2020 School Catalog

Revision 1

www.ncsiedu.com

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NetScript Coding School Institute
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MISSION

The Medical Coding Program at NCSI offers a student-centered, affordable, high-quality education from certified and experienced instructors.

VISION

Educate and develop tomorrow's medical coding professionals.

PHILOSOPHY/DESCRIPTION

The Medical Coding Program at NetScript Coding School Institute (NCSI) provides an affordable blend of education with real world, hands on experience to assist our students in developing the professional tasks and knowledge required to competently perform the role of the coding specialist. The Coding Specialist are prepared to take the Certified Coding Specialist (CCS) exam from the National Health Career Association. Program topics include medical terminology; medical ethics; HIPAA; diagnostic and procedural coding; coding compliance and auditing. Students receive training on ICD-10-CM/PCS, CPT, and HCPCS code assignment via a VLAB (Virtual Lab) with actual patient charts.

Objectives

The Medical Coding Program staff is committed to providing the best possible learning environment for the student. Every effort will be made to meet the individual needs of the student within the framework of the school requirements and professional standards. Each student shall accept responsibility for his/her own education and to make full use of the learning opportunities offered by the school. Upon successful completion, the student will receive a certificate of completion as well as the tools and knowledge to sit for the CCS Certification. Working together, you will be able to perform the duties of a medical coder including but not limited to:

1. Outline the typical responsibilities of a medical coder, describe the personal and professional ethics required for success in this profession, and describe the career opportunities available to appropriately trained personnel.
2. Describe how to build a strong base of medical terminology and use this terminology to accurately identify and describe body planes, anatomical directions, and the major structures, functions, and pathologies of all body systems.
3. Describe the purpose and impact of the Healthcare Portability and Accountability Act (HIPAA) and explain how professionals can learn about changes to the laws and regulations that affect them.
4. Explain the purpose of medical coding and accurately code diagnoses and procedures using industry-standard coding systems published by the World Health Organization (WHO) and the American Medical Association (AMA).
5. Accurately assign ICD-10-CM/PCS, CPT, and HCPCS codes for diagnoses, procedures, and medical services .

ADMISSION

General Admission Requirements

To Be Admitted as a Regular Online and In-class Student

To be admitted as a Regular Online Student and On-Site Student, the applicant must:

1. Complete the NetScript Coding School Institute (NCSI) Application for Admission.
2. Be a high school graduate from an accredited high school or holder of a GED Diploma.
3. Home schools must be registered within the State of Arkansas in order to be recognized.
4. Submit official high school and college transcripts (see transcript policy).
5. Submit certificate of home school completion or certificate of high school equivalency, if applicable.
6. Be a United States citizen or legal resident of the U.S.
7. Must have a computer to access assignments, turn in homework, take tests, and respond to email(s) from faculty. Computer may be desktop (when accessing classes from home) or laptop. Any system that can run Microsoft Office/Office365 can be used. Computer system(s) must be able to access the internet. Chrome, Explorer, FireFox, or Safari can access student message boards and student email.
8. Virus Protection is highly recommended. When on site, the school will utilize the CCU Fiber Optic Firewall. This will mitigate the possibility of malice ware and viruses, but ultimately, the student is responsible for protecting their computer and operating system both while at school and while working from locations outside the classroom and facility.

Online, Non-US Citizen, Non-US Resident Student

To be admitted as an Online, Non-US Citizen, Non-US Resident Student the applicant must:

1. Not be a United States Citizen or legal resident of the U.S.
2. Have a legal address outside of the United States.
3. Complete the NetScript Coding School Institute (NCSI) Application for Admission and a $50 application fee.
4. Be eighteen years of age or older.
5. Certify that the applicant does not intend to enter the United States for study.

Students should be aware that obtaining a position as a medical coder with a healthcare organization may require them to pass a background check. Certain criminal convictions may restrict your ability to obtain employment.

Transcript Policy

All students must submit an official transcript prior to or upon submitting application for enrollment. Unofficial transcripts will be accepted for no later than during Module 2 of the Program. Students without an official transcript on file by the end of the sixth week of classes will receive a records hold on their account. Students must have holds removed before advancing in the program and enrolling in future courses. Transcripts are a permanent record and kept indefinitely.

COURSE CLASSIFICATIONS

Experiential Credit

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be shortened proportionately, and that the Veteran's Administration and the student will be so notified. VA credit will be given for prior training for veterans and eligible programs. (*Authority 38 CFR 21.4253 and 38 CFR 21.4254*).

Opportunity for credit may also be possible through on-the-job experiences, trade or technical skills, or credentials. Students interested in applying for such credit should do the following:

1. Contact the Dean of Education to arrange an appointment.
2. Submit a letter of application that includes documentation of the experience to be evaluated.
3. Attach an Alternative Learning form to be signed by appropriate individuals if credit is to be granted. Alternative Learning forms are available from the Dean of Education.

Experiential credit will be evaluated by a team of professionals based upon the information presented by the student. There is a charge of $50 per course for evaluation. No financial aid is available for this credit.

Online Course: A course offered through the Internet. Students should have college level English and reading abilities to take online classes. Keyboarding and word processing experience are necessary, as well as access to a properly equipped computer with Internet access.

Site Information

On-Site Classes (117 South College Avenue, Clarksville, AR 72830): On-site classes are available for students. These classes are Monday thru Friday and will entail 22 to 24 hours a week of in-class time. These classes will be instructor or facilitator led. Students will need to bring their own laptop computers and books for course work. During the scheduled sessions, the emphasis will be on the application of the lecture by hands on workshops of homework and labs. The instructor will be available to individuals and groups to answer specific questions and address any student concerns during the breakout sessions designed to practice what has been presented.

117 South College Avenue has a meeting room for 20 students. Breakroom and restrooms are adjacent to the meeting room. Three administration desk/stations are located at the front of the building.   NCSI utilizes two thirds of the 1200 square ft. Parking available front, side, and across the street for students.

Classroom has fiber optic internet with wireless speeds of 100 megs upload and download. Two wireless printers are available for student use. Instructors have access to whiteboards, projectors, as well as large flat screen monitors.

PAYMENT OF TUITION AND FEES

Students are responsible for the timely payment of tuition, fees and other applicable charges. Students will not be considered officially enrolled until all financial obligations have been met.

Acceptable Payment Arrangements

1. Payment of account in full.
2. Proof of adequate financial aid or third party payment.
3. Participation in the school sponsored payment plan (contact the Cashier's Office for more information)

Fees, Tuition & Refunds

Tuition is established by NCSI Board of Directors and is subject to change periodically with advanced notice. All fees are approved by the NCSI Board of Directors and are subject to change with advanced notice. Once a student has begun the Medical Coding Program, tuition cannot be changed in mid-program. Students who withdraw from the program and return at a later date will be subject to any changes in tuition and fees for new students. Tuition is based on each 13 week module. The program consists of 4 modules made up of 16 courses. Fees cover operational services at NCSI. For a complete list of courses with tuition and fees, please see **Program of Study**.

Refunds

In the event a veteran fails to enter the course or withdraws or is discontinued a refund will be based on a pro rata refund of the unused portion of tuition, fees and charges. This refund will be returned promptly as required under 38 CFR 21.4255

REFUNDS: Refunds will be made based on the chart below within 40 days of withdraw.

GI Bill Tuition Refund Table:

TUDENT ENTITLED UPON WITHDRAWAL/TERMINATION	REFUND
10% of program completed	90%Refund
20% of program completed	80% Refund
30% of program completed	70% Refund
40% of program completed	60% Refund
50% of program completed	50% Refund
60% of program completed	40% Refund
80% of program completed	20% Refund
90% of program completed	10% Refund

*Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.

We are not responsible or liable for the approval of CEU credits. Although should one or more our Courses be CEU certified by AHIMA or other appropriate governing body, it is your responsibility to ensure that your academic institution or professional association will accept the credit.

We do not and cannot guaranty that the completion of any one or more of our Courses will result in credit, career advancement or other tangible benefit.

With respect to certain of the Courses for which you register, upon notification from us, you agree to promptly delete all materials relating to such Courses from any and all of your computers or other electronic storage systems and devices, to destroy or return to us any tangible copies thereof and to cease all future use of such Materials.

ATTENDANCE

Instructors will keep a record of their students' class attendance using the learning management system. Instructors may withdraw students from classes before the last date to withdraw, which is equivalent to 80% of the class, after students have been officially warned through email notification that their attendance has been irregular. After a student has been officially warned that his/her attendance has been irregular, if irregular attendance continues, an instructor may withdraw the student from the class resulting in the grade of "W". If the instructor chooses not to withdraw the student, the earned grade will be issued and the last day the student attended the course will be recorded.

For the purpose of distance education courses, the last date of attendance is defined as the last date the student submits an assignment or participates in a discussion board forum. The current learning management system will document date and time of such activity.

Leave of Absence

Planned Educational Leave of Absence. A planned educational leave of absence is defined as a planned interruption or pause in a student's regular education of more than one module during which the student temporarily ceases formal studies, while pursuing other activities that may assist in clarifying the student's educational goals. The intent of the policy is to make it possible for a student to suspend his or her academic work and later resume studies with a minimum of procedural difficulty. Leaves of absence due t military leaves, shall be reasonable in duration, not to exceed that period stated in the approved catalog, and shall be for specific and acceptable purposes.

The school attendance records will clearly show leave of absence granted.

A written request for leave of absence properly dated and signed by both the student and the school director must be placed in the individual student file prior to the effective date of such leave of absence.

The school certifying official (SOC) is responsible for reporting Leave of Absence to the Department of Veterans Affairs Regional Processing Office using the Notice of Change in Student Status (VA Form 22-1999b).

If the student fails to return from leave, he or she will be automatically terminated, and a refund will be totally consummated within forty (40) day.

A student who is approved for a planned leave will be considered a continuing student. A student may enroll for classes at the end of an approved leave without reapplying for admission and may continue without changing completion requirements.

A planned educational leave must be recommended by a faculty adviser and approved by the Dean of Education.

Planned educational leaves may be granted for a variety of reasons or projects but certain characteristics must be contained in any request for a leave:

1. The student must have a definite objective, which in the judgment of the faculty adviser and the chair, contributes to his or her educational goals and objectives.
2. A medical condition is not considered grounds for a planned educational leave of absence.
3. The request must be for a specific period of time which shall not exceed four consecutive modules.
4. The student must plan to attend NCSI at the conclusion of his or her leave.

The following regulations apply to the planned educational leave:

1. A student currently enrolled in a fully matriculated session may be considered for a planned educational leave.
2. A student may be granted only one leave. Planned educational leaves are granted for up to four consecutive modules.

3. Petitions for planned educational leaves must be filed (with the appropriate recommendation) at the Registrar's Office before the first day of classes for the module during which the leave is to begin.
4. Leaves are not approved for students in disqualified status or on contract to remove academic deficiencies.
5. The Student will devote his or her leave primarily to non-classroom activities. A leave is not approved if the student plans to attend another institution, unless the coursework the student seeks is not available at NCSI. Any academic credit earned while on a planned educational leave is accredited by NCSI only if permission is granted for that credit in advance.
6. Students who do not return to NCSI at the conclusion of their planned educational leave and those who enroll elsewhere will be considered to have withdrawn from the program at the end of their last module of regular enrollment at NCSI and will have to reapply for admission upon their return.

Class Cuts:

Students shall attend all courses regularly as outlined by the syllabi and course schedules. If an absence occurs, students are responsible for contacting their instructor. Assignments must be completed in a timely manner. Excessive absences and missed assignments may result in a lower or failing grade in the course.

Make Up Work:

Make up work will not be authorized for the purpose of removing an absence or tardy. The instructor shall determine on how make up work shall be graded and submitted.

Tardiness:

A student shall be considered tardy if they arrive 15 minutes after class starts. Three consecutive tardiness's shall equate to one unexcused absence.

Interruption for Unsatisfactory Attendance:

Irregular attendance is defined as missing 15% of the class or a percentage less than 15% as determined by the instructor. The irregular attendance percentage and the last date to withdraw will be published on each instructor course schedule.

If a student decides to appeal a withdrawal for irregular attendance, he/she must submit a written appeal to the instructor.

Students are responsible to officially withdraw, in writing, from their class (es). Discontinuing attendance/participation does not constitute a withdrawal.

Students who are reported as having never attended class (es) by the end of the second week of class will constitute an administrative withdrawal and the student will not be guaranteed re-entry to the dropped courses. Students eligible for financial aid are not eligible to receive disbursements for never attended courses.

Hardship Withdrawals:

Students experiencing extenuating medical, financial or family hardships which prevent course completion may submit a request for Hardship Withdrawal to the Dean of Education. The student may be required to document unusual circumstances which justify request for a hardship withdrawal. The granting of hardship withdrawal will also depend upon whether the student is passing the course as of the effective date of the hardship request. A hardship withdrawal does not clear financial aid responsibilities.

- Requests for a hardship withdrawal must be initiated prior to the end of the 12 week module in which the course or courses were taken.
- Hardship status applies to all courses a student took during the 12 week module.
- Hardship withdrawals will only apply to the academic records and student billing. Students receiving any financial aid or scholarships should request advisement on completion requirements as well as financial eligibility.
- Once withdrawal is granted, a student cannot later ask that it be rescinded.

Withdrawal:

A student may withdraw from a module without grade penalty prior to week 6 of their current course. It is very important that students refer to the Tuition Refund Policy as it pertains to online students, in-class students, and students who are attending under the GI Bill, to understand what amount of tuition, if any, will be refunded based upon their withdrawal date and enrollment status.   Failure to withdraw from a course will result in a grade of an "F" for the course (s) and the student will be financially responsible for the tuition and fees.

STUDENT PROGRESS AND POLICIES

Grades

Grades are awarded on the following point system:

Work Quality	Grade	Grade Points
Excellent	A	4
Above Average	B	3
Average	C	2
Passing	D	1
Failure	F	0
Withdrawal	W	0

Grade Point Average (GPA)

A student's grade point average is computed at the end of each module. The average is used in determining class rank.

The module grade point average is calculated by:
1. Multiplying the quarter hours of a course by the points earned for the course grade.
2. Adding the points earned for each course in that module.
3. Dividing the total points by the number of quarter hours attempted.

Cumulative grade point average is the total points earned in your education career divided by the total number of quarter hours. Records of student progress are kept on file in the Records Office for a period of three (3) years.

NCSI shall record the results of all examinations and evaluations for students enrolled in courses and provide appropriate reports of progress. All final grades are recorded within NCSI's Learning Management System.

Academic Integrity

NCSI is built on a foundation of academic integrity. An academic community assumes the standards of right or good conduct also apply to school work.

The most common forms of academic dishonesty are cheating and plagiarism. Examples of cheating and plagiarism are provided in this policy as a means of helping to define expectations. The examples are not exhaustive and should be viewed as such.

Cheating may include using any unauthorized information, such as a copy of an examination before it is given, or personal electronic devices not allowed by the instructor. Inappropriate behavior could consist of collaborating with others on assignments without the consent of the instructor or collaborating with others to enable cheating. Other forms of dishonest behavior may include having another person take an exam for you, fabricating information such as data for a lab report, submitting material that is not yours as part of your course performance, or communicating with anyone other than a proctor or instructor during an exam.

Plagiarism is the use of another person's words or ideas without giving that person appropriate credit. Academic work is evaluated on the assumption that the work presented is the student's own. Plagiarism may include directly quoting the words of others without proper credit given to them and/or without using quotation marks or other accepted notations to identify the borrowed words. An additional example of plagiarism includes representing an idea or strategy as a student's own when it comes from someone else. Plagiarism can also be simply using any prior work produced by the student for another course without prior approval from the current instructor.

Penalties for cheating in a class may include a failing grade on the assignment, a failing grade in the course, or any other course/school-related sanction the instructor and administration determine to be appropriate for the cheating incident such as suspension from NCSI. Penalties for Plagiarism are as follows: first offense, failing grade on assignment; second offense, failing grade in the class; third offense, suspension from NCSI

Academic Standing, Probation, Dismissal

Good Academic Standing

Students are considered to be in good academic standing when their cumulative grade point average is a 2.00 or above. A student's academic standing is computed using accepted transfer and NCSI attempted course work. Attempted course work is defined as all courses for which the student enrolled and received a grade of A, B, C, D, or F. Courses for which the student received a grade of W are not counted in attempted course work. Academic standing will be computed at the conclusion of every module.

Academic Probation

Upon review of the transcript, students who fall below the required 2.00 cumulative GPA will be placed on academic probation. Academic probation is not meant to be viewed as punitive but is based on the philosophy that a student's continued enrollment at NCSI is dependent on making progress toward good academic standing.

Students on academic probation will be granted one module warning period. At the end of the warning module period, students who raise their cumulative GPA and meet the required 2.00 cumulative GPA will be removed from academic probation. Students on academic probation who achieve a minimum 2.00 GPA at the conclusion of their module warning period but do not yet meet the required 2.00 cumulative GPA will remain on academic probation for another one module period.

Dismissal

Students on academic probation will be dismissed from NCSI at the conclusion of the next module warning period unless 1.) they have raised their cumulative GPA above the minimum 2.00 GPA, or 2.) they have achieved a 2.00 GPA at the conclusion of the module warning period in which case, that student will remain on continuing academic probation.

Students dismissed will not be allowed to enroll in courses unless they have been reinstated to the school.

Scholastic Standards

For a certificate of completion of the Medical Coding Program, students must average a "C" (2.00 GPA) in total quarter hours attempted. A "C" (2.00 GPA) at NCSI requires an average of two grade points for each academic quarter hour attempted.

SCHOOL RULES AND REGULATIONS

i) Students shall conduct themselves ethically, honestly, and with integrity. This includes mutual respect and civility in academic and professional dialogue.

ii) Students are accountable for meeting the requirements of enrolled courses.

iii) Students are barred from participating in situations that are deemed to impair, interfere with, or impede the opportunities of others to learn or that interrupts the functions of NCSI.

iv) Disciplinary action may occur for misconduct of a student to include, but is not limited to the following:

1. Actions, oral, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students.

2. Harassment that has the effect of creating a hostile or aggressive educational environment for any student, faculty, or staff member.

3. Sex discrimination/sexual harassment that has the effect of creating a hostile or unpleasant educational environment for any student, faculty, or staff member. This includes, but is not limited to, sex discrimination, sexual harassment, unwelcome conduct of a sexual nature, unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal, or physical conduct of a sexual nature including sexual violence.

4. Stalking or persistently pursuing another person that has the effect of imposing unwelcomed contact and/or communication.

5. Disorderly conduct that obstructs or interferes with NCSI's educational process.

6. Violation of any applicable professional codes of ethics or conduct.

7. Failure to promptly comply with any reasonable instruction from faculty or NCSI officials.

8. Fabrication, alteration or creation of information, or lying during an investigation.

9. Violation of federal, state, or local laws or regulations that impacts NCSI's educational environment.

GUIDANCE AND COUNSELING POLICIES

NCSI does not offer guidance or counseling services. Students should contact the Dean of Education for questions related to course offerings and/or details regarding same.

JOB PLACEMENT

NCSI does not offer Job Placement services.

SCHOOL CALENDAR

NCSI's courses that are online or on-site follow a calendar. NCSI has several classes starting at different times. There is an actual calendar at the back of the handbook for reference. Please check online for the calendar that matches your start date. Calendars are available on the NCSI website. At the time of enrollment, each student will receive a welcome letter detailing all necessary information the student will require in advance of beginning said course to include material required and log in information. In addition, all information for the courses that are currently offered can be found on NCSI's website, www.ncsiedu.com or by contacting NCSI directly. Course schedules will be included in each course.

COURSE ACCESS

i) Access to each course is limited and varies, dependent on the required contact hours for each course.

ii) Extension to the course access period may be requested by emailing the Dean of Education. Each extension granted will provide course access for an additional 4 weeks for a fee of $20.

iii) There are no prerequisites for enrolling in the NCSI's coding classes.

STUDENT COMPLAINTS

i) NCSI has established a procedure for resolving student complaints. The procedure is published on the NCSI website.

ii) NCSI shall respond to student complaints within 30 days from the submission of the complaint by the student in writing to NCSI.

iii) A written record of student complaints shall be maintained by NCSI for a period of three years following the student's completion of courses or withdrawal of the student.

iv) The complainant has a right to appeal to the **Arkansas State Board of Private Education** by filing a written appeal within 15 days of receiving the NCIS decision. The appeal to the **Arkansas State Board of Private Education** must include a copy of the complaint filed with NCSI and a copy of the NCSI's decision. The Arkansas State Board of Private Education can be contacted at:

501 Woodlane, Suite 104
Little Rock, AR 72201
Phone (501) 683-8000
Fax (501) 683-8050
SBPCE@arkansas.gov

COURSE DESCRIPTIONS (Total 360 Clock Hours)

Biomedical Sciences – 15 quarter credits (90 Clock Hours)

N101 – Medical Terminology & Anatomy for Coders – This course integrates expanded anatomy, physiology, and pharmacology coverage with medical terminology specifically tailored to ICD-10-CM and ICD-10-PCS guidelines. Students will learn root words prefixes, suffixes and combing forms used in medical terminology. - **5 quarter credits (30 Clock hours)**

N105 - Pathophysiology for Coders – This course is an introduction to human disease processes and treatment. Students will become familiar with common diseases by understanding the etiology (cause), signs and symptoms, diagnostic criteria, tests and procedures, associated complications and treatment regiments including surgical procedures and/or medications. – **5 quarter credits (30 Clock hours)**

N110 - Pharmacology for Coders – This course is an introduction to drug classification and adverse drug reactions and the implications of diagnostic test results. Students will become familiar with drug treatments for various diseases. – **5 quarter credits (30 Clock Hours)**

Core Courses – 45 quarter credits (270 Clock Hours)

H120A, H120B, H120C - Health Information Documentation, Data Quality & Delivery Systems, Compliance and Ethics – This course provides an overview of health record content and documentation, coding, regulatory, fraud surveillance, information protection, data quality, compliance and coding ethics – **2.5 quarter credits (15 Clock Hours)**

I200 - Spreadsheets – Microsoft Office Excel 2013. This course introduces the students to Microsoft Excel and the formatting of cells, formulas and functions as well as managing the workbook. Also examined are adding charts and analyzing data. – **2.5 quarter credits (15 Clock Hours)**

I210 - Computers in Healthcare – This course provides an overview of computerized health information systems, computer-based patient records including architecture and design, evaluation and acquisition, data integrity, security and privacy concepts, and applications in health information management. Also examined are topics of data dictionaries, data modeling, data warehousing, screen design, personal health records and micrographics, electronic or imaging technology for data/record storage and retrieval. – **5 quarter credits (30 Clock Hours)**

C215 - Healthcare Reimbursement Methodology – This course will introduce the student to a multitude of reimbursement systems including but not limited to Ambulatory Patient Classification (APC), Diagnosis Related Groups (DRG), Medicare Severity Diagnosis Related Groups (MS-DRG), Resource Utilization Groups (RUG), and other Prospective Payment Systems (PPS) to include inpatient and outpatient reimbursement. Revenue cycle management processes including claims, advanced beneficiary notice (ABN), explanation of benefits (EOB), electronic data interchange (EDI) as well as case mix index (CDI), chargemaster maintenance and the denial appeals process are reviewed and discussed. Coding quality and compliance strategies and plans are reviewed.
– **5 quarter credits (30 Clock Hours)**

C220 - Basic ICD-10-CM/PCS Coding – This course introduces the student to the conventions, coding principles and Center for Medicare and Medicaid Services (CMS) official (inpatient) coding guidelines using the ICD-10-CM/PCS coding system. Students will be required to assign ICD-10-CM/PCS codes to diagnosis/procedure using the ICD-10-CM/PCS coding manuals and web-based assignments assisting in the development of basic skills needed for accurate coding for reimbursement and statistical purposes. – **5 quarter credits (30 Clock Hours)**

C230 - Basic CPT/HCPCS Coding – This course introduces the student to the theory, structure and process of coding procedures using the Current Procedural Terminology (CPT) and Healthcare Common Procedural Coding System (HCPCS). CPT coding guidelines, principles and conventions along with ambulatory services coding related to facility and professional services will be examined in detail. – **5 quarter credits (30 Clock Hours)**

C240 - Inpatient Procedural Coding – This course focuses on the learning and mastering of the process of building codes in ICD-10-PCS. Students will learn root operations, surgical approaches, and coding of inpatient procedures using ICD procedural coding system. – **5 quarter credits (30 Clock Hours)**

C250 - Coding Workout – This course reinforces learned coding skills by the coding of hospital inpatient and outpatient scenarios which combines both diagnostic coding and procedural coding, payer specific coding, Medicare/Medicaid patients using specific coding guidelines, principles and conventions. – **5 quarter credits (30 Clock Hours)**

V260 - Coding Virtual PPE –. Students will be provided with a mentor who will guide them through the coding process and provide feedback on coding activity. – **5 quarter credits (30 Clock Hours)**

There is 50-60 hours of virtual coding as a remote coder, including the coding of 100 hospital inpatient and outpatient electronic health records utilizing 3M encoder

P270 - CCS Prep Review Class – This course will prepare students for the CCS exam which includes multiple mock exams as well as a resource/reference list covering all domains included in the CCS Exam. – **5 quarter credits (30 Clock Hours)**

Upon the successful completion of the above classes, the student shall receive a Certificate of Completion, and will have the tools and knowledge for CCS Certification.

TUITION, BOOK, & FEES:

	Course No.	COURSE/MODULE	# Weeks	Cost
Module 1	**N101 - 01**	Medical Terminology/Anatomy for Coders	12	$666.67
	N105 - 01	Pathophysiology for Coders	12	$666.67
	N110 - 01	Pharmacology for Coders	12	$666.66
		Books and Tuition		**$2,000.00**
Module 2	**H120A - 02**	Health Information Documentation	2	$111.11
	H120B - 02	Data Quality & Delivery Systems	2	$111.11
	H120C - 02	Compliance and Ethics	2	$111.11
	I200 - 02	Spreadsheets	6	$333.33
	I210 - 02	Computers in Healthcare	12	$666.67
	C215 - 02	Reimbursement Methodology	12	$666.67
		Books and Tuition		**$2,000.00**
Module 3	**C220 - 03**	Basic ICD-10-CM/PCS Coding	12	$666.67
	C230 - 03	Basic CPT/HCPCS Coding	12	$666.67
	C240 - 03	Inpatient Procedural Coding	12	$666.66
		Books and Tuition		**$2,000.00**
Module 4	**C250 - 04**	Coding Workout	12	$666.67
	V260 - 04	Coding Virtual PPE	12	$666.67
	P270 - 04	CCS Prep Review Class	12	$666.66
				$2,000.00
	Tuition&Books			**$8,000.00**
	Registration Fee			**WAIVED**
	TOTAL COST OF TUITION/FEES/BOOKS			**$8,000.00**

ERRONEOUS STATEMENTS

This school does not utilize advertising of any type which is erroneous or misleading, either by actual statement, omission, or intimation.

Authority 38 CFR 21.4253 and 38 CFR 21.4254.

TERMS AND CONDITIONS

The following terms and conditions and the ncsiedu.com Privacy Policy (collectively, the "Terms") govern the use of the services offered through the www.ncsiedu.com website (the "Site") and are all of the terms and conditions applicable to the relationship between you and NetScript Coding School Institute ("NCSI" or "we"). This is a legal contract. Please read the Terms carefully before accessing any of the services available through the Site (the "Services"). By registering and/or using the Site and/or the Services, you agree that you have read, understand and agree to these Terms. Please print and keep a copy of these Terms.

We may change these Terms at any time and from time to time. Changes will become effective upon posting on the Site. Please review the Terms periodically. If you choose not to accept the changes to these Terms, you must cease using the Site. Continued use of the Site by you constitutes acceptance of the modified Terms. Without limiting the foregoing, the Services are not available to minors under the age of eighteen (18). The Services are currently available only to United States citizens.
In the event of a conflict between these Terms and a more specific written agreement between you and NCSI, the written agreement shall prevail.

If you do not agree with these Terms, you may not register or otherwise access the Site and the Services.

1. INTELLECTUAL PROPERTY; LICENSE; REGISTRATION

You expressly acknowledge and agree that (a) the Site contains information, text (including but not limited to the online courses and training materials), software (including but not limited to the training platform), photos, video, graphics, music, sounds and other materials (collectively, the "Materials") that are protected by copyrights, trademarks, trade secrets, patents or other proprietary rights (collectively, the "Intellectual Property Rights"); (b) all right, title and interest in and to these Materials and Intellectual Property Rights belong solely and exclusively to NCSI or its licensors; and (c) the Intellectual Property Rights are valid and protected in all forms of media and technologies existing now or developed later.

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By registering for the Site, you certify to us that: (a) the information you have provided in order to register is complete, accurate and current; (b) you will notify us within 15 days of any change in your registration information; (c) that you will not share your login name/username and password except as expressly permitted; and (d) you fully understand that you are required to expend sufficient hours working with the Course Materials to successfully complete the required assessments and to earn any applicable CEU credits.

You may not share your log-in credentials (login name/username and password) with any third party; provided that, you may provide your log-in credentials to a technical service provider in connection with issues related to your inability to access the Services solely for the purpose of having such

service provider assist you in accessing the Services; provided further that, you change your log-in credentials immediately upon the resolution of your access issues and that you agree to be responsible for the conduct of such service provider. You agree that you are responsible for all activities occurring through the use of your login name/username and password, whether access is made by you or a third party. You are responsible for protecting and securing your login name/username and password from unauthorized use and disclosure.

2. USER CONTENT; PROHIBITED CONDUCT

The Site may provide functionality which permits you to upload or post comments, ideas, articles, information, data, text, software, music, sound, photographs, graphics, video, messages, and other materials or submissions ("User Content"). You hereby grant us an irrevocable, royalty-free, perpetual, non-exclusive worldwide license to use, copy, display, modify, edit, create derivative works from and distribute any User Content that you post in public areas or community sections of the Site, including but not limited to comments and feedback you provide us concerning the Site generally (the "Public Areas"). As set forth our Privacy Policy, any submissions to Public Areas will be public, and we will not be responsible for the action of Users with respect to any User Content posted in Public Areas.

You agree not to upload, post or otherwise transmit to us or the Site any User Content that:

- is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, indecent, offensive, vulgar, obscene, libelous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable;
- you do not have a right to transmit under any law or under contractual or fiduciary relationship (such as inside information, proprietary and confidential information learned or disclosed as part of an employment relationship or under nondisclosure agreements);
- infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party;
- contains software viruses or other contaminating or destructive devices, features or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment or provides information relating to or otherwise facilitating the use of malware or other destructive materials or mechanisms;
- contains advertising or promotional material of any kind;
- constitutes unsolicited or unauthorized advertising, promotional materials, "Junk mail," "Spam," "chain letters," "pyramid schemes," or any other form of solicitation; or
- undermines the pedagogical purpose of the Material and/or the Course with which it is used, including but not limited to, answers to questions used in the Site.

You also agree not to upload, post or otherwise transmit to us or the Site any User Content that contains a person's first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such person: Social Security number; driver's license number or state-issued ID card number; or financial account number, or credit or debit card number, access code, personal identification number or password, that would permit access to a resident's financial account ("personally identifiable information").

Further, you agree not to use the Site to:

- impersonate any person or entity, falsely state or otherwise misrepresent your affiliation with a person or entity;
- use or attempt to use any "deep-link," "scraper," "robot," "bot," "spider," "data mining," "computer code," or any other automated device, program, tool, algorithm, process or methodology or manual process having similar processes or functionality, to access, acquire, copy, or monitor any portion of the Site, any data or content found on or accessed through the Site or any other Materials;
- obtain or attempt to obtain through any means any Materials or User content that have not been made intentionally publicly available either by their public display on the Site or through their accessibility by a visible link on the Site;
- violate any measure employed to limit or prevent access to the Site or any Material;
- violate the security of the Site or attempt to gain unauthorized access to the Site or the Material, or computer systems or networks connected to any Service through hacking, password mining or any other means;
- interfere or attempt to interfere with the proper working of the Site or any activities conducted on or through the Site, including accessing any Material prior to the time that it is intended to be available to the public on the Site;
- take or attempt any action that, in our sole discretion, imposes or may impose an unreasonable or disproportionately large load or burden on the Site or the infrastructure on the Site;
- disrupt the normal flow of dialogue or otherwise act in a manner that negatively affects other users' ability to engage in real time exchanges or to normally post messages, articles, or submissions;
- interfere with or disrupt the Site or servers or networks connected to the Site, or disobey any requirements, procedures, policies or regulations of networks connected to the Site; or
- intentionally or unintentionally violate any applicable local, state, national or international law.

You acknowledge that we do not pre-screen User Content. We reserve the right (but not the obligation) in our sole discretion to monitor, refuse to post, or remove any User Content for any reason and to terminate your access to the Site to prevent further posting of prohibited User Content. The views and opinions expressed in User Content do not necessarily reflect those of NCSI or its licensors. The user who posts or uploads User Content is solely responsible for such User Content.

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If you believe that Materials on the Site infringe rights you enjoy under copyright law in specific materials (collectively, a "Work"), we request that you follow the procedure described below to notify us of your concerns or objections, or disable access to Material that you believe infringes your Work. If you believe Materials on the Site infringe the copyright in your Work, your concerns should be directed to our agent, designated under the Digital Millennium Copyright Act (17 U.S.C. §512) to respond to such concerns (our "Designated Agent"):

e-mail: gregclinebell@netscript.us
address: PO Box 408, Clarksville AR 72830

You should notify our Designated Agent of your concerns as follows:

(i) Place your concerns in writing, and sign the document;
(ii) Identify the Work, which you believe is being infringed;
(iii) Identify the material on the Site which you believe infringes your Work, and identify this material in a sufficient manner to permit us to locate the material without undue searching; and
(iv) Provide in your notice sufficient information for us to contact you, including an address, telephone number, and, if available, an e-mail address.

To qualify for protection hereunder, you must in good faith believe the challenged use is unauthorized, and all statements in your notice must be accurate, and signed under penalty of perjury.

Upon receipt of a proper notice in the form specified above (a "Notice"), we may remove or disable access to the materials on the Site which you assert infringe your Work and notify the person or persons responsible for the allegedly infringing materials (the "Respondent") that we have removed or disabled access to the materials. Under the Digital Millennium Copyright Act, the Respondent has an opportunity to dispute your claim that his or her materials infringe your Work. The Respondent may provide us with a "counter-notification." Upon receipt of a proper counter-notification, we will act as provided in the Digital Millennium Copyright Act.

4. ERRORS, CORRECTIONS AND CHANGES

We do not represent or warrant that the Site will be error-free, free of viruses or other harmful components, or that defects will be corrected. We do not represent or warrant that the information available on or through the Site will be correct, accurate, timely or otherwise reliable. We may make changes to the features, functionality or content of the Site at any time. We reserve the right in our sole discretion to edit or delete any documents, information or other content appearing on the Site. You acknowledge that documents posted to and Materials available at the Site may contain computer viruses. Should you download any such materials from the Site, IT IS YOUR RESPONSIBILITY TO PERFORM ANY SCANNING OR OTHER ANTI-VIRUS PRECAUTIONS AS YOU DEEM NECESSARY. UNDER NO CIRCUMSTANCES WILL WE BE RESPONSIBLE FOR ANY LOSS OR DAMAGE CAUSED BY ANY MATERIALS DOWNLOADED FROM THE SITE. YOU ASSUME FULL RESPONSIBILITY FOR ALL COSTS ASSOCIATED WITH ALL NECESSARY SERVICING AND/OR REPAIRS OF ANY EQUIPMENT YOU USE IN CONNECTION WITH YOUR USE OF THE SITE.

5. INDEMNIFICATION

You agree to indemnify, defend and hold NCSI and its partners, investors, and agents, and their officers, directors, employees, subsidiaries, successors, assigns, representatives, licensors, independent contractors, third party suppliers of information and documents, advertisers, product and service providers, and affiliates (collectively, "Affiliated Parties") harmless from and against any and all liabilities, losses, claims, demands, disputes of any kind, including without limitation, reasonable attorneys' fees and costs of litigation resulting from or related to your violation of the Terms and/or use of the Site, Services or Materials and arising from any User Content submitted, posted or transmitted by you through the Site.

6. DISCLAIMER OF WARRANTIES

YOU AGREE THAT USE OF THE SITE, THE SERVICES AND THE MATERIALS IS ENTIRELY AT YOUR OWN RISK. THE SITE, SERVICES AND MATERIALS ARE PROVIDED ON AN "AS-IS" AND "AS AVAILABLE" BASIS. NCSI DOES NOT WARRANT THE ACCURACY, ADEQUACY OR COMPLETENESS OF THE MATERIALS AND EXPRESSLY DISCLAIMS LIABILITY FOR ERRORS, OMISSIONS OR INACCURACIES IN THE MATERIALS. NO WARRANTY OF ANY KIND, IMPLIED, EXPRESSED OR STATUTORY INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF NON-INFRINGEMENT OF THIRD PARTY RIGHTS, TITLE, ACCURACY, COMPLETENESS, CURRENCY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND FREEDOM FROM COMPUTER VIRUS, IS GIVEN IN CONJUNCTION WITH THE MATERIALS.

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• ANY ERRORS, OMISSIONS, INACCURACIES, DELAYS OR INTERRUPTIONS IN RESPECT OF THE MATERIAL OR SERVICES; OR
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Software from the Site (the "Software") is further subject to United States export controls. No Software may be downloaded from the Site or otherwise exported or re-exported (i) into (or to a national or resident of) Cuba, Iraq, Libya, North Korea, Iran, Syria, or any other Country to which the U.S. has embargoed goods; or (ii) to anyone on the U.S. Treasury Department's list of Specially Designated Nationals or the U.S. Commerce Department's Table of Deny Orders. By downloading or using the Software, you represent and warrant that you are not located in, under the control of, or a national or resident of any such country or on any such list.

9. MISCELLANEOUS

If there is any dispute arising out of the Site and/or the Service, by using the Site, you expressly agree that any such dispute shall be governed by the laws of the State of Arkansas, without regard to its conflict of law provisions, and you expressly agree and consent to the exclusive jurisdiction and venue of the state and federal courts of the State of Arkansas, for the resolution of any such dispute. If you have registered with us, you irrevocably consent to the process document, delivered personally or mailed by certified or registered mail, return receipt requested, at the address set forth in your registration information.

We make no representation that the information in the Site is appropriate or available for use in locations outside the United States, and access to the Site from locations where the provision of such information may be illegal is prohibited. Users who determine to access the Site from such locations do so at their own initiative and are responsible for compliance with all applicable local laws. The Terms and your information may be automatically assigned by us in our sole discretion to a third party in the event of an acquisition, sale or merger. If any provision of the Terms is held illegal, invalid or unenforceable for any reason, that provision shall be enforced to the maximum extent permissible, and the other provisions of the Terms shall remain in full force and effect. To the extent that anything in or associated with the Site is in conflict or inconsistent with the Terms, the Terms shall take precedence. Our failure to enforce any provision of the Terms shall not be deemed a waiver of such provision nor of the right to enforce such provision. Our rights under the Terms shall survive any termination of the Terms. The title, headings and captions of the Terms are provided for convenience only and shall have no effect on the construction of the terms of the Terms. Nothing in the Terms shall be construed as making either party the partner, joint venturer, agent, legal representative, employer, contractor or employee of the other. Neither party shall have, or hold itself out to any third party as having, any authority to make any statements, representations or commitments of any kind, or to take any action, that shall be binding on the other, except as provided for herein or authorized in writing by the party to be bound. The Terms will be binding on and will inure to the benefit of the legal representatives, successors and assigns of the parties hereto.

You acknowledge that we will be irreparably harmed by any breach of these Terms by you or by your unauthorized use of the Site or any Material and, further, that monetary damages may not be a sufficient remedy for such harm. You agree that we shall be entitled, without waiving any other rights or remedies and without further demonstration of irreparable harm or the inadequacy of monetary damages, to obtain injunctive or other equitable relief in the event of any breach of these Terms by you or by your unauthorized use of the Site or any Material.

FACULTY AND STAFF:

(Vetted and Approved by ADHE Vocational Program)

Susan Foster, Dean of Education
RHIA, CHIPS, COC, CPCO
Assistant Professor/Health Information Management Program Director 2017 – present
Missouri Western State University, St. Joseph, MO
Health Information Technology Program Director/Instructor 2010 - 2017 Crowder College, Neosho, MO
Dr. Foster has been in the health care industry since 1999, and brings a deep understanding of HIM and Coding to NCSI.

Johnna Wedge, Instructor
RHIA
Johnna Wedge has been in the health care field since 1987. From coding to managing clinics, Johnna brings real world experience and expertise to her classes. Chief Medical Information and Ward Administrator in the VA at Fayetteville, AR to Clinic Manager at Russellville Primary Care Clinic are just some of the positions that Johnna has excelled in performing. She has been instructing at NSCI for three years, and is a valuable resource for students wanting to get into the field of medical coding.

Greg Clinebell, VP of Development, Instructor
BS, MBA, CPhT
Greg has been an adjunct teacher at the University of the Ozarks in Introduction to Business as well as Introduction to Computer Sciences. Our VP of Development, Greg also uses his business and computer experience to instruct in NCSI's Spreadsheet and Computers in Healthcare classes. Greg's 14 years with Walgreens as a store manager and certified pharmacy tech gives our students experience from a cross section of healthcare related fields.

Shelly Rideout, Instructor
BS, MSHI, RHIA
Shelly brings not only her 25+ years of coding and health information management experience to our classes, she also brings current learning by way of her recent Masters in Health Informatics Management from Arkansas Tech University. Working as the coding manager for Arkansas Children's Hospital to starting her own coding and transcription company, Shelly demonstrates and demands the same high level of competency that she herself displays every day.

Academic Calendar 2019
NCSI 12.15.2019 Calendar

Orientation   **- December 8th – 14th, 2019**

*Module 1 Begins   **- December 15th, 2019**

100% Tuition Refund End Date   *- December 23rd, 2019*

Christmas Eve   - December 24th, 2019
Christmas Day   - December 25th, 2019
New Year's Eve   - December 31st, 2019
New Year's Day   - January 1st, 2020
M L King Day   - January 20th, 2020
Valentine's Day   - February 14th, 2020
Presidents' Day   - February 17th, 2020

Finals   **- March 15th – 21st, 2020**

*Module 2 Begins March 22nd
Good Friday   - April 10th, 2020
Easter   - April 12th, 2020
Mother's Day   - May 10th, 2020
Memorial Day   - May 25th, 2020

Finals   **- June 14th – 19th, 2020**

*Module 3 Begins   **- June 22nd, 2020**

Father's Day   - June 21st, 2020
Independence Holiday   - July 3rd , 2020
Independence Day   - July 4th, 2020
Labor Day   - September 7th, 2020

Finals   **- September 13th – 19th, 2020**

*Module 4 Begins   **- September 20th, 2020**
Columbus Day   - October 12th, 2020
Halloween   - October 31st, 2020
Veterans Day   - November 11th, 2020
Thanksgiving Day   - November 26th, 2020

Finals   **- December 13th – December 19th, 2020**