**CRS 180 (CMA 200) Course Info Sheet** - ***Medical Office Management for Coders***

Location: HOC 251 Monday and Wednesday: 0800-1020

Instructor: ***Rick Durling***  Email: [durlinr@linnbenton.edu](mailto:durlinr@linnbenton.edu)

Office Hours[: HERE](https://docs.google.com/spreadsheets/d/1BvGY3Vc6xFy-anNyykq1L8rsNj5rTJvj2D_RtAHPQJ8/edit?usp=sharing)  Office Location: HOC 210

**Description**

This course will simulate two types of workplace experience for the coding student. This course is designed for the “completing” coding student and should be taken during the last term before graduation. This is not a “studying” course; but a “doing” course. Each module will present both a medical office management scenario as well as a coding production scenario. Students will complete the office projects by group collaboration while the coding projects will be completed individually. Each module will contain a brief instructor message explaining the work for each week as well as a discussion of resources. Students are required to attend class live; either in person or via ZOOM. Students are required to work with their groups for a few hours each week, often during class time, in order to demonstrate collaboration and a positive contribution to group dynamics. Your instructor will be present both for students attending in person; and those attending live via ZOOM in order to help students through completion of each project.

**MOODLE**

This course uses a learning management system called [Moodle](https://elearning.linnbenton.edu/course/view.php?id=1052#section-0). Activity completion has been set up on this course site to help you manage your activities in this class.

**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. For students who are ill or when an emergency prevents them from attending live, a recorded version of the classroom experience will be providing. However, it should be clearly understood that this is not the intended method of course delivery; nor should it be considered optimal.

There is a [LIVE CLASSROOM](https://linnbenton.zoom.us/j/6182066311) zoom link in the course communication section on the bottom of your [Moodle page](https://elearning.linnbenton.edu/course/view.php?id=1052#section-0) which will connect you to live class sessions if you are unable to attend class. This link will only be active during the appropriate class times and during Tuesday or Wednesday office hours.

**PMR**

Our 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.

[Office Hours](https://docs.google.com/spreadsheets/d/1BvGY3Vc6xFy-anNyykq1L8rsNj5rTJvj2D_RtAHPQJ8/edit?usp=sharing)

I will be available to provide assistance with coursework or advising for your CRS program progress during office hours. I may be available for alternate office hours which can be either in person in my office or live via zoom to assist students. Please ask if you need this.

**Assessment**

1. Office Projects: Spring 2019 will see 9 office projects. We will not have class during the first week due to scheduled inservice by college administration. Office projects are team-collaborative. Each practice team will have its own private forum to coordinate their work with those teammates present in class and teammates working remotely. This accurately reflects the work most of you will do in a few months as coders in the workplace. Office project 1 will be skipped this term. Office projects 2-9 will be worth 10 points each towards your grade. Office project 10 will be worth 40 points and should be considered as your final.
2. Coding Projects: Spring 2019 will see 8 coding projects. Each project will be a simulated activity from daily coding activities in a coding position employed locally. You are more than welcome to seek assistance and understanding from your teammates on these assignments. But the work you do and the assignment you submit to moodle will be your own work; and reflect the competency you have learned for each project. All coding projects will be worth 10 points. There will be no coding project due week 1 or week 10.

**Grading**

Office Projects: 8 for 80 points

Week 10 Office Project: 1 for 40 points

Coding Projects: 8 for 80 points

17 graded items for 200 points

Additional Notes: Any disputes or complaints around grading of assigned work should be directed to our department chair: [durlink@linnbenton.edu](mailto: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. PLEASE hyperlink your assignment to the proper name for which it is submitted. For example [CP1](https://docs.google.com/document/d/1CRergFfuN6urIOqhQrTdQ-WlCf3wMN-PYFNVrYAeDmU/edit?usp=sharing) would be hyperlinked to turn in the first coding project. If you need help with doing this, contact your practice team or your instructor for assistance.

**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."