**CMA 113 Coding for MA(CRN 33850)Course Information Sheet**

**Class Time: Tuesday 1200 - 1350** [Office Hours](https://docs.google.com/spreadsheets/d/1G519fc4blqODJ1BFJWXdOSlsEUxv6SWQb0J5WqJ5Nq8/edit?usp=sharing)  Class Location/Time: HOC 251

Instructor: Rick Durling Email: durlinr@linnbenton.edu

**MOODLE**

This course uses LBCC’s learning management system  [Moodle](https://elearning.linnbenton.edu/course/view.php?id=3343#section-3).

**Required Text and Workbook**: There is no textbook to purchase for this course. We will be utilizing open source materials as text for this course. Links will be specifically provided to reading material each module.

**Course Responsibilities**

[Schedule of Student Responsibilities](https://docs.google.com/spreadsheets/d/1pb0Pyqz7Pvq8T7rwLl879AlVW6ZGl7sSGk0hkWpA3q4/edit?usp=sharing)

**Competencies**

1. Become familiar with the CPT manual layout, organization, and how to find codes to represent procedures documented; as well as define and discuss the effects of upcoding, downcoding, unbundling, and coding compliance.
2. Become familiar with the ICD 10 manual layout, organization, and how to find codes to represent diagnoses documented; and the relationship between the ICD 10 manual and medical necessity.
3. Become familiar with the HCPCS II manual layout, organization, and how to find codes to represent diagnoses documented.
4. Define an Evaluation and Management visit, it’s proper documentation; and know the 3 major and 6 minor elements required to code the visit properly.
5. Demonstrate competency in EM History coding, including all three minor elements and how collectively they contribute to a History coding level.
6. Demonstrate competency in EM Exam coding.
7. Demonstrate competency in EM Medical Decision Making coding, including all three minor elements and how collectively they contribute to a MDM coding level.
8. Demonstrate competency in combining the three major element scores into one overall E&M code using the CPT manual and the 4th element - Time.
9. Demonstrate coding office procedures commonly performed by MA’s accurately.
10. Demonstrate competency in coding EM visits documented with commonly concurrently performed MA procedures accurately.

**Attendance**

Attendance is mandatory. Absences will severely impact your ability to succeed in this difficult course.

[**Office Hours**](https://docs.google.com/spreadsheets/d/1buaMdFl5HVV5NdcnlwI6htpCt7vJ6GmCXRwTo4R45Mk/edit?usp=sharing)

I will be available to provide assistance with coursework or advising for your MA program progress during office hours. My office hours are posted on moodle and in the link above.

**Assessment**

1. Individual Competency: There are ten individual competencies scheduled for this course, one for each module (week). Individual competencies must be submitted on time to count for score. (They are worth ten points each.) If not, they still need to be completed and submitted in order to pass the course. Most individual competencies are brief one-page (400 word minimum) competency demonstration papers. All competency assessments are individual and must be the sole work of the student submitting the assignment.
2. Quiz: There are 10 quizzes for this course, one for each module/week of the term. Quizzes must be taken individually, at one sitting, without help from another person. All materials, notes, or texts are free to be viewed while taking quizzes. Quizzes must be submitted prior to their due date and time in order to count for a grade. Quizzes cannot be retaken or taken late. Quizzes have a one hour time limit.
3. Final Exam: There is one final exam for this course. It is focused on Evaluation and Management and common MA procedures. There will be five uncensored E&M notes presented during the exam. You will be required to code each note with the proper ICD 10 and CPT codes. There are also be five common MA procedural statements which must be coded with a CPT and/or HCPCS II code. The final exam is worth 50 points.
4. There is a total of 250 points possible for this class. You will need to attain 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. For the MA program you need to demonstrate competency of at least 70% in order to progress.

**Grading**

Individual Competencies: 10 for 100 points

Final Exam: 1 for 50 points

Quizzes: 10 for 100 points

Total 21 graded items for 250 points

Additional Notes: All assignments are due by 0800 on the due date as shown in the [schedule of student responsibility](https://docs.google.com/spreadsheets/d/1qVNK1Nc81Kl0c-cMheSVJSNtLSIBMqn7rF3WAq0f1cI/edit?usp=sharing). No late assignments will be accepted. Per department policy, if you feel you have a valid reason to be allowed late submissions or taking a quiz late, you will need to get permission specifically from Kathy Durling, our department chairperson. Her email is [durlink@linnbenton.edu](mailto:durlink@linnbenton.edu). There are no native document submissions or uploading allowed in this course. Google docs, Google sheets, or Google presentations will be the only formats allowed for students to submit work in this course. Also, please use your student email for all correspondence to your instructor and to classmates in 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."