

Accurate Medical Solutions, LLC
DBA The Medical Coding Class
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Student Grievance Procedure: Should a student have a complaint with the Institution, then the following steps shall be taken by him/her:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to Claudine Rosson, Director of Education or in her absence Crystal Rosson, Office Administrator. Administrator or designee shall have ten (10) business days in which to investigate and address the grievance.
3. Should Administrator or designee fail to or unacceptably address the grievance, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The Student must contact the State Board for further details.
4. The student shall have six (6) months from the date of the occurrence to file a grievance. If the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board Address is:

1740 W. Adams Street, Suite 3008

Phoenix, Arizona 85007

602-542-5709

Website: www.azppse.gov

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