

Medical Office Management for Coders

CRS 180A (CRN 44069) and 180B (CRN 44070) Lab

Course Information Sheet

Description

This course is designed to familiarize the coding student with activities in the coding and billing office; practice documentation development and editing along with coding.

General Information

Location: Both Courses: HOC 251 or [Zoom](#), passcode 138221

Times: CRS180A - Tues/Thurs 10:30am-11:50am LECTURE

CRS180B - Tues/Thurs 12:00pm-12:50pm LAB

Instructor: Amy Davis

Email: davisa@linnbenton.edu

Drop-In Office Hours: Mon 12:00pm-1:00pm, Wed 10:00am-11:00am, office HOC 213

OR by appointment: [Zoom](#), passcode 786460, or In-person

Tools for Success

We all strive to be successful in our classes. To fulfill this goal, please make sure all activities are submitted on time. Participation in class is key. If you are unable to make it to class either in person or via Zoom, please let me know. I know that life throws obstacles in our paths at times and you may need to miss. I will post the lectures and recordings in Moodle within a day or two after class for just these occasions and also to reference back to. Also, with having groups this term, you need to stay in communication with each other about meeting times and availability for those times you need to meet outside of class. To reach the best success, it is important to attend and participate in class/groups. If you have unforeseen circumstances that keep you from attending and participating, please contact me for class absence and your group for group absence. We can work something out. It is EXTREMELY important that you contact me immediately if you have emergencies arise during the term that will affect your participation and completion of your portions of the activities. We don't want anyone to fall behind that it affects your grade.

Zoom Etiquette

Since most students attend class via the Zoom link, there are a few things to keep in mind for appropriate participation through Zoom: (1) Please raise your hand to speak. It is very difficult to understand when many students are talking at the same time or over each other. This is very distracting to others and makes it extremely difficult to follow the conversation. (2) Have your camera on and your microphone muted while not talking. If you have an interruption, it is fine to turn off your camera for the moment so as not to distract other students. (3) Keep chat notes for the instructor to a minimum. It is difficult to follow that while lecturing. Also, private notes to me are still seen by all because they appear on the shared screen. (4) If you need to leave class early for whatever reason, it is okay to just leave (no note in chat needed) and email me later letting me know.

Instructor Availability

As stated in the header, I have drop-in office hours, but am also available by appointment. Please contact me to set up an appointment when you need it if drop-in hours do not fit with your schedules. I know we're all busy and sometimes schedules don't always match up. That being said, I cannot be available 24/7. As you do, I have other obligations and responsibilities outside of class and school. I may not be able to answer emails after 5:00pm during the week and any time over the weekend. I will try to, but will not guarantee it. As I will respect your time, please respect mine

Technology

There will be laptops available in class to use. If you need one outside of class and don't have access to one, they are available to check out from the library for the term. Please contact the library for this service. Cell phones are allowed in class but need to be turned off or in silent mode so as not to disrupt class. Please be courteous and respectful to the instructor and fellow classmates and not text while class is in session. If you need to take a call or text please quietly step out of the classroom.

Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail. This is a fluid document so it is important to refer back to it for any updates or changes made throughout the term.

Attendance

Attendance is required and expected. Understandably, SOME days (not all) it may be necessary for groups to meet in the evening for all group members to be present in the meeting. But, for the most part, the groups are expected to meet during class time. If someone is unable to meet, you need to communicate with each other how you want to divide up the work and which parts of the activities each student is responsible for.

Groups

You will be assigned to a group and this will be your group for the entire term. As a group, you will determine when you need to meet outside of the designated class time to complete the activities. Please give your group a name. A leader needs to be designated to take attendance of who was present and participating in your meetings. (You are not only required to be in attendance but are also expected to participate in your group sessions.) The leader will then turn in this attendance/participation list when the activity is turned in. This will be turned in via Moodle as a separate document with the leader's activity submission. Please let me know your group name and who the leader of your group is once you've chosen.

Each group's leader will turn the activities into Moodle with the document name:

For 180A: week<week#>DC<activity#>.doc or .pdf
Example: week1DC1.doc

For 180B: week<week#>LAB<activity#>.doc or .pdf
Example: week1LAB1.doc

If the group turns it in late, the activity will be graded for half credit, up to one (1) week after the original due date. After that, late submissions will receive one point for turning it in. Late means any time after 8:00pm on Mondays.

Grading

CRS 180A - Group/Leader Name, 1 pt, 9 Documentation and Coding activities, 1-8 are 10 pts each, week 9 = 20 pts; Total = 101 pts

CRS 180B - 9 Lab activities, 1-8 are 10 pts each, week 9 = 20 pts; Total = 100 pts

Documentation and Coding Activity

Each week there is one documentation/coding activity assigned. It is assigned as a group activity and requires equal participation by all group members. This activity will be due **Mondays by 8:00pm**. You will receive instruction for each module's activity. You will be given time to work together on each activity in class. This is the only graded item each week for the CRS180A course.

Lab Activity

Activities will be around the concepts of billing, auditing, creating procedures, creating insurance, creating process, personnel, and payroll. This activity will be due **Mondays by 8:00pm**. You will receive instruction for each module's activity. You will be given time to work together on each activity in class. This is the only graded activity for the CRS180B course.

LBCC Email and Course Communications

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

College Policies

Disability and Access

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

Course Academic Dishonesty Policy

Any student caught cheating, duplicating another student's work, or other form of academic dishonesty, will be counseled by the instructor. The first offense will result in a "zero" grade for that assignment/assessment, a lowering of the final course grade by one full grade, and the student's name and offense may be sent to the Dean of Students for LBCC. A second offense will result in an automatic "fail" for the course and the student will be referred to the Dean of Students for LBCC to determine further disciplinary action and must have Dean of Student approval to return to class.

Statement of Inclusion

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

[Equal Opportunity and Statement of Non-Discrimination.](#)

Title IX Reporting Policy

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our [sexual misconduct policy](#) directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

LBCC Public Safety

[Safety and Wellbeing Services](#)

In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at 541-926-6855 and 541-917-4440.

From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a [public safety app](#) available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

Campus Resources

Learning Center

Resources students may use that pertain to the class

Library

Computers and printing available, other ways the library could help your student with this class

Other

Other campus resources that may assist student to succeed in this class