



Course Syllabus Medical Document Production (Coding II)

Semester with Course Reference Number (CRN)	POFM 2333 11726 (Second Start)
Instructor contact information (email address)	Terri Goode-Tomlin terri.goodetomlin@hccs.edu
Office Location and Hours	Distance Education
Course Location/Times	Distance Education
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3 Lecture Hours: 2 Laboratory Hours: 3 External Hours:
Total Course Contact Hours	80.00
Course Length (number of weeks)	12 Weeks
Type of Instruction	Lecture/Lab
Course Description:	Study of advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, transcription, coding, billing, insurance activities, and records management. This course is designed to provide practical applications of the linkage of the CPT-4 coding system. Medical references will be used for research and verification. MEDISOFT software applicable. (Formerly MEDT 1332)
Course Prerequisite(s)	PREREQUISITE(S): <ul style="list-style-type: none">• POFM 1300

**Academic
Discipline/CTE
Program Learning
Outcomes**

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.
4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

**Course Student
Learning
Outcomes (SLO): 4
to 7**

1. The student will demonstrate use of CPT codes, national codes, and local codes by completing CMS 1500 claim form.
2. The student will demonstrate knowledge of the CMS-1500 Claim Instructions by preparing electronic filing of commercial claims, Blue Cross/Blue Shield plans, Medicare, Medicaid, Tricare, and Worker's Compensation through case studies.
3. The student will demonstrate the basic operations of the MediSoft database by entering transactions, scheduling, claim management reports in MediSoft through simulated patient records.
4. Students will process insurance claims and explain the importance of clean claims.

**Learning
Objectives
(Numbering
system should be
linked to SLO -
e.g., 1.1, 1.2, 1.3,
etc.)**

- 1.1 Be able to understand completing commonly used blocks on the CMS-1500
- 1.2 Be able to understand the difference between procedure and diagnosis coding, apply basic accounting principles
- 2.3 Be able to understand or explain the various claim forms.
- 2.1 Be able to understand completing of claims for submission to commercial insurance companies.
- 2.2 Be able to understand information about completing claims for submission to Blue Cross and Blue Shield plans.
- 2.3 Be able to understand information about completing claims for submission to Medicare administrative contractors.
- 2.4 Be able to understand information about completing claims for submission to Medicaid administrative contractors.
- 2.5 Be able to understand information about completing claims for submission to TRICARE payers.
- 2.6 Be able to understand information about completing claims for submission to workers compensation payers.
- 3.1 Be able to understand the role of information technology in the medical office and the common applications of information technology
- 3.3 Be able to create and analyze reports, appointment scheduling, understand or explain the various claim forms.
- 4.1 Be able to post deposits, payments, and adjustments from third party payers, create and print patient statements.
- 4.2 Be able to understand Appointment scheduling.
- 4.3 Be able to describe the billing cycle in a medical office.
- 4.4 List various types of health insurance providers.

**SCANS and/or
Core Curriculum
Competencies: If
applicable**

SCANS
The student will demonstrate use of CPT codes, national codes, and local codes by completing CMS 1500 claim form.

Foundation Skills - Thinking -Decision Making

Foundation Skills - Thinking -Creative

Foundation Skills - Thinking -Reasoning

The student will demonstrate knowledge of the CMS-1500 Claim Instructions by preparing electronic filing of commercial claims, Blue Cross/Blue Shield plans, Medicare, Medicaid, Tricare, and Worker's Compensation through case studies.

Foundation Skills - Thinking -Decision Making

Foundation Skills - Thinking -Problem Solving

Foundation Skills - Thinking -Reasoning

The student will demonstrate the basic operations of the MediSoft database by entering transactions, scheduling, claim management reports in MediSoft through simulated patient records.

Foundation Skills - Personal Qualities -Self-Management

Workplace Competencies - Information -Acquires & Evaluates

Workplace Competencies - Information -Organizes & Maintains

Students will process insurance claims and explain the importance of clean claims.

Workplace Competencies - Information -Interprets & Communicates

Workplace Competencies - Information -Uses Computers to Process

Workplace Competencies - Technology -Applies Technology to Task

Instructional Methods

Web-enhanced (49% or less)

Hybrid (50% or more)

Distance (100%)

Face to Face

Student Assignments

The student will demonstrate use of CPT codes, national codes, and local codes by completing CMS 1500 claim form.

Discussions

Projects

The student will demonstrate knowledge of the CMS-1500 Claim Instructions by preparing electronic filing of commercial claims, Blue Cross/Blue Shield plans, Medicare, Medicaid, Tricare, and Worker's Compensation through case studies.

Projects

The student will demonstrate the basic operations of the MediSoft database by entering transactions, scheduling, claim management reports in MediSoft through simulated patient records.

Discussions

Projects

Students will process insurance claims and explain the importance of clean claims.

Projects

Student Assessment(s)

The student will demonstrate use of CPT codes, national codes, and local codes by completing CMS 1500 claim form.

In-class discussions

The student will demonstrate knowledge of the CMS-1500 Claim Instructions by preparing electronic filing of commercial claims, Blue Cross/Blue Shield plans, Medicare, Medicaid, Tricare, and Worker's Compensation through case studies.

Presentations

The student will demonstrate the basic operations of the MediSoft database by entering transactions, scheduling, claim management reports in MediSoft through simulated patient records.

Presentations

Students will process insurance claims and explain the importance of clean claims.

Group and/or individual projects

Instructor's Requirements

As the Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived;
- Facilitate an effective learning environment through class activities, discussions, and lectures;
- Description of any special projects or assignments;
- Inform students of policies such as attendance, withdrawal, tardiness and make up;
- Provide the course outline and class calendar which will include a description of any special projects or assignments;
- Arrange to meet with individual students as required. To be successful in this class, it is the student s responsibility to:
- Attend class and participate in class activities;
- Read and comprehend the textbook;
- Complete the required assignments and exams on time;
- Ask for help when there is a question or problem;
- Complete the field study with a 70% passing score.

Program/Discipline Requirements: If applicable

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Medical Document Production must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the office environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.

**Instructor Grading Criteria **

The Houston Community College grading system will be used to evaluate student's performance in this course.

Grade	Score
A-Excellent	100-90
B-Good	89-80
C-Fair	79-70
D-Passing	69-60
F-Failure	59 and below

Assignments/Class Participation/Discussion/MindTap Connect	40%
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Assessments	40%
Final Exam	20%
TOTAL	100%

STUDENT EVALUATION The following departmental grading system will be used to evaluate student's performances in this course:

Instructional Materials

REQUIRED. Understanding Health Insurance: Guide to Billing/ Reimbursement, 13E+ Workbook W/CD Encoder Pro access and access to MindTap for Canvas; Delmar/Cengage Learning Publishing, 2017, by Rowell, J. & Green. M; 13th Edition ISBN: 13: 9781337067133

REQUIRED-Sanderson, Susan // Computers in the Medical Office, Packaged with Connect and Medisoft McGraw-Hill Publishing, 2016, 9th Edition ISBN: 9781259673610

REFERENCE: Optum - ICD-10-CM Volumes 1 & 2 For Physicians, 2016; Cengage Publishing; 1st Edition ISBN: ISBN: 13: 9781622540495

REFERENCE: Optum - HCPCS Level II Expert 2016 Cengage Publishing; 1st Edition; ISBN: ISBN: 13: 9781622540495

REFERENCE: Optum - Current Procedural Coding Expert 2016; Cengage Publishing; 1st Edition; ISBN: 13: 9781601519139 ISBN: 13: 9781601519139

HCC Policy Statement:

The Online Student Handbook contains policies and procedures unique to the Online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the Online Student Handbook by visiting this link: <http://de.hccs.edu/media/houston-communitycollege/distance-education/student-services/2013-2014HCCDEStudentHandbook-%28Revised8-12013%29.pdf>

Access Student Services Policies on their Web site:

<http://hccs.edu/student-rights>

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

Access DE
Policies on their
Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE
Policies on their
Web site:

<http://hccs.edu/CE-student-guidelines>

DISCLAIMER: Medical Coding introduces students to document coding of health insurance claims. Business Technology does not guarantee student job placement in hospitals or medical offices, or insurance claims offices, etc. Additionally, the course does not prepare students for home/office coding businesses. Students should not expect to have experience necessary for employment in the hospital setting. The Medical Coding certificate program prepares a beginner student for entry-level skills in a doctor's office or billing department. Students who want to code for hospitals should contact the Health Information Technology Program, Department Chair, located at the John B. Coleman Building, Texas Medical Center, 1900 Galen, 713-718-7347.

WEEK COURSE CALENDAR WEEKLY SCHEDULE OF ASSIGNMENTS September 19, 2016 to Dec. 11, 2016

WEEK ONE:	Orientation/ Biography
	Understanding Health Insurance (UHI) Textbook (MindTap Access required)
WEEK TWO	Chapter 11: Essential CMS-1500 Claim Instructions
	Chapter 12: Commercial Insurance
WEEK THREE	Chapter 13: Blue Cross Blue Shield
	Quiz UHI (Chapters 11 – 13)
WEEK FOUR	Chapter 14: Medicare
	Chapter 15: Medicaid
WEEK FIVE	Chapter 16: TRICARE
	Chapter 17: Workers' Compensation
WEEK SIX	Quiz UHI (Chapters 14 – 17)
	Computers in the Medical Office (CIMO) Textbook (Connect access required)
	Chapter 1: Introduction to Information Technology and Medical Billing
WEEK SEVEN	Chapter 2: Introduction to Medisoft
	Chapter 3: Scheduling
	Chapter 4: Entering Patient Information
WEEK EIGHT	Chapter 5: Working with Case Chapter
	Chapter 6: Entering Charge Transactions and Patient Payments
	Chapter 7: Creating Claims

WEEK NINE	Chapter 8: Posting Payments and Creating Patient Statements
	Chapter 9: Creating Reports
	Chapter 10: Collections in the Medical Office
WEEK TEN	Chapter 11: Appointments and Registration
	Chapter 12: Cases, Transactions, and Claims
WEEK ELEVEN	Chapter 13: Reports and Collections
	Chapter 14: Putting It All Together
WEEK TWELVE	Final Examination (Comprehensive UHI text CIMO text)

STUDENTS WITH DISABILITIES:

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

DISABILITY SUPPORT SERVICES OFFICES:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to www.edurisksolutions.org. Sign in using your HCC student email account, then go the button at the top right that says Login and enter your student number.

VIRTUAL CLASSROOM CONDUCT

As with on-campus classes, all students in HCC Online courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the course listings page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

SOCIAL NETWORKING DE students are encouraged to become a fan of DE on Facebook <http://www.facebook.com/HCCDistanceEd> and to follow DE on Twitter: <http://twitter.com/HCCDistanceEd> These social networking sites help DE foster student engagement and provide a sense of community for the online learner. Students will also stay informed about important information and announcements.

LIBRARY RESOURCES

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. Visit Library Resources specifically for Online students.

ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test include:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of F or 0 for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Online Student Handbook-(for further information regarding Academic Dishonesty refer to <http://de.hccs.edu/media/houstoncommunity-college/distance-education/student-services/DEStudent-Handbook-.pdf>

CLASSROOM BEHAVIOR

As student instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. The instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student and instructor achieve to this critical goal.

NOTE TO THE STUDENT

If you have any questions or concerns about the course and/or course assignments, please contact me via Eagle Online e-mail (Inbox) so that we can resolve any issue(s). I will respond to your email from Eagle Online within a 24-36-hour period. If you are must call me, please leave a detailed message at

713.718.7413 between the hours of 10 AM and 2:00 PM Monday through Friday. If your concerns are not resolved, you are encouraged to contact my supervisor, Willie Caldwell, email: willie.caldwell@hccs.edu or 713-718-7808 or Stafford campus, Scarcella Building, Room N109.