

MIDDLE GEORGIA CAREER INSTITUTE

# Course Catalog

## 2026-2027



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# Message From the President



Jasmine, Tharpe BHA, CPC,

Welcome to Middle Georgia Career Institute! We're thrilled that you've chosen us to embark on your career journey.

At Middle Georgia Career Institute, we believe in providing the best educational experience possible. We are here to assist you from the start of your course to your successful completion. Our dedicated staff and instructors are committed to helping you

achieve your career goals and excel in your chosen field.

Thank you for choosing us to be a part of your professional development. We appreciate your trust in us and are excited to see you succeed. Your success is our priority, and we are here to support you every step of the way. Welcome to a bright

# About the School

125 Eagles Walk Suite 100

Stockbridge, Georgia 30281

404-793-6123

[www.midgacareer.org](http://www.midgacareer.org)

## ***Mission Statement***

At Middle Georgia Career Institute, our mission is to empower individuals through exceptional education and training. We are dedicated to fostering a supportive and inclusive learning environment where every student can achieve their fullest potential. By providing comprehensive programs, hands-on experience, and personalized guidance, we strive to equip our students with the skills and confidence needed to excel in their chosen careers and contribute positively to their communities. Our commitment is to inspire, educate, and transform the lives of one student at a time.

## ***Rules of Operation***

- **Attendance and Punctuality:** To successfully complete this program, attendance is mandatory for all live sessions. Attendance will be monitored through Google Classroom by tracking participation in live lectures and submission of weekly quizzes, tests, and other course requirements
  - **Code of Conduct:** Students are expected to always maintain a respectful and courteous demeanor. Harassment, bullying, or discrimination of any kind will not be tolerated and may result in immediate expulsion.
  - **Academic Integrity:** Cheating, plagiarism, and other forms of academic dishonesty are strictly prohibited. Students violating academic integrity policies will face disciplinary action, which may include suspension or expulsion.
  - **Use of Facilities and Equipment:** Students must respect school property and use facilities and equipment as intended. Any damage to school property must be reported immediately and may result in financial responsibility for repairs.
  - **Health and Safety:** Students must follow all health and safety guidelines, including emergency procedures and safety protocols for specific equipment. Any accidents or injuries must be reported to the administration immediately.
  - **Communication:** Students are encouraged to communicate openly with instructors and staff regarding any concerns or issues. An open-door policy is maintained to ensure students feel supported and heard.
  - **Electronic Devices:** Students are responsible for obtaining and maintaining their own electronic device and internet access throughout the duration of the program. The institution does not provide devices
- Assignments and Deadlines:** All assignments must be completed and submitted by the specified deadlines. Extensions may be granted under special circumstances but must be requested in advance.

- **Operational Hours-** MGCI is available to students M-F 8am 5pm via email or google classroom if you need immediate assistance, please call 478-390-3042. The school will be closed on National and Federal holidays
- **Fees and Payments:** Tuition fees must be paid according to the agreed schedule. Failure to meet financial obligations may result in withholding grades, transcripts, or suspension from the program.
- **Grievance Policy:** Students have the right to file grievances regarding any aspect of their education or treatment. Grievances will be addressed promptly and fairly through established procedures. First contact the CEO via phone 404-793-6123 or email at [info@midgacareer.org](mailto:info@midgacareer.org) if unsuccessful please contact GNPEC at (770) 414-3300 or use this link <https://gnpec.georgia.gov/student-resources/complaints-against-institution>
- **Description of Employment Assistance Provided to Students:** At Middle Georgia Career Institute, we are committed to supporting our graduates in their pursuit of successful careers. Our employment assistance program includes personalized career counseling, resume and cover letter workshops, and interview preparation. We also provide job search assistance and connect graduates with potential employers through our extensive network of industry contacts. Our goal is to equip graduates with the tools and resources they need to confidently enter the workforce and achieve their career aspirations.
- **Description of Learning Resource System:** The learning platform we use at Middle Georgia Career Institute is Google Classroom, which offers a robust and user-friendly environment for both students and instructors. The Medical Coding program is conducted entirely online, providing flexibility and convenience for students

## STAFF

Jasmine Tharpe BHA, CPC, - Jasmine Tharpe brings over a decade of healthcare experience to Middle Georgia Career Institute. With more than six years as an instructor and trainer in the healthcare field, Jasmine Tharpe is deeply committed to teaching and mentoring future professionals. Specializing in medical coding, Jasmine Tharpe holds a degree in Bachelors' Health Administration and has a wealth of knowledge in Medical Coding. Their extensive background in healthcare and education equips them with the skills to provide top- notch training, helping students achieve their career goals and succeed in the healthcare industry.

Xandria Harrell BHA, CPC- Xandria Harrell brings a wealth of expertise to Middle Georgia Career Institute, with five years of experience as a coding educator at Epi source. With a strong background in medical coding, Xandria has dedicated herself to educating and mentoring students in the healthcare field. Her comprehensive understanding of coding practices and her commitment to student success make her an invaluable asset to our team. Xandria is passionate about helping students achieve their career goals and excel in the dynamic field of medical coding

## Current Course Listing

At Middle Georgia Career Institute, we are committed to providing high-quality, career-focused education that prepares students for success in the healthcare industry. Below is a list of our current program offerings.

### Medical Coding Program

Program Duration: 16 Weeks

Total Clock Hours: 320

Delivery Format: (Live Virtual Instruction + Independent Study)

Class Schedule: Days: Tuesdays & Thursdays

Time: 5:00 PM – 9:00 PM

Minimum Passing Grade: 70%

Program Outcome: Prepares students for entry-level roles in medical coding, with comprehensive instruction in:

- CPT®, ICD-10-CM, and HCPCS Level II coding
- Medical terminology and anatomy
- Healthcare reimbursement systems
- Coding compliance and ethics
- Simulated chart coding practice

Certification Preparation:

Students will be prepared to sit for the AAPC CPC® certification

## Program Of Study and course description

The Medical Coding Program at Middle Georgia Career Institute is designed to equip students for a career in medical coding, preparing them to become certified professional coders. The curriculum delivers comprehensive training in CPT, ICD-10 CM, and HCPCS coding, essential for medical procedure and service reimbursement. Students benefit from online courses, one-on-one instructor interactions, practical exercises, chapter reviews, and a final exam.

Following successful course completion, Students will be ready to take the AAPC certification exam

- Week #1: Chapter 1 - The Business of Medicine Students are introduced to coding as a profession, exploring the distinctions between hospital and physician services, the workflow of a physician's office, and the role of the coder. Topics include provider hierarchies, insurance payers, the importance of medical records, medical necessity, Medicare's ABN, HIPAA compliance, and the OIG workplan. The chapter concludes with the benefits of AAPC certification.
- Weeks #2-4: Chapter 2 - Medical Terminology & Anatomy Students learn essential medical terminology and anatomy, foundational knowledge for accurate medical coding.
- Week #5: Chapter 6 - Introduction to CPT, Surgery Guidelines, HCPCS & Modifiers This chapter covers the basics of Current Procedural Terminology (CPT), surgery guidelines, Healthcare Common Procedure Coding System (HCPCS), and the use of modifiers.
- Week #6: Chapter 7 - Integumentary System Focuses on the coding related to the integumentary system, including skin, hair, and nails.
- Week #7: Chapter 8 - Musculoskeletal System Students learn coding for the musculoskeletal system, which includes bones, muscles, and joints.
- Week #8: Chapter 9 & 10 - Respiratory, Hemic, Lymphatic, Mediastinum, Diaphragm Systems This week covers the coding for respiratory, hemic, lymphatic systems, mediastinum, and diaphragm.
- Week #9: Midterm Exam A comprehensive exam covering all material learned in the first half of the course.
- Week #10: Chapter 11-13 - Digestive, Urinary, Male/Female Genital Systems Covers coding for the digestive, urinary, and male/female genital systems.

- Week #11: Chapter 14-16 - Endocrine, Nervous, Eye and Ocular Adnexa, Auditory Systems Students learn coding for the endocrine system, nervous system, eye and ocular adnexa, and auditory systems.
- Weeks #12-14: Chapter 19 & 20 - Evaluation & Management, Medicine Focuses on coding for evaluation and management (E/M) services and general medical services.
- Week #15: Final Exam Review A comprehensive review session to prepare for the final exam.
- Week #16: Final Exam

## Possible Occupations after finishing the program

Medical Coding Program: The Medical Coding Program prepares students for careers as certified professional coders. The AAPC exam is required to be certified. Graduates will be equipped to work in various healthcare settings, such as hospitals, or doctor office.

# Admission Information

Grading Policy: Grades are determined based on a combination of exams, quizzes, Group Discussion, and Coding Case study. Each component contributes to the final grade according to a predetermined percentage.

## ***Grade Break Down***

- Quizzes: 17%
- Tests: 33%
- Group Discussion: 17%
- Coding Case Study: 33%

Grading (assessment of student progress): Late Work Policy: Late assignments will incur a 10% penalty if submitted within one week of the due date.

Quiz and Exam Schedule: Quizzes will be administered weekly; midterm and final exams will be held in weeks 9 and 16, respectively.

***Makeup Work: Must be completed within one week of the missed class.***

Grading Scale:

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: Below 60%

## ***Grade Break down***

- **Quizzes: 17%**
- **Tests: 33%**
- **Group Discussion: 17%**
- **Coding Case Study: 33%**

## Academic Probation, Delinquency in Course Requirements, and Satisfactory Academic Progress

### ***Minimum Academic Standard for Program Completion***

To successfully pass any course at Middle Georgia Career Institute, students must earn a minimum final grade of 70%. A grade below 70% is considered failing and does not meet the requirements for course completion.

### ***Satisfactory Academic Progress (SAP)***

To maintain Satisfactory Academic Progress, students must:

Maintain a minimum grade of 70% in all coursework

Complete all assignments, quizzes, and exams by the posted deadlines

Attend and participate in all scheduled classes and required activities

Failure to meet these academic standards may result in the following:

**Academic Warning:** Issued for any grade below 70% in a course or consistent failure to meet deadlines

**Academic Probation:** If a student continues to fall below the required grade level or fails to improve after a warning

**Dismissal:** If the student does not meet the minimum academic standards after being placed on probation

### ***Delinquency in Course Requirements***

Timely submission of coursework and consistent participation is required. Delinquency is defined as:

Repeated failure to submit assignments on time

Lack of participation in mandatory class discussions or activities

Failure to respond to instructor communication within a reasonable timeframe

***Delinquency may result in:***

Grade penalties

Academic probation

Dismissal from the program for ongoing failure to meet expectations

**Online Medical Coding Class*****Attendance Requirement:***

Students are required to log into the online learning portal weekly and actively participate in all scheduled online classes. This includes attending live virtual sessions, completing assignments, and engaging in discussions.

***Reporting Attendance:***

Attendance will be tracked based on login frequency, completion of assignments, and participation in discussions and virtual activities. Failure to log in and participate weekly will be marked as an absence.

***Absence Reporting:***

In the event of an absence, students must inform the instructor via email prior to the missed session.

Make-Up Work: Makeup Work: Must be completed within one week of the missed class.

***Continued failure to improve may lead to dismissal from the program.***

Delay or Delinquency in Meeting Course Requirements: Timely submission of assignments and adherence to deadlines is crucial. Delinquency may result in grade penalties or probation.

Standards of Satisfactory Academic Progress: Students must maintain a minimum GPA as specified in the program guidelines. Failure to do so may result in probation or dismissal.

Transfer of Credit: Middle Georgia Career Institute does not participate in the transfer of credits to or from other institutions.

## Academic information

### ***Orientation Program Description***

The orientation program at Middle Georgia Career Institute is designed to acquaint new students with the institution's policies, functions, and personnel. During orientation, students will receive an overview of the school's policies, meet key staff members, and learn about the resources available to support their academic journey. This program ensures students feel welcomed, informed, and prepared to succeed.

Program Entrance Requirements: Medical Coding Program: High school diploma or GED, basic computer skills, and an interest in healthcare and coding.

### **Financial Information**

#### ***Tuition and Fees***

The agreement between the student and Middle Georgia Career Institute outlines the tuition and fees for each program, along with the acknowledgment of receiving the school's rules and regulations

#### **Medical Coding Program:**

Hours :320 Tuition: \$1,589.00

fees: \$1036

***\*\*\*\*Please note that non-refundable fees and the Application fee of 45.00 are non-refundable and are separate from Tuition\*\*\*\****

#### ***Breakdown of fees***

AAPC Membership (Non-refundable: \$157.00)

CPC Textbooks (Non-refundable: \$209.00)

Application Fee of \$45.00 (non-refundable)

Technology Fee (refundable: \$150.00) \*\* This Fee is refundable if a student drops/cancel within the 7 days of enrollment after 7 days please follow the refund policy located in this catalog. Refundable at a prorated amount like tuition.

\*\*\*\*\***Certification Exam Testing Fee (2 attempts) (Optional Non-refundable: \$475.00)**\*\*\*\*\*

\*\*\*\**Please note that certification exam fees are optional and are not required to complete the Medical Coding Program at Middle Georgia Career Institute. These fees are paid directly to the AAPC (American Academy of Professional Coders) and are non-refundable. Students may choose to pursue certification through AAPC independently upon program completion*\*\*\*\*

**Refund Policy: 100% Refund Within 7 Days of Registration**

***Student-Initiated Cancellation Within 7 days of Enrollment***

Within 7 days of enrolling, 100% of tuition and fees will be refunded, excluding the non-refundable fees detailed in the catalog

**Refunds After 7 Days**

After the initial 7-day period, refunds for the Tuition and Technology Fee will be issued according to the prorated refund schedule as outlined in the official course catalog.

The following Fees (AAPC membership, CPC Textbooks)

are expected to be paid by the first week of school. The exam fee is paid during the 8th week of school.

**1. *Requesting a Refund***

All refund requests must be submitted in writing to our official email: [info@midgacareer.org](mailto:info@midgacareer.org).

Upon receipt of the written request, the institution will provide a Withdrawal Form to initiate the process. The refund process will not begin until the completed Withdrawal Form has been received by the institution.

**2. *Refund Eligibility***

Tuition and fees will be refunded on a prorated basis determined by the percentage of the paid segment and completed hours only if the student withdraws before completing 50% of the course or program. No tuition or fee refunds will be issued if the student withdraws after completing 50% or more of the course/program,

**3. *Administrative Withdrawals***

In the case of an administrative withdrawal (i.e., initiated by the institution), written notification will be sent to the student indicating the withdrawal. The institution will issue an eligible refund in accordance with the same refund schedule and criteria outlined below.

**4. *Refund Timeframe***

All eligible refunds will be processed and issued within 45 calendar days from the date the institution receives the completed Withdrawal Form.

#### 5. **Non-Refundable Fees**

For unaccredited institutions, the following fees are **non-refundable**:

- 157.00 -AAPC Membership (**Non-refundable**)
- \$209.00 – CPC Books (**Non-refundable**)
- \$45.00 Application Fee – (**Non-refundable**)
- \$475.00- Cert Exam Fee 2 attempts (**Optional, but nonrefundable once paid to AAPC**)

#### 6. **How to Begin the Process**

To request a refund, please:

Email [info@midgacareer.org](mailto:info@midgacareer.org) with your written request to withdraw and receive a refund. Upon receipt, the institution will send you the Withdrawal Form. Complete and return the form promptly to ensure your eligibility for a prorated refund, if applicable.

If you have questions about your refund or need assistance with the process, feel free to reach out via email [info@midgacareer.org](mailto:info@midgacareer.org)

## Financial Aid Policy

Middle Georgia Career Institute does not offer or participate in any federal, state, or institutional financial aid programs. All tuition and associated fees are the sole responsibility of the student and must be paid according to the terms outlined in the enrollment agreement

# Cancellation Policy

## Cancellation Policy

### 1. Student-Initiated Cancellation Within 7 days of Enrollment

**A student who cancels within 7 days of enrolling, 100% of tuition and fees will be refunded, excluding the nonrefundable fees detailed in the catalog**

## 2. *Institution-Initiated Program Changes*

If the institution cancels or makes substantive changes to a program or course (including time, location, or delivery method) that prevents a student who has already started the course from continuing, the following applies:

- The institution will make timely arrangements to accommodate the needs of the student, such as offering a reschedule, transfer to an alternative program, or comparable instruction.
- If no reasonable or equitable arrangement is possible (as determined by GNPEC), the institution will issue a full refund of all money paid by the student for the affected program or course.

# Career Services

*\*\*\*\*The school cannot guarantee a job for any student or graduate\*\*\*\**

## School Outcomes

We are thrilled to welcome you to the inaugural class of our *Medical Coding* program. As you embark on this exciting educational journey, we want to clearly communicate our standards, commitments, and what you can expect as a valued student.

While we are a new program and do not yet have historical data such as retention or pass rates, our dedication to student success is unwavering. Below is an overview of the outcomes we aim to achieve together

### Educational Excellence

- **Comprehensive Curriculum:** Our program is developed by industry professionals to ensure you receive up-to-date, relevant instruction in medical coding.
- **Expert Instruction:** Learn from seasoned instructors who are not only knowledgeable but deeply invested in your growth and success.

### Skill Development

- **Hands-On Training:** Engage in real-world applications and scenarios that mirror today's healthcare environments.
- **Critical Thinking:** Strengthen your analytical and decision-making skills essential to navigating complex coding challenges.

### **Student Support & Resources**

- **Individualized Support:** As part of our first cohort, you'll benefit from tailored guidance throughout your educational experience.
- **Career Services:** Take advantage of professional development offerings including resume building, career coaching, and job placement assistance.

### **Professional Community**

- **Networking Opportunities:** Build relationships with peers and healthcare professionals that will support you beyond graduation.
- **Student Feedback Loop:** Your feedback will play an integral role in enhancing and shaping the program for future students.

### **Certification Preparation**

- **Exam-Ready Training:** The curriculum is aligned to prepare you for relevant industry certifications, positioning you for success.

### **Long-Term Success**

- **Ongoing Education:** Explore advanced learning options and continued professional development after program completion.
- **Alumni Network:** Gain access to an evolving alumni network that supports you as your career progresses.

### **Our Commitment**

We are fully invested in delivering a top-tier educational experience. As trailblazers of this program, your success will help define our legacy, and we are honored to walk this journey with you.

# Readmission/Non-Readmission Policy

Middle Georgia Career Institute (MGCI) maintains high standards for academic performance and professional conduct. The following policy outlines the conditions under which a student may be considered for readmission after dismissal:

## 1. Readmission After Academic Dismissal

Students who have been **dismissed for academic reasons** may be eligible to apply for **readmission after a minimum of five (5) months** from the date of dismissal. To be considered for reentry, the student must:

- Submit a written request for readmission
- Demonstrate a plan for academic improvement
- Meet all current program requirements and tuition obligations

All readmission requests will be reviewed on a **case-by-case basis** and are subject to the sole **discretion of Middle Georgia Career Institute**. Reentry is **not guaranteed**.

## 2. Readmission After Conduct-Related Dismissal

Students who have been **dismissed for violations of the student code of conduct** are **not eligible for readmission** under any circumstances. MGCI upholds a zero-tolerance policy for serious behavioral or ethical violations that disrupt the learning environment or endanger the safety and wellbeing of others.

## 3. General Conditions

- Students approved for readmission must complete all required enrollment documents and pay applicable tuition and fees in accordance with current program rates.
- Any previous credits or coursework may be subject to review or expiration at the discretion of the institute.

## Transcript Request Policy

Students and alumni of **Middle Georgia Career Institute** may request transcripts by emailing **info@midgacareer.org**. Please allow **24–48 business hours** for processing. If you have not received your transcript within 48 hours, please call 478-390-3042

- **The initial transcript request is free of charge.**
- **Each additional transcript request will incur a \$15.00 processing fee.**
- All transcripts are delivered **electronically only** to the email address provided in the request.

*Please include the following in your request:*

- Full name (as enrolled)
- Date of birth
- Program name
- Graduation or last attendance date
- Recipient email address for delivery

Incomplete requests may result in processing delays. Fees must be paid in full before transcripts are released.

*Student Acknowledgement*

I, [Student Name], acknowledge that I have received, read, and understood the rules and regulations set forth in the Middle Georgia Career Institute catalog. I agree to abide by these policies and understand the expectations for attendance, academic performance, and conduct. I recognize the importance of maintaining integrity and professionalism throughout my enrollment. Additionally, I understand the financial obligations, including tuition and fees, and the refund policy. By signing this document, I commit to actively participating in my education and striving for success in my chosen program.

X

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GPNEC

X

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Student