

Coding III

CRS 103 (CRN 44071) - Course Information Sheet

Class Time: Tues/Thurs 8:00am-10:20am

Classroom HOC 251/Zoom Class Link, Passcode: 113362

Student Drop-In Hours: Mon 12:00pm-1:00pm, Wed 10:00am-11:00am, HOC Office 213
By appointment (Zoom or in-person)
Zoom Drop-in Link, Passcode: 786460

Instructor: Amy Davis Email: davisa@linnbenton.edu (preferred method of contact)
Phone: 541-917-4791

Course Description: Prepares medical coding students for detailed procedural coding in CPT manual. Covers the use of ICD-10 diagnostic codes as principal, primary, secondary, and tertiary medical necessity justification. Prepares students to competently select accurate Healthcare Common Procedure Coding System (HCPCS) codes for supplies, medications, transportation, etc.

Tools for Success: We all strive to be successful in our classes. To fulfill this goal, please make sure assignments and quizzes are turned in and 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. To reach the best success, it is important to attend and participate in class, however. If you have unforeseen circumstances that keep you from completing an assignment or quiz, please contact me. 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 assignments, quizzes, and/or exams. If you wait until the end of the term, we may not have time to get you caught up. Study groups are very important, as well. I highly recommend forming one with 3 to 4 students. You can get in touch with other students in the FORUM on Moodle to set these ups.

Participation: Participation is EXPECTED in class. Even if you're attending via Zoom, you are expected to participate. You are still in class even though you are not in the physical classroom. This means you need to have your camera on and use your microphone working to answer questions and participate in discussion. Please make sure you have working equipment prior to class. If there is a lack of participation from the majority of the class, I will add a section in the

grade for participation points. When students don't participate, it makes it difficult for me to gauge understanding and comprehension. It assists me in determining your passing of outcomes and the class.

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. I am unable to review homework before grading it, but am always more than happy to go over specific questions with you.

Required Textbook: We will be using the 2022 coding manuals, CPT, ICD-10, HCPCS

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.

Assessment:

1. Assignments: There are eight (8) individual assignments scheduled for this course, one for each week. Individual assignments must be submitted on time to count for score. If not, they still need to be completed and submitted in order to pass the course. They will be graded for half credit at that point up to one week after the original due date. After that, late submissions will receive one point for turning it in. All assignments will be **available Thursdays at 8:00pm** and are **due Mondays by 8:00pm**. Each assignment is worth 10 points. The lowest scoring assignment will be dropped.
2. Small Group Work: There will be in-class small group work throughout the term. Groups will be determined during class and will differ each time. There will be FIVE classes with group work for points. Each one will be worth 2 points for a total of 10 points. This cannot be made up. There will be no make up session offered at the end of the term.
3. Quizzes: There are 8 quizzes for this course, one for each week of the term (except for the week of the midterm). Quizzes must be taken individually, in one sitting, without help from another person. All materials, notes, or texts are free to be viewed while taking quizzes. Quizzes will be **available Thursdays at 8:00pm** and must be **submitted by Mondays at 8:00pm**. Quizzes cannot be retaken or taken late. Quizzes will be 10 questions each and untimed. Each quiz is worth 10 points. The lowest scoring quiz will be dropped.
4. Midterm: There will be one midterm exam. This will cover material from weeks 1-4. All materials, notes, or texts are free to be viewed while taking the midterm. It will be **available Thursday, April 28, 2022, at 8:00pm** and must be **submitted by Monday, May 2, 2022, at 8:00pm**. There will be 25 questions, 2 points per question for a total of 50 points.
5. Final Exam: There will be a final exam. This will cover material from weeks 6-9. All materials, notes, or texts are free to be viewed while taking the final. It will be **available Friday June 3, 2022, at 8:00pm** and must be **submitted by Tuesday, June 7, 2022, at 9:20am**. There will be 25 questions, 2 points per question for a total of 50 points.
6. Extra Credit: Attend the AAPC Chapter Meeting. It meets on the third Wednesday of the month at 6:00pm, virtually. 2 points will be awarded for each meeting attended. You will need to get the code given at the end of the meeting and submit it in the appropriate week in Moodle.

There are a total of 250 points possible for this class. You will need 225 points to earn an A, 200 points to earn a B, 175 points to earn a C, and 150 points to earn a D. Below 150 points earns an

F.

Grading:

Assignments:	70 points
Quizzes:	70 points
Small Group Work:	10 points
Midterm:	50 points
Final:	50 points

Total: 250 points

College Policies:

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.

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

SCHEDULE FOR CLASSES AND QUIZZES/EXAMS