



**WILLIAMS ACADEMY**  
— OF MEDICAL CODING —

**Student Catalog 2021 - 2022**

**3630 S. Plaza Trail, Suite 250**

**Virginia Beach, VA 23452**

***Williams Academy of Medical Coding* is certified to operate by the State Council of Higher Education for Virginia (SCHEV).**

***[www.schev.edu](http://www.schev.edu)***

**804-371-2285**

# TABLE OF CONTENTS

<b><u>General Information</u></b> .....	4
Mission Statement .....	4
Vision Statement.....	4
School History and Program Overview.....	4
Purpose and Philosophy .....	4
Ownership Powers, Duties and Responsibilities.....	5
<b><u>Facility Information</u></b> .....	5
Facility Location and Equipment .....	5
Hours of Operation.....	5
Enrollment Dates .....	5
Legal Holidays .....	6
Inclement Weather Policy .....	6
<b><u>Policies and Procedures</u></b> .....	6
Non-Discrimination Policy .....	6
Student-Right-To-Know and Campus Security Policy.....	6
Zero Drug and Alcohol Tolerance Policy .....	6
Student Responsibilities, Rights, and Privileges.....	6
Student Code of Conduct.....	7
Rules and Regulations.....	7
<b><u>Admission Requirements and Policies</u></b> .....	8
Application Fee .....	8
Admission Process .....	8
Acceptance/Denial Letter .....	8
New Student Orientation .....	8
Faculty Accessibility .....	9
Transfer of Credits Policy .....	9
Course Cancellation Policy .....	9

Tuition and Fees .....	9
Withdrawal and Tuition Refund Policy .....	9
Re-admissions .....	10
Attendance Policy .....	10
Leave of Absence Policy .....	10
Program Completion .....	11
Graduation Requirements .....	11
Diploma in Medical Coding.....	11
Certified Coding Associate (CCA) Credentials .....	11
Standards of Satisfactory Academic Progress.....	11
Cumulative Grade Point Average (GPA) .....	12
Academic Probation and Suspension Policy .....	12
Academic Probation Plan .....	12
Grade Reports .....	12
Grading System .....	13
Student Records .....	13
Grievance Policy .....	13
<b><u>Program Description</u></b> .....	14
Program Objectives .....	14
Student Learning Outcomes.....	15
<b><u>Program Curriculum and Course Descriptions</u></b> .....	15
Biomedical Science .....	15
Health Information Management (HIM) .....	16
Coding Basics .....	17
Online Course.....	17

## **General Information**

### **Mission Statement**

Williams Academy of Medical Coding is a career-technical school committed to empowering and educating students with the highest quality medical coding instruction. We utilize hands-on professional experience to prepare students for entry-level jobs and excelling in the medical coding industry.

### **Vision Statement**

Strive to become a leader in ICD 10 CM/PCS coding, clinical auditing education, and job training.

### **School History and Program Overview**

One of my greatest passion is the field of medical coding and helping others like you, to realize your God given potential to become a medical coding professional. I've been fortunate to work in the medical coding profession as a coder and auditor for over 25 years, but one of my greatest accomplishment is opening Williams Academy of Medical Coding.

Medical coding is a fast-growing field and experienced medical coders are in high demand. For years, I interviewed prospective applicants for coding positions. Most of the applicants had recently graduated from a four-month medical billing & coding program. Unfortunately, many of the applicants were not hired, due to their lack of knowledge and experience in hospital based medical coding. It broke my heart to see the disappointment on their faces, this is how Williams Academy of Medical Coding was born.

Williams Academy of Medical Coding is committed to our students by providing high quality and affordable education with hands-on-training to ensure they receive the necessary skills to become a hospital base medical coder professional. To ensure our students will demonstrate entry-level skills, our curriculum combines the disciplines of bioscience, health information management, I-10 CM/PCS, CPT, auditing, reimbursement methodologies and my personal experience in the medical coding profession.

### **Purpose and Philosophy**

Medical coding is a fast-growing field and experienced medical coders are in high demand. Williams Academy of Medical Coding is committed to our students by providing high quality and affordable education with hands-on-training to ensure they receive the necessary skills to become a medical coder professional.

### **Ownership Powers, Duties, and Responsibilities**

Owner/Founder/Administrator: Lisa W. Smith, B.S., CCS, RHIA, M.A.

Mrs. Smith earned a Bachelor of Science degree in Health Information Management from Tennessee State University in 1990. She is a Certified Coding Specialist (CCS). She has over 25 years of inpatient/outpatient coding and clinical coding auditing experience.

Mrs. Smith' duties at Williams Academy of Medical Coding include administrator, admission services, and lead instructor. She will also oversee the daily operations of the program, student services, and hiring of staff. Mrs. Smith has the authority to hire and discharge staff, accept or decline student applicants, and make alterations to the curriculum in order to meet the demanding needs and changes in the medical coding industry.

## Facility Information

### Facility Location and Equipment

Williams Academy of Medical Coding courses will be held inside the Hyper-Learn Technologies building located at 3630 South Plaza Trail in Virginia Beach, Virginia. The classroom is equipped with workstations for 20 students, computers, and a ceiling-mount projector. A media center is available for online research, reading AHIMA periodicals, and Coding Clinic reference materials. This handicap accessible building has ample parking (general and handicap), a kitchen (equipped with a microwave and refrigerator), and five restroom facilities.

### Hours of Operation

School's regular business hours:

- Sunday: Closed
- Monday-Friday: TBA
- Saturday: TBA

### Enrollment Dates

Williams Academy of Medical offers rolling enrollment. **Applications submitted after the deadlines are considered on a space available basis.** Students can apply for admission based on the enrollment schedule below:

- September – December
- January – May
- June – August

### Legal Holidays (School Closed)

The following holidays will be observed:

- New Year's Eve and New Year's Day
- Dr. Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day (Thursday) and the Friday after Thanksgiving
- Christmas Break (Christmas Eve and Christmas Day)

### **Inclement Weather and Emergency Policy**

In the event of inclement weather or other emergencies, students will be notified of class cancellations, closing, or delays via email, text message, and local news stations. Classes will be made up on Saturdays.

## **Policies and Procedures**

### **Non-Discrimination Policy**

Williams Academy of Medical Coding does not discriminate on the basis of race, sex, color, age, ethnic origin, or religion.

### **Student-Right-To-Know and Campus Security Policy**

Williams Academy of Medical Coding program, though not located on a school campus, is housed within a secure building in low crime area. The building has adequate internal and external lighting.

### **Zero Drug and Alcohol Tolerance Policy**

Williams Academy of Medical Coding has a zero-tolerance policy and prohibits usage or being under the influence of any illegal controlled substances and alcohol while in the classroom and on the building's premises. Students or employees caught using or under the influence of an illegal substance or alcohol will be terminated from the program.

### **Student Responsibilities, Rights, and Privileges**

- Students shall have the right to free expression.
- Students shall have the right to pursue an education to the best of their abilities.
- Students shall have the right to be treated equally in academic and social settings.

- Students are responsible for cultivating personal growth and development through academics.
- Students are responsible for promoting a positive learning environment.
- Students are responsible for academic progression and career planning.

### **Student Code of Conduct**

The purpose of the Student Code of Conduct at Williams Academy of Medical Coding is to encourage and provide a safe supportive environment that is conducive to academic excellence. The Student Code of Conduct is guided by the core values of Williams Academy of Medical Coding:

- Students First
- Integrity
- Quality
- Excellence
- Respect
- Communication

Students participating in the learning environment must conduct and demonstrate the following Standards of Behavior:

- Respect
- Confidentiality
- Trustworthiness
- Accountability
- Integrity
- Compliance with WAMC policies and procedures
- Assist those in need in a safe and appropriate manner
- Demonstrate appropriate care for school and student property

### **Rules and Regulations**

- To project professionalism and uniformity, students are required to wear scrub uniforms (royal or black) and tennis shoes.
- Cell phones (calls or texting) are not to be used in classroom.
- Smoking is not allowed in building. It is permitted in designated areas outside.
- Profanity is not permitted.
- Students are responsible for keeping the classroom, lounge, bathroom, and lobby clean.
- Arrive on time for class.
- Students need to contact their instructor if planning to be late or absent.

- Students are expected to be prepared for class (course material and assignments)
- It is the students' responsibility to be knowledgeable of all policies and procedures.

## **Admission Requirements and Policies**

### **Application Fee**

For admission to Williams Academy of Medical Coding, a prospective student must pay a \$50.00 nonrefundable application fee.

### **Admission Process**

Applicants must be at least 18 years of age and have a high school diploma or its equivalent, a GED. Additionally, the following measures must be taken before admission is granted:

- Complete the admission application.
- Provide two forms of identification (valid driver's license, birth certificate, or social security card).
- Submit official academic transcripts by having previous schools' admission offices mailed them directly to Williams Academy of Medical Coding.
- The deadline to provide official high school transcript is 30 days. If official transcript is not received by the 30 days deadline, the student will be dismissed from the program.
- Attend Orientation.

**NOTE: Williams Academy of Medical Coding reserves the right to deny admission to students who failed to complete the admission process.**

### **Acceptance/Denial Letter**

A letter of acceptance will be mailed to students who have successfully completed the application and interview process, passed the entrance assessment, and provided all required documents.

### **New Student Orientation**

Students are required to attend new student orientation prior to attending their first day of class. During new student orientation, students will review school catalog/policies, tour the facility, safety procedures, and the curriculum.

## Faculty Accessibility for Students

Instructors in general are required to be available to assist students in their professional development. At the beginning of each class, instructors will provide contact information including phone, office hours and email information for the purpose of answering technical questions, making one-on-one appointments or advising students on course direction. Many times, students learn best from student interaction. Students are encouraged to work together outside of class in technical areas.

## Transfer of Credits Policy

Williams Academy of Medical Coding does not accept transfer credits from other programs. The transfer of WAMC diploma is at the discretion of the receiving school.

## Course Cancellation Policy

At the discretion of owner, Williams Academy of Medical Coding reserves the right to cancel any course at any time. Should a course require cancellation, students will be refunded 100% of the cost. Refund checks will be issued to the students within 45 days via mail.

## Tuition and Fees

<b>Human Anatomy (prerequisite)</b>	<b>\$325.00</b>
<b>Enrollment Fee</b>	<b>\$50.00 (non-refundable)</b>
<b>Tuition Cost</b>	<b>\$3675.00.00</b>
<b>Textbooks Cost</b>	<b>\$1135.00</b>
<b>AHIMA Student Membership</b>	<b>\$50.00</b>
<b>CCA Exam AHIMA</b>	<b>\$199.00 (cost with membership)</b>
<b>Total Program Cost</b>	<b>\$5434.00</b>

**\*\*\*Students are responsible for ordering their books.**

## Withdrawal and Tuition, Fees Refund Policy

We work hard to create a satisfying learning experience for all students. However, if shortly after enrolling, it is determined the student cannot or does not desire to continue the program, students have 3 business days, **(excluding weekends and holidays)** which they may cancel their enrollment without financial obligation.

Student choosing to withdraw from the school after the commencement of classes must inform the owner, not the instructor, in writing. The written notice must include student's

name, reason for withdrawal, course start date, last date of attendance, signed and dated by the student.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date and student signature.

Refunds will be calculated based on the withdrawal date (see table below). Refund checks will be issued to the students within 45 days via mail.

**Williams Academy of Medical Coding does not offer FINANCIAL AID.**

<b>Proportion of Total Program Taught by Withdrawal Date:</b>	<b>Tuition Refund</b>
Less than 25%	75% of Program cost
25% up to but less than 50%	50% of Program Cost
50% up to but less than 75%	25% of Program Cost
75% or more	No Refund

**Re-admission Policy**

Students who officially or unofficially withdrew from the program may apply for re-admission within one year of their last date of attendance. Re-admission requirements are as follow:

1. Submit re-admission form.
2. Meet with the owner to discuss academic standing.
3. Student's account balance must be current (no balance owed).
4. Students academically terminated must enroll in an academic plan and serve a one-year probation period.
5. Students must maintain a C or better in their courses and have 90% class attendance.
6. Student must comply with all school policies.
7. Students who have been dismissed from the program due to misconduct will not be granted readmission.

**Attendance Policy**

The attendance policy set forth by Williams Academy of Medical Coding is strictly enforced. Each instructor will provide a course syllabus that will outline course goals, objectives, and the attendance policy. Students are expected to attend 100% of all schedule classes. All students, whose attendance drops below 70%, may be dis-enrolled from the program.

**Leave of Absence Policy**

Students requesting leave of absence (LOA) must do so in writing. Leave of absence requests must explain the reason for leave, provide the LOA start date and submitted to the owner.

1. LOA does not exceed 180 days in any 12-month period.
2. WAMC does not impose additional charges to the student as a result of the LOA.
3. Upon the student's return form, the LOA, the student is permitted to complete the course work he began prior to the LOA.

When planning to return from LOA, students must submit a re-admission written notice to the owner with the expected date of return, signature, and date. Students not returning will be considered to have withdrawn from the school during their last class of enrollment. The refund policy will apply according to the Withdrawal and Tuition Refund Policy.

### **Diploma Completion Requirements**

Students who complete all 12 classes with a grade of C or better will earn a diploma medical coding.

### **Graduation Requirements:**

1. Grade of a C or better in each course.
2. An application for graduation should be submitted the month before the expected date of program completion.
3. All balances must be paid in full.
4. All assignments must be completed before the diploma will be conferred.

### **Diploma in Medical Coding**

Students will be awarded a diploma in medical coding upon completion of the program and having met the following criteria:

- A grade of a C or better in each course
- Passing quiz scores
- A grade of C or better on all tests
- Completing the virtual lab internship
- 90% attendance record
- Class participation

### **Certified Coding Associate (CCA) Credentials**

Students who successfully complete the program and graduate will be eligible to take the Certified Coding Associate examination. The CCA is administered through American Health Information Management Association (AHIMA). Students are responsible for the cost of the exam.

### **Standards of Satisfactory Academic Progress**

Students whose academic average drops below 70% will be placed on academic probation. We will work with each student to develop an action plan for success. The action plan will include specific goals and target dates. Students who are unsuccessful in meeting the goals and target dates of the action plan for success will be subject to academic dismissal. Because attendance plays a significant role in satisfactory academic progress, students who miss more than 3 classes and fail to provide weekly contact with the instructor will be subject to academic suspension with no refund.

### **Cumulative Grade Point Average (GPA)**

All students enrolled at Williams Academy of Medical Coding must have a cumulative grade point average of 2.0.

### **Academic Probation and Suspension Policy**

When a student's cumulative grade point average falls below 2.0, they will be placed on Academic Probation and will be subject to the restrictions placed on probationary students. Students who have been placed on Academic Probation will receive intensive academic counseling and advising during their next enrollment period. Students will remain on Academic Probation until they raise their cumulative GPA to 2.0. Once the required 2.0 GPA is achieved, they will be returned to Good Academic Standing. In the event students on Academic Probation fail to attain a 2.0 cumulative GPA during their next enrollment period, they will be placed on Academic Suspension. Suspended students will be ineligible to attend Williams Academy of Medical Coding for at least one enrollment period. A suspended student may request re-enrollment by submitting a written notice including the expected date of enrollment, signature, and date. Additionally, they must have a meeting with the owner to discuss their academic plan and receive intensive academic advisement and counseling. Suspended students who have been permitted to re-enroll will assume probationary status (see probation policy above).

### **Academic Probation Plan**

Williams Academy of Medical Coding has established an academic plan to help students who failed to meet Academic Progress standards as a result of not upholding the required cumulative GPA 2.0. Students must complete an Academic Probation

application, meet with their instructor regularly to be sure they understand expectations and outcomes, seek assistance (tutoring), attend every class, and schedule at least 2 hours of study. The actions taken, date of probation, and terms and agreement will be placed in the student's academic record.

### **Grade Reports**

Grade reports will be mailed to students at the end of the completed course. Students will not receive their grade report if they have an outstanding: account balance, paperwork due, or library books/fees.

### **Grading System**

Students will earn grades based on the following scale:

<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Points</b>	<b>Standard</b>
90-100	A	4.00	Excellent
80-89	B	3.00	Good
70-79	C	2.00	Satisfactory
60-69	D	1.00	Poor
<60	F	0.00	Failing

### **Student Records**

Williams Academy of Medical Coding will maintain all students' records. Students' records will be retained permanently in the school electronically database with backup. Physical hard copies of Admissions and Fiscal records are maintained for a period of three years, after last date of attendance. Students may submit a letter of request to receive a copy of their academic record/transcript at any time. Academic transcripts shall be provided upon request if the student is in good financial standing with the school.

### **Grievance Policy**

The primary objectives of this Student Grievance Procedure are to ensure that students have the opportunity to present grievances regarding certain actions or inactions by a member of the Williams Academy of Medical Coding staff or student body and that WAMC has a consistent way of resolving those grievances in a fair and just manner.

**INFORMAL RESOLUTION:** Prior to invoking the procedure described below, the student is strongly encouraged, but is not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the

grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

**INITIAL REVIEW:** If a student decides not to present his or her grievance to the person prompting the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing to the Owner.

Any such written grievance must be received not later than 10 calendar days after the student first became aware of the facts which gave rise to the grievance. The Owner should conduct an informal investigation as warranted to resolve any factual disputes. The Owner shall decide and submit their decision in writing to the student and to the person alleged to have caused the grievance within ten calendar days of the submitted grievance. The written determination shall include the reasons for the decision, indicate the remedial action to be taken if any, and inform the student of the right to seek review. Students will not be subject to unfair actions by any school official as a result of filing a complaint.

**APPEAL PROCEDURES:** If the student's grievance is not addressed by WAMC to the student's satisfaction, he or she can contact the State Council of Higher Education for Virginia (SCHEV). The web site is [www.schev.edu](http://www.schev.edu) or the student can call the complaint line at (804) 371-2285. Students will not be subject to unfair actions as a result of filing a complaint.

## **PROGRAM DESCRIPTION**

Williams Academy of Medical Coding is a career-technical institution offering a diploma in medical coding. To ensure our students will demonstrate entry-level skills in ICD-10 CM/PCS coding, our curriculum combines the disciplines of bioscience, information technology, health care data content and structure, health care delivery systems, clinical classification systems, reimbursement, and methodologies. As a part of the program, students will complete a Virtual Professional Practice Experience. Credential instructors will supervise and train all students. Upon successful completion of the program, students are awarded a diploma in medical coding and are eligible to sit for the American Health Information Association (AHIMA) or Certified Coding Associate (CCA) exam.

### **Program Objectives**

1. Students will learn basic computer fundamentals and the health information management process. This will ensure students will have a thorough knowledge of medical coding and how it applies to medical coding in the health care field.
2. Students will learn how to correctly assign I-10 CM/PCS codes based on physician documentation from electronic medical records. Students will also learn, from a coding perspective, the language of medical terminology, human anatomy, pathophysiology, and pharmacology. They will know how it applies to assigning the appropriate code set.
3. Upon completion of this program, graduates will be eligible to take the Certified Coding Associate (CCA) certifying examination offered by the American Health Information Management Association (AHIMA).

## **Student Learning Outcomes**

### **The graduates of Williams Academy of Medical Coding should be able to:**

1. Demonstrate confidence, innovation, and the ability to identify and use a variety of information resources and technologies to accomplish the objectives of a diverse practice environment.
2. Demonstrate AHIMA medical coding entry-level competencies required for a Certified Coding Associate that will enhance success in an ever-changing health care industry.
3. Demonstrate leadership and problem-solving skills needed for advancement in the health care field as a certified coding associate.
4. Exhibit knowledge and skills necessary to become self-directed learners who possess critical thinking, effective communication, and interpersonal skills.
5. Acquire lifelong learning and important ethical values required of a clinical coding specialist.
6. Contribute to society and the profession through collaborative practice, innovative teaching, and the general application of new knowledge about clinical medical coding.
7. Take and successfully pass the national certification examination to become a Certified Coding Associate.

## **Program Curriculum and Course Descriptions**

- **Anatomy and Physiology for Health Professionals:** (90 contact hours)  
Students will gain understanding of the structures and functions of the human body; to understand homeostasis and the gross and microscopic anatomy and

physiology of the cellular, skeletal, muscular, nervous, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems.

- **Medical Terminology:** (45 contact hours) Students will learn the tools necessary for accurately spelling, pronouncing, and relating the correct medical terms to the structures and functions of the human body, as well as to the major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities. (Prerequisites BIO 101 & 102)
- **Pathophysiology & Pharmacology:** (45 contact hours) Students gain knowledge of the pathologic processes affecting the organs and tissues of the human body. Emphasis is placed on etiology, pathogenesis, pathology, clinical features, therapy, pharmacology, and prognosis of diseases. (Prerequisites BIO 101 & 102)
- **Healthcare Delivery Systems:** (45 contact hours) Students will learn the development of health care delivery systems. Students will also be introduced to healthcare financing, regulatory agencies and organizations, and treatment technology.
- **Healthcare Data Content and Structure:** (45 contact hours): Students will learn fundamental knowledge of patient and health care record keeping, different types of data, sources, use and users of data. Confidentiality and quality of data will be presented, as well as legal and ethical considerations.
- **Health Information Medical Practices Reimbursement Methodology:** (45 contact hours) Students will be introduced to major reimbursement systems in the United States. It will also focus on prospective payment systems, managed care, the documentation necessary for appropriate reimbursement, and avoiding fraud.
- **ICD-10-CM Coding and Classification of Health Data:** (90 contact hours) this course provides an introduction to ICD-10-CM classification and coding of diseases and symptoms, with emphasis on the UHDDS' basic coding steps, official coding guidelines, and coding clinics. Prerequisites: BIO 101, 102, 103, 104
- **ICD-10-PCS Coding and Classification of Health Data:** (90 contact hours) In this course, students will be given an introduction to ICD-10-PCS classification and coding of procedures with emphasis on the UHDDS' basic coding steps and official coding guidelines as well as coding clinics for procedure coding. Prerequisites: BIO 101, 102, 103, 104
- **CPT/HCPCS Coding Classification System:** (90 contact hours) This course introduces students to the CPT-4 coding system and guidelines for outpatient/ER/SDS/observation coding along with prospective payment systems

and IT integration with ICD-10 procedural coding. Prerequisites: BIO 101, 102, 103, 104

- **Clinical Auditing:** (45 contact hours) Students will learn the practical approach to clinical audit design and data collection. This course teaches the underlying principles of effective audit planning, the appropriate use of several methods of medical record data, and the presentation of findings.
- **Virtual Professional Practice Experience (PPE):** (90 contact hours) This course simulates responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from Inpatient, Ambulatory, ER, Ancillary, and Physician patient medical records. The student uses either codebooks or the 3M software encoder. Coding specialist (CCA, CCS-P, CCS) speakers will conduct review presentations either pre-recorded or live. This course is focused on building speed and accuracy using paper and scanned medical records.
- **CCA Exam Preparation Course:** One day course that can prepare student to take Certified Coding Associate exam administered through American Health Information Management Association (AHIMA).

## Telecommunication Policy

WAMC offer online synchronous courses which provides classroom experiences delivered in real time. Our online synchronous platform replicates as closely as possible the face-to-face traditional classroom experience many students favor.

## Computer Specifications

- PC or Laptop
- Monitor
- Latest version of Windows 10
- Video Camera
- Built-in microphone or Optional headset (if required)
- High speed Internet
- 8 GB RAM

## **Internship Policy**

WAMC offers AHIMA's V-lab a cloud based, virtual lab that gives students hand-on experience with real-world medical records. Students will have access to authentic healthcare applications, learning activities, and hundreds of patient cases. 3M's logic-based encoder provides you with access to ICD-10 diagnostic and procedure codebooks, CPT, and HCPCS codebooks, reimbursement groupers, and extensive coding and general references.