Medical Coding Program
Career Step Graduate Services

All of us with the Everett Community College Medical Coding Program and Career Step want our students to be aware that you won't be left alone during your search for employment! We are pleased that all EvCC Medical Coding students have the chance to participate in the Career Step Graduate Services program.

To take advantage of this exciting opportunity, you must have completed the EvCC Medical Coding Program and have officially completed the Career Step courseware (having achieved an 85% or better on all unit tests and module exams and achieved 100% completion of all practicum reports). Once your Career Step gradebook is in order, you then need to take the Career Step final exam[1].

You will have three chances to pass the Career Step final exam and will need to allow a minimum of two weeks between takes. You will need to retake the test in entirety beginning with a new score each time. (The test is made up of two sections; these are objective and practicum portions.) Scoring between 90%-94% is graduation with Honors and between 95%-100% is graduation with High Honors. Finishing all the Career Step coursework but not passing the final exam with a score of at least 75% counts as completing the program but not graduating from Career Step. *Note: This is different from completing the EvCC MC Program.*

For those of you who do not pass the final or wish to improve your grade, Career Step offers impressive support where you can have a personalized consultation (and it really is!!!) with their support team. (We have been so impressed with the attention they give our students – we cannot imagine passing up on this terrific opportunity.) There are no set exercises or pre-established assignments that students will be given to do in preparation, however, the support team will work with you and prescribe some exercises in areas you need the most help in.

In order to schedule this consultation, students should call the Skills Assessment Department. The number is 1-888-657-5752, option #1, then #2. If you have any further questions about this process, let me know.

When you do pass their final exam (and decide this is the score you wish to "stick" with), Career Step medical coding and billing training helps you gain all of the skills to succeed in the workforce, and after graduation you'll also have access to a number of resources designed to help you turn your education into a job.

- **Employer relationships** – Career Step has established partnerships with over 62 corporations, including some of the largest and most respected healthcare employers in the United States.

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[1] Access to the Career Step final exam is also dependent on active and good status with Career Step.

- **Resume and cover letter review** – Our experienced Graduate Advisors will work with you one-on-one to make sure your resume and cover letter are up to date and as polished as possible before you start your job search.

- **Personalized interview tutorials** – We know it's almost impossible to get hired without a good interview, so you'll also have access to personalized job interview tutorials to help you develop the skills you need to nail the interview and get hired.

- **New job opening notifications** – Career Step works hard to build relationships with employers nationwide, and many will let us know when they have an entry-level position available. We'll let you know when companies matching your preferences are hiring so you can be sure to get your application in.

- **Employer education** – Want an employer to know what you're capable of? Provide your Graduate Advisor the name and specific contact details for the hiring contact at a company you're applying to, and we'll be happy to reach out with additional information on the caliber of Career Step's medical coding and billing training.

- **Career Step Help Hotline** – When you're the new kid at a new job, asking for help can be intimidating. As a Career Step graduate, you'll have access to the Career Step Help Hotline for a full year after graduation in case you need a little help or advice as you're building your career.

All of these resources are provided with the end goal of helping you turn your education into a job. With this individualized help and attention, the majority of Career Step graduates are hired within a few months of graduation.

Finally, Graduate Services includes access to live support through Career Step for one year following your date of graduation (when you passed the Career Step final exam). They are there to answer any questions you may have and provide you with assistance throughout your search for employment. They have found that graduates who take advantage of these services and resources generally enjoy more success in finding employment. Career Step also provides support should you encounter any problems and encourages you to contact them as soon as you experience frustrations. The sooner you contact them, the sooner they can help you!

In addition, supportive e-mails will be sent throughout your period of Graduate Support that will provide you with helpful tips, suggestions, or resources for you to utilize throughout your search for employment.

Checklist to Participate in Career Step Graduate Services

Please complete the following checklist to participate in the Career Step Graduate Services program.

☐ Complete and pass (with a C or better) all the EvCC Medical Coding Program classes.

☐ Complete your application for your certificate from EvCC if you have not already done so through the EvCC Graduation Application.

☐ Complete every test in the Career Step courseware; a score of at least an 85 percent or higher must be attained on all Career Step unit tests and module exams. Note, these are the tests and exams that actually show up in your Career Step gradebook, not the exercises or pretests that do not.

   Note: You are NOT required to achieve an 85% on all Career Step exams to obtain your MC certificate of completion from EvCC. See specific syllabi for grading scales.

☐ Complete 100% of the Career Step practicum. (This means at some point in your enrollment you must code ALL of the reports in the program. There is no score threshold required for these, although a "valiant" attempt is expected. If there are reports you have skipped in the past, you will need to code these reports. All these reports must actually be saved in Career Step so you can see your score in the Career Step gradebook.)

   Note: You are NOT required to complete 100% of the reports to obtain your EvCC certificate of completion. Your class syllabi explain what is required. Do not work ahead of your syllabi or on material that has not yet been assigned to you.

☐ Verify your Career Step enrollment status is current. If it has expired, let us know and we will take care of covering the cost of your extension for up to two months in order for you to do as well as you possibly can with the Career Step final exam! You are limited to two one-month extensions, and these must happen within one quarter of finishing our program.

☐ Take and pass the Career Step Final Exam achieving a score of 75% or higher on the objective and then the coding section of the exam. If you pass the test and have any of your three possible attempts left, we encourage you to retake the exam for the highest possible score.

☐ When you retake the Career Step Final Exam, take advantage of the personalized consultation available through Career Step to potentially improve your scores. Call the Skills Assessment Department to arrange for this; their number is 1-888-657-5752, option #1, then #2.