



POLICY CATALOG

2026

Risk Adjustment Coding Academy, LLC

Bridgewater, New Jersey
RACacademyllc@outlook.com
www.RiskAdjustmentCodingAcademy.com

AAPC Licensed Education Provider

Effective Date: August 2026

This catalog is provided to every student prior to the start of classes.

Table of Contents

1. School Information
2. Mission Statement
3. Approvals and Affiliations
4. Program Description
5. Admissions Requirements
6. Tuition, Fees, and Costs
7. Refund and Cancellation Policy
8. Academic Policies
9. Student Support Services
10. Student Inquiry Response Policy
11. Student Escalation Policy
12. Dispute Resolution / Grievance Policy
13. Faculty
14. Student Protection
15. Catalog Review and Updates
16. Privacy Policy

1. School Information

Legal Name: Risk Adjustment Coding Academy, LLC

Location: Bridgewater, Somerset County, New Jersey

Email: RACacademyllc@outlook.com

Website: www.RiskAdjustmentCodingAcademy.com

Owner / Director: Danielle LaGravenese, CPC, CRC, AAPC Approved Instructor

Business Hours: Monday – Friday, 9:00 a.m. – 5:00 p.m. Eastern Time



2. Mission Statement

Risk Adjustment Coding Academy, LLC trains students and working coding professionals for AAPC certification. We teach Fundamentals of Medicine as the clinical foundation, CPC® preparation for professional-fee coding, and CRC® preparation for risk adjustment, so students can start correctly, specialize with purpose, and grow in the work.

3. Approvals and Affiliations

Risk Adjustment Coding Academy, LLC is an AAPC Licensed Education Provider. The Academy offers AAPC-aligned courses in Fundamentals of Medicine, CPC® certification preparation, and CRC® certification preparation. Credentials are awarded solely by AAPC upon successful completion of the applicable national examination.

The Academy is an independent professional education provider. We offer prerequisite training, exam preparation, and continuing education for students entering or advancing in medical coding.

4. Program Description

Fundamentals of Medicine Program

This self-paced prerequisite course teaches medical terminology, anatomy, and pathophysiology and how to apply that knowledge to reading a medical record. It is appropriate for beginners and for anyone preparing for an AAPC certification course such as CPC® or CRC®.

Program Length: Self-paced; about 40 clock hours over 2 to 3 months, to be completed within a 12-month period or less. Enrollment date and start date are set by the instructor.

Delivery Method: Online / distance education. Self-paced coursework is completed in the AAPC LMS (Blackboard). The Team's meeting link is sent to the student's enrollment email before the start date..

Credential Awarded: Certificate of Completion (does not confer a coding credential)

Approving / Credentialing Agency: American Academy of Professional Coders (AAPC)

Program Objectives

- Identify how to use medical terminology to read a medical record.
- Use anatomic reference systems to identify anatomic positions and landmarks.
- Understand an overview of the pathophysiology of common conditions.

CRC® / Risk Adjustment Coding Program

The CRC® program is designed for certified professional coders who wish to specialize in risk adjustment coding. Students receive instruction in Hierarchical Condition Category (HCC) models, documentation requirements, RAF score optimization, and preparation for the AAPC CRC® examination.

Program Length: Approximately 10 weeks

Delivery Method: Self-paced; about 80 clock hours about 3 to 4 months, to be completed at the student's own pace within a 12-month period or less. Enrollment date and start date are set by the instructor. Monthly extensions may be purchased. Coursework is completed in the AAPC LMS (Blackboard). The Team's meeting link is sent to the student's enrollment email before the start date.

Credential Awarded: Certificate of Completion (prepares student for the CRC® exam)



Approving / Credentialing Agency: American Academy of Professional Coders (AAPC)

Program Objectives

- Understand and apply Hierarchical Condition Category (HCC) coding principles
- Interpret clinical documentation for risk adjustment purposes
- Apply ICD-10-CM coding guidelines specific to risk adjustment
- Prepare for successful completion of the AAPC CRC® certification examination
- Support accurate RAF score capture and compliance in value-based care settings

CRC® Certification Course & Fundamentals of Medicine Program

This combined program is for students who need the clinical foundation first, then risk-adjustment coding. Fundamentals of Medicine will teach medical terminology, anatomy, pathophysiology, and how to read a medical record. The CRC® course then covers Hierarchical Condition Category (HCC) models, documentation requirements (including MEAT), RAF, official ICD-10-CM guidelines for risk adjustment, and preparation for the AAPC CRC® examination. Fundamentals of Medicine is required and included.

Program Length: Suggested pace is about 12 weeks of Fundamentals of Medicine and about 10 weeks of CRC®. LMS time is clock hours is approximately 40 hours for FoM and 80 clock hours for CRC®. Students complete the program at their own pace within a 12-month access period. Monthly extensions may be purchased. Enrollment date and start date are set by the instructor

Delivery Method: Self-paced; to be completed at the student's own pace within a 12-month period or less. Enrollment date and start date are set by the instructor. Coursework is completed in the AAPC LMS (Blackboard). The Team's meeting link is sent to the student's enrollment email before the start date.

Credential Awarded: Certificate of Completion (prepares student for the CRC® exam)

Approving / Credentialing Agency: American Academy of Professional Coders (AAPC)

Program Objectives

- Understand and apply Hierarchical Condition Category (HCC) coding principles
- Interpret clinical documentation for risk adjustment purposes
- Apply ICD-10-CM coding guidelines specific to risk adjustment
- Prepare for successful completion of the AAPC CRC® certification examination
- Support accurate RAF score capture and compliance in value-based care settings

Fundamentals of Medicine Program & CPC® Certification Course

The Academy currently offers Fundamentals of Medicine & CPC® certification preparation. Fundamentals of Medicine is the clinical foundation. It is designed for people with no (or weak) medical terminology, anatomy, and pathophysiology. It does not teach coding, and it does not prepare someone for the CPC® exam by itself. It gets them ready to sit in a coding course.

CPC® Preparation Course is the professional-fee coding course. It is designed for people who want to code physician and non-physician practitioner services and sit for the AAPC CPC® exam. Students learn to use CPT®, ICD-10-CM, and HCPCS Level II on real encounter types - office visits, procedures, E/M, and operative reports.

Program Length: Approximately 12 weeks for Fundamentals of Medicine & Approximately 16 weeks for CPC®

Delivery Method: Self-paced: Fundamentals of Medicine about 40 clock hours and about 16 weeks of CPC® about 80 clock hours. Coursework is completed in the AAPC LMS (Blackboard). Academy



support is weekday email and weekly live Q&A on Microsoft Teams. The Team's link is sent to the student's enrollment email before the start date. Fundamentals of Medicine may begin at enrollment. CPC® modules Students complete the program at their own pace within a 12-month access period. Enrollment date and start date are set by the instructor. Monthly extensions may be purchased.

Credential Awarded: Certificate of Completion (prepares student for the CPC® exam)

Approving / Credentialing Agency: American Academy of Professional Coders (AAPC)

5. Admissions Requirements

Admission requirements depend on the course selected:

- **All courses:** High school diploma or equivalent (GED); basic computer skills; reliable internet access.
- **Fundamentals of Medicine:** No coding credential required.
- **CPC® + Fundamentals of Medicine:** No coding credential required. Fundamentals of Medicine is required and included.
- **CRC® only:** Current CPC® or equivalent coding credential (such as CCS, COC, or CIC), or proof of Fundamentals of Medicine (or equivalent). Instructor approval required.
- **CRC® + Fundamentals of Medicine:** No coding credential required. Fundamentals of Medicine is included.
- Enrollment date and start date are set by the instructor.

6. Tuition, Fees, and Costs

Tuition is listed below (subject to change; current pricing is published on the Academy website). Check the selected course on the enrollment form.

Available Programs

- **CPC® + Fundamentals of Medicine – Self-Paced** — \$3,995
- **CRC® + Fundamentals of Medicine – Self-Paced** — \$3,995
- **CRC® Certification Course – Self-Paced** — \$2,750
- **Fundamentals of Medicine – Self-Paced** — \$1,995

CPC® is not sold without Fundamentals of Medicine. CRC® only requires proof of Fundamentals of Medicine or equivalent and instructor approval.

All packages except Fundamentals of Medicine include:

- AAPC student membership
- Pro Fee Bundle (eBooks; CPC® also includes print code books)
- Codify
- Practice exams (3)



- Exam vouchers (2 attempts) CPC® or CRC®, matching the course
- PractiCode practicum CPC® or CRC®, matching the course
- LMS access
- Course textbook (CRC® eBook; CPC® eBook)
- 12 months of curriculum access
- Weekly live Q&A + weekday email support
- CEUs on successful course completion if already holding an eligible AAPC credential (Pending approval CEUs CPC®; Pending approval CEUs CRC®)

Packages that include Fundamentals of Medicine also include FoM eBooks.

Fundamentals of Medicine – Self-Paced includes:

- AAPC student membership
- LMS access
- Fundamentals of Medicine eBooks
- Weekly live Q&A + weekday email support
- 12 months of access
- Pending approval CEUs on successful completion if already holding an eligible AAPC credential

7. Refund and Cancellation Policy

Due to the digital nature of our courses and materials, most purchases are final once access is granted.

eBooks & Digital Materials

Refunds or exchanges may only be considered within 30 days of purchase and only in these cases:

- Duplicate purchase
- Incorrect product received

No refunds will be issued once an access code has been redeemed, for change of mind, accidental purchase, or after 30 days.

Non-Refundable Items

- Online course / LMS access
- AAPC Student Membership
- Practice exams
- Exam vouchers
- Practicode

Unused course seats may be credited toward a future course.



How to Request a Review

Email RACacademyllc@outlook.com with your name, order number, and reason within 30 days of purchase. We will respond within 2–3 business days.

8. Academic Policies

Attendance and Participation

Students are expected to actively engage with course materials, complete assigned practice exercises, and maintain regular communication with the instructor. Because the program is delivered primarily online, consistent weekly progress is required.

Self-paced Fundamentals of Medicine students are not required to attend live class but are encouraged to use weekly Teams Q&A as needed.

Satisfactory Academic Progress

Students are expected to complete course modules according to the published schedule. Students who fall significantly behind will be contacted by the instructor to develop a plan for successful completion.

Certificate of Completion

A Certificate of Completion is awarded to students who satisfactorily complete all required course components. Fundamentals of Medicine completion does not confer a coding credential. CRC® course completion prepares the graduate to sit for the AAPC CRC® examination but does not itself confer the CRC® credential.

9. Student Support Services

As an AAPC Licensed Education Provider, Risk Adjustment Coding Academy provides Technical, Administrative, and Subject Matter Expert (SME) support to enrolled students.

- **Technical Support:** Assistance with LMS access, eBook activation, and related platform issues.
- **Administrative Support:** Help with enrollment, materials, scheduling, and general program questions.
- **Subject Matter Expert Support:** Direct access to the instructor for academic and coding-related questions.



10. Student Inquiry Response Policy

Purpose

Risk Adjustment Coding Academy, LLC is committed to providing timely, professional, and accurate responses to all prospective and current student inquiries. This policy establishes clear expectations for response times and communication standards.

Scope

This policy applies to general inquiries related to programs, admissions, enrollment, course content, schedules, tuition and fees, technical support, and other non-complaint matters submitted by prospective or current students.

Response Time Standards

We strive to respond to inquiries in a manner consistent with professional educational standards.

Type of Inquiry	Expected Response Time
General inquiries (email, website form, or phone message)	Within 1–2 business days
Urgent technical or access issues (current students)	Same business day whenever possible
Formal student complaints	Per Dispute Resolution Policy

Note: Complex inquiries that require research or consultation may take additional time. In such cases, we will acknowledge receipt and provide an estimated follow-up timeframe.

Business Hours

Monday – Friday, 9:00 a.m. – 5:00 p.m. Eastern Time

Inquiries received outside of business hours, on weekends, or on observed holidays will be treated as being received on the next business day.

How to Submit an Inquiry

- Email: RACacademyllc@outlook.com
- Website contact form: Available at RiskAdjustmentCodingAcademy.com

11. Student Escalation Policy

Purpose

Risk Adjustment Coding Academy, LLC is committed to resolving student concerns promptly, fairly, and professionally. This policy outlines how escalations are handled and ensures we fulfill our obligation as an AAPC Licensed Education Provider to provide Technical, Administrative, and Subject Matter Expert (SME) support services to students.

Scope

This policy applies to any student concern that is not resolved through the standard inquiry process, including (but not limited to) technical issues with course access or materials, administrative questions, academic or instructional concerns, and dissatisfaction with a previous response.



How Escalations Are Handled

As a small, instructor-led academy, all student support and escalations are handled directly by the Academy Owner and Instructor. This allows for clear accountability and efficient resolution.

Type of Issue	Handled By	Target Timeline
Standard inquiry or concern	Academy Owner / Instructor	1–2 business days
Escalated concern	Academy Owner / Instructor (priority)	Ack. 1 day; resolve 2–3 days
AAPC platform / system issues	Coordinated with AAPC by the Academy	AAPC standard: 2–3 business days

Note: Complex issues may require additional time. In those cases the student will be kept informed of progress and expected next steps.

When a Concern Is Treated as an Escalation

A concern is treated as an escalation when:

- The student remains dissatisfied after the initial response;
- The issue involves course access, LMS, Practicode, exam vouchers, or other AAPC platform problems;
- The matter is academic, instructional, or related to progress and needs careful review;
- The student specifically requests that the issue be escalated or reviewed further.

How to Submit or Escalate a Concern

Students may raise or escalate a concern by:

- Replying to the original email and clearly stating they wish to escalate; Subject line: ESCALATION
- Emailing the Academy and including the subject line “ESCALATION – [brief description]”

12. Dispute Resolution / Grievance Policy

This policy is provided to every student prior to the start of classes.

1. Person to Contact

In the event of a dispute with the Academy, the student should contact:

Danielle LaGravenese

Founder & Director

Risk Adjustment Coding Academy, LLC

Email: RACacademyllc@outlook.com

2. Timeline for Reporting Concerns

Students are encouraged to report concerns as soon as possible. Formal grievances should be submitted in writing within 30 calendar days of the event or issue giving rise to the concern.

3. Timeline for Administration Response

Upon receipt of a written grievance:

1. The Academy will acknowledge receipt within 1 business day.
2. A substantive response or resolution plan will be provided within 5 business days.
3. Complex matters may require additional time; the student will be kept informed of progress.



4. Procedures for Resolving Concerns

1. Student submits a written description of the concern (email is acceptable) to the Director.
2. Director reviews the matter, gathers relevant information, and may request additional details from the student.
3. Director issues a written decision or resolution plan.
4. If the student remains dissatisfied, the matter may be further reviewed under the Escalation Policy.

13. Faculty

Danielle LaGravenese, CPC, CRC

AAPC Approved Instructor

Founder, Director, and Lead Instructor

Danielle brings extensive experience in Hierarchical Condition Category (HCC) risk adjustment, value-based care compliance, and professional coding education. She holds active CPC® and CRC® credentials and is an AAPC Approved Instructor.

14. Student Protection

Risk Adjustment Coding Academy, LLC maintains a \$20,000 surety bond as a voluntary measure of financial protection for enrolled students. In the unlikely event that the Academy is unable to deliver the program as contracted, this bond provides an additional layer of security for student tuition payments.

Students with questions about enrollment, refunds, or program delivery are encouraged to contact the Academy Director directly at RACacademyllc@outlook.com.

15. Catalog Review and Updates

This catalog is reviewed periodically and may be updated. The current version will always be available on the Academy website and provided to students prior to enrollment. Students are responsible for reviewing the catalog in effect at the time of their enrollment.

16. Privacy Policy

This privacy policy applies to contact information collected through our website and our communications. We may update this policy periodically. The effective date shows the most recent version.

1. Information We Collect

At Risk Adjustment Coding Academy, we may collect the following contact information when you:

- Fill out a form on our website (riskadjustmentcodingacademy.com)
- Email us
- Message us on social media or other platforms
- Otherwise contact us

This information may include:

- Name



- Email address
- Phone number (if provided)
- Mailing address (if provided)
- Any other details you choose to share in your message

2. How We Use Your Contact Information

Your contact information is used solely for the following purposes:

- Responding to your inquiries
- Providing information about our courses, workshops, or services
- Sending you updates or materials you have requested
- Enhancing our customer service with a focus on data protection

We do not sell, rent, or trade your contact information to third parties for marketing purposes.

3. How We Share Your Information

Your contact information is shared only when necessary:

- With service providers who assist us in operating our business (for example, email platforms or website hosting), under strict confidentiality
- When required by law or to protect our legal rights
- With your explicit consent

4. Data Security

We take reasonable measures to protect your contact information from unauthorized access, loss, or misuse. No method of transmission over the internet is 100% secure. We continue to review and improve our data-protection practices.

5. Your Rights

You have the right to:

- Access the contact information we hold about you
- Correct any inaccurate information
- Delete your contact information (subject to any legal obligations we may have)

To make a request, email us using the contact details below.

6. Contact Us

If you have questions about this policy or how we handle your contact information, please contact us at:

Risk Adjustment Coding Academy, LLC

Email: RACacademyllc@outlook.com

Website: www.riskadjustmentcodingacademy.com

— End of Catalog —

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