



TENTATIVE—SUBJECT TO CHANGE
MAST 2108
PHYSICIAN’S PRACTICE MANAGEMENT
COURSE SYLLABUS
Online
Fall Semester 2021 (202212)

COURSE INFORMATION

Credit Hours/Minutes: 6/10500

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 Weeks

Course Reference Number (CRN): 20318

Preferred Method of Contact: [Stephannie Waters \(swaters@southeasterntech.edu\)](mailto:swaters@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Stephannie Waters, BAS, CMA (AAMA)

Email Address: [Stephannie Waters \(swaters@southeasterntech.edu\)](mailto:swaters@southeasterntech.edu)

Campus/Office Location: Vidalia Campus/Gillis Building Room 731

Office Hours: Monday-Thursday 1:00-5:00 p.m.

Phone: 912-538-3195

Fax Number: 912-538-3106

Tutoring Hours (if applicable): By appointment

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College’s [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

2021 Practice Management Training Manual: CPPM Certified Physician Practice Manager Study Guide (Available through the AAPC Website)

[AAPC Website](#)

REQUIRED SUPPLIES & SOFTWARE

Computer with camera/microphone and reliable internet access.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course provides an overview of management of the physician practice healthcare business procedures and processes. Topics include: Physician Practice Processes, Financial and Revenue Cycle Management, Healthcare Regulation and Reform, Electronic Medical Records, Human Resources, Healthcare Planning and Workflow.

MAJOR COURSE COMPETENCIES

1. Physician Practice Processes
2. Revenue Cycle Management
3. Financial Management
4. Healthcare Regulations
5. Electronic Medical Records
6. Human Resources
7. Healthcare Planning and Workflow

PREREQUISITE(S)

All previous program courses required

COURSE OUTLINE

Physician Practice Processes

1. Select physician practice staff and roles in the patient process effecting revenue reimbursement and process work flow.
2. Distinguish medical specialties influencing the physician's patient care and their relation to insurance billing and the use of appropriate diagnosis and procedure codes.
3. Compare and contrast communication and workflow of the physician.
4. Compare and contrast the various methods of communication and leadership.

Revenue Cycle Management

1. Design practice processes effecting coding and billing of medical claims.
2. Develop the steps of the revenue cycle process.
3. Assess medical necessity, clean claims, and the effect of coding and billing errors.
4. Summarize Code Sets and transition to ICD-10.
5. Compare health care contracts and third party payers.
6. Consider Revenue Payer Mix.
7. Explain RBVU's and Fee Schedules.
8. Develop policies and/or procedures for patient accounts, write offs, ABN, and collections.

Financial Management

1. Differentiate strategic and operational planning.
2. Calculate effective practice management through the use of formulas, reports, pricing, bad debt, collections, and productivity.
3. Compare physician practice accounting methods.
4. Evaluate expenses, projections, and budgets.
5. Summarize financial reports and key indicators.
6. Calculate effective practice financial management through the use of formulas, reports, pricing, bad debt, collections, and productivity.
7. Compose various accounting statements.
8. Choose effective cash management.
9. Develop a medical office budget.
10. Justify rental versus purchase of equipment.
11. Distinguish various corporate entities.

Healthcare Regulations

1. Compare health care reform to historical care governance.
2. Evaluate Quality Assurance, Improvement, and Reporting.
3. Compare fraud versus abuse.
4. Design an HIPAA policy and understand its role in the physician's office.
5. Illustrate health care reform on physician reimbursement.
6. Develop a Security and Privacy Policy and Procedure in the physician's office.
7. Distinguish administrative, physical, and technical safe-guards relating to HIPAA.
8. Assess security in the physician office.

Electronic Medical Records

1. Compare and contrast various electronic medical records.
2. Anticipate needed office equipment, hardware, and interface.
3. Develop and EMR implementation plan.
4. Assess phases, measurement, and demonstration guidelines of meaningful use.
5. Evaluate medical technology required for the HITECH Act of the American Recovery and Reinvestment Act.
6. Investigate interoperability and standards of Health Information Technology and the future.
7. Examine Enterprise Architecture Strategic Planning.
8. Compare Computerized Provider Order Entry, PDA usage, voice recognition software, transcription services, and electronic devices in health care.
9. Utilize electronic medical records to process patient visits and the revenue cycle.

Human Resources

1. Investigate human resource management in the physician office.
2. Assess training and tracking of corporate compliance, fraud, and of corporate compliance, fraud, and abuse.
3. Develop a marketing strategy.
4. Justify physician recruitment and credentialing.
5. Plan staff recruitment and credentialing.
6. Construct an employee training module.
7. Investigate the importance of negotiating managed care contracts.
8. Produce effective workflow management plan of staff resources
9. Illustrate physician performance and compensation models.
10. Compare labor relations, standards, and laws.

Healthcare Planning and Workflow

1. Construct a work space plan by evaluating and determining effective use of space.
2. Predict Sketch an organizational workflow diagram.
3. Build an effective supplies and inventory plan.
4. Produce a Disaster and Emergency Management Plan.
5. Illustrate detection and correction measures.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.

3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on **Wednesday** of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 60 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

Students are expected to complete all reading, tests, and daily assignments by the specified date. This includes tests, quizzes, workbooks, and any special projects assigned by the instructor throughout the course.

A final unit test average of 75 is required to be able to take the final exam. Grades of 74.9 will not be rounded up. If you have an average below 75, you will receive a "0" for your final exam grade.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 Signs and symptoms

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)

COVID-19 Key Symptoms
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Wednesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott](mailto:dscott@southeasterntech.edu) (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu), (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott](mailto:dscott@southeasterntech.edu) (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu), (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss

accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or

any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Both campuses Thursday October 14 or Thursday October 21 at 10:00 a.m. Vidalia campus, Gillis building room 735 and Swainsboro campus Building 8 room 8166.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

This is an online course. No make-up tests, quizzes, or assignments will be allowed. You have ample time to complete the assignments. Test resets due to technical issues will be issued on a case-by-case basis. Make sure you use Firefox or Chrome to take your tests on your laptop or computer. Do not attempt to complete assignments on your phone or tablet. If you need assistance with computer issues, please contact your instructor immediately via email.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATIONTHE TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) AND ITS CONSTITUENT TECHNICAL COLLEGES DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL OR ETHNIC ORIGIN, GENDER, RELIGION, DISABILITY, AGE, POLITICAL AFFILIATION OR BELIEF, GENETIC INFORMATION, DISABLED VETERAN, VETERAN OF THE VIETNAM ERA, SPOUSE OF MILITARY MEMBER, OR CITIZENSHIP STATUS (EXCEPT IN THOSE SPECIAL CIRCUMSTANCES PERMITTED OR MANDATED BY LAW). THIS NONDISCRIMINATION POLICY ENCOMPASSES THE OPERATION OF ALL TECHNICAL COLLEGE-ADMINISTERED PROGRAMS, FEDERALLY FINANCED PROGRAMS, EDUCATIONAL PROGRAMS AND ACTIVITIES INVOLVING ADMISSIONS, SCHOLARSHIPS AND LOANS, STUDENT LIFE, AND ATHLETICS. IT ALSO APPLIES TO THE RECRUITMENT AND EMPLOYMENT OF PERSONNEL AND CONTRACTING FOR GOODS AND SERVICES.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu)</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas (ljonas@southeasterntech.edu)</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee

within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Quizzes/Tests	40%
Evaluations	25%
Journals	10%
Discussion Boards/Work Ethics Assessment	5%
Proctored Event/Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MAST 2108 Physician's Practice Management

Fall Semester 2021 (202212) Lesson Plan

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 Aug 16-25		Review Syllabus/Lesson Plan All assignments in BOLD available from Aug 16 at 8:00 a.m. to Aug 25 at 11:59 p.m.	Read Chapters 1 and 2 Discussion Board 1 Journal Entry	
Week 2 Aug 26- Sept 1	Ch. 1	Chapter 1: Introduction to Healthcare All assignments in BOLD available from Aug 26 at 8:00 a.m. to Sept 1 at 11:59 p.m.	Test 1 Chapter 1 Journal Entry Biweekly Evaluation Timesheet Read Chapter 2	1,3,7 a,b,c
Week 3 Sept 2-8	Ch. 2	Chapter 2: Principles of Reimbursement All assignments in BOLD available from Sept 2 at 8:00 a.m. to Sept 8 at 11:59 p.m.	Test 2 Chapter 2 Journal Entry Read Chapter 3	1,3,7 a,b,c
Week 4 Sept 9-15	Ch. 3	Chapter 3: Healthcare Revenue Cycle Management All assignments in BOLD available from Sept 9 at 8:00 a.m. to Sept 15 at 11:59 p.m.	Test 3 Chapter 3 Journal Entry Discussion Board 2 Biweekly Evaluation Timesheet Read Chapter 4	2,3 a,b,c
Week 5 Sept 16-22	Ch. 4	Chapter 4: Basic Principles in Medical Office Accounting All assignments in BOLD available from Sept 16 at 8:00 a.m. to Sept 22 at 11:59 p.m.	Test 4 Chapter 4 Journal Entry Read Chapter 5	2,3 a,b,c
Week 6 Sept 23-29	Ch. 5	Chapter 5: Healthcare Reform All assignments in BOLD available from Sept 23 at 8:00 a.m. to Sept 29 at 11:59 p.m.	Test 5 Chapter 5 Journal Entry Biweekly Evaluation Timesheet Read Chapter 6	4 a,c
Week 7 Sept 30-Oct 6	Ch. 6	Chapter 6: Quality in Healthcare EHRGo Orientation to Data Analytics I All assignments in BOLD available from Sept 30 at 8:00 a.m. to Oct 6 at 11:59 p.m.	Test 6 Chapter 6 Journal Entry Read Chapter 7	4 a,c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 8 Oct 7-13 Mid-Term October 11	Ch. 7	Chapter 7: Electronic Medical Records <u>EHRGo</u> Applied Data Analytics II All assignments in BOLD available from Oct 7 at 8:00 a.m. to Oct 13 at 11:59 p.m.	Tests 7 Chapter 7 Journal Entry Biweekly Evaluation Timesheet Mid-Term Preceptor Evaluation Discussion Board 3 Read Chapter 8	5,7 a,c
Week 9 Oct 14-20	Ch. 8	Chapter 8: Modern Health and IT Interoperability <u>EHRGo</u> Applied Data Analytics III All assignments in BOLD available from Oct 14 at 8:00 a.m. to Oct 20 at 11:59 p.m.	Test 8 Chapter 8 Journal Entry Read Chapter 9	5,7 a,c
Week 10 Oct 21-27 65% Point Oct 26	Ch. 9	Chapter 9: Health Insurance Portability and Accountability Act (HIPAA) and Patient Data Security <u>EHRGo</u> Orientation to Data Visualization IV All assignments in BOLD available from Oct 21 at 8:00 a.m. to Oct 27 at 11:59 p.m.	Test 9 Chapter 9 Journal Entry Biweekly Evaluation Timesheet Read Chapter 10	4,6 a,c
Week 11 Oct 28-Nov 3	Ch. 10	Chapter 10: Human Resource Management <u>EHRGo</u> Clinical Reminder Data Visualization V All assignments in BOLD available from Oct 28 at 8:00 a.m. to Nov 3 at 11:59 p.m.	Test 10 Chapter 10 Journal Entry Read Chapter 11	4,6 a,c
Week 12 Nov 4-10	Ch. 11	Chapter 11: Fraud and Abuse and Corporate Compliance <u>EHRGo</u> MPI Duplication Analysis All assignments in BOLD available from Nov 4 at 8:00 a.m. to Nov 10 at 11:59 p.m.	Test 11 Chapter 11 Journal Entry Biweekly Evaluation Timesheet Discussion Board 4 Read Chapter 12	4,7 a,c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 13 Nov 11-17	Ch. 12	Chapter 12: Marketing and Business Relationships All assignments in BOLD available from Nov 11 at 8:00 a.m. to Nov 17 at 11:59 p.m.	Test 12 Chapter 12 Journal Entry Read Chapter 13	4,7 a,c
Week 14 Nov 18-24	Ch. 13	Chapter 13: Space Planning and Operational Flows No Assignments can be submitted via Blackboard 11/20 through 11/27 due to upgrades All assignments in BOLD available from Nov 18 at 8:00 a.m. to Nov 24 at 11:59 p.m.	Tests 13 Chapter 13 Journal Entry Biweekly Evaluation Timesheet Read Chapter 14	7 a,c
Week 15 Nov 25-Dec 2	Ch. 14	Chapter 14: Business Continuity No Assignments can be submitted via Blackboard 11/20 through 11/27 due to upgrades All assignments in BOLD available from Nov 25 at 8:00 a.m. to Dec 2 at 11:59 p.m.	Test 14 Chapter 14 Journal Entry Work Ethics Assessment Final Preceptor Evaluation Discussion Board 5	7 a,c
Final Exam Dec 6-7		Proctored Event: FINAL EXAM The Final Exam will be administered on both campuses on Monday December 6 at 1:00 p.m.		

Competency Areas:

1. Physician Practice Processes
2. Revenue Cycle Management
3. Financial Management
4. Healthcare Regulations
5. Electronic Medical Records
6. Human Resources
7. Healthcare Planning and Workflow

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

**Discussion Board
Grading Rubric**

**All discussion boards MUST contain 1 post and a minimum of 2 replies
Original Post must contain a minimum of 50 words
Replies must contain a minimum of 25 words**

Performance	Exceptional 2	Satisfactory 1	Poor 0
Posts	At least one post.	One post.	No post from student.
Replies	Reply to at least 2 student posts	Replies to other students post without original post Reply to at least 1 student post	Does not reply to any student posts
Length	Original Post at least 50 words. Replies at least 25 words.	Original Post at least 25 words. Replies at least 10 words.	Original post less than 20 words. Replies less than 10 words.
Grammar/Spelling	Grammatical and Spelling errors do not exist.	Few Grammatical and spelling errors.	Several Grammatical errors and misspellings. Difficult to read/comprehend.