Linn-Benton Community College
CMA 150 - Coding for the Medical Assistant
Spring 2022

This Syllabus is subject to change at any time during the term. Students will be notified of all changes, especially those that modify assignment assessment and points attainable

Credits: 2

Textbook:
There is no required textbook for this course. All coding books will be available for students to use in class.

Instructors:
Jerry Coe, BS, CMA (AAMA)   coej@linnbenton.edu   541-760-0701

Location:
Health Occupation Center, Lebanon
Rm: HOC 151

Instructor's Zoom Link:
[Jerry's Zoom Link](#)

Class Schedule and Office Hours:
[Jerry's Class Schedule and Student Q&A Time](#)

Student/Instructor Communication Guidelines:
Our program has a 24 hour response time policy. I will attempt to respond to your questions or concerns, whether by email, text, or Zoom, within a 24 hour period, during the term. This policy may or may not apply on the weekends. Please respect that I have a life too.

- Email
  - Your LBCC student email will be our main mode of communication. No exceptions.
  - If you wish to link your personal email to your LBCC email, that is your responsibility
  - All messages sent by me via Moodle will go to your LBCC student email
  - If you send me a message via Moodle messenger, I will receive and respond to you via your LBCC email
- Zoom
  - When appropriate, we will use Zoom to communicate outside of class
  - I will email the link
- Cell
  - I have provided you with my cell phone number
  - Contacting me via this method is considered a "last resort"
  - Texting me will be the preferred method of communication
  - Do not call me unless it has been OK'ed by me, via text

Course Description:

Coding for Medical Assistants prepares the student to utilize and perform diagnostic coding using ICD10 and procedural coding using CPT and HCPCS, utilize medical necessity guidelines, interpret information on an insurance card, verify eligibility of for services, and obtain precertification or preauthorization from payers.

Course Competencies:

This is a competency-based course. The material covered in this class is guided by a list of competencies issued by the AAMA. Each competency will be worth a maximum of 10 points.

All competencies are mandatory. Students must successfully pass all the Affective, Cognitive, and Psychomotor competencies in order to pass this course and/or progress in the program.

Students will get 3 attempts at passing each competency.
A student who does not pass a competency on the second attempt must meet with the instructor before submitting their third attempt.

Late competencies will be assessed, but will automatically receive a score of 7 of 10 points

Each competency assignment will open on Monday, at 8am of the module week, and close the following Monday, at 8am.

Below are the essential competencies taught in this course:

Affective	
IX.A.1	Utilize tactful communication skills with medical providers to ensure accurate code selection
Cognitive	
VIII.C.3.c	Describe processes for: preauthorization
IX.C.1	Describe how to use the most current procedural coding system.
IX.C.2	Describe how to use the most current diagnostic coding classification system
IX.C.3	Describe how to use the most current HCPCS level II coding system
IX.C.4.a	Discuss the effects of: upcoding
IX.C.4.b	Discuss the effects of: downcoding
IX.C.5	Define medical necessity as it applies to procedural and diagnostic coding
Psychomotor	
IX.P.1	Perform procedural coding
IX.P.2	Perform diagnostic coding
IX.P.3	Utilize medical necessity guidelines
VIII.P.1	Interpret information on an insurance card
VIII.P.2	Verify eligibility for services including documentation
VIII.P.3	Obtain precertification or preauthorization including documentation

Quizzes:
There are 10 Module homework assignments. Each assignment is worth a

maximum of 10 points. Each assignment will open on Monday at 8am of the module week, and close the following Monday, at 8am.

Final Exam:

There is no Final Exam for this course.

Evaluation & Assessment:

Quizzes	10 x 10 points each	(100) 50%
Competency	10 x 10 points each	(100) 50%
	Total Points	200 100%

≥180 = A, ≥160 = B, ≥140 = C, ≥120 = D, ≤120 = F

Attendance:

Attendance is mandatory. Absences will severely impact your ability to succeed in this course. An absence is considered failure to attend class during designated lecture times

Office Hours (Student Q&A):

I will be available during my office hours to provide assistance with coursework or advising for your Medical Assistant program progress during office hours or by appointment. I will also be available via Zoom, as well. My office hours are posted in moodle and in the "Class Schedule" link above

Additional Notes:

Per department policy, if you feel you have a valid reason to be allowed to take a late quiz, you will need to get permission specifically from your instructor. If you have questions or concerns regarding the program and/or your continued participation, you may contact the department chair Melanie Wiens, wiensm@linnbenton.edu. There are no native document submissions or uploading allowed in this course. Only google docs, sheets, or presentations will be used to submit assignments for this course.

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.

LBCC Comprehensive Statement of Nondiscrimination:

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.(for further information http://po.linnbenton.edu/BPsandARs/

For Students with Disabilities:

"The Office of Disability Services (ODS) provides reasonable accommodations, academic adjustments and auxiliary aids to ensure that qualified students with disabilities have access to classes, programs and events at Linn-Benton Community College. Students are responsible for requesting accommodations in a timely manner. To receive appropriate and timely accommodations from LBCC, please give the Office of Disability Services as much advance notice of your disability and specific needs as possible, as certain accommodations such as sign language interpreting take days to weeks to have in place. Contact the Disability Coordinator at Linn-Benton Community College, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone (541)-917-4690 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232."

Basic Needs Statement:

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu , or visit us on the web www.linnbenton.edu/RRC under Student Support for Current Students). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

It is possible that LBCC campuses will need to be closed to the public at times during fall term, depending on public health directives. If this does occur, our class will be delivered fully remotely and we won't be able to meet face-to-face. LBCC is encouraging students to be as prepared as possible for this possibility by encouraging you to obtain the equipment you will need in order to be successful in any modality. Please see the recommended list of equip

Student Success Resources LINK
LBCC Virtual Access to Services LINK

Technology Recommendations:

ment below. Students who cannot afford these resources can contact the Roadrunner Resource Center about funding.

*Note to faculty: Include either list of equipment recommendations below, based on anticipated instructional needs. For information to help you make that choice, consult this document on student technology recommendations.

Standard equipment recommendation:

Broadband internet

- A computer with 256g SSD, 8G RAM, i5 6th gen processor (or equivalent functionality)
- Device with a microphone and speaker

- Device with a camera
- Students can consult [Standard Recommendation 1](#) or [Standard Recommendation 2](#)
  if they are looking for a product recommendation

Minimum equipment recommendation:
- A wifi hotspot
- A computer with 128g SSD, 4G RAM, i3 6th gen processor (or equivalent functionality)
- Device with a microphone and speaker
- Device with a camera
- Students can consult [Minimum Requirement 1](#) if they are looking for a product recommendation