

Student information for CPC Course

Tuition includes: 12 weeks of classroom instruction, AAPC PMCC Textbook, AAPC membership and CPC exam fee (2 attempts). This is a very fast-paced learning program. We cover a lot of area each week, students are expected to come prepared to class each week and complete their homework.

Homework: For 5 hours of class weekly, expect 10-15 hours of homework. You will read from your textbook, complete the questions at the end of the chapter, and the online homework (extra quizzes) for 2 chapters each week. Each week the student will be expected to complete their reading assignments for both chapters.

Website class resources: There are copies of each PowerPoint Presentation, Textbook answers, quizzes and additional supplemental information under the "Course Materials" section of the Enos Medical Coding website. (login required)

Class format: Class will consist of a PowerPoint Lecture and Review and quiz for each chapter. Two chapters will be covered each week. Due to the fast-paced nature of the course and the volume of material to be covered, the Lectures will focus on major/important points in each section. Do not expect a review and explanation of every procedure and diagnosis, but students are expected to review them, access a medical dictionary or online resources, or ask the instructor for more information when needed.

Exam: The exam will be held on Saturday, December 14th from 8am to 1:40pm. This is a 5 hour and 40-minute exam. Students must arrive for check-in no later than 7:30 am as the exam begins promptly at 8am.

Exam applications must be completed and submitted, with 2 letters of recommendation for students taking the CPC with experience (6 weeks in advance of the exam date.). The exam application will be provided to you at the first class.

Letters of Recommendation: For students taking the CPC exam with the required 2 years experience, bring in 2 letters as soon as possible for instructor review. Sample letters are available. The letter must be from a supervisor or other manager. The letters must state that ICD, CPT and HCPCS codes and coding principles are used in your job duties. The letters must state the length of time in your position.

Required Manuals: 2019 **CPT** Professional edition (**no Expert**) any version of 2019 **ICD-10** and 2019 **HCPCS**. If you need assistance ordering coding manuals, contact your instructor for bundled prices from the AAPC.

Inclement Weather: In the event of a storm or dangerous weather, call 401-301-2769 to verify that class will be held. Online options may be utilized to stay on schedule.

Dress Code: Dress is casual, the building is closed for business and students should be comfortable. Dress in layers if you are sensitive to heat/cold as we do not have control of the AC/heating system.

Snacks/Drinks: There is a vending machine area and students are allowed to bring snacks and drinks. Please remember to leave your area clean and remove all debris from your snacks and drinks.

Frequently Asked Questions:

When is the deposit due: Your deposit is due upon registration, your spot cannot be guaranteed unless we receive your \$500 deposit. This is needed to cover a portion of my expenses, so your deposit is non-refundable (but may be transferable in some cases.) It can be paid via check or credit card. If sending check by mail, PLEASE REGISTER FIRST so I have an account to apply the deposit to. Checks can be sent to :

Mike Enos
22 Ferncliff Avenue
Warwick, RI 02886

When is tuition due: Your tuition is due no later than the 1st class. If you were for Care New England, we have a discount program for PHO employees to receive a percentage off their total tuition. Please contact me using your CNE email address to have the discount applied. Tuition is not refundable.

Coding Manuals: Enos Medical Coding has a bundle discount for students who need to purchase their coding manuals required to take the course and prepare for the CPC exam. **The CPT Expert edition is not allowed.** If you already have these manuals you can use them as long as they are the approved versions.

When? Classes start on September 7th, 2019 and take place each Saturday until the exam on December 14th. Each class is from 8am to 1pm.

Where? Classes will be held in classroom 4B of the Trowbridge building at Kent County Hospital in Warwick, RI. The building is across from the emergency room entrance, there is plenty of parking in the lot, and there is an elevator.

What to bring? Each student must bring their own 2019 coding manuals. CPT, HCPCS, and ICD-10. You do not need to bring coding manuals to the first class. Beyond that, bring a snack, a drink, pens/pencils/highlighters, a medical dictionary or phone/tablet to look things up, and anything else you need to study. The dress code is casual, bring whatever you need to learn comfortably. PLEASE NOTE that the books are heavy, I recommend a roller bag.

What is included? Tuition includes your first year of AAPC membership, your Professional Medical Coding Curriculum (PMCC) Textbook, our classroom instruction, a Mid-term and Final Practice Exam, an online CPC practice exam, and 2 attempts at the CPC exam. Students must provide their own coding manuals. If you already have one, you can use it. Note that I use professional edition of the CPT, it has great illustrations and some students get lost if they have a different manual.

Instructors: Mike Enos, CPC-I, CPMA, CPC, CEMC 401-301-2769
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