FOUNDATION
Billing & Medical Coding, LLC

Foundation Billing and Medical Coding, LLC Student Catalog

Tammy Sue Keyes, CPC, CRC, CPMA, CFPC, Approved Instructor
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Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

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Introduction

Welcome to Foundation Billing and Medical Coding, LLC

I want to introduce myself and welcome you to your new and exciting career path.

My name is Tammy Sue Keyes and I own and operate Foundation Billing and Medical Coding, LLC. I opened the school in 2021 after spending 20 years in the Medical Billing and Coding field. I have 5 certifications and have been teaching Medical Billing and Coding for 2 years. Even though I am a new teacher, I have experience training physicians and other coders through professional engagements.

Foundation Billing and Medical Coding, LLC is dedicated to providing you with a quality educational program with the most up-to-date medical billing and coding information in this ever-changing medical field. The courses provided help lay the foundation for the knowledge and skills you need to succeed.

I hope you find your experience here at Foundation Billing and Medical Coding, LLC fulfilling and fun. Please let me know if you have any questions at any time, or ways I can better serve your needs.

Again, Welcome and I look forward to getting to know you.

Tammy Sue Keyes, CPC, CRC, CPMA, CFPC, Approved Instructor
Owner, Foundation Billing and Medical Coding LLC

Mission Statement

Foundation Billing and Medical Coding, LLC is committed to providing and delivering superior quality billing and coding curriculum, laying the foundation of knowledge and skills needed for success.

Through our services and programs, we will promote and teach ethical and moral Medical Billing and Coding principles.

We support learning as a lifelong process in the ever-changing medical field.

Find the building blocks for your career.

ACCIDENTS/INJURY

Foundation Billing and Medical Coding, LLC does not assume responsibility for accidents incurred:
 • In any part of the home office of Tammy Sue Keyes at 3936 Heatherwood Cir, Johnstown, CO

APPROVAL – STATE OF COLORADO/AAPC

Foundation Billing and Medical Coding, LLC is Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board. Tammy Sue Keyes is an approved and certified instructor, with AAPC.

ATTENDANCE

Participation and attendance are required to successfully pass courses offered on-line by Foundation Billing and Medical Coding, LLC. Students will have given up to 4 months to complete the Basic Anatomy and Medical Terminology course and 6 months to complete the Introduction to Medical Billing and Coding and AAPC CPC® Certification courses. Extensions will be granted on a case-by-case basis, and there will be an additional fee. Failure to reply to e-mail, engage in discussions required, attending class, or completing assignments is considered lack of participation and will be figured into the final course/program grade. Student orientation that is required will specify what is required of the student for participation and completion of the course. Participation and assignment completion is strictly enforced for all students. Your success is important to us and attendance is an important part of your career. Participation and assignment completion are recorded and could be reported to any potential employer if asked. Instructor may request you to withdraw from a course or program if participation and incomplete work is maintained at less than 70%. Students who are unable to continue classes for medical reasons or personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation (at discretion of Foundation Billing and Medical Coding, LLC) will be required to substantiate a student's withdrawal or leave of absence. The student is responsible to notify Foundation Billing and Medical Coding, LLC due to absences or extended absences. It is the student's responsibility to be self-disciplined to attend at a minimum of 1 class per week. Six (6) months will be the maximum amount of time given for a leave of absence. If a student does not return, or communicate with Foundation Billing and Coding LLC for an extension, the student will be be subject to the refund policy found on pages 11 – 13. Foundation Billing and Medical Coding, LLC will work with the student to develop a reasonable plan for continuation of courses.

BOOKS

The student is required to purchase current books for courses including current year CPT®, ICD-10-CM, and HCPCS books. Books can be ordered on-line from AAPC at www.aapc.com or other vendors. Foundation Billing and Medical Coding, LLC does not supply or stock any books, with the exception of the AAPC CPC® Certification course, which includes the cost of the books in the tuition fee. Book substitutions are permitted but not recommended. I recommend using the CPT®, ICD-10-CM and HCPCS books from AAPC. These are the books used in class and much easier for the student to follow page numbers during the lectures.

 ✓ Current year coding books must be used.

 ✓ Students are responsible for ordering books for each course. Shipping and handling of these books are the responsibility of the student. Books and fees purchased from AAPC, or any other organization by the student, are not included in tuition, with the exception of the AAPC CPC® Certification course. Books are non-refundable.

 ✓ CPT®, ICD-10-CM, and HCPCS coding books are updated on a yearly basis; pricing of books may vary during the year. Foundation Billing and Medical Coding, LLC cannot guarantee prices and costs of books.

 ✓ Books need to be ordered at least 2 weeks prior to course start date

✓ The textbook for Basic Anatomy and Medical Terminology are purchased through Amazon or student vendor of choice and is not available at a discounted rate. This book is not available through AAPC.

CERTIFICATE OF COMPLETION
Students will receive a Certificate of Completion after the Basic Anatomy and Medical Terminology and/or Introduction to Medical Billing and Coding. Students in the AAPC CPC® Certification course will receive a Certificate of Completion from Foundation Billing and Medical Coding, LLC, as well as from AAPC and will remove 1 year of experience from the CPC-A certification.

CEU MAINTENANCE
It is the student's responsibility to maintain their CEU's for their certifications. You can check the web-site of AHIMA, AAPC or other organizations you have credentials through, to report your CEU's. Lack of maintenance, or failure to obtain CEU's can cause a loss of credentials. It is not the responsibility of Foundation Billing and Medical Coding, LLC to keep you informed of your credential maintenance.

CLASS ASSIGNMENTS
The Introduction to Medical Billing and Coding does require the student to print the class assignments and lecture notes. If you prefer not to print or are unable to print these notes, Foundation Billing and Medical Coding, LLC can provide the entire course assignments and lecture notes for an additional charge of $80.00.

COURSE DESCRIPTIONS
A list of courses offered by Foundation Billing and Medical Coding, LLC including pre-requisites, course descriptions, cost and other information can be found in Appendix A, B and C at the end of this catalog.

CLASS LECTURES AND MATERIALS
Foundation Billing and Medical Coding, LLC courses are unique due to detailed audio recordings of each class. The Introduction to Medical Billing and Coding and AAPC CPC® Certification courses are practical courses that requires the student to actively participate during the class. Each class is approximately 1 – 1 ½ hours in length. Students can view classes at their own pace; however, students should complete 1 class per week to successfully complete the courses. Students have 4 months to complete the Basic Anatomy and Medical Terminology course and 6 months to complete the Introduction to Medical Billing and Coding and AAPC CPC® Certification courses. This format will help students with time to process and complete assignments and assist them in developing their coding/billing skills.

COURSE PRE-REQUISITES/RECOMMENDATIONS
Foundation Billing and Medical Coding, LLC offers three courses. Each course has a specific order to be successful in the coding and billing environment. Basic Anatomy and Medical Terminology, Introduction to Medical Billing and Coding, and AAPC CPC® Certification course.
     • The first course is the Basic Anatomy and Medical Terminology. Coders cannot code appropriately or effectively without having a strong knowledge of medical terminology and anatomy of the body. There is no pre-requisite for this course and is designed for the beginner or as a refresher course. Individuals can sign a waiver to opt-out of this course if they have successfully passed a previous Anatomy/Terminology/Physiology course. Important tip: AAPC's CPC® Certification examination will test the examinee on anatomy and medical terminology. See Appendix A for more details of this course.
     • The second course is the Introduction to Medical Billing and Coding which is the foundation for coding and billing. This course prepares the student to apply in the workforce in a medical physician's office or for the AAPC CPC® Certification course. Completion of this course also prepares

the student to sit for the American Medical Billers Association (AMBA) Certified Medical Reimbursement Specialist (CMRS) and Certified Medical Coding Specialist (CMCS) certification exams. The pre-requisite for this course, is either the Basic Anatomy and Medical Terminology course, or experience in the medical field that requires the use of anatomy and medical terminology. See Appendix B for more details of this course.

        • The third course is the AAPC CPC® Certification course – This is an advanced course that requires excellent knowledge of ICD-10-CM, CPT®, HCPCS, and medical billing. The basics are not taught in the AAPC CPC® Certification course, and this course is designed to prepare students for AAPC's CPC® Examination. The pre-requisite for this course, is either the Basic Anatomy and Medical Terminology course, or experience in the medical field that requires the use of anatomy and medical terminology. See Appendix C for more details of this course.

COURSE SCHEDULES
Foundation Billing and Medical Coding, LLC offers courses as an online independent self-study program. Students can start courses at any time once they have completed enrollment forms and paid tuition. The student can view classes at their own pace and are given up to 4 months to complete the Basic Anatomy and Medical Terminology course and 6 months to complete the Introduction to Medical Billing and Coding and AAPC CPC® Certification courses. The course start date is determined by orientation date. Orientation will be performed when full payment and completion of all enrollment forms have been received by Foundation Billing and Medical Coding, LLC.

CONFIDENTIALITY
Foundation Billing and Medical Coding, LLC follows HIPAA guidelines. Your personal information will not be disclosed to anyone without your consent. Your information will not be sold to any company for solicitation or for personal use.

COMPUTER TECHNICAL HELP
Email support@foundationbmc.com

COMPUTER STANDARDS/SPECIFICATIONS/SOFTWARE
To participate in Foundation Billing and Medical Coding, LLC Online Courses, you need to have a computer with Internet access (high-speed preferred). You may be required to upload a program when viewing online classes. Foundation Billing and Medical Coding, LLC uses Zoom for video recordings. Students are liable to have efficient and reliable computers for classes. Headphones are recommended to help eliminate distraction.

COPYRIGHT
Students, Faculty, or visitors may not reproduce or distribute copies of any materials that are the property of Foundation Billing and Medical Coding, LLC. Copying, distributing, or duplicating any of this information is prohibited without the written consent of Foundation Billing and Medical Coding, LLC. Foundation Billing and Medical Coding, LLC strictly enforces this policy and violators will be pursued in a court of law. This includes PowerPoint presentations, textbooks used and produced by Foundation Billing and Medical Coding, LLC, Answer and Worksheets, forms, tests, handouts, handbook, or marketing projects.

COURSE/PROGRAM TUTORING ASSISTANCE
Any student requiring extra help or tutoring during their course is responsible to call or e-mail Foundation Billing and Medical Coding, LLC. Foundation Billing and Medical Coding, LLC is dedicated to making students successful. Tutoring is offered to all students by one-on-one, email, phone or via Zoom.

CPC® NATIONAL EXAM

AAPC offers two ways for the student to take the CPC® Certification Exam: solo on-line or through a testing facility. The exam is 100 multiple choice questions, and the student is given four hours to complete the exam. The student is given two attempts to pass the exam. Each option has specific requirements, refer to aapc.com for more information. The instructor will review this with the student at orientation to determine which option is best suited for the student.

CREDITS AND TRANSFER OF CREDITS

Foundation Billing and Medical Coding, LLC does not accept credits from other schools. However, it does apply work experience or on-line training that is required for the PMCC course/testing. Foundation Billing and Medical Coding, LLC does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Prior education of Anatomy/Medical Terminology and Introduction to Medical Billing and Coding may be waived by Foundation Billing and Medical Coding, LLC if the student has had recent and up-to-date training. Testing may be required to prove knowledge of these fields.

E-MAIL POLICY

This document sets forth guidelines for e-mail communication with the course instructor for Foundation Billing and Medical Coding, LLC. Foundation Billing and Medical Coding, LLC will email students weekly or every other week to inquire about their studies or if they have any additional questions. The student is required to check their personal email daily for any issues. E-mails will be answered within 24 hours Monday-Friday unless the instructor has notified they will be unavailable due to emergencies or other reasons.

- Format for sending email:
  Subject matter clearly stating the purpose of the e-mail
  Your full name and course you are asking questions about
- Your instructor will answer e-mail concerning the following:
  Questions from difficulty in understanding class content.
  Requests for feedback about graded assignments.
  Any private issues appropriate for discussion within the teacher-student relationship.
- Your instructor will not answer email for the following:
  Raising an inappropriate subject
  Questions that would invade privacy or privileged information concerning another student/teacher

Foundation Billing and Medical Coding, LLC's goal is to make students self-sufficient in finding answers to their questions. Students may be directed to questions/answers that are clearly posted on the website. This will remind the student where to find information on a daily basis and to alleviate unnecessary e-mails. All emails can be sent to tskeyes@foundationbmc.com

EMPLOYMENT

Foundation Billing and Medical Coding, LLC does not guarantee or promise employment of students after completion of their program or while attending school. When Foundation Billing and Medical Coding, LLC is contacted by outside employers, Foundation Billing and Medical Coding, LLC will recommend and contact current or former students. No guarantee of employment is inferred with these referrals from Foundation Billing and Medical Coding, LLC. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

ENROLLMENT REQUIREMENTS

This school does not discriminate based on race, sex, sexual orientation, religion, ethnic origin, or disability. Students may need to show proof of a high school diploma or equivalency certificate if enrolling in the AAPC CPC® Certification course. Documents must be an original or carry an official

stamp and/or signature. High school diploma is not required for the Introduction to Medical Billing and Coding Program or the Basic Anatomy and Medical Terminology courses. Prospective students may enroll anytime. All enrollment forms must be completed and signed by the student before the start of the course. Foundation Billing and Medical Coding, LLC will schedule a time to participate in an on-line orientation with the student and registration payment must be made prior to orientation. Start date is determined by orientation date.

ETHICAL POLICIES

Foundation Billing and Medical Coding, LLC actively promotes academic and institutional honesty and ethical policies. Academic dishonesty runs counter to a healthy intellectual environment, threatens the integrity and reputation of the institution, and tarnishes the educational opportunities offered. Students are members of the academic community, and are expected to be aware of, and comply with, this these administrative regulations, which prohibit acts of academic dishonesty and procedures for students, faculty, and administrators to follow in addressing incidences of student academic dishonesty. The definition of acts of academic dishonesty includes falsification, cheating or fabrication which compromises the integrity of a grade for assignment.

The policy also includes sharing tuition fees for on-line classes and materials. Foundation Billing and Medical Coding, LLC On-Line tuition is per person and is monitored closely. If a student is involved in any of these unethical policies, they will be dismissed immediately from Foundation Billing and Medical Coding, LLC On-line courses.

This also includes the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following: knowingly procuring, providing, or accepting unauthorized examination materials or study aids, completing, in part or in total, any examination or assignment for another person, knowingly allowing any examination or assignment to be completed, in part or in total, for themselves by another person (e.g., take-home exams or on-line assignments which have been completed by someone other than the student), copying from another student's test, paper, lab report or other academic assignment, copying another student's test answers, copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own, using unauthorized sources of information and allow other students to use the information without the consent of the instructor, employing aids excluded by the instructor in undertaking course work, looking at another student's exam during a test, using texts or other reference materials (including dictionaries) when not authorized to do so, knowingly gaining access to unauthorized data, altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor. Students should consult their instructor if in doubt about the honesty of an action. If student is dismissed by Foundation Billing and Medical Coding, LLC for any reasons mentioned under Foundation Billing and Medical Coding, LLC Ethics, students will not be entitled to any refunds.

FACILITIES

Foundation Billing and Medical Coding, LLC is an on-line school only. We encourage new students to call for an appointment to meet and learn more about the services offered. Foundation Billing and Medical Coding, LLC is owned and operated by Tammy Sue Keyes and is located at 3936 Heatherwood Cir, Johnstown, CO 80534. Phone: 970-451-6158 See more information in Appendix D.

FALSIFICATION

Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts: forging signatures on official documents such as admissions cards and financial aid applications, etc., changing or attempting to change official academic

records without proper sanction, misrepresenting or falsifying successful completion prerequisites, providing false information, such as immigration materials, during the admission or matriculation process, falsifying one's identification or falsely using another's identification, logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another, citation of data or information not actually in the source indicated, listing sources in a bibliography not used in the academic exercise, submission in a paper, lab report or other academic exercise of falsified, invented, of fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence, submitting as your own any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another, taking a test for someone else or permitting someone else to take a test for you.

FINANCIAL INFORMATION
Foundation Billing and Medical Coding, LLC does not provide financial aid or carry students financially.

FREQUENTLY ASKED QUESTIONS
Questions asked often by potential students can be viewed on Foundation Billing and Medical Coding website under the following URL: www.foundationbmc.com

GRADING AND PROGRESS POLICY
Students have the capability to view their grades at any time. This information can be found after logging into your Foundation Billing and Medical Coding, LLC student account. After the submission of examination this information will be updated in the grade information. Passing grades are considered 70% and above and this is combination of all tests. Students are encouraged to contact Foundation Billing and Medical Coding, LLC for any individual tutoring if needed and we are available Monday – Friday to assist any student with additional questions concerning their examinations, worksheets, and homework. Students will be contacted by Foundation Billing and Medical Coding, LLC if there are concerns with attendance, failing grades, or uncompleted assignments.
A – 90 % - 100 % - Excellent
B - 80 % - 89 % - Above Average
C - 70 % – 79 % - Average
D – 60 % - 69 % - Below Average/Failing
F - 59 % and below – Unsatisfactory/Failing
W – Withdrawn

HOLIDAYS
Foundation Billing and Medical Coding, LLC office will not be open for the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, and December 24th - 25th.

INSTRUCTOR ABSENCE
Qualified instructors may be substituted for the absence of an instructor.

ORIENTATION FOR COURSEES
All students will be required to attend course orientation prior to starting any course. The student will be contacted by Foundation Billing and Medical Coding, LLC with orientation information. This orientation will inform the students of how to obtain assignments, examinations, and recordings. The course and start date are determined by orientation date. Orientation will be performed when full payment, and completion of all enrollment forms have been received by Foundation Billing and Medical Coding, LLC.

PLACEMENT ASSISTANCE/INTERNSHIP

Foundation Billing and Medical Coding, LLC does not have a placement service or offer an internship for students. Employers often contact Foundation Billing and Coding, LLC for potential employment and Foundation Billing and Medical Coding, LLC students will be contacted and referred for an interview with possible employment. Apprenticeship councils do not accept training from trade schools for advanced placement if program is in the apprenticeship area.

PAYMENTS

Foundation Billing and Coding, LLC accepts payment via PayPal, credit cards through Stripe, and Direct Bank Transfers through Chase Bank. Foundation Billing and Coding, LLC also partners with Work Force Agencies for qualified students. Foundation Billing and Medical Coding, LLC does not offer any payment plan or financial aid for students.

POLICY AND PROGRAM CHANGES

Foundation Billing and Medical Coding, LLC reserves the right to change the course format or policies at any time.

PRIVACY AND CONFIDENTIALITY POLICY

Foundation Billing and Medical Coding, LLC has established the following policies to protect the privacy of student's personal, educational, and financial information.

    1. Foundation Billing and Medical Coding, LLC reserved the right to refuse requests for copies, transcripts, or records of students for the following reasons:

        a) The student has an unpaid financial obligation to Foundation Billing and Medical Coding, LLC

        b) There is an unresolved disciplinary action against the student.

        c) The education record requested is an exam or set of standardized test questions.

    2. Foundation Billing and Medical Coding, LLC will retain all records of students. The following is a list of information that is kept on file for all student.

        a) Name of course/program the student attended.

        b) Dates of classes /program to include start, completion and withdraw dates.

        c) Student attendance

        d) Final grades

        e) Copy of Certificate of Completion issued by Foundation Billing and Medical Coding, LLC.

Requests can be addressed to Foundation Billing and Medical Coding, LLC, 3936 Heatherwood Cir, Johnstown, CO 80534, by email at tskeyes@foundationbmc.com, or phone at 970-451-6158.

REFUND AND PAYMENT POLICIES

By signing the Enrollment Agreement, the student agrees to pay Foundation Billing and Medical Coding, LLC, hereafter referred to as the school, the total stated tuition and fees. The school agrees to provide the occupational training in accordance with the provisions of Catalog Number 13, March 2024. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the certificate of completion to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:
a) Whether the postponement is for the convenience of the school or student, and;
b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of $150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the number of lessons completed, as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table for Basic Anatomy and Medical Terminology
Refunds are based on students completing one (1) lesson per week

Student is entitled to upon withdraw/termination	Refund
Within first 10% of program (1-2 lessons)	90% less cancellation charge
After 10% but within first 25% of program (3 - 4 lessons)	75% less cancellation charge
After 25% but within first 50% of program (5 -8 lessons)	50% less cancellation charge
After 50% but within first 75% of program (9 - 12 lessons)	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO REFUND

Refund Table Introduction to Medical Billing and Coding, and AAPC CPC® Certification courses
Refunds are based on students completing one (1) lesson per week

Student is entitled to upon withdraw/termination	Refund
Within first 10% of program (1-2 lessons)	90% less cancellation charge
After 10% but within first 25% of program (3-5 lessons)	75% less cancellation charge
After 25% but within first 50% of program (6-10 lessons)	50% less cancellation charge
After 50% but within first 75% of program (11-15 lessons)	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO REFUND

■The student may cancel contract at any time prior to midnight of the third business day after signing this contract.
■ All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
> • The date on which the school received notice of the student's intention to discontinue and training program; or
> • The date on which the student violates published school policy, which provides for termination.
> • Should a student fail to return from an excused leaved of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence in the earlier of the date the school determines the student is not returning or the day following the expected return date.

■ The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
■ The policy for granting credit for previous training shall not impact the refund policy.

■ Tuition fees are payable in accordance with the dates agreed as part of this contract. Foundation Billing and Medical Coding, LLC reserves the right to deny admission of the student to the facilities of Foundation Billing and Medical Coding, LLC On-Line including classes if payments due to Foundation Billing and Medical Coding, LLC are not made by the due dates.

SELF-MOTIVATION AND SELF-DIRECTION
Be self-motivated and self-directed and exhibit the following behaviors:

      a. Be a good time manager. Any request for extension past the allotted time will be determined on a case-by-case basis and additional fees will be assessed.

      b. Approach the course with a desire to learn

      c. Assume a leadership role when necessary; voluntarily help other students when you have knowledge they don't have.

      d. Develop needed technology skills

      e. Medical Billing and Coding requires constant updating of procedures and insurance billing information. Students need to commit to this life-long learning process.

SEXUAL HARASSMENT
Foundation Billing and Medical Coding, LLC has a "no tolerance" policy for sexual harassment. Any form of sexual harassment is unacceptable by the school. No student or faculty member of Foundation Billing and Medical Coding, LLC shall be threatened or exposed to this behavior. Sexual Harassment can include but not be limited to: Unwelcome sexual flirtations, verbal abuse, and sexual favors, unnecessary touching, graphic or verbal comments, individual body comments, sexually degrading words, physical assault, or any other verbal, visual or physical contact that may be offensive to the other person. Remember what is NOT offensive to you, could be to another person.

SHARING INFORMATION
Foundation Billing and Medical Coding, LLC classes are for the enrolled student only. Sharing of class videos with another individual will result in fines up to $2000.00. Foundation Billing and Medical Coding, LLC has the ability to track who is participating in the classroom.

STATEMENT OF NON-DISCRIMINATION
Foundation Billing and Medical Coding, LLC does not discriminate based on gender, age, race, creed, physical handicap, sexual orientation, or religion. All students have an equal opportunity to a safe and non-discriminatory environment.

STUDENT CONDUCT
Each student is an important member of our class community and has a responsibility to themselves, to the instructor, and to their classmates to support and contribute to the course's learning community, this code of conduct is established to ensure that all students have a clear understand of the expectations your instructor has regarding your conduct in the class. Please review the following responsibilities.

It is the responsibility of each student to:

- Treat all other students, instructors, and guests with dignity and respect in face-to-face interactions and any electronic communications.
- Comply with the information technology policies of the institution.
- Comply with cheating and plagiarism policies of the institution and this course. Violations will result in dismissal from the course with a failing grade and may result in dismissal from the institution.
- Participate respectfully in team collaborations and team projects.
- Participate respectfully and professionally in peer reviews.
- Become familiar with and abide by all course policies and procedures found in the policies sections documented in the catalog and enrollment forms.

STUDENT GRIEVANCE

If the student feels their rights have been violated, the following procedures should be followed:

- Try to resolve the issue with the other person involved
- If not resolved, contact instructor to help resolve the issue
- If matter is still not resolved the student may submit a written request of their grievance for further review. Foundation Billing and Medical Coding, LLC will review the process and make final decisions.

Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of http://highered.colorado.gov/DPOS/default.htm

STUDENT TERMINATION/DISMISSAL

Foundation Billing and Medical Coding, LLC may terminate students for the following purposes. These are examples but not limited to the following:

- Attendance policies
- Sexual Harassment
- Inability to meet financial obligations or contract
- Personal conduct
- Violation of policies of Foundation Billing and Medical Coding, LLC
- Maliciously destruction or damage to any property of Foundation Billing and Medical Coding, LLC or any other student, faculty or staff member.
- Sharing classroom information with others who have not purchased the course
- Fails to maintain satisfactory academic progress

Student will be notified in writing of this termination. Re-admission to school will be at the discretion of the school owner. See Student Conduct statement for more information.

TAX CREDIT

Foundation Billing and Medical Coding, LLC students do not qualify for the American Opportunity Tax Credit. Foundation Billing and Medical Coding, LLC is Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board but is not accredited or an eligible institution for the student Tax Credit. The IRS defines an eligible institution as follows: An eligible educational institution is a college, university, vocational school, or other postsecondary educational institution that is described in section 481 of the Higher Education Act of 1965 as in effect on August 5, 1997, and that is eligible to participate in the Department of Education's student aid programs. This includes most accredited public, nonprofit, and private postsecondary institutions.

WEBSITE – Foundation Billing and Medical Coding, LLC website is www.foundationbmc.com

APPENDIX A
BASIC ANATOMY and MEDICAL TERMINOLOGY COURSE

COURSE/CLASS – Basic Anatomy and Medical Terminology; 40 hours

OCCUPATIONAL OBJECTIVE - The student will be able to enter the workforce or apply any knowledge at an entry level position that would require basic anatomy and/or medical terminology

PRE-REQUISITES/REQUIREMENTS - There is no pre-requisite for this course and is designed for the beginner or as a refresher course. Anatomy and Medical Terminology is not required but highly recommended to assist students in becoming a proficient and successful coder.

SUBJECTS/UNITS OF INSTRUCTION – Root Words, Suffix, Prefix, Combining Vowels, Human Body Structure, Integumentary System, Respiratory System, Urinary System, Male Reproductive System, Female Reproductive System, Obstetrics and Neonatology, Cardiovascular System, Immune and Lymphatic Systems, Blood, Digestive System, Eye, Ear, Musculoskeletal System, Nervous System, Behavioral Health, and Endocrine System

TYPE OF INSTRUCTION - On-line lectures, PowerPoint, Class Assignments

INSTRUCTOR: Tammy Sue Keyes, CPC, CPMA, CRC, CFPC, Approved Instructor

COURSE DESCRIPTION – The student will be become familiar with the location and function of the main organs of the body and study of internal and external structure of the body. Prefixes, suffixes, combining forms, abbreviations, body structure and basic anatomy of all body systems. Certificate given after successful completion of this course

LENGTH OF COURSE: 4 months to complete course and start date is determined by orientation date and completion of all enrollment forms. Students are expected to complete 1 class per week to complete the course in a timely manner. Orientation will be performed when full payment, and completion of all enrollment forms have been received by Foundation Billing and Medical Coding, LLC. Extensions will be granted on a case-by-case basis, and there will be an additional fee.

CLASSES: This course is an online independent self-study program. The student can view classes at their own pace and are given up to 4 months to complete the course.

TEXTBOOK - Exploring Medical Language 11th Edition, by Myrna LaFleur Brooks; Cost of book + shipping and handling is paid by the student.

TUITION AND REGISTRATION FEES: The cost of the course is $600.00 plus cost for the book. Shipping and handling of the book is not included and paid by the student.

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

APPENDIX B
INTRODUCTION TO MEDICAL BILLING AND CODING PROGRAM

PROGRAM – Introduction to Medical Billing and Coding Program; 80 hours

OCCUPATIONAL OBJECTIVE - After successful completion of this course, the student will be able to obtain an entry level position in a medical billing and/or coding environment. They will also be prepared to sit for AMBA CMRS and CMCS certification exams.

PRE-REQUISITES/REQUIREMENTS - Anatomy and Medical Terminology is required to assist students in becoming a proficient and successful coder. Completion of the Basic Anatomy and Medical Terminology or experience in the medical field that requires knowledge of anatomy and medical terminology.

SUBJECTS/UNITS OF INSTRUCTION – The units of instruction are divided into 20 separate chapters and contain the following information: ICD-10-CM, CPT®, HCPCS, HCPCS & CPT Modifiers, SOAP Notes, HIPAA, Fraud and Abuse, CMS-1500 claims form, Medicare, Medicaid, HMO's and other insurances, Work Compensation, Laboratory Billing, Insurance Billing, Collections, Reimbursement, rules and regulations, Career and Professionalism.

TYPE OF INSTRUCTION - On-line lectures, Coding Books, PowerPoint, Class Assignments

INSTRUCTOR: Tammy Sue Keyes, CPC, CRC, CPMA, CFPC, Approved Instructor

CLASS ASSIGNMENTS: This course requires the student to print the class assignments and lecture notes. If you prefer not to print or unable to print these notes, Foundation Billing and Medical Coding, LLC can provide all class assignments and lecture notes for an additional charge of $80.00.

PROGRAM DESCRIPTION – This program introduces the student to ICD-10-CM, CPT®, Modifiers, HCPCS, HIPAA, Fraud and Abuse and all aspects of the insurance field and insurance companies. The student will learn how to read a SOAP note and properly fill out a CMS-1500 health claim form. Professional ethics and standards are also covered. The basic knowledge to obtain an entry level position will be covered in this class. Student will receive a certificate of completion after successfully passing this program.

LENGTH OF PROGRAM: 6 months to complete the course and start date is determined by orientation date and completion of all enrollment forms. Students are expected to complete 1 class per week to complete the course in a timely manner. Orientation will be performed when full payment, and completion of all enrollment forms have been received by Foundation Billing and Medical Coding, LLC. Extensions will be granted on a case-by-case basis, and there will be an additional fee.

CLASSES: This course is an online independent self-study program. The student can view classes at their own pace and are given up to 6 months to complete the course. This Introduction to Medical Billing and Coding class is a practical course that requires the student to actively participate during the class. This class is not a preparation class for AAPC's CPC® Examination, however the student will be prepared to sit for AMBA's CMRS and CMCS certification exams.

TUITION AND REGISTRATION FEES: The cost of the course is $1500.00 plus cost for the books. Current year CPT®, ICD-10-CM, and HCPCS books must be purchased by the student. Shipping and handling of books is not included and paid by the student.

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

APPENDIX C
AAPC CPC® Certification Course

PROGRAM – AAPC CPC® Certification Course; 80 hours

OCCUPATIONAL OBJECTIVE - After successfully passing the national CPC® exam, the student will be able to obtain an entry-level position as a Certified Coder and use the credential of CPC® after their name.

PRE-REQUISITES/REQUIREMENTS - High School Diploma and excellent knowledge of CPT®, ICD-10-CM, HCPCS, and Anatomy and Medical Terminology. Experience is recommended but not required. Either completion of the Basic Anatomy and Medical Terminology and the Introduction to Medical Billing and Coding must be completed, or experience in the medical billing and coding field.

SUBJECTS/UNITS OF INSTRUCTION – The units of instruction are divided into chapters and contain the following information; Compliance, HIPAA, Coding Guidelines, Coding Concepts, Surgery Guidelines, HCPCS, ICD-10-CM, Evaluation and Management Codes, Integumentary System, Musculoskeletal System, Cardiovascular System, Endocrine System, Hemic System, Nervous System, Male and Female Genitalia, Maternity Care, Digestive System, Respiratory System, Urinary System, Ear and Eye System, Radiology, Pathology, Medicine, Category II & III Codes. These chapters are covered in depth about the body systems and procedures performed.

TYPE OF INSTRUCTION: On-line lectures, Coding Books, PowerPoint, Class Assignments

INSTRUCTOR: Tammy Sue Keyes, CPC, CRC, CMPA, CFPC, Approved Instructor

PROGRAM DESCRIPTION: This course will prepare the student to sit for the AAPC CPC® exam. CPT®/ICD-10-CM will be covered in detail. Billing, reimbursements, HIPAA, and insurance (including Medicare) will also be covered. After completion of this program, the student will be qualified to sit for the CPC® exam through AAPC. If the student passes the exam, they will be given a credential of CPC-A until 1 year of experience has been completed. If student has 2 years of experience and passes the exam, they will receive the credential of CPC. Taking this course does not guarantee passing of the CPC® Certification Test. Certificate of completion will be given by AAPC after completion of this program.

LENGTH OF PROGRAM: 6 months to complete the course, and start date is determined by orientation date and completion of all enrollment forms. Students are expected to complete 1 class per week to complete the course in a timely manner. Orientation will be performed when full payment, and completion of all enrollment forms have been received by Foundation Billing and Medical Coding, LLC. Extensions will be granted on a case-by-case basis, and there will be an additional fee.

CLASSES: This course is an online independent self-study program. The student can view classes at their own pace and have up to 6 months to complete the course. This CPC® Certification course is a practical course that requires the student to actively participate during the class.

TUITION AND REGISTRATION FEES: The cost of the course is $2,500.00. This includes AAPC student membership, workbook and text, coding books, and two exam attempts.

CPC® EXAM INFORMATION: The CPC® Certification exam is on-line and is scheduled at the student's convenance. It is recommended that the student sit for the exam within 3 months of completion of the AAPC CPC® Certification course. All students in this course will be entitled to attend a local

CPC® Review Class (paid by Foundation Billing and Medical Coding, LLC) after the completion of the AAPC CPC® Certification course.

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BIO – Tammy Sue Keyes, CPC, CPMA, CRC, CFPC, Approved Instructor

Tammy Sue has over 20 years of experience in the medical profession. She is the founder of Foundation Billing and Medical Coding, LLC (2021) with a specialty in physician billing and coding. Her extensive background includes ophthalmology, podiatry, chiropractic, and family practice. Her past also includes being an instructor for Career Coders, LLC, and past member/officer of the AAPC Loveland Chapter as secretary and president. She has presented for several AAPC local chapters as well as providing physician education and training. Her true passion is teaching and lifelong learning. She resides in Johnstown, Colorado.