



TENTATIVE—SUBJECT TO CHANGE

**MAST 2108 PHYSICIAN'S PRACTICE MANAGEMENT
COURSE SYLLABUS
Online
Spring Semester 2022 (202214)**

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): 40326

Preferred Method of Contact: Email swaters@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

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

Email Address: [Stephannie Waters \(swaters@southeasterntech.edu\)](mailto:Stephannie.Waters@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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

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)

Program admission, completion of required courses.

COURSE OUTLINE

Physician Practice Processes

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

Revenue Cycle Management

Order	Description	Learning Domain	Level of Learning
1.	Design practice processes effecting coding and billing of medical claims.	Cognitive	Synthesis
2.	Develop the steps in the revenue cycle process.	Cognitive	Application
3.	Assess medical necessity, clean claims, and the effect of coding and billing errors.	Cognitive	Application
4.	Summarize Code Sets and transition to ICD-10.	Cognitive	Comprehension
5.	Compare health care contracts and third-party payers.	Cognitive	Analysis
6.	Consider Revenue Payer Mix.	Cognitive	Evaluation
7.	Explain RBVUs and fee schedules.	Cognitive	Comprehension
8.	Develop policies and/or procedures for patient accounts, write offs, ABN, and collections.	Cognitive	Application

FINANCIAL MANGEMENT

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

Healthcare Regulations

Order	Description	Learning Domain	Level of Learning
1.	Compare health care reform to historical health care governance.	Cognitive	Analysis
2.	Evaluate Quality Assurance, Improvement, and Reporting.	Cognitive	Evaluation
3.	Compare fraud versus abuse.	Cognitive	Analysis
4.	Design a HIPAA policy and understand its role in the physician's office.	Cognitive	Synthesis
5.	Illustrate healthcare reform on physician reimbursement.	Cognitive	Comprehension
6.	Develop a Security and Privacy Policy and Procedure in the physician office.	Cognitive	Application
7.	Distinguish administrative, physical, and technical safeguards relating to HIPAA.	Cognitive	Analysis
8.	Assess security practice in the physician office.	Cognitive	Evaluation

Electronic Medical Records

Order	Description	Learning Domain	Level of Learning
1.	Compare and contrast various electronic medical records.	Cognitive	Evaluation
2.	Anticipate needed office equipment, hardware, and interface.	Cognitive	Synthesis
3.	Develop an EMR implementation plan.	Cognitive	Application
4.	Assess phases, measurement, and demonstration guidelines of meaningful use.	Cognitive	Evaluation
5.	Evaluate medical technology required for the HITECH Act of the American Recovery and Reinvestment Act.	Cognitive	Evaluation
6.	Investigate interoperability and standards of Health Information Technology and the future.	Cognitive	Analysis
7.	Examine Enterprise Architecture strategic planning.	Cognitive	Analysis
8.	Compare Computerized Provider Order Entry, PDA usage, voice recognition software, transcription services, and	Cognitive	Analysis

Order	Description	Learning Domain	Level of Learning
	electronic devices in healthcare.		
9.	Utilize Electronic Medical Records to process patient visits and revenue cycle.	Cognitive	Application

Human Resources

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

Healthcare Planning and Workflow

Order	Description	Learning Domain	Level of Learning
1.	Construct a work space plan by evaluating and determining effective use of space.	Cognitive	Application
2.	Predict and sketch an organizational workflow diagram.	Cognitive	Application
3.	Build an effective supplies and inventory plan.	Cognitive	Application
4.	Produce a Disaster and Emergency Management Plan.	Cognitive	Application
5.	Illustrate detection and correction measures.	Cognitive	Analysis

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. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on **Tuesday** 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 and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed 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

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. 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).

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)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
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 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 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 \(dscott@southeasterntech.edu\)](mailto:dscott@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: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@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 the 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 via Respondus Lockdown Browser with Monitor: Wednesday May 4, 2021 at 8:00 a.m. to Thursday May 5, 2021 at 11:59 p.m.

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-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

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

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
Tests	40%
Evaluations	25%
Journals	10%
Discussion Boards/Work Ethics Assessment	5%
Proctored Event: Final 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

Spring Semester 2022 (202214) Lesson Plan

Weeks will begin on Wednesday and end on Tuesday of the following week. Graded assignments are available during the designated week for you to complete by the due dates that are **bold and highlighted**. All assignments for each week will be due on Tuesday by 11:59 p.m. for this course. DO NOT wait until the last hour to begin completing your work. Technology issues will not be addressed if you wait to begin the assignments. Please make every attempt to complete your work during normal waking hours to prevent delays in responses to your potential technology issues.

Make sure you check your EMAIL every day!!!

Do not get behind on assignments!

ALL Job Skills are due on the dates assigned and **MUST** be completed to pass the course. Failure to complete ALL required job skills will result in a failing grade in this course. If you fall behind, you need to notify me IMMEDIATELY via email!

READ EVERYTHING TWICE before you ask questions and ALWAYS refer to your syllabus and Blackboard before you ask. I am happy to answer questions and help you, but I do not expect you to attempt to figure things out on your own to an extent.

I frequently send out reminder emails when assignments are upcoming or are due. If you get a reminder and the assignment is not due for a few days, please don't be alarmed; it is simply a reminder for you to know the assignment will be due during the week. If you get a reminder on the date that an assignment is due, that means you have not submitted it and need to get it done ASAP.

On the first day of class before you begin ANY assignments, complete the following in BLACKBOARD.

Complete the following by **01/12/2022** to reserve your spot in the class!

Getting Started Tab

- Getting Started presentation
- Pledge Acknowledgement
- Student Introduction
- Technology Access video

Blackboard Orientation Tab

- Blackboard Online Orientation
- Online Orientation Quiz

COVID-19 Tab

- Covid-19 Presentation
- Covid-19 Presentation Acknowledgement

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 Jan 12-18		SEMESTER BEGINS First day of class: Introduction to course, syllabi, complete online course attendance requirements. <input type="checkbox"/> Getting Started Tab <input type="checkbox"/> Blackboard Orientation Tab <input type="checkbox"/> COVID-19 Tab All assignments in bold and highlighted are available from 01/12/2022 at 8:00 a.m. until 01/18/2022 at 11:59 p.m.	<input type="checkbox"/> Journal Entry 1 <input type="checkbox"/> Discussion Board 1 <input type="checkbox"/> Read Chapter 1	
Week 2 Jan 19-25	Chapter 1	Chapter 1: Introduction to Healthcare All assignments in bold and highlighted are available from 01/19/2022 at 8:00 a.m. until 01/25/2022 at 11:59 p.m.	<input type="checkbox"/> Test 1 Chapter 1 <input type="checkbox"/> Journal Entry 2 <input type="checkbox"/> Biweekly Evaluation 1 <input type="checkbox"/> Timesheet 1 <input type="checkbox"/> Read Chapter 2	1,3,7 a,b,c
Week 3 Jan 26-Feb 1	Chapter 2	Chapter 2: Principles of Reimbursement All assignments in bold and highlighted are available from 01/26/2022 at 8:00 a.m. until 02/1/2022 at 11:59 p.m.	<input type="checkbox"/> Test 2 Chapter 2 <input type="checkbox"/> Journal Entry 3 <input type="checkbox"/> Read Chapter 3	1,3,7 a,b,c
Week 4 Feb 2-8	Chapter 3	Chapter 3: Healthcare Revenue Cycle Management All assignments in bold and highlighted are available from 02/02/2022 at 8:00 a.m. until 02/08/2022 at 11:59 p.m.	<input type="checkbox"/> Test 3 Chapter 3 <input type="checkbox"/> Journal Entry 4 <input type="checkbox"/> Discussion Board 2 <input type="checkbox"/> Biweekly Evaluation 2 <input type="checkbox"/> Timesheet 2 <input type="checkbox"/> Read Chapter 4	1,3,7 a,b,c
Week 5 Feb 9-15	Chapter 4	Chapter 4: Basic Principles in Medical Office Accounting All assignments in bold and highlighted are available from 01/09/2022 at 8:00 a.m. until 01/15/2022 at 11:59 p.m.	<input type="checkbox"/> Test 4 Chapter 4 <input type="checkbox"/> Journal Entry 5 <input type="checkbox"/> Read Chapter 5	2,3 a,b,c
Week 6 Feb 16-22	Chapter 5	Chapter 5: Healthcare Reform All assignments in bold and highlighted are available from 02/16/2022 at 8:00 a.m. until 02/22/2022 at 11:59 p.m.	<input type="checkbox"/> Test 5 Chapter 5 <input type="checkbox"/> Journal Entry 6 <input type="checkbox"/> Biweekly Evaluation 3 <input type="checkbox"/> Timesheet 3 <input type="checkbox"/> Read Chapter 6	2,3 a,b,c
Week 7 Feb 23- Mar 1	Chapter 6	Chapter 6: Quality in Healthcare <u>EHRGo</u> Orientation to Data Analytics I All assignments in bold and highlighted are available from 02/23/2022 at 8:00 a.m. until 03/01/2022 at 11:59 p.m.	<input type="checkbox"/> Test 6 Chapter 6 <input type="checkbox"/> Journal Entry 6 <input type="checkbox"/> Read Chapter 7	4 a,c
Week 8 Mar 2-8	Chapter 7	Chapter 7: Quality in Healthcare <u>EHRGo</u> Applied Data Analytics II All assignments in bold and highlighted are available from 03/02/2022 at 8:00 a.m. until 03/08/2022 at 11:59 p.m.	<input type="checkbox"/> Test 7 Chapter 7 <input type="checkbox"/> Journal Entry 7 <input type="checkbox"/> Biweekly Evaluation 4 <input type="checkbox"/> Timesheet 4 <input type="checkbox"/> Discussion Board 3 <input type="checkbox"/> Mid-Term Preceptor Evaluation <input type="checkbox"/> Read Chapter 8	5,7 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 9 Mar 9-15 Mar 7 is MidTerm	Chapter 8	Chapter 8: Modern Health and IT Interoperability EHRGo Applied Data Analytics III All assignments in bold and highlighted are available from 03/09/2022 at 8:00 a.m. until 03/15/2022 at 11:59 p.m.	<input type="checkbox"/> Test 8 Chapter 8 <input type="checkbox"/> Journal Entry 9 <input type="checkbox"/> Read Chapter 9	5,7 a,c
Week 10 Mar 16-22 Mar 21 is 65% Point	Chapter 9	Chapter 9: Health Insurance Portability and Accountability Act (HIPAA) and Patient Data Security EHRGo Orientation to Data Visualization IV All assignments in bold and highlighted are available from 03/16/2022 at 8:00 a.m. until 03/22/2022 at 11:59 p.m.	<input type="checkbox"/> Test 9 Chapter 9 <input type="checkbox"/> Journal Entry 9 <input type="checkbox"/> Biweekly Evaluation 5 <input type="checkbox"/> Timesheet 5 <input type="checkbox"/> Read Chapter 10	4,6 a,c
Week 11 Mar 23-29	Chapter 10	Chapter 10: Human Resource Management EHRGo Clinical Reminder Data Visualization V All assignments in bold and highlighted are available from 03/23/2022 at 8:00 a.m. until 03/29/2022 at 11:59 p.m.	<input type="checkbox"/> Test 10 Chapter 10 <input type="checkbox"/> Journal Entry 11 <input type="checkbox"/> Read Chapter 11	4,6 a,c
Week 12 Mar 30- April 12 Spring Break April 4-7	Chapter 11	Chapter 11: Fraud and Abuse and Corporate Compliance EHRGo MPI Duplication Analysis All assignments in bold and highlighted are available from 03/30/2022 at 8:00 a.m. until 04/12/2022 at 11:59 p.m.	<input type="checkbox"/> Test 11 Chapter 11 <input type="checkbox"/> Journal Entry 11 <input type="checkbox"/> Discussion Board 4 <input type="checkbox"/> Biweekly Evaluation 6 <input type="checkbox"/> Timesheet 6 <input type="checkbox"/> Read Chapter 12	4,7 a,c
Week 13 Apr 13-19	Chapter 12	Chapter 12: Marketing and Business Relationships All assignments in bold and highlighted are available from 04/13/2022 at 8:00 a.m. until 04/19/2022 at 11:59 p.m.	<input type="checkbox"/> Test 12 Chapter 12 <input type="checkbox"/> Journal Entry 13 <input type="checkbox"/> Read Chapter 13	4,7 a,c
Week 14 Apr 20-26	Chapter 13	Chapter 13: Space Planning and Operational Flows All assignments in bold and highlighted are available from 04/20/2022 at 8:00 a.m. until 04/26/2022 at 11:59 p.m.	<input type="checkbox"/> Test 13 Chapter 13 <input type="checkbox"/> Journal Entry 14 <input type="checkbox"/> Biweekly Evaluation 7 <input type="checkbox"/> Timesheet 7 <input type="checkbox"/> Read Chapter 14	7 a,c
Week 15 Apr 27- May 3	Chapter 14	Chapter 14: Business Continuity All assignments in bold and highlighted are available from 04/27/2022 at 8:00 a.m. until 05/03/2022 at 11:59 p.m.	<input type="checkbox"/> Test 14 Chapter 14 <input type="checkbox"/> Journal Entry 14 <input type="checkbox"/> Discussion Board 5 <input type="checkbox"/> Work Ethic Assessment <input type="checkbox"/> Final Preceptor Evaluation	7 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Proctored Event/Final Exam May 4-5		PROCTORED EVENT/FINAL EXAM will be administered via Respondus Lockdown Browser and Monitor. It will be available from May 4 at 8:00 a.m. until May 5 at 11:59 p.m.		

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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.