

AIMATRIXSKILLS®

STUDENT HANDBOOK

Global CPC-Equivalent Medical Coding Program

1. INTRODUCTION

Welcome to **AIMATRIXSKILLS®**, a global skill-development brand focused on building industry-ready professionals. This **Student Handbook** is an official academic and operational guide for learners enrolled in the **AIMATRIXSKILLS® Certified Medical Coding Professional Program (CPC-Equivalent)**.

This handbook is **printable, policy-driven, and internationally aligned**, and must be followed throughout the program duration.

2. PROGRAM OVERVIEW

- **Program Name:** AIMATRIXSKILLS® Certified Medical Coding Professional
 - **Standard:** CPC-Equivalent (AAPC aligned)
 - **Duration:** 120 Days | 120 Hours
 - **Training Mode:** Instructor-Led + Practical Lab
 - **Coding Focus:** Outpatient / Physician Coding
 - **Global Validity:** USA Healthcare System
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3. PROGRAM OBJECTIVES

By the end of this program, learners will be able to:

- Interpret real-world medical documentation
 - Apply ICD-10-CM, CPT, and HCPCS Level II codes accurately
 - Follow CMS, NCCI, LCD/NCD compliance rules
 - Achieve CPC-level exam readiness
 - Perform as an entry-level professional medical coder
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4. ELIGIBILITY & ADMISSION

Eligible candidates include:

- Graduates (any discipline)
- Life science / pharmacy / nursing background
- Non-medical graduates (foundation included)
- Career switchers

No prior coding experience is mandatory.

5. COURSE STRUCTURE (120 DAYS)

Phase Breakdown:

1. **Foundation – Medical Terminology & Anatomy** (Days 1–30)
2. **ICD-10-CM Diagnosis Coding** (Days 31–60)
3. **CPT Coding – E/M, Surgery & Modifiers** (Days 61–90)
4. **HCPCS Level II Coding** (Days 91–100)
5. **Compliance, Audits & Regulations** (Days 101–110)
6. **Productivity & CPC Exam Readiness** (Days 111–120)

Each day includes: - Concept training - Coding guideline application - Practical lab - Accuracy-based evaluation

6. CODE BOOKS & TOOLS

Students must use:

- ICD-10-CM (Professional Edition)
- CPT (Professional Edition)
- HCPCS Level II
- Medical Dictionary
- CMS & NCCI guideline extracts

Electronic tools may be used **only when permitted** by trainers.

7. PRACTICAL LAB POLICY

Lab training is mandatory and includes:

- Live outpatient chart coding
- E/M leveling exercises

- Modifier application labs
- HCPCS claim coding
- Error analysis and correction

Lab performance directly impacts eligibility for final assessments.

8. ASSESSMENT FRAMEWORK

Assessment Types:

- **Daily Practice Sets** (10–30 questions)
- **Weekly Assessments** (MCQs + Coding Scenarios)
- **Phase-End Exams**
- **Full-Length CPC-Pattern Mock Exams**

Passing Criteria:

- Daily / Weekly: **80% minimum**
 - Phase Exams: **80% minimum**
 - CPC Mock Exams: **70% minimum**
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9. ATTENDANCE POLICY

- Minimum attendance required: **90%**
- Labs are compulsory
- Missed sessions must be compensated as per institute policy

Non-compliance may lead to disqualification from certification support.

10. CODE OF CONDUCT

Students must:

- Maintain academic integrity
- Avoid plagiarism or proxy attendance
- Follow compliance and ethical coding standards
- Respect trainers and peers

Violation may result in termination from the program.

11. COMPLIANCE & ETHICS

This program strictly follows:

- HIPAA Privacy & Security Rules
- CMS Coding Guidelines
- Fraud, Waste & Abuse prevention

Ethical coding is a **non-negotiable requirement**.

12. CPC EXAM READINESS SUPPORT

AIMATRIXSKILLS® provides:

- CPC-pattern mock exams
- Time-management strategies
- High-risk area drills
- Exam trap awareness

Final readiness is evaluated internally before exam recommendation.

13. PRODUCTIVITY EXPECTATIONS

By program completion, learners should achieve:

- **25–35 outpatient charts/day**
 - **≥95% accuracy**
 - Compliance-first coding approach
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14. CERTIFICATION & COMPLETION

Students will receive:

- AIMATRIXSKILLS® Course Completion Certificate
- CPC Exam Readiness Recommendation (internal)

Note: CPC certification is governed by external bodies and exam fees are separate.

15. PLACEMENT & CAREER GUIDANCE

Career guidance includes:

- Resume structuring (US healthcare format)
 - Interview preparation
 - Coding test simulations
 - Entry-level placement support (subject to performance)
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16. DISCLAIMER

This handbook is an official academic document of **AIMATRIXSKILLS®**. Content, structure, and policies are subject to periodic updates to align with international coding standards.

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