



**2022 Professional Medical Coding Curriculum (PMCC)**  
**AAPC Approved and Licensed PMCC Instructor**  
[WWW.CPCXAMPREP.COM](http://WWW.CPCXAMPREP.COM)

**WHEN** \_\_\_\_\_

**Saturday Morning**- First class scheduled for January 29, 2022 (8:30 AM – 11:30 noon)  
Ends: May 14

**CLASS LOCATION** \_\_\_\_\_

**LIVE VIRTUAL CLASS**  
**Via Zoom**

**INSTRUCTOR INFORMATION** \_\_\_\_\_

Damaris Ramirez, MS, CPC, CPB, CRC, CPC-H, CPC-I, CPCO, CPMA  
Office: *By appointment only*  
1625 Lemoine Avenue, STE 207  
Fort Lee, NJ 07024  
CELL: 201-355-6141  
EMAIL: damaris@healthcarenetworkinc.com

Course Website: [WWW.CPCXAMPREP.COM](http://WWW.CPCXAMPREP.COM)

**CLASS COST \$1,700.00**

*The program includes:*

- 14 weeks of classroom instruction
- Professional Medical Coding Curriculum (PMCC) Course book

\$350.00 Deposit required to hold your place in class.

-Payments can be MONEY ORDER, CERTIFIED BANK CHECK payable to: **THE HEALTHCARE NETWORK**  
**OR**

-Payment can also be made by credit card through **PAYPAL**. An online **PAYPAL** account is not required.

**NOT INCLUDED IN COST** \_\_\_\_\_

*Coding books not included but required for course:*

- CPT 2022 (AMA Professional Edition)
- ICD-10-CM 2022 (expert editions are allowed)
- HCPCS 2022 (expert editions are allowed) Additional fees:
- [AAPC Membership-payable directly to AAPC](#)
- [Student exam fee- payable directly to AAPC](#)

**CLASS SIZE** \_\_\_\_\_

LIMITED TO 35 STUDENTS PER CLASS

**2022 CPC EXAM PREP**  
Professional Medical Coding Curriculum (PMCC)  
**STUDENT ENROLLMENT AGREEMENT**

Please print clearly

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

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

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

**AAPC Membership:**  No  If Yes -- **membership #:** \_\_\_\_\_

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

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

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

**Experience in healthcare field:**

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

**PAYMENT OPTIONS:** Saturday #CEPCNJ0922

**Option A: Standard Registration - Payment in FULL \$1,700.00**  
(Full payment due by January 28, 2022)

**Option B: Standard Registration- PAYMENT PLAN \$1,795.00**  
(The \$95 additional fee is for administration of payment plan)

You must pre-register (\$295 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.

\_\_\_\_\_  
**Signature of Applicant\*\***

\_\_\_\_\_  
**Date**

\*\*Signature required on all enrollment forms.

# 2022 CPC EXAM PREP

## 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 2022**

**Option B:** Installment payment plan is as follows:

#### Payment Plan Available

#### **Registration =\$295.00**

Payment 1 (Feb. 4) = 250.00

Payment 2 (Feb.18) = 250.00

Payment 3 (March 4) = 250.00

Payment 4 (March 18) = 250.00

Payment 5 (April 1) = 250.00

Payment 6 (April 15) = 250.00

Payment Plan Total=\$1795.00 (Includes \$295.00 Registration/Processing Fee)

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

### **Grade Policy**

Homework 50%

Final 25%

Class Participation 25%

### **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**

Textbooks, handouts and visual aids are the sole property of THE HEALTHCARE NETWORK. Copying, distributing or duplicating any of this information is prohibited without prior written consent.

### **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.*

**(BOTH PAGES 1 & 2 MUST BE SIGNED BY THE STUDENT -RETURN by Email or Fax)**