



**BUSN 2375—Healthcare Coding  
COURSE SYLLABUS  
Online  
Spring Semester 2020 (202014)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3750

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40086

Preferred Method of Contact: Email [anoles@southeasterntech.edu](mailto:anoles@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Liz Noles

Email Address: [Liz Noles \(anoles@southeasterntech.edu\)](mailto:Liz Noles (anoles@southeasterntech.edu))

Campus/Office Location: Vidalia Campus/831 Gillis Medical Building

Office Hours: Monday – Wednesday 1:40 p.m. – 5:00 p.m.

Phone: 912-538-3175

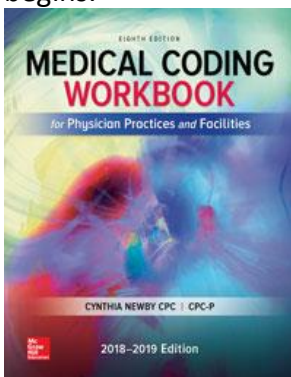
Fax Number: 912-538-3106

**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**

Medical Coding Workbook for Physician Practices and Facilities, 3<sup>rd</sup> edition (2018-2019 edition), Newby, Cynthia. McGraw-Hill. ISBN: 978-1-259-63002-6. Students will also purchase the subscription code for SelectCoder in the STC Bookstore. Instructor will send out login information to students when the semester begins.



**REQUIRED SUPPLIES & SOFTWARE**

Students will use Microsoft Word and Select Coder for this class. Students are required to check their STC Email Account daily.

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**

Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include current procedural terminology, international classification of diseases, codebook formats, coding techniques, formats of the ICD and CPT manuals, and collections.

### **MAJOR COURSE COMPETENCIES**

Format of ICD Manual, Guidelines and Conventions, CPT Manual Coding Guidelines, Current Procedural Technology, and Coding.

### **PREREQUISITE(S)**

ALHS 1090 and ALHS 1011 or BUSN 1010; BUSN 1015

### **COURSE OUTLINE**

1. Format of ICD Manual
2. Guidelines and Conventions
3. CPT Manual Coding Guidelines
4. Current Procedural Technology
5. Coding

### **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 required to complete assignments from the book using Select Coder to look up the codes for the assignments. Any assignments not submitted or completed will be assigned a grade of zero. Late work is not accepted. Students are required to check their STC Email Account daily.

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 Monday 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 75 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.

## **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 **Monday** 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:** [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto: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:** [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto: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 withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

### **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: Vidalia Campus, March 25, 9:00 a.m., Gillis Building, Lab 809 and Swainsboro Campus, March 26, 1:00 p.m., Building 2, Room 2122. You can come either day that is convenient for you.**

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

Students are required to take all tests scheduled during the semester. Failure to take Blackboard/ Tests/Exams, and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan.

## **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-DISCRIMINATION**

The 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:

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

**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
Assignments	40%
Coding Quizzes	30%
Discussion Boards	10%
Proctored Exam	20%

**GRADING SCALE**

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

# BUSN 2340—Healthcare Administrative Procedures

## Spring Semester 2020 Lesson Plan

Week	Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday January 7		<p><b>First Day of the Semester</b></p> <p>Pay close attention to Discussion Board due dates. Your initial response is due on Thursdays and your reply to another student is due on Mondays.</p> <p><b>On average, there may be 50-70 codes to look up each week. Therefore, it is very important to stay on task with your work each week to successfully complete this class! Students may work ahead on assignments in class except assigned quizzes/tests.</b></p>	<p>Orientation Assignments: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.</p> <p>You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz.</p> <p><b>Due January 9 11:59 p.m.</b></p>	
Week 1 January 7-13	Chapter 4 and 5	<p>Diagnostic Coding: ICD-10-CM Procedural Coding: CPT and HCPCS</p> <p>(from Medical Insurance book from BUSN 1015)</p>	<p>Read Chapter 4</p> <p><b>Graded:</b> Case 4.1 Page 137 Case 5.1 Pages 189-190 Case 5.2 Page 190 Case 5.3 Page 191 Case 5.5 Pages 191-192</p> <p>Discussion Board 1 <b>-Initial Response due January 9</b> <b>-Reply due January 13</b></p> <p><b>Due January 13, 11:59 p.m.</b></p>	1-5 a,c

Week	Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 January 14-20	Part 1	ICD-10-CM Factors Influencing Health Status and Contact with Health Services  External Causes of Morbidity  Certain Infectious and Parasitic Diseases  <b>MLK Holiday-January 20</b>  <b>60 Codes this week!</b>	Read Pages 2-24 <b>Graded:</b> Medical Term Review Pages 25-26 1-40 Chapter 21 Codes Z00-Z99 Pages 27-28 1-20 Chapter 20 Codes V00-Y99 Pages 29-30 1-20 Chapter 1 Codes A00-B99 Pages 31-32 1-20  Discussion Board 2 <b>-Initial Response due January 16</b> <i>-Reply due January 20</i>  <b>Due January 20, 11:59 p.m.</b>	1,2,5 a,c
Week 3 January 21-27	Part 1	ICD-10-CM Neoplasms  Diseases of the Blood and Blood-Forming Organs and Certain Disorders Involving the Immune Mechanism  Endocrine, Nutritional and Metabolic Diseases  <b>55 Codes this week!</b>	<b>Graded:</b> Chapter 2 Codes C00-D49 Pages 33-34 1-20 Chapter 3 Codes D50-D89 Pages 35-36 1-20 Chapter 4 Codes E00-E89 Pages 37-39 1-10 and 21-25  Discussion Board 3 (Blackboard) <b>-Initial Response due January 23</b> <i>-Reply due January 27</i>  <b>Due January 27, 11:59 p.m.</b>	1,2,5 a,c
Week 4 January 28- February 3	Part 1	ICD-10-CM Mental, Behavioral and Neurodevelopmental Disorders  Diseases of the Nervous System, Diseases of the Eye and Adnexa, and Diseases of the Ear and Mastoid Process  Diseases of the Circulatory System  <b>70 Codes this week!</b>	<b>Graded:</b> Chapter 5 Codes F01-F99 Pages 41-42 1-20 Chapter 6, 7, and 8 Codes Pages 43-44 1-10 and 21-25 Chapter 9 Codes I00-I99 Pages 45-46 1-20 and 26-40  Discussion Board 4 (Blackboard) <b>-Initial Response due January 30</b> <i>-Reply due February 3</i>  <b>Due February 3, 11:59 p.m.</b>	1,2,5 a,c



Week	Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5 February 4-10	Part 1	ICD-10-CM Diseases of the Respiratory System  Diseases of the Digestive System  Diseases of the Skin and Subcutaneous Tissue  <b>55 Codes this week!</b>	<b>Graded:</b> Chapter 10 Codes J00-J99 Pages 49-50 1-20 Chapter 11 Codes K00-K95 Pages 51-52 1-20 Chapter 12 Codes L00-L99 Pages 53-54 1-15  Discussion Board 5 <b>-Initial Response due February 6</b> <b>-Reply due February 10</b>  <b>Due February 10, 11:59 p.m.</b>	1,2,5 a,c
Week 6 February 11-17	Part 1	ICD-10-CM Diseases of the Musculoskeletal System and Connective Tissue  Diseases of the Genitourinary System  Pregnancy, Childbirth, and the Puerperium  <b>60 Codes this week!</b>	<b>Graded:</b> Chapter 13 Codes M00-M99 Pages 55-56 1-20 Chapter 14 Codes N00-N99 Pages 57-58 1-20 Chapter 15 Codes O00-O9A Pages 59-60 1-20  <b>Due February 17, 11:59 p.m.</b>	1,2,5 a,c
Week 7 February 18-24	Part 1	ICD-10-CM Certain Conditions Originating in the Perinatal Period  Congenital Malformations, Deformations and Chromosomal Abnormalities  Symptoms, Signs and Abnormal Clinical and Laboratory Findings, Not Elsewhere Classified  Injury, Poisoning and Certain Other Consequences of External Causes  <b>Note Extra Busy Week Here-90 codes this week!</b>	<b>Graded:</b> Chapter 16 Codes P00-P96 Pages 61-62 1-20 Chapter 17 Codes Q00-Q99 Pages 63-64 1-20 Chapter 18 Codes R00-R99 Pages 65-66 1-20 Chapter 19 Codes S00-T88 Pages 67-71 1-25, 41-45  <b>Due February 24, 11:59 p.m.</b>	1,2,5 a,c

<b>Week</b>	<b>Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Week 8 February 25- March 2	Part 2	CPT and HCPCS Modifiers  E/M Codes  Anesthesia  <b>50 Codes this week!</b>	<b>Part 1 Coding Quiz ICD-10-CM</b> Read Pages 80-82 <b>Graded:</b> Modifiers Pages 83-84 1-20 E/M Codes 99201-99499 Pages 85-90 1-15 Anesthesia Codes 00100-01999 Pages 91-92 1-15  <b>Due March 2, 11:59 p.m.</b>	3,4,5 a,b,c
Week 9 March 3-9	Part 2	CPT and HCPCS Surgery Section  General; Integumentary System  Musculoskeletal System  Respiratory System  <b>45 Codes this week!</b>	<b>Graded:</b> Integumentary System Codes 10021-19499 Pages 95-96 1-15 Musculoskeletal System Codes 20005-29999 Pages 97-99 1-20 Respiratory System Codes 30000-32999 Pages 101-102 1-10  <b>Due March 9, 11:59 p.m.</b>	3,4,5 a,c
Week 10 March 10-16	Part 2	CPT and HCPCS Cardiovascular System  Hemic and Lymphatic Systems  Digestive System  <b>70 Codes this week!</b>	<b>Graded:</b> Cardiovascular System Codes 33010-37799 Pages 103-105 1-30 H&L Systems Codes 38100-39599 Pages 107-108 1-20 Digestive System Codes 40490- 49999 Pages 109-110 1-20  <b>Due March 16, 11:59 p.m.</b>	3,4,5 a,c
Week 11 March 17-23	Part 2	CPT and HCPCS Urinary System  Male Genital System  Female Genital System  <b>75 codes this week!</b>	<b>Graded:</b> Urinary System Codes 50010- 53899 Pages 111-112 1-25 Male Genital System Codes 54000-55980 Pages 113-114 1-25 Female Genital System Codes 56405-59899 Pages 115-116 1-25  <b>Due March 23, 11:59 p.m.</b>	3,4,5 a,c

Week	Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 12 March 24-30	Proctored Exam	<b>Proctored Exam Dates:</b> <b>Vidalia Campus:</b> <b>Wednesday, March 25, 9:00 a.m. Gillis Building, Lab 809</b> <b>OR</b> <b>Swainsboro Campus:</b> <b>Thursday, March 26, 1:00 p.m. Building 2, Room 2122</b>	<b>Proctored Exam</b>	5 a,c
Week 13 March 31- April 6	Part 2	CPT and HCPCS Eye and Ocular Adnexa; Auditory System  Radiology Section  Pathology and Laboratory Section  <b>60 codes this week!</b>	<b>Graded:</b> Eye and Ocular Codes 65091-69990 Pages 119-120 1-20 Radiology Codes 70010-79999 Pages 121-122 1-20 Path/Lab Codes 80047-89398 Pages 123-124 1-20  <b>Due April 6, 11:59 p.m.</b>	3,4,5 a,c
April 6-9		<b>SPRING BREAK</b>		
Week 14 April 14-20	Part 2		<b>Graded:</b> <b>Part 2 Coding Quiz</b>  <b>Due April 20, 11:59 p.m.</b>	3,4,5 a,b,c
Week 15 April 21-27	HCPCS	HCPCS Level II National Codes and Modifiers  <b>25 codes this week!</b>	<b>Graded:</b> HCPCS Codes Pages 135-136 1-25  <b>Due April 27, 11:59 p.m.</b>	5 a,c c

#### COMPETENCY AREAS:

1. Format of ICD Manual
2. Guidelines and Conventions
3. CPT Manual Coding Guidelines
4. Current Procedural Technology

#### 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

### THIS LESSON PLAN IS SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION

- **ASSIGNMENTS:** Students have two choices for submitting work for this class.
  1. The first one is key the questions/answers in Microsoft Word, save the file, and upload the assignment(s) to the blackboard course via the assignment links. Always key your name and assignment number on all your word documents before submitting them for grading. (Example: Liz Noles, Chapter 1, Page 1). Ten Points will be deducted automatically for failure to key name on assignments. This will be enforced for failure to follow directions.
  2. The second choice is students may write their answers on the pages in the textbook, scan and save the file, and then upload the assignment via the assignment links. If students choose to scan files, they must be clear and writing must be legible for grading. If it is not, it will **NOT** be graded. Always write your name at the top of the page. Ten Points will be deducted automatically for failure to write name on assignments. This will be enforced for failure to follow directions.

**Out of all of the courses in the Business Healthcare Technology program, this course will be the most challenging. Students must stay on task to successfully complete and pass this class. This course is all about looking up codes. There will be on average 50-70 codes to look up in any given week. Students will use Select Coder to look up codes for the assignments. Students may work ahead on assignments but not on quizzes. It is the student's responsibility to make sure all assignments are completed and submitted by the due dates.**

- **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. Students will be required to post at least twice to each discussion board—one initial response and one reply to another student. The initial response is due a week before the reply to another student. **See discussion board grading rubric attached to end of course syllabus on how you will be evaluated.**
- **EMAILS:** Make sure that you ***check your email daily***. Always key your name and class in the subject line of every email you send me so I know which class you are in.
- **QUIZZES AND PROCTORED EXAM:** Students will take two coding quizzes and a proctored exam. The proctored exam is scheduled during week 12. No weekly tests assigned in this class.
- **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.

## **GRADING SCALE INFORMATION**

- 1 point will be assessed per error/incorrect answer on assignments. Weekly assignments/chapters will be averaged together to arrive at the grade. Missing work will be assigned a grade of zero. Late work is **NOT** accepted for this class. Assignments count 40 percent of the final course grade.
- Students will take two coding quizzes and a proctored exam. The coding quizzes count 30 percent of the final grade and the proctored exam will count 20 percent.
- Five discussion boards will be completed this semester. These count 10 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. These cannot be posted late.

**INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER.**

**BUSN 2375 DISCUSSION BOARD GRADING RUBRIC**

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.