

# School Catalog

2019-2020

Texas – Revised September 1, 2019



# **At-Home Professions School Catalog 2019-2020**

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Texas



Revised September 1, 2019

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## GENERAL INFORMATION

### AUTHORITY TO OPERATE AND ACCREDITATION

At-Home Professions is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools Board, 1600 Broadway, Suite 2200, Denver, Colorado 80202, phone: 303-862-3001. Its sales representatives are licensed in their respective states. In addition, At-Home Professions is accredited by the Distance Education Accrediting Commission (DEAC), 1101 17th Street, NW, Suite 808, Washington, DC 20036; phone: 202-234-5100. The DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The school conducts its educational activities as a privately owned and operated institution from its site of operations at 2001 Lowe Street, Fort Collins, Colorado, 80525.

The school is owned by Weston Enterprises, Inc., a private corporation which is wholly owned by Earl J. Weston, President of the Board of Directors. The Corporate Secretary is Pamela Weston. The school operates as a distance education institution and does not offer resident classes.

### VISION STATEMENT

By fostering a love of learning and the ability to think, as well as providing skill and knowledge necessary for gainful employment, At-Home Professions will change the world one student at a time.

### MISSION STATEMENT

At-Home Professions' mission is to be the leader in distance education. Our administration, faculty and staff are committed to training people to work in well-paying professions. AHP offers distance-learning courses of the highest quality and best value, and our employees provide exceptional service by focusing on student satisfaction and success.

### INSTITUTIONAL GOALS

Following are At-Home Professions' institutional goals for its students:

1. At-Home Professions will exceed our student's expectations.
2. At-Home Professions will provide quality education written/presented specifically for the distance education learner.
3. At-Home Professions' decisions and actions always consider the student.
4. At-Home Professions has the resources to support the education it offers.
5. At-Home Professions would be proud to have a friend or family member as a student.
6. At-Home Professions will continuously seek to improve its education and support of students.



## ACADEMIC INFORMATION AND POLICIES

### ACADEMIC CODE OF CONDUCT FOR THE DISTANCE EDUCATION STUDENT

As a student of a DEAC-accredited distance education institution, I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow distance learners, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Distance Education Accrediting Commission, the State Education Agency and other appropriate organizations serving an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Present my qualifications and background truthfully and accurately for admission to the institution.
2. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research (where applicable).
3. Never turn in work that is not my own, or present another person's ideas or scholarship as my own.
4. Never ask for, receive or give unauthorized help on graded assignments, quizzes and examinations.
5. Never use outside books or papers that are unauthorized by my instructor's assignments or examinations.
6. Never divulge the content of or answers to quizzes or examinations to fellow students.
7. Never improperly use, destroy, forge or alter my institution's documents, transcripts or other records.
8. Never divulge my online username or password (where applicable).

### SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress (SAP) is measured two ways—qualitatively and quantitatively. Qualitatively, students must maintain a grade point average above 70%. Student progress is monitored by the instructional staff. Students who do not make passing grades are subject to academic review. During the review, the school reviews the student's performance to evaluate if the student appears to have the ability to benefit from the program. If the student is deemed to not have the ability to benefit from the program, the school will cancel the enrollment and notify the student. If the student is found to have the ability to benefit, the school will determine what probationary steps need to occur for the student to continue with their studies. For example, a student may be asked to repeat assignments and/or take extra time to review particular lessons. If the student is allowed to continue with their studies, the Dean of Faculty will monitor student progress to ensure the student is meeting the probationary terms. Students who fail to meet probationary terms will be dismissed from the school.

Quantitatively, students must complete the program in three (3) years. After three years, a student will be dismissed from the program. Students who are granted leaves of absences will have their maximum time extended by the length of the leave.



Students who wish to appeal their dismissal should provide a letter to the attention of the Academic Review Board upon the receipt of the dismissal letter. The letter must explain the extenuating circumstances which caused the student's poor academic performance or inability to complete the program on time along with assurances that these circumstances will no longer impact the student's progress. Only certain extenuating circumstance are an acceptable bases for an appeal, such as a serious illness, hospitalization, extreme family emergency, or death in the family. The student will be informed of the outcome of the appeal along with any revisions in academic standing.

Decision of the Academic Review Board are final unless there are errors in the data used to calculate the student's SAP standing. Students may reapply after two years. Students using military education benefits, please refer to your Military/Veteran Information Form for additional information.

## **ADMISSIONS**

At-Home Professions is an equal opportunity institution and admits applicants without regard to race, creed, color, religion, gender, national or ethnic origin, sexual orientation, veteran or military status, age, physical/sensory/mental disability, place of residence, the use of trained guide dog or service animal by a person with a disability, or to anyone who meets the admission standards and can benefit from the training. AHP's employment policies will be enforced in situations where instructional staff or school personnel have been found to engage in discriminatory behavior. Enrollments are accepted at advertised seminars, online at [www.at-homeprofessions.edu](http://www.at-homeprofessions.edu) or by calling Admissions toll-free at 855-614-9088.

To qualify for admission to the school, an applicant must:

1. Be a high school graduate, hold a state-approved Graduate Equivalency Diploma (GED) or its equivalent, have completed college-level course work, or otherwise demonstrate ability to perform postsecondary course work (including test evidence).
2. Complete and submit an enrollment application for admission to the school together with the required payment.

At-Home Professions is an open enrollment school. This means that as long as the applicant meets the admissions requirements for minimum education and age, they will be accepted into the school. Per the admissions policy, applicants who do not meet the high school diploma or equivalent (or other stated) requirement are allowed to use test evidence to show they can benefit from the program. A Wonderlic verbal exam will serve as the basis for test evidence. AHP will send the exam at no cost to the student. If the student passes with an 80% or higher, he or she is deemed to meet the minimum education requirement. If the student fails with a score of 79% or lower, he or she will be terminated from the program for failure to meet minimum education requirements. A student dismissed under this policy will be refunded all tuition paid.

The school accepts admissions on any regular business day. Students under 18 years of age must have signature of parent or guardian. Students under 16 years of age will not be accepted. The applicant will receive prompt notification of acceptance or rejection of admission. The enrollment period begins when the Enrollment Application is accepted by the school. Upon admission, students will receive an email or letter to welcome them to the school and program. The letter also provides information for how to begin the program.





Postponement of a 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 the 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.

### **DEAN'S LIST**

If you obtain a grade point average of 93 or higher in the program, you will be awarded a seat on the At-Home Professions Dean's List. Your name will appear on our Dean's List if you previously granted approval in writing. Dean's List students are also offered the opportunity to become members of Delta Epsilon Tau, a third-party honor society.

### **ENROLLMENT PERIOD LIMITS AND LEAVES OF ABSENCE**

Students may begin their enrollment period on any business day, and may progress at their own pace, but must complete the course work contained in the period of enrollment within 36 months. Enrollment may be extended for up to 18 additional months for an additional charge of \$150.

Students who are temporarily unable to continue their programs due to personal circumstances or emergencies may be granted a leave of absence of up to six months. During a leave of absence, a student's enrollment period is placed "on hold." At the end of the designated period, students are expected to resume course work.

To receive a leave of absence, a request letter must be written to the Director of Admissions and Student Relations, stating the reasons for the request and the time period of leave requested (not to exceed six months). Should circumstances change at any time during the leave period, students may notify the school that they wish to end their leave of absence, and they may resume course work at that time.

### **GRADING SYSTEM**

The school uses a number-letter system of grading, with number grades being assigned to quizzes and letter grades to completed courses. The course Grade Point Average is determined by obtaining a weighted average of quizzes.

<b>Numerical Grade</b>	<b>Letter Grade</b>	<b>Rating</b>
92-100	A	Excellent
85-91	B	Good
75-84	C	Average
70-74	D	Passing
Below 70	F	Fail (no credit)
	I	Incomplete



## GRADUATE SUPPORT

As a leading distance education institution specializing in preparing students for vocational careers, At-Home Professions has a strong commitment to the success of its graduates. In addition to the *Career Starter Guide* provided in Course 5, At-Home Professions employs graduate counselors to assist graduates with their job search skills. Our staff is well-trained and ready to assist graduates with advice, training in job-search techniques, résumé review, interviewing skills, marketing skills, presentation skills and networking. The graduate counseling service is available to all At-Home Professions graduates. A graduate is defined as an At-Home Professions student who: 1) has successfully completed all coursework, and 2) successfully maintains their tuition payment obligation.

While graduate support and career counseling is provided, it is understood that the school does not provide placement services and cannot promise or guarantee employment to any student or graduate. Prospective students, students and graduates are expected to investigate licensing, certification or other professional designations.

## GRADUATION REQUIREMENTS

In order to graduate and receive a diploma\*\*, students must:

- 1) complete the full Healthcare Documentation Program,
- 2) submit all quizzes and achieve a weighted numerical average of at least 70%, and
- 3) be current in payments.

\*\*South Carolina Graduates receive a certification of completion.

## HOW THE PROGRAM IS ORGANIZED AND DELIVERED

Each program is designed for guided independent study through distance education. Study is conducted via blended distance learning. Textbooks are provided electronically. Students may contact the school at 1-800-359-3455 to purchase physical copies of textbooks for a nominal charge of \$30 per course. Programs are organized into easy-to-follow lessons with step-by-step directions. Each lesson teaches specific skills and contains a variety of learning activities such as practice exercises and quizzes. Answers to practice exercises are in the back of the book. Quizzes are submitted to the school for evaluation and grading. Graded quizzes are returned to the students along with constructive feedback. This feedback helps students develop their skills. Quiz grades are recorded by the school and become part of the student's transcript.

Shipment of each course is automatic upon receipt of the third to last assignment in the student's current course of study. For example, once a student submits the third to last assignment in the first course, the second course will automatically be made available to the student.

Tuition for each course is charged when the student submits the first quiz in a course using the payment method the student selected on the enrollment agreement. If the student wishes to change the payment method, he or she will contact the school before the first quiz is submitted. Students are urged to carefully read the terms outlined in their enrollment agreement for complete details.



## LEARNING RESOURCES

Students are provided with all course and instructional materials necessary to complete the course work. This may not include computers, transcribing equipment, or other business machines; shipping; internet access; or specialized reference publications normally available at medical or public libraries. Students are encouraged to make use of resources available to them in their communities. These include public, private and professional libraries and research facilities. For course-related problems, students should request help from school staff members in locating specific sources. At-Home Professions reserves the right to change and revise course materials as necessary.

## SCHOOL CONTACTS

We enjoy assisting our students with any questions they may have about the program or the school. Students may email, call, write or fax the school. Office hours are Monday through Friday, from 7:00 a.m. to 6:00 p.m. MST.

24-hour Automated Information: Call 1-800-373-0100

24-hour Online Student Record Information: Log on to student account at [www.at-homeprofessions.edu](http://www.at-homeprofessions.edu).

Financial Aid: Call 1-800-359-3455, ext. 6330.

### Instruction:

- Email: [instructors@at-homeprofessions.edu](mailto:instructors@at-homeprofessions.edu)
- Phone: 1-800-359-3455 (weekdays). Instructors are available by phone Monday through Thursday from 8:00 am to 5:00 pm MST, and on Fridays and Saturdays from 11:00 am to 1:00 pm MST.

Military Education Benefits: At-Home Professions is an approved provider of military education benefits. For assistance, please call 1-800-359-3455, ext. 6330.

### Payments:

- Online: Access balance information or make payments on student account at [www.at-homeprofessions.edu](http://www.at-homeprofessions.edu).
- Phone: 1-800-359-3455

Student Services: Call 1-800-359-3455.

### Submitting Quizzes:

- Email: [assignments@at-homeprofessions.edu](mailto:assignments@at-homeprofessions.edu)
- Fax: 1-877-599-5863
- Phone: 1-877-599-5857 (multiple choice exams)
- Mail: At-Home Professions  
ATTN: Instruction  
2001 Lowe Street  
Fort Collins, CO 80525



## STUDY TIPS

Studying at home is convenient and flexible. It can also be challenging. Following are tips to help students successfully study from home:

### 1. Follow Directions

The most important point for you to remember is to follow the directions given in the program. Complete the reading, studying, Practice Exercises and Quizzes as directed. Always remember to check the results of Practice Exercises, review any errors and be sure to understand those errors.

### 2. Establish a Comfortable, Well-lit Learning Place

Find a place in your home that is comfortable and well-lit. This may be your kitchen, living room or bedroom—or a special study area that you create. Doing this will help remove stress and tension and allow you to concentrate on your lessons.

Your chair should be comfortable and provide good back and body support. Lighting should be bright but non-glaring and focused on your materials without casting shadows.

When studying, keep study materials close at hand. This will prevent interruptive trips across the room—and loss of concentration.

### 3. Eliminate All Distractions

To keep your mind clear for learning, you will need to schedule study sessions in time periods when you will not be distracted. Remove yourself from your family's traffic and noise patterns, and inform family members that you are not to be disturbed during your study session. Also, schedule this time period when you are alert and likely to be at your best. Scheduling will probably be the biggest challenge that you have to face. Most everyone can, however, find a couple of one-hour periods during the day to concentrate on learning that will lead to a new and satisfying career.

Your study sessions do not have to be long, blurry-eyed marathons. In fact, we all learn better and can focus our concentration when study sessions are kept short, not exceeding one hour each.

Your learning sessions should, however, be regular, everyday activities. Regular studying will help you remember yesterday's lesson and tie it to the new activity. Also, when you do this, you will constantly be reinforcing your learning and solidifying your skills to make them a permanent part of your abilities.

### 4. Plan and Scan Each Lesson before Detailed Study

Learning experts claim that planning and scanning a lesson will increase your learning effectiveness by 25 percent or more.

When you begin a lesson, read the first page, and find out what you will be learning in the lesson. Once you have identified your learning objectives for the lesson, you will be striving to meet specific goals.

When you have done this, scan the entire lesson. Take from five to 15 minutes to read headings, bold and boxed print, the first sentences of paragraphs and any symbols or illustrations. This will give you a firm idea of what you will be learning—and what you will have to do to achieve your goals for the lesson.



Then, when you do your detailed study, write notes in the margins of your lesson or on your own paper. Highlight important information in the lesson. Making notes will put the knowledge in your own words and make it a permanent part of your pattern of skills.

### **5. Frequent Review Is Necessary and Reinforcing**

Once you have completed a lesson, review the instruction within 24 hours. This will help you verify your understanding of the instruction and further reinforce your learning. You can do this by reading the notes you have made and scanning the important parts of the lessons.

### **6. Ask Questions When You Have Them, and Use Your New Knowledge Whenever You Can**

Your lessons are clear and easy to understand. It is likely, however, that you will have questions from time to time. When you have a question, please ask so we can help you get the right answer. We have several specialists and resource persons on our staff who will be happy to answer your questions through email, in writing when you use a Student Assistance Form or on the telephone if your question is urgent.

Then, to really nail down your learning, use it. Tell your family members about what you have studied, or mention some of your new concepts to friends. Also, read healthcare articles and any other literature that relates to what you've learned. Each day or two, see if you can recall and summarize the last lesson studied (without referring to the pages). Following this practice will provide the overlearning that makes correct responses automatic.

### **TRANSFER OF CREDIT**

Due to the unique nature of At-Home Professions' programs, and the fact that At-Home Professions' instructors must verify that the school's standards have been met, students are not permitted to transfer credit in for any of the instruction. To earn a diploma, each student must complete all of the quizzes. Note: Military members may be eligible for transfer credit and should contact Financial Aid upon enrollment for details.

The acceptance of transfer academic credits to another institution is determined by the receiving institution. Institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, degree or non-degree course, final grade, credits per course, type of accreditation, age of credits, etc. Courses in At-Home Professions' certificate programs may or may not transfer to other institutions and depends solely on the receiving institution's criteria and determination. At-Home Professions does not imply or guarantee the transferability of credits from its certificate programs.



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## HEALTHCARE DOCUMENTATION PROGRAM 1163 CLOCK HOURS

### OBJECTIVES OF THE PROGRAM

The Healthcare Documentation Program provides practical instruction to train students to process medical claims, research and assign diagnostic and procedural codes to medical records, and transcribe and edit dictation. To bill effectively, students explore the insurance world, including both private and government programs. They learn how insurance companies interact with medical-service providers through forms, follow-up letters, and claims processing. Students complete claims, both by hand and using medical billing software, and they study the UB-04, secondary claims, reimbursement, and how to solve insurance problems. They also examine how to work with doctors, hospitals and other healthcare providers to ensure these providers receive fair and accurate compensation for their services. Students gain competency in ICD-10-CM and CPT coding in accordance with state and federal regulations and recommendations, in addition to respected practices in the evolving field of medical coding. The program provides students with a solid foundation of ethics and problem-solving, medical terminology, human anatomy and physiology, and common disease processes. Students apply their knowledge using real-world, coding scenarios and medical records. Additionally, students learn to validate coding accuracy using data from medical records and protect data integrity and validity using software or hardware technology. In the final section of the program, students examine specific medical report formats, punctuation and medical terminology used in the field of transcription. Then, they prepare and edit actual medical reports that meet professional standards.

The Healthcare Documentation Program is specifically designed for guided independent study through distance learning.

Upon completion of this program, graduates will be trained to:

- Integrate medical terminology, human anatomy, physiology and disease processes with medical transcription, coding and billing systems.
- Implement the essential skills of medical billing, electronic claims submission and insurance form completion for medical service providers.
- Apply theory and practical skills to assign diagnostic and procedural codes to medical records according to state, federal and local government regulations.
- Transcribe and edit medical reports in proper formats for a variety of medical specialties.
- Work within the healthcare document specialist's scope of practice based on ethical and legal guidelines.



## HEALTHCARE DOCUMENTATION PROGRAM OUTLINE

### COURSE ONE: INTRODUCTION TO HEALTHCARE DOCUMENTATION 84 CLOCK HOURS

#### LESSONS

#### SUBMITTED QUIZZES

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##### **Lesson 1: The World of Health Care**

In your first lesson, you'll examine the average day of various healthcare professionals, and discover the responsibilities of each. You'll learn about the team of professionals that provide quality health care. Finally, you'll explore the personal qualities and desirable character traits of a successful healthcare professional.

##### **Lesson 2: Medical Insurance 101**

**Quiz 1**

Study terms relevant to health insurance today and learn about the tools you'll use in your future career.

##### **Lesson 3: Medical Records**

This lesson outlines the role medical records play in healthcare documentation. What is the importance of documentation in medical records? What are the various types of dictation formats? How do healthcare professionals manage medical records? Find out all of this and more in this lesson!

##### **Lesson 4: Electronic Records**

**Quiz 2**

The world of health care changes every day thanks to new technology. How will these changes affect you in your future career? In this lesson, you'll gain a basic understanding of electronic records.

##### **Lesson 5: Introduction to Medical Terminology**

**Quiz 3**

Just listen to doctors and nurses talk; medicine has its own language. Now, discover the building blocks of all medical terms—root words, prefixes and suffixes. These building blocks will let you understand complex medical words.

##### **Lesson 6: Dividing and Combining Medical Terms**

This lesson continues your study of the language of medicine. Learn to divide medical words into word parts to determine meanings, as well as combine those parts to form medical terms.



**COURSE ONE  
(CONTINUED)**

<b>LESSONS</b>	<b>SUBMITTED QUIZZES</b>
<p><b>Lesson 7: Medical Abbreviations, Symbols and Special Terms</b></p> <p>Explore the abbreviations, acronyms and symbols that medical professionals use. You'll also examine medical eponyms, sound-alikes, opposites and the special rules regarding medical plurals.</p>	<b>Quiz 4</b>
<p><b>Lesson 8: Body Systems</b></p> <p>Learn the basics of organs and organ systems while expanding and applying your knowledge of medical terms and abbreviations.</p>	<b>Quiz 5</b>
<p><b>Lesson 9: Ethics and Legal Issues</b></p> <p>Healthcare document specialists must adhere to some important legal and ethical guidelines. This lesson explains the concepts of ethics, compliance, fraud and abuse. Determine how these concepts apply to your future career. You'll also study HIPAA and the importance of confidentiality when dealing with medical records.</p>	
<p><b>Lesson 10: Resources for the Healthcare Professional</b></p> <p>It's important to stay abreast of health-related changes and research! This lesson explains the resources available to you throughout your career. We'll discuss associations, websites and certification options.</p>	<b>Quiz 6</b>

**Course One Electronic Files (Printed Set of Materials Available for Optional Purchase)**

Lesson Book  
Assignment Pack  
Medical Terminology Flashcards and Audio

**Course One Shipped Materials**

Bantum Medical Dictionary  
Padfolio





## COURSE TWO: MEDICAL BILLING

224 CLOCK HOURS

### LESSONS

### SUBMITTED QUIZZES

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#### **Lesson 11: Reimbursement**

**Quiz 7**

In this lesson, you'll learn the history of healthcare reimbursement, as well as the development of government and private insurance companies. You'll discover the programs developed to deal with the rising healthcare insurance costs. Finally, you'll learn how the Affordable Care Act has affected insurance reimbursement.

#### **Lesson 12: Coding for the Medical Biller**

Learn the history and development of the various coding systems. You will also learn to identify the code types.

#### **Lesson 13: Private Insurance and Managed Care**

**Quiz 8**

Gain an overview of the characteristics of private and group healthcare insurance programs. This lesson also explains managed care programs and how they work, including discussions of HMOs, PPOs, POS plans and PPGs.

#### **Lesson 14: Medicaid, PACE, CHIP and Medicare**

In this lesson, discover the government programs of Medicaid and Medicare. You will also learn about Medigap and Medi-Medi insurance, as well as gain an overview of the Children's Health Insurance Program and the Program of All-Inclusive Care for the Elderly.

#### **Lesson 15: Military Insurance, Workers' Compensation and COBRA**

**Quiz 9**

Hone your knowledge as you study TRICARE, CHAMPVA, workers' compensation and COBRA.

#### **Lesson 16: Introducing the CMS 1500 Claim Form**

**Quiz 10**

Perform the work of a medical billing specialist! Detailed explanations help you complete the fields of the CMS-1500 insurance claim form and determine special considerations for Medicare and Medicaid.

#### **Lesson 17: Explanation of Benefits**

**Quiz 11**

With the help of this lesson, you will soon be able to read and interpret the explanations of benefits that you receive from various insurance carriers. This lesson also contains extensive, hands-on practice with the CMS-1500 for various carriers.



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**COURSE TWO  
(CONTINUED)****LESSONS****SUBMITTED QUIZZES**

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**Lesson 18: Secondary Claims****Quiz 12**

Determine how to prepare secondary claims and handle insurance logs. You will also complete claims for secondary carriers.

**Lesson 19: Insurance Follow-up**

In this lesson, you will learn about timely filing and how to process a workers' compensation claim. You will also learn about insurance follow-up.

**Lesson 20: Denials and Aging****Quiz 13**

Discover effective ways to deal with delayed and denied claims, as well as the process of submitting a clean claim. In this lesson, you'll learn about various reports used in collecting outstanding reimbursement.

**Lesson 21: Medical Billing Technology****Quiz 14**

Explore the evolving technology of the claims field, such as medical billing software, and the use of cloud-based software to submit claims and process payments.

**Course Two Electronic Files (Printed Set of Materials Available for Optional Purchase)**

Lesson Book

Assignment Pack

Claims Forms for Practice Exercises



## COURSE THREE: MEDICAL CODING I

252 CLOCK HOURS

### LESSONS

### SUBMITTED QUIZZES

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#### **Lesson 22: Introduction to Anatomy**

**Quiz 15**

Anatomy and physiology knowledge is crucial to anyone who works in medicine. This lesson explains the relationships among anatomy, physiology and pathology. It also teaches how the human body is put together and how it works.

#### **Lesson 23: Anatomy: Landmarks and Divisions**

Now that you know the basics, delve deeper into anatomy! This lesson discusses landmarks and divisions, as well as the basic body cavities and how the body is organized physiologically.

#### **Lesson 24: Cell and Tissue Anatomy and Pathology**

**Quiz 16**

This lesson reviews the components of the cell and the primary functions of each component. Differentiate among the categories of etiologies, and study how cells and the human body respond and react to injury.

#### **Lesson 25: Introduction to ICD-10-CM and Chapter 1**

This lesson discusses the structure of the ICD-10-CM and the purpose of the guidelines and rules of the diagnostic coding process. You'll also determine how to handle abbreviations, cross-references and punctuation. In addition, you'll start the coding process by learning about infections, as well as how to code them.

#### **Lesson 26: ICD-10-CM Chapters 2 through 5**

**Quiz 17**

In this lesson you'll study terminology related to neoplasms, as well as diseases of the blood and blood-forming organs and certain disorders of the immune mechanism. You'll look at endocrine, nutritional and metabolic diseases. You'll also practice coding the diseases and disorders found in Chapters 2 through 5 of your ICD-10-CM.

#### **Lesson 27: ICD-10-CM Chapters 6 through 10**

**Quiz 18**

You'll get more practice with diagnostic coding as you explore mental, behavioral and neurodevelopmental disorder. Then, you'll look at the anatomy and related diseases of the eye and adnexa, as well as those of the ear and mastoid process. You'll also study the circulatory and respiratory systems.



## COURSE THREE (CONTINUED)

LESSONS	SUBMITTED QUIZZES
<p><b>Lesson 28: ICD-10-CM Chapters 11, 12 and 13</b></p> <p>In this lesson you'll explore diseases of the digestive system, and review the anatomy of the skin and subcutaneous tissue, while you learn how to apply accurate diagnostic codes. Examine the musculoskeletal system, as well as how to code related diagnoses.</p>	<p><b>Quiz 19</b></p>
<p><b>Lesson 29: ICD-10-CM Chapters 14 through 17</b></p> <p>This lesson outlines the diagnosis coding of the genitourinary system. Explore the process of assigning codes to conditions found in pregnancy, childbirth and the puerperium, as well as those conditions originating in the perinatal period, while learning about the terminology related to these conditions. In addition, you'll assess congenital malformations, deformations and chromosomal abnormalities while learning how to determine the correct diagnosis code.</p>	<p><b>Quiz 20</b></p>
<p><b>Lesson 30: ICD-10-CM Chapters 18 and 19</b></p> <p>In this lesson, you'll study the terminology related to symptoms, signs and abnormal clinical and laboratory findings. Then, you'll learn to assess laboratory findings for accurate coding and code for injuries, poisonings and certain other consequences of external causes.</p>	<p><b>Quiz 21</b></p>
<p><b>Lesson 31: ICD-10-CM Chapters 20 and 21</b></p> <p>First, you'll learn the terminology related to external causes of morbidity and the process of coding these circumstances. After learning about factors influencing health status and contact with health services, you'll reinforce what you've learned in this program. This lesson allows you to apply your diagnosis coding knowledge to real-world scenarios.</p>	<p><b>Quiz 22</b></p>

**Course Three Electronic Files** (Printed Set of Materials Available for Optional Purchase)

Lesson Book  
Assignment Pack

**Course Three Shipped Materials**

*ICD-10-CM Coding Manual*  
Human Anatomy Flashcards



## COURSE FOUR: MEDICAL CODING II

203 CLOCK HOURS

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### LESSONS

### SUBMITTED QUIZZES

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#### **Lesson 32: Procedural Coding 101**

With diagnostic coding under your belt, we'll move on to the history of procedural coding. This lesson also explains the structure and format of the CPT coding manual, as well as the basic steps of CPT coding. Gain an introduction to HCPCS coding. This lesson outlines the formats and coding rules and explains how to determine when to use HCPCS coding.

#### **Lesson 33: Surgical Coding, Part 1**

**Quiz 23**

In this lesson, discover how to code procedures related to the integumentary, musculoskeletal, digestive and urinary systems. Coding for the respiratory, cardiovascular, hemic and lymphatic systems, as well as the mediastinum and diaphragm, is also included.

#### **Lesson 34: Surgical Coding, Part 2**

**Quiz 24**

The male and female reproductive systems are outlined in this lesson. You'll code maternity and childbirth procedures, as well as procedures related to the endocrine, nervous, visual and auditory systems.

#### **Lesson 35: Radiology, Pathology, Anesthesia and Medicine**

**Quiz 25**

This lesson teaches radiology terms, subsections and guidelines, as well as coding for radiology procedures. Guidelines and coding information for pathology and anesthesia are included, too. Finally, you'll cover the medicine section of the CPT.

#### **Lesson 36: Integrating Diagnostic and Procedural Codes**

**Quiz 26**

You have a chance to apply all of the medical coding knowledge that you've gained so far! You'll code diagnoses and procedures together to work through real-world healthcare situations.

#### **Lesson 37: Components of Evaluation and Management**

**Quiz 27**

This lesson introduces evaluation and management codes, an important area for outpatient coders. Additionally, you'll explore guidelines and evaluation and management level sections.

#### **Lesson 38: Evaluation and Management Services**

**Quiz 28**

Take a closer look at the Evaluation and Management sections. You'll get plenty of practice with coding E/M services!



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**COURSE FOUR  
(CONTINUED)**

**LESSONS**

**SUBMITTED QUIZZES**

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**Lesson 39: Final Coding Quiz**

**Quiz 29**

You will use this Final Coding Quiz as an opportunity to apply your new coding skills.

**Course Four Electronic Files** (Printed Set of Materials Available for Optional Purchase)

Lesson Book

*Anatomy and Physiology* Textbook

E/M Audit for Practice Exercises

Assignment Pack

**Course Four Shipped Materials**

*CPT* Manual



## COURSE FIVE: MEDICAL TRANSCRIPTION AND EDITING

400 CLOCK HOURS

### LESSONS

### SUBMITTED QUIZZES

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**Lesson 40: Introduction to Medical Transcription and Editing**

In this lesson, you'll discover the tools that will increase your productivity when creating medical reports. You'll examine the various types of medical reports used by transcriptionists, including the Basic Four. Practice formatting a History and Physical Examination (H&P) report—from headings to report contents. Finally, examine the current trend in medical transcription—medical editing. Uncover how speech recognition technology has contributed to this aspect of medical transcription.

**Lesson 41: Terminology for Medical Transcription**

**Quiz 30**

Get ready to study terminology for the medical transcriptionist. First, you'll discover how to research terms that have silent letters, as well as classic and modern spellings. Terminology that relates to the anatomical position will be explored, and then you'll learn to spell what you hear as you apply simple rules to forming medical plurals. In addition, you'll see how proper names and acronyms are written and used in the medical field. Practice writing the medical abbreviations and numbers that you'll use in your transcription work as you become skilled at medical punctuation.

**Lesson 42: Transcribing Skills and Tools**

**Quiz 31**

First, you'll examine the language of the pharmacy, systems of measurement and information on the clinical laboratory. Next, you'll practice deciphering dictation errors, correct transcription errors and explore artifacts (artificial sounds on dictation) and tricks for understanding unfamiliar accents. Finally, you'll learn the fine art of proofreading.

**Lesson 43: Integumentary System**

**Quiz 32**

In this lesson, you'll explore the integumentary system from the medical transcriptionist's perspective—anatomy and physiology terms, medications, tests and procedures used to treat skin disorders. Then you'll transcribe chart notes, H&P reports and consultation reports for skin diseases.

**Lesson 44: Neurological System**

**Quiz 33**

Here, you'll examine the neurological system from the transcriptionist's perspective—learn anatomy and physiology terms for the nervous system, as well as medications, tests and procedures used to treat nervous system disorders. You'll transcribe chart notes, H&P reports and consultation reports for nervous system diseases.

**COURSE FIVE  
(CONTINUED)****LESSONS****SUBMITTED QUIZZES****Lesson 45: Musculoskeletal System****Quiz 34**

Study the musculoskeletal system from the transcriptionist's perspective—anatomy and physiology terms, medications, tests and procedures used to treat musculoskeletal problems. You'll transcribe chart notes, H&P reports and consultation reports for diseases of the muscles and bones.

**Lesson 46: Cardiovascular, Immune and Respiratory Systems****Quiz 35**

You'll begin by discovering the anatomical and physiological terms related to the cardiovascular system from the transcriptionist's perspective, as well as medications, tests and procedures used to treat cardiovascular disorders. Then, you'll take a deep look into the immune and respiratory systems as you study the anatomical and physiological terms, medications and the tests and procedures used to treat disorders of these systems. Finally, you'll transcribe chart notes and Big Four reports for cardiovascular, immune and respiratory diseases.

**Lesson 47: Gastrointestinal and Genitourinary Systems****Quiz 36**

Explore the gastrointestinal and genitourinary systems from the transcriptionist's perspective—from anatomical and physiological terms to medications, tests and procedures used to treat digestive problems. From the transcriptionist's perspective, you'll explore the medical terms for the female reproductive system—from anatomical terms to medications, tests and procedures used to treat female reproductive issues. You'll also transcribe chart notes and Big Four reports for gastrointestinal and genitourinary disorders.

**Lesson 48: Endocrine System****Quiz 37**

Examine the anatomical and physiological terms, medications, tests and procedures used to treat the endocrine system from the medical transcriptionist's perspective. Transcribe chart notes and medical reports for this system.

**Lesson 49: Operative Reports****Quiz 38**

Work with actual surgeons' dictation to transcribe operative reports. Operative reports state findings, actions taken, technical data and the results of surgical operations.





**COURSE FIVE  
(CONTINUED)**

**LESSONS**

**SUBMITTED QUIZZES**

**Lesson 50: Final Quiz**

**Quiz 39**

In this final lesson, you will polish your SRT editing skills with a few more reports before wrapping up the program with the Final Quiz.

**Course Five Electronic Files** (Printed Set of Materials Available for Optional Purchase)

Lesson Book

*Transcription Reference Guide*

*Healthcare Documentation Career Starter Guide*

Assignment Pack

**Course Five Shipped Materials**

Foot Pedal



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## ADMINISTRATIVE PERSONNEL AND FACULTY

### ADMINISTRATION

Janet Perry, Administrative Director/Vice President of Academics and Compliance

Holly Cook, Vice President of Marketing

Leslie Ballentine, Dean of Curriculum

### PRIMARY FACULTY

Brenda Blomberg, B.A., CPC

Certified Professional Coder

20 years experience in the medical field

Joyce Jeckewicz, B.A.

13 years experience in the medical field

Kelly Shafer

16 years experience as medical transcriptionist

### ADVISORY COUNCIL MEMBERS

Stephanie Brammer, RMT

Kelly Brown, BS

Celeste Tori, CPC

## ADMINISTRATIVE AND SUPPORT SERVICES

### CONFIDENTIALITY OF STUDENT RECORDS

From time to time, At-Home Professions will report information to various need-to-know agencies, such as an accrediting agency, state education department or collections company. For your protection, prior to releasing your information to any other third party, At-Home Professions requires your written permission before it will release your enrollment, academic or administrative records to a third party. If you want the school to disclose any of this information to someone other than you, please complete the Student Information Release Form located at the back of this catalog and return to the school. Additional privacy policy information may be found on our website: [www.at-homeprofessions.edu](http://www.at-homeprofessions.edu).

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect the student’s education records within 45 days after the day At-Home Professions receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access to records and notify the student when records are available for review.
2. The right to request the amendment of the student’s education record that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.



A student who wishes to request an amendment to his/her student record should write to: At-Home Professions, Vice President of Academics and Compliance, 2001 Lowe Street, Fort Collins, CO 80525. If At-Home Professions decides not to amend the record as requested, it will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before At-Home Professions discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure.
4. At-Home Professions discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. This typically includes an At-Home Professions employee who serves in an administrative, supervisory, academic or support staff position, and to other At-Home Professions representatives, including faculty with whom the school has determined to have legitimate educational interests. This may also include adjunct faculty, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

A school official also may include a volunteer or contractor outside of At-Home Professions who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, adjunct faculty member, auditor or collection agent. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for At-Home Professions.

From time to time, At-Home Professions will report information to various need-to-know agencies, such as an accrediting agency, state education department, law enforcement agencies, courts, or credit bureaus. In these cases, only the required information is released.

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

For the protection of student personal information, At-Home Professions requires written permission before it will release non-Directory Information/ enrollment, academic or administrative records to a third party. If a student wants the school to disclose any of this information to someone other than the student, s/he must complete the Student Information Release Form located at the back of the Academic Catalog and return it to the school. Additional privacy policy information may be found on our website: [www.at-homeprofessions.edu](http://www.at-homeprofessions.edu).



5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by At-Home Professions to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202

In addition to the parties and situations outlined above, a postsecondary institution may disclose PII (a.k.a. non-directory information) from the education records without obtaining prior written consent of the student —

To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

6. Directory information refers to information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. At-Home Professions designates the following categories of student information as public or “Directory Information.” At-Home Professions may disclose such information at its discretion, provided however that the school may not use the student's social security number, either alone or in combination with other data elements, to identify student records when disclosing or confirming directory information without the written consent of the student.
- Name (first and last)
  - Local address, telephone number and email address
  - Home address and phone number
  - Date and place of birth
  - Photograph
  - Dates of attendance
  - Enrollment status (e.g. undergraduate; full-time or part-time)
  - Graduation date and anticipated date of graduation
  - Degree(s) conferred



- Major and minor field of study
- Awards and honors (e.g. Dean's List)
- Previous institution(s) attended
- Class (e.g. sophomore)

Examples of information which is NOT directory information and which may not be released without written consent include race, religion, social security number, student identification number, GPA, grades, test scores, class schedule, citizenship, and ethnicity. Note: Non-directory information may be disclosed to need-to-know agencies or individuals as outlined elsewhere in this policy.

A currently enrolled student may request that all or a portion of directory information not be released by sending the Registrar a request. Each request is valid for one calendar year from the time the Registrar receives the request. The Registrar will email or call the student to verify receipt of the request to not release directory information. Requests to withhold directory information expire one calendar year after Registrar receives the request. Students are responsible for making a new request before the old request expires.

7. The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical, and academic program information for students who are 17 years of age and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. At-Home Professions is therefore obligated to release directory and non-directory data included in the list of "student recruiting information."

Information released to military recruiters may include: student name, address (home and mailing), telephone (home and cell), age if known, place of birth if known, level of education at At-Home Professions, academic major, degrees received and other schools attended. If the student does not wish to have records released under the Solomon Amendment, he/she needs to submit a written request and receive verification of receipt of the request by At-Home Professions' registrar.

Military recruiters may request student recruitment information once each semester (defined as two terms) for each of the 12 eligible units within the five branches of the service: Army, Army Reserve, Army National Guard; Navy, Navy Reserve; Marine Corps, Marine Corps Reserve; Air Force, Air Force Reserve, Air Force National Guard; Coast Guard and Coast Guard Reserve.

Students should carefully consider the consequences of any decision made to withhold any category of directory information as requests for such information from non-institutional persons or organizations will be denied. In addition, opting out of directory information disclosure does not prevent disclosure of the student's name, electronic contact from classmates/faculty in the learning management system during enrollment in the same course/term as the classmates or faculty member for the course, information the student chooses to disclose during his/her course of study (such as sharing with a class his/her personal information) or electronic identifier in the student's physical or electronic classroom.

## **CONFLICT OF INTEREST POLICY**

To avoid conflict of interest, faculty/instructors do not have access to student account or tuition information. If you have a question about your account or tuition, please contact Student Services for assistance. In addition, faculty members and instructors must notify school administrators in the event a student with whom the faculty member or instructor has had a previous work or personal relationship with is placed in their course.



Administrators will determine how to address any potential conflict of interest concerns. Students who feel this conflict of interest policy has not been followed should follow the grievance procedure published in this catalog.

### **FINANCIAL ASSISTANCE MILITARY PROGRAMS**

At-Home Professions participates in military education benefit programs and the MyCAA spouse support tuition program. Specific questions regarding eligibility should be directed to the Veterans Administration by calling 1-888-GIBILL1. Questions for the school may be directed to 1-800-359-3455, ext. 6330. At-Home Professions also participates in various employer-paid and Vocational Rehabilitation programs. Student or prospective student questions should be directed to 1-800-359-3455, ext. 6330.

### **AVAILABILITY OF NON-MILITARY FEDERAL STUDENT ASSISTANCE**

At-Home Professions does not participate in other financial aid programs.

### **PROFESSIONAL MEMBERSHIP AND CERTIFICATION**

Graduates may want to consider membership in or certification by one or more of the following professional groups:

#### **American Academy of Professional Coders (AAPC)**

[www.aapc.com](http://www.aapc.com)

- Graduates of the Healthcare Documentation Program will be prepared for the Certified Professional Coder-Apprentice (CPC-A) certification exam.

#### **American Health Information Management Association (AHIMA)**

[www.ahima.org](http://www.ahima.org)

- Graduates of the Healthcare Documentation Program will be prepared for the Certified Coding Associate (CCA) certification after approximately six months of coding experience.

#### **Association for Healthcare Documentation Integrity (AHDI)**

[www.ahdionline.org](http://www.ahdionline.org)

- Graduates of the Healthcare Documentation Program and the Medical Transcription and Editing program will be eligible for the Registered Medical Transcription (RMT) exam; however, the school strongly recommends having one to two years of work experience before taking the exam.

#### **National Center for Competency Testing (NCCT)**

[www.ncctinc.com](http://www.ncctinc.com)

- Graduates of the Healthcare Documentation Program will be prepared for the National Certified Insurance and Coding Specialist (NCICS) exam.

#### **National Healthcareer Association (NHA)**

[www.nhanow.com](http://www.nhanow.com)

- Graduates of the Healthcare Documentation Program will be prepared for the Certified Billing and Coding Specialist (CBCS) exam.



## **SCHOOL GRIEVANCE/COMPLAINT POLICY**

At-Home Professions focuses on the needs and satisfaction of you, our student, in order to provide exceptional, applicable instruction and service. If you have a problem, you are expected to talk to the appropriate school department in an effort to resolve the problem. If you are unable to resolve a problem, you can file a complaint with the Vice President of Academics and Compliance.

A valid complaint is defined as written notification to the school by a student that one of the following have occurred:

- An error or poor quality affecting a student's enrollment, academic services, administrative services or payment record;
- Inappropriate conduct or performance issues concerning any school employee or third party representative;
- School's failure to follow school policy unless it is to the benefit of the student and within accreditation/state acceptable guidelines;
- School's failure to follow DEAC or state policies, standards or requirements;
- Any other issue that has a clear negative impact on student's ability to complete their coursework in a reasonable fashion or affects the academic transcript without appropriate cause.

Students accept there may be some decisions they do not agree with, but these decisions are inherent to the school's right to operate. Examples include grading, quiz requirements, tuition payment and collection policies, any item covered in the Code of Conduct or other policies outlined in the school catalog and/or enrollment agreement. Student conflict with one of these items is not a basis for valid complaint.

Please send your complaint to:

At-Home Professions  
ATTN: Vice President of Academics and Compliance  
2001 Lowe Street  
Fort Collins, CO 80525

Your complaint should include your:

- 1) name, 2) student ID number (if enrolled), 3) current address, 4) current phone number (if available), 5) current email address (if available), 6) a description of the complaint including pertinent details (dates, who you spoke to, etc) of any previous conversations with the school, 7) copy of any documents necessary for full understanding of complaint, 8) expectation for how the complaint should be resolved.

The Vice President of Academics and Compliance will conduct an investigation into your complaint. The Vice President of Academics and Compliance will respond in writing to your complaint within 30 days of its receipt.

If a student feels his or her complaint was not adequately resolved, he or she may contact Career Schools and Colleges, Texas Workforce Commission, 101 E. 15th Street, Austin, TX 78778-0001. You may also contact the DEAC at <https://www.deac.org/Student-Center/Complaint-Process.aspx>.

## SCHOOL HOLIDAY SCHEDULE

At-Home Professions will be closed the following dates:

<u>2019</u>	<u>2020</u>
January 1, 2019	January 1, 2020
February 18, 2019	February 17, 2020
May 27, 2019	May 25, 2020
July 4, 2019	July 3, 2020
September 2, 2019	September 7, 2020
November 28, 2019	November 26, 2020
November 29, 2019	November 27, 2020
December 24, 2019	December 24, 2020
December 25, 2019	December 25, 2020
December 31, 2019	December 31, 2020

## SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

### Access Policy for Students with Disabilities

It is the policy of At-Home Professions to provide reasonable accommodation to qualified applicants and students with disabilities in accordance with applicable law, the College's admissions and academic standards, and sound ethical practice in disability services. This policy, in conjunction with the At-Home Professions' equal opportunity policy, enables At-Home Professions to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, which require that no person be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in any program or activity offered by At-Home Professions. A *disability* is a documented physical or mental impairment that substantially limits one or more major life activities. An applicant or student is *qualified* if he or she meets the academic and technical standards for a program or activity offered by At-Home Professions with or without reasonable accommodation.

An applicant or student with a disability who seeks accommodation should notify the Vice President of Academics and Compliance by submitting documentation and a request for accommodation, as specified in this policy, so that the request can be evaluated and reasonable accommodation(s) provided. The Vice President of Academics and Compliance can be contacted at janetp@at-homeprofessions.edu or 800-359-3455, ext. 6323.

Applicants/Students with disabilities have the following rights and responsibilities:

- Right to equal access to all programs.
- Disability records will be maintained separately from academic records. Disability records will be used solely to determine appropriate services.
- Disability records will remain confidential and will only be shared on a need-to-know basis with individual faculty or administrators responsible for administering the granted reasonable accommodations.
- Responsibility to give advance notification of accommodations needed prior to the beginning of an academic program (unless reasonable accommodations are needed for entrance examination procedures or other pre-enrollment activity. In such cases, the student should notify the Vice President of Academics and Compliance during the enrollment process.)





- Responsibility to initiate the request for services or reasonable accommodations. Requests should be addressed to the Vice President of Academics and Compliance. Students must communicate to the Vice President of Academics and Compliance the nature of their disability and their request for reasonable accommodations to allow them full participation in programs.
- Responsibility to submit documentation of their disability and a request for services to the extent At-Home Professions requires it to understand the student's needs. The required documentation includes the following: a diagnosis of your current disability, as well as supporting information, such as the date of the diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how your disability affects a major life activity; and information on how the disability affects your academic performance. The documentation should provide enough information for you and the College to determine appropriate academic adjustments or reasonable accommodations. Expenses incurred in obtaining such documentation are the responsibility of the student.

The following documentation should be forwarded to the Vice President of Academics and Compliance upon admission or at any time concurrent with a request for accommodations:

**For physical disabilities:**

- A statement of the physical impairment from a licensed healthcare professional, qualified and currently or recently associated with the student.
- A statement as to how the student is limited in functionality in a major life activity.
- Recommendation for reasonable online accommodations.
- In the case of hearing impairment, the student should also submit a report from an audiologist that includes the results of an audiogram and the degree of the hearing loss.

**For mental disabilities:**

A statement or report from a licensed psychologist or psychiatrist that includes the following items:

- Statement of DSM-IV condition or impairment.
- Summary of assessment procedures used to make the diagnosis.
- Description of present symptoms and fluctuating condition symptoms in relation to the impairment.
- Current medications and side effects as they may impair the student's academic performance or ability to function in an online classroom.
- A description of functional limitations in a major life activity.
- Recommendations for reasonable accommodations for the online classroom.

**For learning disabilities:**

- A diagnostic interview by a qualified evaluator that includes historical information of learning difficulties in elementary, secondary and post-secondary education.
- A comprehensive diagnostic interview that addresses relevant background information supporting the impairment, including developmental history, academic history and psychosocial history.
- A record of comprehensive testing that is current (within past two years and after age of 18).
- A description of functional limitations in a major life activity.
- Recommendations as to reasonable accommodations for the online classroom.



After an applicant or student has compiled relevant documentation and submitted a request for accommodation to the Vice President of Academics and Compliance, the Vice President of Academics and Compliance will consider the information and documentation provided by the applicant or student, consult with appropriate instructors and/or school officials as needed, and determine what constitutes reasonable accommodation(s) for the applicant or student's disability. A list of approved accommodation(s) will be provided to the applicant or student and shared with any instructors and/or school officials who will be responsible for providing or making arrangements for such accommodation(s).

If a student wishes to file a complaint regarding any disability discrimination, the student should first report the concern to the Vice President of Academics and Compliance. If the situation cannot be resolved through that process, the student should follow the At-Home Professions grievance procedure provided in the Catalog. Students also have the right to file an ADA or Section 504 complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education.

## **STUDENT IDENTITY VERIFICATION POLICY**

The student identity verification policy enables At-Home Professions to verify that the student who registers in a course or program is the same student who participates in and completes the course or program. The *Student Identity Verification Policy* follows:

- A. All students are assigned a secure, individual Student Identification Number (ID) and password at the time of enrollment. Students have the option of creating their own unique password, or receiving a system generated password. These assigned identifiers are used to access the student records.
- B. Students enrolled in an online course or program, must enter their password a second time to access AHP's Learning Management System.

Students who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the student to confirm identifying information before updating the password.

Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

## **STUDENT SERVICES**

Educational Surveys: At-Home Professions conducts student and graduate surveys to help evaluate student satisfaction and effectiveness of the educational programs. The results of these surveys help the school in determining how well student goals and educational goals of the school are being achieved.

Records: Permanent academic records which include transcripts, are maintained for all school students. Individual records will be maintained for a minimum of six years following the end of the last enrollment period, graduation or withdrawal. The contents of these records are confidential and will not be divulged except upon written request of the student or as required by state or regulatory agencies.

Transcripts: Transcripts of academic records are available to the student, or can be sent to an institution or person designated by the student, when the student makes the request in writing. A request for a transcript should be accompanied by a \$15.00 fee for each transcript requested. Transcripts are maintained for 50 years.

Student Contact Information: Students may update their address, phone number, email or physical address on the student website or by calling, emailing or writing Student Services.



**TUITION AND FEES—HEALTHCARE DOCUMENTATION PROGRAM**

The tuition and materials cost for each course in the Healthcare Documentation Program is \$599.00 (\$607.99 including delivery charge). This includes the registration fee (which is part of the tuition), tuition, electronic textbooks and supplements, and all other instructional materials listed on the Course Outline. This does not include computers, transcribing equipment or other business machines; shipping; postage for students to submit quizzes, hard copy instructional materials; or specialized reference publications normally available at medical or public libraries.

Tuition and Registration or Application Charge/Fee*:	\$2,415.00
Included in Tuition:	\$580.00

**Course 1/Introduction to Healthcare Documentation**

- *Bantum Medical Dictionary*
- Padfolio
- Lesson Book
- Assignment Pack
- Medical Terminology Flashcards and Audio

**Course 2/Medical Billing**

- Lesson Book
- Assignment Pack
- Claim Forms for Practice Exercises

**Course 3/Medical Coding I**

- Human Anatomy Flashcards
- *Diagnostic Coding Manual*
- Lesson Book
- Assignment Pack

**Course 4/Medical Coding II**

- *Procedural Coding Manual*
- Lesson Book
- Assignment Pack
- *Anatomy Physiology* Textbook
- E/M Audit for Practice Exercises

**Course 5/Medical Transcription and Editing**

- Foot Pedal
- Lesson Book
- Assignment Pack
- *Transcription Reference Guide*
- *Career Starter Guide*

**\*\*\$8.99 Delivery charge is assessed for each course delivered (includes online and physical delivery of content) to the student.**

Total Tuition and Registration or Application	<b>\$2,995.00</b>
Plus Delivery Charge of \$8.99 per course**	\$44.95
Total Tuition and Fees	<b>\$3,039.95</b>

Students who wish to purchase physical copies of electronic books may do so for a non-refundable charge of \$30 per course. This charge includes cost of delivery. To purchase, call 1.800.359.3455.

\*See Appendix B for individual state refund policies.

Note: From time to time, At-Home Professions may offer discounts prior to enrollment or after enrollment. Discount amounts vary depending on the offer, but all discounts are offered to well-defined groups in specified time periods and at the same offer amounts during that time period. In order for a student to take advantage of a discount, the student must follow the terms outlined in the offer. If a student uses a discount, either prior to or after enrollment, the refund policy is based on the discounted tuition. Students may view their student account for up-to-date information on their tuition balance.



## **WITHDRAWAL AND TERMINATION**

Requests to withdraw from enrollment will be honored on the date received. Students may communicate withdrawal requests in any manner; however, AHP suggests withdrawal requests be in writing. Upon withdrawal or termination, any refund due in accordance with the Tuition Refund Policy printed on the Enrollment Application and in this catalog will be made to the payor.

At-Home Professions may terminate a student from any program for the following reasons:

- Failure to demonstrate reasonable and successful progress.
- Failure to submit quizzes in accordance with specified standards.
- Plagiarism or falsification of records, transcripts, or course work documents submitted for review or credit.
- False statements with regard to personal history, educational record, or dates of enrollment.
- Failure to maintain a tuition payment agreement.
- Failure to maintain Academic Code of Conduct for the Distance Education Student.

## **INVOLUNTARY TERMINATION**

At-Home Professions may terminate a student from any program for the following reasons:

- Failure to demonstrate reasonable and successful progress.
- Failure to submit quizzes in accordance with specified standards.
- Plagiarism or falsification of records, transcripts, or course work documents submitted for enrollment, review or credit.
- Failure to maintain a tuition payment agreement.
- Failure to conduct self with professionalism, courtesy and respect for others in all dealings with institution staff, faculty and other students.
- Failure to maintain Academic Code of Conduct for the Distance Education Student.

Students whose enrollments were involuntarily terminated will not be reinstated.



## **APPENDIX A**

### **EARN YOUR HEALTHCARE DOCUMENTATION PROGRAM DIPLOMA ONLINE!**

Earn your diploma entirely online! We'll send you your textbooks, and you complete your coursework and virtually communicate with your instructor online—at your own pace and anytime, 24/7. You will never have to send assignments via fax or mail.

#### **TECHNICAL REQUIREMENTS**

Your online program is designed to be compatible with today's computers. To take our online program, you will need access to a computer with the following technical requirements.

1. Hardware
  - RAM: At least 1 GB
  - Speakers or headphones
  - Hard Drive: 2 GB free space
  - Monitor Display Settings: 1024 x 768 resolution
2. Software – (Please note, Adobe® and Mozilla® free product download information is provided in your course)
  - Operating System: Windows® 7 or newer
  - Adobe® Acrobat Reader
  - Adobe® Flash Player
  - Internet Browser: Mozilla® Firefox, Google Chrome or Microsoft® Internet Explorer 11.0 or higher
  - Microsoft Word (or word processor that can save files in format compatible with MS Word 2003)
3. Services
  - Internet Service Provider: Cable or a DSL line (high speed Internet)
  - A valid email address

#### **TECHNICAL SUPPORT**

Our Online Technical Support team is ready to assist any student with a question or technical problem concerning your online program. Students may contact the Online Technical Support team by email or phone.



## APPENDIX B

### REFUND POLICIES

All students have a seven-day cancellation period. All charges/fees paid by a student will be refunded if the student chooses to withdraw from the school within seven calendar days after having signed the enrollment agreement. Following the cancellation period, students may withdraw from At-Home Professions at any time by submitting a request for cancellation. The institution uses the **Total Course Price** in preparing enrollment agreements, calculating refund amounts and collecting student accounts. Total Course Price includes charges for tuition, registration, educational services and instruction. Total Course Price also includes earned financial charges, and any fees that are charged to all students for required services, such as proctoring, technology access, and library services. Costs expended for normal delivery (online and physical delivery of content) are not subject to refund (after the expiration of the 7 calendar day cooling-off period). The amount students owe upon withdrawing is determined by how much of each course in the program they have completed, deducting all payments made. Upon cancellation, the amount due to the school or the amount refunded to the student is calculated according to the schedule specified by the state of the student's residence. Applicants who are denied admission will be refunded all tuition and charges/fees paid. The refund schedule for Texas is listed below.

### TEXAS

#### REFUND POLICY FOR STUDENTS OTHER THAN THOSE CALLED TO ACTIVE MILITARY SERVICE

1. Refund computations will be based on the number of quizzes in each course in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated by the school;
  - (b) the date of receipt of written notice from the student that he/she wishes to withdraw; or
  - (c) the end of the third calendar month following the month in which the student's quiz was received unless notification has been received from the student that he wishes to remain enrolled.
3. After the seven-day cancellation period, the following refund policy will apply:
  - (a) A \$50 registration fee and delivery charges will be kept by the school.
  - (b) All other fees will be refunded according to the following schedule: The student will be refunded the pro rata portion of the remaining tuition, fees and other charges that the number of quizzes completed and serviced by the school bears to the total number of quizzes in each course.
4. A full refund of all tuition and fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school;
  - (b) the program of instruction is discontinued by the school, preventing the student from completing the program; or,
  - (c) the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
5. Delivery charges are not refundable after the seven-day cancellation period.
6. Refunds will be totally consummated within 30 days of withdrawal or termination.

**While career counseling and graduate support are provided to all graduates, it is understood that the school cannot promise or guarantee employment to any student or graduate.**



### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for each course in the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for each course in the program the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and demonstrated sufficient mastery of the program material to receive credit for completing the program.

### SAMPLE REFUND CALCULATIONS

Example 1: A student cancels three days after enrollment. All monies are refunded to the student (unless the student purchases a separate bookstore item).

Example 2: A student cancels ten days after enrollment, but has not completed any assignment and did not receive any shipments. The school is entitled to keep the \$50 registration charge/fee.

Example 3: If a student 1) enrolls at a seminar (delivery charge is not incurred for the first course), 2) has paid \$1,106.99, and 3) completes all six quizzes in *Introduction to Healthcare Documentation* and three of the eight quizzes in *Medical Billing*, the student cancellation calculation is as follows:

- The student owes the full tuition for *Introduction to Healthcare Documentation* (\$599).
- The student owes the \$8.99 delivery charge for *Medical Billing*.
- The student owes 50% of the *Medical Billing* tuition, or \$299.50.
- Total owed is \$907.49. Since the student has paid \$1,106.98, the student is due a refund of \$199.49.

### TRUE AND CORRECT STATEMENT

The information contained in this catalog is true and correct to the best of my knowledge.

  
\_\_\_\_\_  
Janet Perry, School Director

## APPENDIX C



2001 Lowe Street  
Fort Collins, CO 80525  
1-800-359-3455

### Student Information Release

For your protection, AHP requires your written permission before it will release your enrollment, academic or administrative records to a third party. If you want the school to disclose any of this information to someone other than you, please complete this form and return to the school.

If you have any further questions, please contact the Student Services Department at 1-800-359-3455 or at [stuserv@at-homeprofessions.edu](mailto:stuserv@at-homeprofessions.edu).

Thank you,  
Student Services

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### Completely fill out this form.

I hereby authorize AHP to release any and all\* of my enrollment, academic and administrative records and information to:

\_\_\_\_\_ (*Print first and last name of individual or name of company*)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

\*If only certain information is authorized for release, clearly indicate which information:

\_\_\_\_\_

### Student Information

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_  
(First) (Last)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Today's Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

*If student is a minor, parent or guardian signature is also required.*

Parent/Guardian Signature: \_\_\_\_\_



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