiser Hospitals throughout the Los Angeles Area. Thomas brings several years of invaluable career experience to the classroom giving our students real-world Health Information Management education.

**Laurie Stutzman, BS, PA, CCS, CPC, CPC-I, CPC-H, CIC** practiced as a Physician Assistant in a surgical specialty (Urologic Oncology) as well as family medicine for over 10 years. She taught Medical Terminology and was Clinical Coordinator for Western University of Health Sciences Physician Assistant Program. Her strong background in surgery serves her well in teaching the procedures driven CPC classes. She also brings clinical experience to the subjects of Anatomy, Physiology and Pathophysiology.

**Mark Ardevela, RN, BSN, CCS** has been exposed to the Health Information Management (HIM) field since his adolescence. Aside from holding a baccalaureate degree of nursing from California Baptist University, he has worked and has been exposed to healthcare staffing since his late teens. Mark teaches Medical Terminology at Tri-County Allied health school, where he introduces the medical language to new students. His degree in nursing and exposure to patients helps him better lay the foundation of medical knowledge for students as they transition into Anatomy & Physiology.

**Jimcer Torres, CCS, CCS-P, CRC** is a Doctor of Medicine from the Philippines and is a Senior Consultant for Medical Review at Kaiser Permanente. Prior to his current position with Kaiser, Mr. Torres has had several years of experience in the medical coding /HIM field. He has experience as an Interventional Radiology coder, Emergency Room coder, Ambulatory Care coder, Auditing Specialist and Data Quality Manager. Mr. Torres is also an HIM professor at both Glendale Community College and DeVry University. With his years of both medical and teaching experience, Mr. Torres has been an excellent addition to the Tri-County team.











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