

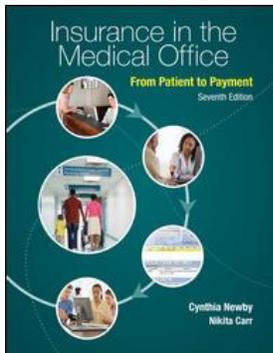


**BUSN 2370
COURSE SYLLABUS
Online
Spring Semester 2016**

Semester: 201614 Spring Semester 2016
Course Title: Medical Office Billing/Coding/Ins.
Course Number: BUSN 2370
Credit Hours/ Minutes: 3/3000
Class Location: GVTC/Blackboard
Class Meets: Via Internet/15 wks
CRN: 40037
Preferred method of contact: Email at tjernigan@southeasterntech.edu

Instructor: Tina Jernigan
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Office Location: Office 807 Gillis Building
Email Address: tjernigan@southeasterntech.edu
Phone: (912) 538-3123
Fax Number: (912) 538-3106

REQUIRED TEXT: Insurance in the Medical Office From Patient to Payment, 7th Edition, Newby, Cynthia and Nikita Carr, McGraw Hill, ISBN: 978-0-07-337459-8. Book and Connect Access Card Bundle ISBN: 978-0-07-3545127. Connect Access Card only ISBN: 978-0-07-7605544.



REQUIRED SUPPLIES & SOFTWARE: For online classes, there are no specific supplies required. Students will be required to use Microsoft Word for some course assignments. Students also will be required to use Connect Plus via a web link provided by instructor. 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 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.

COURSE DESCRIPTION: Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides instruction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing; reimbursement, and collections, and managed care.

MAJOR COURSE COMPETENCIES: Career Role and Responsibilities, International Classification of Diseases, Format of ICD Manual, Guidelines and Conventions, Current Procedural Technology, CPT Manual Coding Guidelines, Managed Care, Reimbursement and Coding.

PREREQUISITE(S): ALHS 1090, ALHS 1011

COURSE OUTLINE: 1) Career Roles and Responsibilities, 2) International Classification of Diseases, 3) Format of ICD Manual, 4) Guidelines and Conventions, 5) Current Procedural Technology, 6) CPT Manual Coding Guidelines, 7) Managed Care, 8) Reimbursement and Coding.

GENERAL EDUCATION CORE COMPETENCIES: STC 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 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. 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 midnight on Tuesday 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 are required to submit all chapter assignments via the assignment links in the course. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.**

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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus April 18, 3-4 p.m. Room TBA or Vidalia Campus April 19, 3-4 p.m. Room 809 Gillis Building.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Failure to take tests will result in a grade of zero. **No makeup exams are allowed.** If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states 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 STC Catalog and Student Handbook.

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at www.southeasterntech.edu.

GRADING POLICY

Chapter Assignments	20%
Connect Exercises	20%
Connect Tests	30%
Discussion Boards	10%
Proctored Exam	20%

GRADING SCALE

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

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.*

**BUSN 2370-MEDICAL OFFICE BILLING/CODING/INSURANCE
SPRING SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due <i>*Indicates assignments to submit for a grade.</i>	Comp Area
Mon. Jan. 11		First Day of Class: -BUSN 2370 Class Orientation (Lab 809) 2 p.m.	Orientation Assignments: -Click the Getting Started link on the course menu in the Blackboard course and then the Start Here Items link to complete the orientation assignments (Pledge and Student Introductions). Please review the other items and marked viewed upon completion. This is required by all students! -Make contact with instructor via email for attendance to ensure intent on completing the course.	
Week 1 Jan. 11-19	Chapter 1	Chapter 1: From Patient to Payment: Understanding Medical Insurance HOLIDAY-JANUARY 18	-Read Chapter 1 -*Apply Your Knowledge-Case 1.1, Case 1.2 Page 24. -*Discussion Board #1 *Chapter 1 assignments and discussion board #1 due Tuesday, January 19, midnight.	*1,8 **b,c
Week 2 Jan. 20-26	Chapter 2	Chapter 2: Electronic Health Records, HIPAA and HITECH: Sharing and Protecting Patients' Health Information	-Read Chapter 2 -*Apply Your Knowledge-Case 2.1, Case 2.2 Pages 47-48, Case 2.3 Page 49. *Chapter 2 assignments due Tuesday, January 26, midnight.	*1 **c
Week 3 Jan. 27-Feb. 2	Chapter 3	Chapter 3: Patient Encounters and Billing Information	-Read Chapter 3 -*Exercise 3.1 Page 58 -*Exercise 3.2 Page 59 -*Exercise 3.3 Page 62 -*Exercise 3.4 Page 66 -*Apply Your Knowledge-Case 3.1, Case 3.2 Page 73. -*Discussion Board #2 *Chapter 3 assignments and discussion board #2 due Tuesday, February 2, midnight.	1,8 **b,c
Week 4 Feb. 3-9	Chapter 4	Chapter 4: Diagnostic Coding	-Read Chapter 4 -*Exercise 4.1 Page 92 -*Apply Your Knowledge-Case 4.1 Page 96, Case 4.2 Pages 96-97. *Chapter 4 assignments due Tuesday, February 9, midnight.	*2,3 **b,c
Week 5 Feb. 10-16	Chapter 5	Chapter 5: Procedural Coding	-Read Chapter 5 -*Exercise 5.1 Page 115 -*Apply Your Knowledge-Case 5.1 Page 118, Case 5.2, 5.3 Page 119, Case 5.4 Pages 119-120, Case 5.5 and 5.6 Page 120. -*Discussion Board #3 *Chapter 5 assignments and discussion board #3 due Tuesday, February 16, midnight.	*5,6 **b,c

Week 6 Feb. 17-23	Chapter 6	Chapter 6: Payment Methods and Checkout Procedures	-Read Chapter 6 -*Exercise 6.1 Page 135 -*Exercise 6.2 Page 135 -*Exercise 6.3 Page 140 -*Apply Your Knowledge-Case 6.1, Case 6.2 Page 144 *Chapter 6 assignments due Tuesday, February 23, midnight.	*1,8 **b,c
Week 7 Feb. 24-Mar. 1	Chapter 7	Chapter 7: Health Care Claim Preparation and Transmission	-Read Chapter 7 -*Exercise 7.1 Page 161 -*Exercise 7.2 Page 161 -*Exercise 7.3 Page 170 -*Apply Your Knowledge-Case 7.1 Page 174, Case 7.2 Pages 174-175. -*Discussion Board #4 *Chapter 7 assignments and discussion board #4 due Tuesday, March 1, midnight.	*1,8 **b,c
Week 8 Mar. 2-8	Chapter 8	Chapter 8: Private Payers/BlueCross BlueShield MID-TERM-MARCH 3	-Read Chapter 8 -*Exercise 8.1 Page 190 -*Exercise 8.2 Page 181 -*Using Terminology 1-10 Page 193 -*Check Your Understanding 1-10 Pages 193-194. *Chapter 8 assignments due Tuesday, March 8, midnight.	*7 **b,c
Week 9 Mar. 9-15	Chapter 9	Chapter 9: Medicare	-Read Chapter 9 -*Exercise 9.1 Page 209 -*Apply Your Knowledge-Case 9.1 Page 213, Case 9.2 Page 214. -*Discussion Board #5 *Chapter 9 assignments and discussion board #5 due Tuesday, March 15, midnight.	*2,3,4,5,6 **b,c
Week 10 Mar. 16-22	Chapter 10	Chapter 10: Medicaid	-Read Chapter 10 -*Exercise 10.1 Page 222 -*Apply Your Knowledge-Case 10.1 Pages 225-226. *Week 10 assignments due Tuesday, March 22, midnight.	*2,3,4,5,6 **b,c
STUDENT BREAK-MARCH 28-MARCH 31				
Week 11 Mar. 23-Apr. 5	Chapter 11	Chapter 11: Tricare and ChampVA	-Read Chapter 11 -*Exercise 11.1 Page 236 -*Apply Your Knowledge-Case 11.1 Page 240. *Chapter 11 assignments due Tuesday, April 5, midnight.	*7 **b,c
Week 12 Apr. 6-12	Chapter 12	Chapter 12: Workers' Compensation and Automobile/Disability Insurance	-Read Chapter 12 -*Exercise 12.1 Page 248 -*Apply Your Knowledge-Case 12.1 Pages 254-255. *Chapter 12 assignments due Tuesday, April 12, midnight.	*7 **b,c

Week 13 Apr 13-19	Proctored Exam Week	Proctored Exam **PROCTORED EXAM DATES: SWAINSBORO CAMPUS: APRIL 18, 3-4 P.M., ROOM TBA OR VIDALIA CAMPUS: APRIL 19, 3-4 P.M. ROOM 809 GILLIS BUILDING.	-Proctored Exam-Chapters 11 and 12	
Week 14 Apr. 20-26	Chapter 13	Chapter 13: Claim Processing, Payments, and Collections	-Read Chapter 13 -*Exercise 13.1 Page 263 -*Exercise 13.2 Page 268 -*Exercise 13.3 Page 272 -*Apply Your Knowledge-Case 13.1 Page 276. *Chapter 13 assignments due Tuesday, April 26, midnight.	*8 **b,c
Week 15 Apr. 27-May 2	Chapter 14	Chapter 14: Hospital Insurance	-Read Chapter 14 -*Using Terminology 1-10 Pages 294-295 -*Check Your Understanding 1-10 Pages 295-296. *Chapter 14 assignments due Monday, May 2.	*7 **b,c
Mon. May 2		LAST DAY OF SPRING SEMESTER		

*** BUSN 2370 Competency Areas:**

1. Career Roles and Responsibilities
2. International Classification of Diseases
3. Format of ICD Manual
4. Guidelines and Conventions
5. Current Procedural Technology
6. CPT Manual Coding Guidelines
7. Managed Care
8. Reimbursement and Coding

****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.

ADDITIONAL CLASS INFORMATION: (Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.)

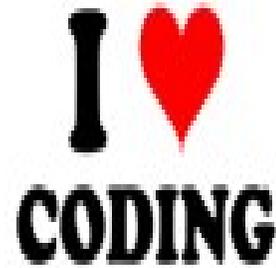
- **ASSIGNMENTS:** All assigned work from the textbook, with the exception of the Connect Plus Exercise assignments, must be submitted via the assignment links in the chapter folders for grading by the due dates as indicated above. It is the student's responsibility to make sure all assignments are completed and submitted. **NOTE: ALL BOOK WORK, DISCUSSION BOARDS, AND TESTS MUST BE SUBMITTED BY THE DUE DATES. NO LATE WORK WILL BE ACCEPTED FOR THIS CLASS. NO EXCEPTIONS!!**

Always key your name and assignment number on all your work before submitting it for grading. **(Example: Tina Jernigan, Chapter 1, Page 1).** ****Ten Points will be deducted automatically for failure to key name on assignments.**

REFER TO THE CHAPTER FOLDERS IN THE BLACKBOARD COURSE UNDER THE CHAPTER ASSIGNMENTS LINK ON THE MENU TAB FOR ANY ADDITIONAL INFORMATION REGARDING ASSIGNMENTS. STUDENTS ARE RESPONSIBLE FOR OBTAINING AND REVIEWING THIS INFORMATION.

- **DISCUSSION BOARDS:** Students will complete five (5) discussion board assignments (see lesson plan above for assigned weeks) that will count as part of the final course grade. These discussions will be graded from discussion board area by instructor. The Discussion Board assignments are located under the Discussion Board link on the course menu. **See discussion board grading rubric attached to end of course syllabus on how you will be evaluated.**
- **TESTS AND PROCTORED EXAM:** Students will take tests and assessments in Connect covering the material in the textbook. Proctored Exam will be given during week 13. Failure to complete tests or the proctored exam will result in a grade of zero. No exceptions.
- **EMAILS:** Make sure that you always key your name and class in the subject line of every email you send me so I know which class you are in. **For example: BUSN2370/Tina Jernigan**
- **CHECKING GRADES:** A grade book is made available in the Blackboard course on the Home page on the menu labeled "My Grade". This grade book is for students to review and is continuously updated throughout the semester. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

**BUSN 2370
MEDICAL OFFICE BILLING/CODING/INS.**



GRADING SCALE:

- Point deductions for chapter assignments will vary depending on what type of assignment is given and based on the number of questions per assignment. Exercises assigned from the chapters will be completed in Connect. **The minimum deduction per error will be 3 points.**
- Tests and assessments will be completed in Connect. Students will complete the Demo, Practice, Test, and Assessment modes and assigned a grade. Grades will be entered in the BB grade book by instructor. No objective tests given in Blackboard.
- Failure to key name on all assignments will result in an automatic ten-point deduction. Follow directions.

Note: Students will only be allowed two attempts to submit work via the assignment links in the folders. Students are strongly encouraged to attach and upload all the assignments in one submission to avoid errors or problems. After two attempts, students will not be allowed to submit work and a grade of zero will be assigned.

***GRADING SCALE SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION.**

****REVISED SPRING SEMESTER 2016.**

**BUSN 2370 DISCUSSION BOARD
GRADING RUBRIC**

Performance	Exceptional 100	Proficient 90	Satisfactory 80	Poor 70
Grammar/ Spelling	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the discussion board.	Grammatical and Spelling errors are frequent. Makes discussion board confusing to read and comprehend.
Posts & Word Count	<ul style="list-style-type: none"> • Posts at least 1 original comment early to allow others time to read and reply to 3 or more posts 	<ul style="list-style-type: none"> • Posts at least 1 original comment early to allow others time to read and reply to 2 posts 	<ul style="list-style-type: none"> • Posts at least 1 original comment for others to read and reply to. Some required postings missing. Reply to 1 posts 	<ul style="list-style-type: none"> • Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 0 posts

***NOTE: A GRADE OF ZERO WILL BE ASSIGNED FOR ANY DISCUSSION BOARDS NOT COMPLETED BY THE DUE DATES. THESE CANNOT BE POSTED LATE.**

****INSTRUCTOR RESERVES THE RIGHT TO ADJUST DISCUSSION BOARD REQUIREMENTS AT ANY TIME DURING THE SEMESTER.**