Dear Prospective Medical Coding Student:

Thank you for your interest in the online Medical Coding Program at Everett Community College (EvCC) in Everett, Washington.

This letter will provide you with the following information:

- About Our Program
- Program Prerequisites
- Costs and Materials Provided
- Computer Requirements
- Five Steps to Enrollment
- Withdrawals and Refunds
- Medical Coding Educational Tracks
- Course Listings
- Contact Us

### About Our Program

The EvCC MC program focuses on providing the training required for students to obtain an entry-level position as a medical coder. In partnership with Career Step and using AHIMA-approved courseware, the EvCC program provides an excellent web-based curriculum which delivers training for ICD-10, CPT, and HC/PCS coding of a variety of medical reports. In addition, current program graduates will have access to ICD-9 training at no additional expense beyond minimal shipping and handling fees for books. The program is offered in a completely online environment and may be entered at the beginning of any quarter.

The 44-credit program is set up with three program course loads (Tracks) to accommodate individual commitments including part-time and full-time work loads. All three Tracks are approved for eligible financial aid.

What sets the EvCC MC program apart from other certificate Medical Coding programs?

- **44 college credits** will have been earned upon completion of the program.
- **Financial Aid** is available.
  - Pell Grants
  - Direct Loans
  - Military and Veteran based funding, including CAA for military spouses
  - State Need Grant
  - BFET (Basic Food, Employment and Training)
• In conjunction with Career Step, we offer the opportunity to participate in their Graduate Services Program, an enormous assist for getting your foot in the door to employment.

• Military Friendly School (top 15% of schools nationwide that deliver the best experience for military students).
  • G.I. Jobs magazine selected EvCC yet again for its 2014 Military Friendly Schools list after evaluating more than 11,000 schools nationwide.
  • The completely online program is accessible by students across the United States as well as international locations and may be taken either part or full time.

Program Prerequisites

To enter the program, students must have a high school diploma, GED, or equivalent. Students should also have intermediate typing and computer skills with the ability to troubleshoot basic computer problems, send and receive emails with attachments, save work from a web site, and use the Internet for research purposes. As an Online Medical Coding student, you are not required to take placement testing or come to our campus to register.

Costs and Materials Provided

The cost for the program is $5928.48\(^1\) plus fees of $310, which includes the complete online curriculum and all online and electronic reference materials. The cost is broken down based on the number of credits per course and is paid on a quarterly basis, due within five days of registration.

Additional costs to the students can include:

• Textbooks are required to be purchased quarterly at the student’s expense, approximately $700 total throughout the program.

• All required reference material is available at no charge online, but if students prefer to have a hard copy of a reference book, it will be at the student’s expense.

• If your participation in the Medical Coding Program extends beyond 12 months, there is a $150 extension fee per 4 months to maintain access to the Career Step courseware. This fee is separate from EvCC fees and is payable directly through Career Step.

• Should a student earn below a passing grade in a class, it will need to be repeated at the student’s expense at the current cost per credit for the course needing to be repeated. (Please note a C or better is required for passing; a C- does not count as passing)

• The cost of the program includes the opportunity to take the Career Step final exam. While not required for MC Program completion, passing this Step final examination is a requirement for participation in the Graduate Services Program.

• Residents and non-residents pay the same amount.

• Tuition is paid quarterly based on the courses you are registered for.

• Costs and fees for the program are subject to change at any time.

\(^1\) Program cost subject to change in future quarters.
These requirements reflect the MC student needs when working in Canvas, our online classroom, and in Career Step, our online courseware.

You need a computer; either a desk-top or laptop will work. While some of the program content can be accessed on a tablet, you will need a computer to complete the program. This can be either a PC or a Mac, although a PC is recommended.

**Active Internet Connection is REQUIRED**
- High speed/broadband connection is recommended.

**Operating System**
- Microsoft Windows (XP®, Vista®, 7 with latest service pack 2 or 3, 8, or 10) – Windows 8.1 is NOT COMPATIBLE and Windows 10 will require some adjustments.
- Mac OS X (10.4.11 or greater)

**Hardware**
- 800 X 600 minimum resolution (1024 X 768 or higher recommended)
- Sound card and speakers (Earphones recommended)
- Available USB port

**Required Software**
- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or QuickTime Player (ver. 7 or higher)
- PDF reader

**Recommended Software**
- Antivirus software is recommended.

**Browser**
- Internet Explorer 9.x, 10x, 11x
- Firefox 3.x or higher
- Safari 3.1 to 5.0

**Additional Computer Requirements**
- Pop-up blocking to be disabled.
- Cookies to be enabled.
- Java and JavaScript to be enabled and up to date.
- Adobe Acrobat Reader.
- Adobe Flash Player 11.
- Current Windows Media Player or QuickTime Player.

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2 The Medical Coding Program includes third party software tools that make the training only compatible with Microsoft Windows and Internet Explorer 8.x. , 9.x, or 10.x
A printer (either inkjet or laser) is optional depending on your personal leaning and working styles. Some students print many things, others print none. Should you choose to print things, we encourage black-ink only options to reduce expenses.

**Five Steps to Enrollment**

1. **Apply for admission to Everett Community College.**
   - Visit the [Web Admissions Center](#).
   - Your online admissions application will be **processed in about two business days**.
   - Once your application has been processed, you will receive an admissions letter by email from Everett Community College that will include your Student ID number for accessing the Student Kiosk on our website, where you will also need a PIN number. This is your birth date as a 6-digit number. (February 10, 1970, would take you to 021070 for your PIN.)
   - You will indicate you are taking a one-year certificate program in Medical Coding, program intent code 313 if it asks.

2. **Once you receive your admissions letter, complete the EvCC Online Orientation.** This is required before you are able to register for any of your classes.
   - We **do not require any placement testing**.
   - You will **be required to provide verifications** including a full-color copy of a valid government issued ID and an official sealed high school or GED transcript.
   - A self-assessed typing speed of 35 words per minute is recommended.
   - Obtain information about enrollment tracks from the MC Success Team at [success@everettcc.edu](mailto:success@everettcc.edu). For additional assistance, you may contact our program advisors at [MCadvising@everettcc.edu](mailto:MCadvising@everettcc.edu) to review your course sequence and credit load.

3. **Apply for financial aid (which is available for all our program tracks) if you are looking for assistance.**
   - First, it is important to reach out to our financial aid team at [MC-MTEfinancialaid@everettcc.edu](mailto:MC-MTEfinancialaid@everettcc.edu) or 425-388-9157.
   - Visit the web page for [MC Financial Aid](#).
   - Note that while the MTE Program has different (later) financial aid application deadlines, it can still take 4 to 6 weeks for file review.
   - The FAFSA EvCC school code is **003776**. The FAFSA customer service number is 1-800-433-3243. You need to file your FAFSA at least 4 weeks prior to the financial aid deadline.

4. **Register for classes.** **It is your responsibility to ensure you register for classes on time; failure to do so will result in being unable to begin the program in the intended quarter.**
   - Go to the [MyEvCC Student Portal](#)
     - Click on Online Registration.
     - Enter your EvCC Student ID and PIN.
       - Your PIN for registration is your six-digit date of birth.
       - If you have problems with your ID and/or PIN, reach out to the [Help Desk](#).
     - Select the quarter you are registering for; for example, Winter 2015
     - Enter the item numbers (the 60xx ones) from your course sequence and click the Add/Drop Button.
To withdraw from classes, follow steps 1-4 above and click the Add/Drop Button.

- Registration for the MC Program typically 2 weeks before classes start.

5. Attend class! Prior to the start of class, you will receive additional information about program and courseware access, school e-mails, and general EvCC information.
   - Please note you will not have access to school e-mail or course materials until late in the week prior to the start of classes.

### Withdrawals and Refunds

The deadline to withdraw and receive a 100% refund or to make changes to your schedule is no later than 4:30 p.m. Pacific Time the fifth day of the quarter (100% refund is the quarterly fee less the value of the foot pedal if the package has been opened). There is no 50% refund option.

- **Because withdrawing from a class may affect your financial aid, it is important for you to contact our Financial Aid Department at 1-866-304-3822, option 2, or 1-425-388-9157.**

This is a “self-support” program and does not utilize state funding to cover instructional costs. Therefore, the regular tuition schedule does not apply to self-support classes. We encourage you to make any schedule changes as early as possible during the first week of the quarter to avoid, as much as is possible, any additional charges associated with your class schedule changes. Please note: There is no “20/40” Payment Plan or 50% refund period for self-support classes.

### Medical Coding Educational Tracks

We encourage incoming students to discuss their plans with our program advisors who can be reached at **MCadvising@everettcc.edu**. It is worth noting that financial aid can usually be adjusted to the course load you choose, and program plans can be changed as you go along. In order to register for MC 101, you will have to have a plan in place with an advisor who will then be able to give you an override code.

We have three different track options so you are able to customize the pace of the Medical Coding Program to suit your lifestyle and create an ideal learning environment. Depending on course content and personal learning style, you can typically expect about three hours of work per credit hour per week in a 10-week quarter. The coding (MC 145, 150, 148 and 180) classes are more challenging and get progressively more difficult. You should expect to allow additional time to complete these classes.

Please note that all classes are completed on a quarterly basis with work assigned and due weekly. These are not independently self-paced classes. In order to complete the MC Program, you will need to pass all our classes with a grade of a C or better (a C- will not count).

The **Popular Four-Quarter Track** is our baseline track, the one the majority of our students enroll in. The program is completed in four academic quarters. You move through the program at a reasonable pace and most, but not all, of the “prep” classes are taken prior to or concurrently with the start of actual coding in MC 145. There are no Career Step extension fees involved, which are incurred if you take more than 12 months to complete the program.

The **Recommended Five-Quarter Track** is often the optimal path for people who work part time or have other commitments. It’s also a good fit for those who prefer more time and a slightly slower pace.
for their optimal learning style. There is one quarter of Career Step extension fees ($150 per quarter of extra access).*

The **Convenient Six-Quarter Track** is a good choice for many students who work full time or have extensive obligations affecting their time available for schoolwork. The program is extended over six academic quarters, which will take you to two sets of Career Step extension fees at $150 per quarter.* All the “prep” classes are taken prior to starting actual coding, and the coding classes (MC 145, 150, and 148 and 180) are taken with no other classes at the same time.

As you choose your MC Program Track, remember grades and related skills are VERY important; jobs can depend on them. You want your course load to allow you to truly thrive in the MC program. To move through too quickly and risk doing poorly in your classes is not taking full advantage of the learning opportunity in which you are investing significant time and precious educational resources.

We would also like you to be aware that financial aid adjusts to the load you take – you are not required to take a full-time load. (For financial aid purposes, 6 to 8 credits per quarter are considered half time, 9 to 11 credits per quarter are considered three-quarters time, and 12 or more credits per quarter are considered full time.)

Once you have selected the track that will work best for you, be sure to email the Medical Coding team at [success@everettcc.edu](mailto:success@everettcc.edu) so we are able to record the plan you have in place. In addition, if you are receiving financial aid, you will need to let them know by e-mail at [MC-MTEfinancialaid@everettcc.edu](mailto:MC-MTEfinancialaid@everettcc.edu) which of the three tracks you have chosen. Of note, the coding practicum classes (MC 145, 150, and 148 and 180) must be taken sequentially and cannot be taken concurrently. The required coding sequence is MC 140 then 150 then 148 and 180.

<table>
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<th>Item #</th>
<th>Medical Coding Course Number and Name</th>
<th>Credits</th>
<th>Purpose</th>
<th>Tuition</th>
<th>Fees</th>
<th>Books?</th>
<th>Tuition Fee</th>
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### Tuition and Fees

Tuition and fees are billed quarterly based on credits taken. Tuition and fees can change at any time. Tuition is paid quarterly based on the number of credits taken. Students will be required to purchase books on a quarterly basis and are not to purchase books ahead of time as book lists have potential to change. A **functional computer** (PC or a Mac) and **access to the Internet** are necessary.

In terms of the amount of work to expect in a class, allow roughly 3 hours per credit hour per week in a 10-week quarter. This will vary based on personal learning style and specific course content. The coding classes are progressively more intense and will involve more work to achieve the best possible grades.

### Contact Us

**ENROLLMENT, REGISTRATION, and GENERAL PROGRAM INFORMATION**

Medical Coding Success Team  
[success@everettcc.edu](mailto:success@everettcc.edu)  
1-425-388-9034  
Toll-free 1-866-304-EvCC (3822)

**FINANCIAL AID**

The Financial Aid Support Team  
[MC-MCfinancialaid@everettcc.edu](mailto:MC-MCfinancialaid@everettcc.edu)  
1-425-388-9157  
Toll Free 1-866-304-EvCC (3822)

**MEDICAL CODING PROGRAM**

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Medical Coding Program Advisors  
[MCadvising@everettcc.edu](mailto:MCadvising@everettcc.edu)

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Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability genetic information, veteran status or age or status in its program and activities, or employment. The
Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979.