

Basic Course Information

Semester:	FALL 2017	Instructor Name:	LIDIA TREJO, CCMA-AC, CCS
Course Title & #:	ADMIN MEDICAL ASST II	Email:	lidia.trejo@imperial.edu
CRN #:	10845	Webpage (optional):	N/A
Classroom:	201	Office #:	N/A for part-time faculty
Class Dates:	10/10/2017 - 12/07/2017	Office Hours:	N/A for part-time faculty
Class Days:	TWR	Office Phone #:	760-355-6468 Nursing
Class Times:	06:30 PM - 09:40PM	Emergency Contact:	EMAIL INSTRUCTOR
Units:	4.50		

Course Description

Course designed to prepare students to operate office management equipment, prepare the patient's medical record, understand medical care expenses, credit arrangements, bookkeeping procedures, collection on overdue accounts, health insurance, billing, banking, general management duties.

Student Learning Outcomes

1. Describe the role of the Medical Assistant in the preparation and maintenance of a medical record.
2. Identify the laws and regulations related to bookkeeping, billing, and collection in a medical office.
3. Identify the typical office equipment and the most efficient use of the machines.
4. Identify the key elements to ensure effective and efficient medical office management

Course Objectives

Course of study is designed to develop competency in the accurate use of administrative skills, to include self-awareness, critical thinking, processing of a patient ambulatory clinical setting. On completion of this course the student will be able to utilize the theory taught from the text to application during his/her externship of 108 hours.

1. Describe a variety of career possibilities as an administrative medical assistant.
2. Define the related legal terminology.
3. Respond to interpersonal situations in a medical office.
4. Define credit and collection terminology and use of appropriate abbreviations and symbols.
5. Discuss fees with patients.
6. Determine when and how to select a collection agency.
7. Decide when to use small claims court.
8. Make deposits and perform other banking procedures.
9. Discuss principles and common bookkeeping systems.
10. Perform bookkeeping procedures.
11. Discuss the laws regarding collection attempts and procedures.

12. Compose collection letter, place collection phone calls, provide documentation as required by law.
13. Discuss different health insurance coverages.
14. Demonstrate how to bill on an insurance form.
15. Explain the purpose of an EOB.
16. Demonstrate knowledge of cyclic billing as it relates to the medical office.
17. Explain and demonstrate aging of accounts.

Textbooks & Other Resources or Links

1. Today's Medical Assistant: Clinical and Administrative Procedures by Kathy Bonewitt-West, Sue A. Hunt, Edith Applegate. 3rd. Edition. ISBN: 978-0-323-31127-4
2. Study Guide Saunders Elsevier. ISBN: 978-0-323-31128-1

Course Requirements and Instructional Methods

All chapters are presented in Powerpoint® lecture: Concepts and curriculum is taught in theory. The course is taught at a professional level to teach students to become healthcare professionals. Students are expected to behave professionally in all aspects of this class. The laws of the state govern admission to Imperial Valley College constitutes the student's acceptance of the standards of students conduct and the regulations published by the college in the General Catalog.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Testing: Every student is responsible for taking all examinations. **THERE ARE NO MAKE-UPS!** Unless prior arrangements are made with the instructor, except for written final or skills final.

To be eligible for a make-up exam, you must notify me (by email) before the start of the exam as to why you cannot be present for the exam. Make-up exams must be taken within one week of the scheduled exam day.

Tests are usually given at the beginning of lecture. Tardy people may attempt the exam if he or she arrives before the last non-tardy student has turned his or her test. When the last non-tardy person turns in the test, all others must be turned in at that time.

Grading is based on points possible therefore I do not use a curve to grade. You must have a "C" or better to continue to each session of the program.

A 90-100% of points possible

B 80-89 % of points possible

C 70-79% of points possible (Minimal requirement to pass this class and to advance to MA074.

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Students are required to attend all classes, and will be dropped upon third absence. Tardiness will be counted as an absence after the third incident, regardless of time missed. Leaving early counts as tardiness.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.

- **[Mental Health Counseling Services](#)**. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/Due Dates/Tests
Week 1 Tuesday Oct. 10th	Syllabus & Introduction CHAPTER 40 and Study Guide Activities Medical Office Computerization	1133-1143 Homework due and test on the following Tuesday.
Week 2 Tuesday Oct. 17th	Chapter 41-42 Review and Study Guide Activities Ch 41: Telephone Techniques Ch 42: Scheduling Appointments	1149-1154, 1173-1182 Homework due and test on the following Tuesday.
Week 3 Tuesday Oct. 24th	Chapter 43-44 Review and Study Guide Activities Ch 43: Medical Records Management Ch 44: Written Communications	1205-1211, 1229-1235 (44-1) Homework due and test on the following Tuesday.
Week 4 Tuesday Oct. 31st	Chapter 45-46 Review and Study Guide Activates Ch 45 Mail Ch Managing Practice Finances	1249-1255, 1267-1272 Homework due and test on the following Tuesday.
Week 5 Tuesday Nov. 7th	Chapter 47 Review and Study Guide Activities Medical Coding	1301-1311 Homework due and test on the following Tuesday.
Week 6 Tuesday Nov. 14th NOTE:NOV 16TH DEADLINE TO DROP WITH "W"	Chapter 48 Review and Study Guide Activities Medical Insurance	1325-1332 Homework due and test on the following Tuesday.
Week 7	Thanksgiving Week Monday November 20th -24th	
Week 8 Tuesday Nov 28th	Chapter 49 Review and Study Guide Activities Billing and Collections	1357-1366 Homework due and test on the following Tuesday.
Week 9 Tuesday Dec 5th	Chapter 50 Review and Study Guide Activities The Medical Assistant Office Manager	1381-1391 Homework due and test on the following Tuesday.
Final Test	FINAL TEST Thursday December 7th	

Tentative, subject to change without prior notice