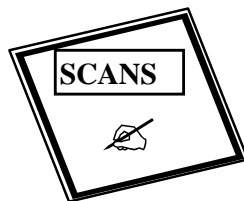




HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS

MEDICAL DOCUMENT PRODUCTION
(CODING II)
POFM 2333



SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS
SCANS COMPETENCIES INCORPORATED

STUDENT LEARNING OUTCOMES (CO)

Houston Community College System

Business Technology Department

3 semester credit hours (two lecture, three lab)

Course Syllabus MEDICAL DOCUMENT PRODUCTION (CODING II) POFM 2333 SEMESTER:

<i>Instructor:</i>	<i>CRN:</i>
<i>Phone:</i>	<i>Time:</i>
<i>Office Hours:</i>	<i>Campus:</i>
<i>Final Exam Date:</i>	<i>Last Day to Withdraw w/out Grade:</i>

COURSE DESCRIPTION

This course is the study of advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, transcription, coding, billing, insurance activities, and records management. This course is designed to provide practical applications of the linkage of the CPT-4 coding system. Medical references will be used for research and verification--MediSoft software applicable. Prerequisite POFM 1300 Medical Coding Basics; formerly named POFM 1353, Medical Coding I. Credit: 3 Semester Hours.

This course is a continuation of POFM 1300 Medical Coding Basics. **You will use all textbooks and reference books purchased for POFM 1300.**

MISSION/PURPOSE

The purpose of POFM 2333 is to introduce the student to the advanced concepts of medical office activities, practices, and procedures. It is designed to provide practical applications of the linkage of the CPT-4 coding system. The student will use medical references for research and verification.

REQUIRED TEXTBOOKS

- **Understanding Health Insurance: A Guide to Billing and Reimbursement**, Rowell, Joann C. and Green, Michelle A., 9th Edition, Delmar Publishers, ISBN 1-4180-6706-7.
- **Workbook to Accompany: Understanding Health Insurance**, Rowell, Joann C. 9th Edition, Delmar Publishers, ISBN 1-4180-6707-5.

**** MUST PURCHASE THIS SEMESTER FOR THIS COURSE****

- **COMPUTERS IN THE MEDICAL OFFICE With Student Data Template, CD-ROM/Bundle with Medisoft Version 14, 6th Edition**, Susan M. Sanderson, Glencoe, McGraw-Hill, New York, 2008. ISBN: 0078197244.

REFERENCE BOOKS: Purchased for POFM 1300 Medical Coding Basics and used in POFM 2333

- **ICD-9-CM, 2009**, Professional for Physicians Volumes 1 & 2.

- **Current Procedural Terminology (CPT-2009).**
- **HCPCS Level II Expert, 2009.**

Medical Terminology textbook from MDCA 1313 Medical Terminology

Medical Dictionary from MDCA 1313 Medical Terminology

SUPPLIES REQUIRED

Three-ring binder (3")

Data storage device (disk, flash drive)

STUDENT LEARNING OUTCOMES (CO)

- The student will demonstrate use of CPT codes, national codes, and local codes by completing CMS 1500 claim form.
- The student will demonstrate knowledge of the CMS-1500 Claim Instructions by preparing electronic filing of commercial claims, Blue Cross/Blue Shield plans, Medicare, Medicaid, Tricare, and Worker's Compensation through case studies.
- The student will demonstrate the basic operations of the MediSoft database by entering transactions, scheduling, claim management reports in MediSoft through simulated patient records.

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook..

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

JOB CONNECTIONS ONLINE PLACEMENT SERVICES: <http://jobs.hccs.edu/>

Students and Alumni of the Houston Community College System can post resumes and search jobs online. Registration is free.

CLASS ATTENDANCE

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. Students are responsible for materials covered during their absence, and it is the student's responsibility to consult with the instructor for make-up assignments.

DISABILITIES POLICIES

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the

beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Dr. Becky Hauri at 713-718-7909. Also, visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

ACADEMIC DISHONESTY

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook on the Student section of the HCC website for further information regarding Academic Honesty.

INCOMPLETE

The grade of **"I"** (incomplete is conditional). A student receiving an **"I"** must arrange with the instructor to complete course work by the end of the following term (excluding summer). After the deadline, the grade of **"I"** becomes and **"F"**. All **"I's"** must be changed to grades prior to graduation.

REPEATER POLICY

NOTICE: Students who take a course for the third time or more may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

EVALUATION & GRADING

The standard Houston Community College grading system will be used to evaluate your performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

STUDENT EVALUATION

The following grading system will be used in this course:

Evaluation	Percentage of Final Grade
Textbook /workbook chapter assignments	30%
Textbook Quizzes/Exams	20%
Medisoft Chapter Exercises	25%
MediSoft Simulation Project	10%
<i>Employment Portfolio</i>	<i>15%</i>
Total	100%



NOTICE

Assignments/Exams/Final must be turned in to the instructor only, on the specified due dates.

Assignments/Exams/Final will not be accepted if turned into other HCCS faculty/staff members or if left in Instructor's Mailbox. Students must make special arrangements with the Instructor for emergencies.

This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs.

NOTE: If you have any concerns about the class and/or instructor, please contact my supervisor, Mrs. Willie T. Caldwell, Department Chair, 713-718-7808 or willie.caldwell@hccs.edu

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:30 a.m. – 4 p.m.

"Houston Community College System seeks to provide equal education opportunities without regard to race, color, religion, national origin, sex, age, or handicap. This policy extends to employment, admission and all program activities supported by the college"

**Willie T. Caldwell, Department Chair
10141 Cash Road, Stafford Texas 77477**

MEDICAL DOCUMENT PRODUCTION (CODING II) -- POFM 2333

-----WEEKLY SCHEDULE-----

WEEK	ASSIGNMENTS		
1	Introduction and Course Overview & Requirements		
	Chapter 11	Essential CMS-1500 Claim Instructions	
2	Chapter 12	COMMERCIAL INSURANCE	Quiz – Claim Forms
3	Chapter 13	Blue Cross and Blue Shield Plans	Commercial Claims due
	Chapter 13	Blue Cross and Blue Shield Plans	
4	Chapter 14	Medicare	Blue Cross/Shield due
5	Chapter 14/15	Medicare/Medicaid	Medicare forms due
6	Chapter 15	Medicaid	Medicare forms due
7	Chapter 16	TRICARE	Medicaid forms due
8	Chapter 16/17	Workers' Compensation	Tricare forms due
*9	Chapters 1-4	Overview Computers in Office/MediSoft	Worker's Compensation due
10	Chapters 5-6	Intro to MediSoft/Recording Patient Information	
11	Chapters 7-9	Data Entry; Scheduling; Claim Management	Quiz at end of each chapter
12	Chapters 10-11	Printing Reports; Using Utilities	**Unable to print all forms/reports
13	Chapter 12	Simulations: Handling Patient Records and Transactions	
14	Chapter 13/14	Simulations: Setting up Appointments Printing Superbills, Lists, and Reports	
15	Chapter 15/16	Simulations: Printing Statements and Creating Claims and Electronic Filing of Claims	All Medisoft assignments due
16	Final Exam – Submission of Employment Portfolio		



**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT**

Student Questionnaire

Name:	Last Name	First Name	MI	Social Security #
Address:	Street	Apt. #	Home Telephone	
City	State	Zip Code	Cell Telephone #	
E-mail address:				

Educational Plan

Have you determined your major? _____ Yes No _____

Have you filed a degree plan? _____ Yes No _____ (If no, please see your instructor or Business Technology Department Chair.)

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ Yes No _____

Is your employment _____ Part-time? or _____ Full-time?

If you are employed, please complete the following:

Employer _____

Address _____

City _____ St _____ Zip _____ Phone# _____

Comments:

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Willie T. Caldwell, Department Chair
10141 Cash Road, N-109 , Stafford Texas 77477

LECTURE/LAB TEACHING DEMONSTRATION

CLASS/CAMPUS: _____

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing.

A GLANCE AT *THIS* COMPUTER (Example)

1. What is a CPU _____
On-off buttons—(demonstrate) Start vs Reset
Student Response _____ Student Signature
2. Drives on this computer: USB Flash drive
CD Rom (demonstrate) Zip Drive (demonstrate)
Student Response _____ Student Signature
3. Desktop (personally their desktop while on that computer)
If projects are stored on the desktop of the computer
in the classrooms and/or HCC open labs, those
documents are erased at the end of each day.

Name _____

Print "your" Name

I, _____, have been given
Student Signature

instructions on the use of "this" computer. *I was provided instruction in both the lecture and lab formats.*

Date: _____

Instructor Signature _____

This form will be returned to Willie Caldwell's office, Scarcella Room N-109 or MC 1585B on date of completion of all lecture/lab classes for the semester.



Student Success Organizational Stewardship Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?

Yes No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree? Yes No

Have you been given **job placement** information including:

- Job Placement Contact Person with
 - E-mail address
 - Telephone Number
 - Location
- Website address
- Access instruction for website including directions on how to navigate the job placement website

Yes No

Name _____

Print "your" Name

I, _____, have been given

Student Signature

Information regarding the above listed items.

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell's office on date of completion.

SCANS

STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

Houston Community College is determined to prepare students with the knowledge and skill needed to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFM 2333-Medical Document Production..

COMMON WORKPLACE COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources

Students in POFM 2333-Medical Document Production must be able to allocate their time effectively in order to complete their class assignments. Students must be able to organize their own working area for maximum utilization of space.

Interpersonal: Works with others

Students in POFM 2333-Medical Document Production must be able to share workspace, at times, with another student and thus develop competency in working effectively with others. Should conflict arise, students must be able to resolve differences effectively for the common good of all parties involved and thus develop negotiating skills.

Information: Acquires and uses information

Students in POFM 2333-Medical Document Production must be able to acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, and reference books available to the classroom. Most importantly, students must use computers to process this information and to perform various tasks.

Technology: Works with a variety of technologies

Students in POFM 2333-Medical Document Production must be able to use computer hardware and software effectively in order to properly maintain the functioning of the equipment and solve and identify problems concerning the equipment and software technology.

FOUNDATION SKILLS

Students in POFM 2333-Medical Document Production must be able to demonstrate basic skills in reading, writing, listening, and speaking. Students must learn to locate, understand, and interpret written information in text documents such as instructions, mathematical techniques, letters, reports, and tables.

Students in POFM 2333-Medical Document Production must be able to demonstrate thinking skills, make decisions, solve problems, visualize, and reason effectively.

Students in POFM 2333-Medical Document Production must be able to demonstrate personal qualities such as responsibility, a positive view of self, politeness towards others, self-control, self-motivation, and honesty.

EFFECTIVE JOB PERFORMANCE: The Skills Employers Want

FIVE COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources

- A. *Time*—Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules
- B. *Money*—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. *Material and Facilities*—Acquires, stores, allocates, and uses materials or space efficiently
- D. *Human Resources*—Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

- A. *Participates as Member of a Team*—contributes to group effort
- B. *Teaches Others New Skills*
- C. *Serves Clients/Customers*—works to satisfy customers' expectations
- D. *Exercises Leadership*—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. *Negotiates*—Works toward agreements involving exchange of resources, resolves divergent interests
- F. *Works with Diversity*—works well with men and women from diverse backgrounds.

Information: Acquires and uses information

- A. *Acquires and Evaluates Information*
- B. *Organizes and maintains information.*
- C. *Interprets and Communicates Information*
- D. *Uses Computers to Process Information*

Systems: Understands complex inter-relationships

- A. *Understands Systems*—knows how social, organizational, and technological systems work and operates effectively with them
- B. *Monitors and Corrects performance*—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- C. *Improves or Designs Systems*—suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies

- A. *Selects Technology*—chooses procedures, tools or equipment including computers and related technologies
- B. *Applies Technology to Task*—understands overall intent and proper procedures for setup and operation of equipment
- C. *Maintains and Troubleshoots Equipment*—prevents, identifies, or solves problems with equipment, including computers and other technologies

A THREE-PART FOUNDATION

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- A. *Reading*—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. *Writing*—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. *Arithmetic/Mathematics*—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. *Listening*—receives, attends to, interprets, and responds to verbal messages and other cues
- E. *Speaking*—organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- A. *Creative Thinking*—generates new ideas
- B. *Decision Making*—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- C. *Problem Solving*—Recognizes problems and devises and implements plan of action
- D. *Seeing Things in the Mind's Eye*—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. *Knowing How to Learn*—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. *Reasoning*—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

- A. *Responsibility*—exerts a high level of effort and perseveres towards goal attainment
- B. *Self-Esteem*—believes in own self-worth and maintains a positive view of self
- C. *Sociability*—demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- D. *Self-Management*—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control