



2019 Professional Medical Coding Curriculum (PMCC)  
AAPC Approved and Licensed PMCC Instructor

[WWW.CPCEXAMPREP.COM](http://WWW.CPCEXAMPREP.COM)

*"Taking Your Coding Career to the Next Level"*

## WHEN

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**Monday night-** First class scheduled for January 28, 2019 (6:00 PM – 8:30 PM)  
Last Day May 6, 2019

## CLASS LOCATION

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**Columbia University Medical Center Area**  
**EDGE HOTEL**  
**(Conference Room)**  
**514 West 168<sup>th</sup> Street**  
**New York, New York 10032**

## INSTRUCTOR INFORMATION

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Damaris Ramirez, MS, CPC, CPB, CPC-H, CPC-I, CPMA  
1625 Lemoine Avenue, suite 206  
Fort Lee, NJ 07024  
201-355-6141  
[WWW.CPCEXAMPREP.COM](http://WWW.CPCEXAMPREP.COM)

**COST** \_\_\_\_\_ **\$1900.00**

The program includes:

- 13 weeks (80 hours) of classroom/homework instruction
- Professional Medical Coding Curriculum (PMCC) Course book

\$450.00 Deposit required to hold your place in class.

Payments can be made by cash, certified checks or money order payable to: **THE HEALTHCARE NETWORK**  
Payment can also be made by credit card through **PAYPAL**. An online **PAYPAL** account is not required.

## NOT INCLUDED IN COST

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Coding books not included but required for course:

- CPT 2019 (AMA Professional Edition)
- ICD-10-CM 2019 (expert editions are allowed)
- HCPCS 2019 (expert editions are allowed)

Additional fees:

- AAPC Membership-payable to AAPC
- Student exam fee- payable to AAPC

## CLASS SIZE

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LIMITED TO 10 STUDENTS PER CLASS

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**STUDENT ENROLLMENT AGREEMENT**

Please print clearly

**STUDENT NAME** \_\_\_\_\_

**EMPLOYER** \_\_\_\_\_

**ADDRESS**  HOME \_\_\_\_\_

**AAPC Membership:**  No  Yes, **Membership #:** \_\_\_\_\_

**CONTACT TEL:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US?** \_\_\_\_\_

**Optional:** In case of emergency contact person name and telephone number:

Are there any health related illnesses we should be made aware of?

**Experience in healthcare field:**

- None
- Yes, but not in billing. Specify-(\_\_\_\_\_)
- Yes. Please indicate years of experience (\_\_\_\_) and Specialty (\_\_\_\_\_)

**PAYMENT OPTIONS: Monday #CEPCNY0119**

**Option A: Standard Registration - Payment in FULL \$1,900.00**  
(Full payment due by January 28<sup>th</sup> 2019)

**Option B: Standard Registration- PAYMENT PLAN \$1995.00**  
(The \$95 additional fee is for administration of payment plan)

**You must pre-register (\$450 non-refundable deposit) to reserve a seat at [www.cpcexamprep.com](http://www.cpcexamprep.com)**

Payment Type:  Cash  Money Order  Certified Checks  
 Credit Card/Debit Card (**PAYPAL ONLY**)\*

\*For PayPal you will receive an invoice from the instructor.



**Make all checks payable to: THE HEALTHCARE NETWORK**

**Signature of Applicant\*\***

**Date**

\*\*Signature required on all enrollment forms.

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**CLASS POLICIES- PAYMENTS AND REFUNDS**

**THE HEALTHCARE NETWORK agrees to provide the occupational training in accordance with the AAPC curriculum. The student and CPC Exam Prep understand that this enrollment agreement and class policies, may not be amended except in writing and signed by both parties.**

**Admission Policy**

THE HEALTHCARE NETWORK does not discriminate on the basis of sex, ethnicity, religion, age, disability, or natural origin in admission, access, in its program. Applicants must be 18 years of age or older at the start of the program.

**Payment Policies**

**\*Missed payments are assessed a \$35.00 late fee per payment missed. Each additional seven days is assessed an additional \$20 late fee.**

**Payment Plan 2019\***

Option B: Installment payment plan is as follows:

Registration =\$450.00 (Includes \$95.00 Processing Fee)

Payment 1(FEB. 1)	=\$257.50
Payment 2(FEB. 15)	=\$257.50
Payment 3(MAR. 1)	=\$257.50
Payment 4(MAR. 15)	=\$257.50
Payment 5(MAR. 29)	=\$257.50
Payment 6(APR. 12)	=\$257.50

Payment Plan Total=\$1995.00

*\*Student will not be allowed to sit for exam until balance for class is \$0.*

**Refunds and Cancellation Policy**

A full refund will be made if request is done in writing prior to the first day of class.

Once the course books are paid (\$100 value) to the AAPC that amount plus a non-refundable administrative fee (\$100) will be deducted from the refund. **No refunds will be made after the first day of class.** If student withdraws from class after the first day, they will be allowed to register for the next available class. In the event that CPC Exam Prep cancels the course for any reason, a full refund will be made to the student.

All refunds will be made no later than thirty (30) days after cancellation or withdrawal.

**Copyright**

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**Returned Checks**

Any business checks returned for insufficient funds will be assessed a fee of an additional \$30.00

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**I agree with the above terms and conditions**

**Date**

**\*\*Note: Please check with your employer or union for possible continuing education allowances.**