



2026 PhysiCode Medical Coding Training Program (MCTP)

Program and Policy Document

Overview:

PhysiCode Healthcare Solutions, LLC (referred to as PhysiCode) offers exclusive medical coding training through our training academy. PhysiCode is an AAPC Education Provider and offers the Medical Coding Training Program (MCTP) online, virtual (live), and the traditional classroom setting. Our MCTP is designed to prepare adult learners to take the AAPC national exam in pursuit of the **CPC®** or **COC®** coding certification. **Our COC® Exam Prep training is offered with groups of 6 or more. Please inquire if you are interested in training for the COC® coding certification.**

Our instructors are AAPC certified coders with over 25 years of healthcare coding and reimbursement experience. Our instructors hold multiple coding certifications through AAPC and/or AHIMA and have trained all levels of adult learners to include, but not limited to, coders (and aspiring coders), billers, allied health professionals, nurses, physicians, or anyone looking to start a new career path (whether you have healthcare experience or not).

Physician-Based Coding

Self-Study Online CPC Prep

Online Self-Study CPC exam prep courses are ideal for individual learners that are self-disciplined to complete online programs on their own at their own pace. The self-study courses are designed for all levels of experience or no experience at all. There are no prerequisites for these courses, however, medical terminology and/or anatomy training is recommended but not required.

This class includes 20 online training modules and an assigned coding coach. The online self-study program must be completed within twelve (12) months of enrollment but can be reasonably completed in four (4) months. Extensions can be purchased for \$60 per 30-day extension up to 3 months. However, learners **MUST** request extension prior to course expiration date.

Online Self-Study CPC exam prep courses are not instructor-led classes and do not include LIVE Virtual training sessions. A coding coach is assigned to assist with questions and clarification. Coding coaches are not intended to be tutors.

What's Included?

- INCLUDES: Twenty online training modules (chapter quizzes, interactive lectures, experiential learning practical application and final exam).
 - INCLUDES: AAPC CPC Training curriculum (Textbook & Workbook)
 - INCLUDES: Coding manuals (ICD-10-CM, CPT, HCPCS Level II)
 - INCLUDES: PowerPoints and other handouts
 - INCLUDES: BONUS: Online CPC® practice exam with a built-in timer
 - INCLUDES: AAPC certificate of completion is awarded upon successful completion of the course.
 - INCLUDES: Coding coach to assist with questions and clarification. **Coding coaches are not intended to be tutors.*
 - Upon completion of the CPC Exam Prep course, students are prepared to sit for the AAPC CPC® national examination.
 - Basic Anatomy and Medical Terms are included in this course.
 - PhysiCode Exam Prep classes are approved for one year of coding experience by the AAPC.
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- Discount on AAPC one-year membership. **Purchased separately at check out at our discounted rate.*
 - Discount on AAPC certification exams. **Purchased separately at check out at our discounted rate.*

Physician-Based Coding

Instructor-led CPC Prep *(online training modules are **not** included)*

Our instructor-led CPC® Exam Prep training is 16 weeks of medical coding training that includes weekly live instructor-led training. Students will receive a lesson plan that includes their weekly curriculum assignment (reading, chapter exercises, case studies, review of audio lectures) to be completed each week. Our learners are expected to attend the weekly virtual “live” training sessions with their assigned instructor. All LIVE sessions are recorded for later playback. Learners will have access to recordings 24/7 while enrolled in the program. On average, our learners can expect to complete 1-2 chapters per week.

Hybrid Instructor-led CPC Prep *(includes online training modules)*

Our “Hybrid” instructor-led CPC® Exam Prep training is 16 weeks of medical coding training that includes **both online training modules AND weekly live instructor-led training**. This hybrid learning model is more comprehensive and designed to give our learners a greater learning experience. This class includes 21 chapters of online training modules in addition to live weekly instructor-led classes. Learners are given a total 8 month access to online training modules, which is an additional 4 months after the LIVE sessions end. After which, the online training will expire. Extensions can be purchased for \$60 per 30-day extension up to 3 months. However, learners MUST request extension prior to course expiration date.

What’s Included in both?

Learners will receive a lesson plan that includes their weekly online curriculum assignment (reading, audio- lectures, chapter exercises, quizzes, and exam) to be completed each week and attend their scheduled virtual “LIVE” training session with their assigned instructor.

LIVE sessions are held once a week in the evening from 6:30-9:30 pm Eastern Standard Time. The day of the week is based on the class selected at enrollment. Most classes are held on a Tuesday, Wednesday or Thursday evening. Email invites are sent out prior to the start of class. Our weekly LIVE sessions are hosted “virtually” in our interactive virtual classroom. This is not a self-study program, our certified instructors go more in depth with helping you understand the coding guidelines, correct application of the code sets (ICD-10-CM, CPT, & HCPCS) and modifiers, illustration of coding scenarios, and abstract coding, and more. All live sessions are recorded and accessible to each student for later playback for up to 30 days after completing the 16-week program.

Upon successful completion of the MCTP, each student is awarded an AAPC Certificate of Completion.

- INCLUDES: AAPC licensed and certified instructors.
- INCLUDES: Sixteen weeks of scheduled live medical coding training taught LIVE in a virtual classroom or virtual platform.
- INCLUDES: Hands-on coding and practical application exercises, abstract coding from redacted real-world coding operative reports, and exams.
- INCLUDES: Book tabbing strategies and test-taking tips & techniques
- INCLUDES: AAPC CPC Training curriculum (Textbook & Workbook)
- INCLUDES: Coding manuals (ICD-10-CM, CPT, HCPCS Level II)
- INCLUDES: PowerPoints and other handouts
- INCLUDES: Recorded LIVE session for later playback. Learners have 24/7 access to LIVE recorded sessions throughout the training.
- INCLUDES: BONUS: Online CPC® practice exam with a built-in timer
- INCLUDES: AAPC certificate of completion is awarded upon successful completion of the course.
- Classes are taught by licensed certified coding instructors with over 25 years of experience.
- Upon completion of the CPC Exam Prep course, students are prepared to sit for the AAPC CPC® national examination.
- Basic Anatomy and Medical Terms are included in this course.
- PhysiCode Exam Prep classes are approved for one year of coding experience by the AAPC.
- Discount on AAPC one-year membership. **Purchased separately at check out at our discounted rate.*
- Discount on AAPC certification exams. **Purchased separately at check out at our discounted rate.*

Price and Payment Options

AAPC Membership (One-Year)

\$160.00 USD (Student Rate) **Must be enrolled in our program*

CPC Exam Vouchers

\$375.00 USD (One Attempt)

\$475.00 USD (Two Attempts)

CPC Prep Bootcamp

\$995.00 USD (Regular Price)

Price and Payment Options Cont'd

16-Week Hybrid Instructor-led CPC Exam Prep

\$2395.00 USD (Books Included)

\$2195.00 USD (Books Not Included)

16-Week Instructor-led CPC Exam Prep (Non-Hybrid)

\$1995.00 USD (Books Included)

\$1795.00 USD (Books Not Included)

Self-Study Online CPC Exam Prep

\$1595.00 USD (Books Included)

\$1395.00 USD (Books Not Included)

**Once book option is selected and paid at checkout, no changes can be made.*

Available Payment Options:

- **ZELLE (preferred method):** use email info@physicode.com to make your Zelle payment. **Please enter your full name or email in the notes field*) or send an email to this address to inform us of your payment.
- **Affirm or PayPal:** We've partnered with [Affirm](#) and [PayPal](#) to offer qualified applicants easy payments for their purchases. Select Affirm or PayPal at checkout for more details.
- **Credit Card:** Most major credit cards accepted
- **Check:** make payable to PhysiCode Healthcare Services *Enrollment process begins after check is received and cleared
- **Money Order:** make payable to PhysiCode Healthcare Services
- Mailing address: PhysiCode Healthcare Solutions, LLC., P.O. Box 413, Fairburn, GA 30213 *Contact us first before mailing payment*

Cancellation and Refund Policy:

Once the CPC® or COC® Exam Prep course (Self-Study, Hybrid, or Instructor-Led) has started, **no refunds will be issued**. PhysiCode Healthcare Solutions maintains a **NO REFUND policy once a class has begun**, except under special circumstances as outlined below. This policy applies to all course formats, including the Online CPC Exam Prep Self-Study program.

Cancellation Prior to Course Start

Students who cancel enrollment more than fourteen (14) days prior to the scheduled course start date are eligible for a **refund of all tuition paid, less any curriculum materials already issued or shipped**.

Curriculum Materials / Books

Option with Coding Books Included in Course:

Once book option is selected and paid at checkout, no changes can be made. If AAPC MCT curriculum materials have been issued, accessed, or shipped, **a non-refundable fee of \$500 will be deducted from the refund if course is cancelled**. This fee covers curriculum books cost, coding books cost, shipping, handling, and restocking.

Option without Coding books included in Course

Once book option is selected and paid at checkout, no changes can be made. If AAPC MCT curriculum materials have been issued, accessed, or shipped, **a non-refundable fee of \$300 will be deducted from the refund if course is cancelled**. This fee covers curriculum books cost, shipping, handling, and restocking.

You will need current year ICD-10-CM, AMA CPT, & HCPCS Level II books for this class.

Exam Vouchers and Membership

Once issued, AAPC exam vouchers and AAPC membership are nonrefundable.

Cancellations Made Within 14 Days of the Course Start Date (Up to the First Day of Class):

Due to limited seating and demand for live virtual classes, cancellations made within fourteen (14) days of the course start date will receive a refund of all tuition paid, less:

- \$300-\$500 non-refundable curriculum/materials fee (if issued, accessed, or shipped), and
- \$150 non-refundable seat reservation fee, which secures a seat that could have otherwise been offered to another student.

Cancellations After Course Start

Cancellations Within the First Week of Class. No refunds will be issued once the class has started. However, students may elect to transfer to a future CPC® Exam Prep virtual class within the same calendar year, subject to availability. Instructor fees paid may be applied toward the future course.

Fees paid for curriculum materials, AAPC membership, and/or exam fees are non-refundable.

Cancellations After the First Week of Class

No refunds, transfers, or credits will be issued.

Special Circumstances

Special circumstances (e.g., documented medical emergencies) will be reviewed on a case-by-case basis and must be submitted in writing with supporting documentation. Approval is not guaranteed.

Refund Processing

All approved refunds will be issued within 30 days of the cancellation date. The cancellation date is determined by the date PhysiCode Healthcare Solutions receives written notification of withdrawal, or the date enrollment is terminated by PhysiCode, whichever occurs first.

Cancellation by PhysiCode Healthcare Solutions

If any CPC® or COC® Exam Prep is cancelled by PhysiCode Healthcare Solutions, LLC prior to the start of the first class, all applicants are entitled to a full refund of monies paid. If any class is cancelled by PhysiCode Healthcare Solutions, LLC after class has started, all applicants are entitled to a full refund of the instructor fees only. All books and AAPC membership fees are non-refundable if issued.

An applicant rejected/dismissed by PhysiCode Healthcare Solutions; LLC is entitled to a refund of all monies paid if dismissal is prior to start of class. If an applicant is rejected/dismissed by PhysiCode Healthcare Solutions, LLC after the commencement of classes, the student is entitled to a pro-rated refund of monies paid. Pro-rated deductions are based on attendance and actual classroom instruction by PMCC instructor. All books and AAPC membership fees are non-refundable if issued.

Admission Policy:

PhysiCode Healthcare Solutions, LLC does not discriminate on the bases of sex, ethnicity, religion, age, disability, or national origin.

- Applicants must be 18 years of age or older at the time of enrollment
- It is recommended that applicants have a High School Diploma or GED
- Although not required, it is strongly recommended that applicants have basic knowledge of the following: Medical Terminology, Anatomy & Physiology and/or, experience in the medical field
- Student will require strong self-discipline and dedication to learning the PMCC. Please plan on allowing approximately six to eight hours of home study time per week.

Suspension & Termination Policy:

PhysiCode Healthcare Solutions, LLC reserves the right to terminate a student at any time due to inappropriate conduct or if there is reason to believe the student has violated PHS' policies.

Failure to pay tuition in a timely manner is cause for dismissal/termination. All payment options must be paid in full based on the option selected **and** before mid-term exam. Any student with an outstanding balance prior to mid-term exam or two weeks behind on invoice payments will be placed on academic suspension until fees are paid. PhysiCode Healthcare Solutions, LLC will not be responsible for teaching any classes missed due to non-payment. Students will have the option to review class recordings from any online classes missed once the tuition is brought current and up to 30 days after the class ends.

Any student that does not bring their account current within 30 days of academic suspension will be permanently terminated from the PMCC program and any arrangements or options to attend a future class or review classroom video will be forfeited.

Student Complaint/Grievance Procedure:

Please address your complaint or grievance with the Administrator in writing. You will receive a response within 7-10 business days in writing. If the student feels more action is needed; please schedule a formal appointment with the business owner, Simone Johnson. Submit all requests in writing to:

PhysiCode Healthcare Solutions, LLC,
P.O. Box 413
Fairburn, GA 30213
Ph: (678) 263-3389