**Course Information Sheet CRS 102 Coding 2 (CRN 32570)**

**Class Time: Tuesday / Thursday 0800-0950**

Instructor: Rick Durling E-mail: durlinr@linnbenton.edu (preferred method of contact)

[Office Hours](https://docs.google.com/spreadsheets/d/1buaMdFl5HVV5NdcnlwI6htpCt7vJ6GmCXRwTo4R45Mk/edit?usp=sharing)  Class Location/Time: HOC 251

**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. Students in the Coding and Reimbursement Program should purchase their coding set books Students who have already registered as members of the AAPC will receive a discount on their coding manual set. Here are the instructions for books that are allowed for use on the national AAPC coding exam:

#### **Approved Manuals for Use During Examination**

* [CPT®](https://www.aapc.com/medical-coding-books/cpt-books.aspx) Books (AMA standard or professional edition ONLY). No other publisher is allowed.
* Your choice of [ICD-10-CM](https://www.aapc.com/medical-coding-books/icd-10-books.aspx).
* Your choice of [HCPCS Level II](https://www.aapc.com/medical-coding-books/hcpcs-book.aspx).

Students can borrow and share the coding manual set from the program but must return the manuals at the end of the term.

**Course Responsibilities**

[Schedule of Student Responsibilities](https://docs.google.com/spreadsheets/d/1aQIQofM9mWdgodcFXBHpWxOEiCkQTNkS5K5MKLyCRYk/edit?usp=sharing)

**MOODLE**

This course uses a learning management system called [Moodle](https://elearning.linnbenton.edu/course/view.php?id=3343#section-3). Activity completion has been set up on this course site to help you manage your activities in this class. Each week during modules 11-20 you will be directed to complete the following 5 activities. Moodle will track your progress automatically:

1. View and read lecture material, discussion outline, and Message before Tuesday’s class
2. Attend class live or via ZOOM
3. Complete and submit competency demonstration prior to (Sunday 0800)
4. Watch recorded class discussion for Tuesday - *only required if not in attendance live or virtually at the time of the class*
5. Watch recorded class discussion for Thursday - *only required if not in attendance live or virtually at the time of the class*
6. Complete and submit quiz prior to (Sunday 0800) Do this LAST each week.

**HYBRID Course**

This is a hybrid course. This means that students will have two primary, and one secondary method of attendance. Students may attend courses live and in person at the Healthcare Occupations Center campus; or students may attend virtually through ZOOM, these are the primary and recommended methods of attendance. From time to time, or more frequent if necessary, a student may have unavoidable commitments during regular course hours. This makes both the in-person and ZOOM options unavailable. When this becomes the case, a recorded version of classroom activities will become available, usually by the end of the day. However, collaboration and communication with team members, often on a daily basis, will still be the student’s responsibility should they choose this option for attendance. If you are unfamiliar with ZOOM, [HERE](https://support.zoom.us/hc/en-us/categories/200101697) is a series of training videos to help you access this important course content.

There is a [LIVE CLASSROOM](https://linnbenton.zoom.us/j/6182066311) link in the course communication section near the top of your [Moodle page](https://elearning.linnbenton.edu/course/view.php?id=3343) which will connect you to live class sessions if you are unable to attend class. Make sure to click on the proper link for your section and the proper day. ZOOM links will take you directly to our scheduled class meetings as they are occurring live.

A quick instruction to use ZOOM to watch and participate in class LIVE: Simply click on the link in the “Course Communication” section. The first time you do this you will need to let ZOOM set up the software for you. It is pretty quick. Next you will have a few configuration questions. Answer them and keep moving until you see this:

From here, the broadcast of the classroom will begin when it is time for class to start or within a few minutes.

**PMR**

Our MA and CRS programs are fortunate to have a pilot program for you to utilize for connecting to our electronic medical record program. Between LBCC’s I.T. department and Dr. Lester Hands, a local physician, our students have the opportunity to work live in a real electronic medical record system with full functionality. You may access PMR from any computer in the Health Occupations Center. However, to access PMR from a remote location, you will need to utilize another piece of software. If you are interested in utilizing this option…….

[HERE](https://docs.google.com/document/d/1kwBgqgi8uxcskBJSYtSQvb9G7-MixVJtX5H31vnsEtc/edit?usp=sharing) is a link to a set of instructions that will lead you through the tasks required to download, install, or utilize the HTML version of the Horizon client software. This software will allow you to access PMR off campus. If you are going to be using the same computer to do the work at home most of the time, I would choose the download option rather than HTML. It makes connection and usage just a little bit quicker.

**Attendance**

Attendance is mandatory. Absences will severely impact your ability to succeed in this difficult course. An absence is considered failure to attend class in person, or via ZOOM, or to view the recorded classroom activity within 24 hours of its posting.

**Assessment**

1. Competency Demonstrations: There are ten individual competency demonstrations 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. Competency Demonstrations should be a minimum of two pages each. The will include two parts: a discussion and demonstration of knowledge about the specific coding topic or section in focus for the module; and a short set of homework questions which should be both answered and explained in order to receive full credit. Each competency demonstration is worth 10 points.
2. Quiz: There are ten 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 (Sunday 0800) in order to count for a grade. Quizzes cannot be retaken or taken late. Quiz material comes directly from the materials represented in class and on moodle for each module. Quizzes will be 20 questions each and you will have 2 hours to complete each quiz.
3. There is a total of 200 points possible for this class. You will need 180 points to earn an A, 160 points to earn a B, 140 points to earn a C, and 120 points to earn a D. Below 120 points earns an F. For the CRS programs you need to demonstrate competency of at least 70% in order to progress.

**Grading**

Individual Competencies: 10 for 100 points

Quizzes: 10 for 100 points

Total 20 graded items for 200 points

Additional Notes: All assignments are due by 0800 on the due date as shown in the schedule of student responsibility. 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. There are no native document submissions or uploading allowed in this course. Only google docs, sheets, or presentations will be used to submit assignments 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."