

### Basic Course Information

Semester	<b>FALL 2016</b>	Instructor Name	<b>LIDIA TREJO CCMA-AC</b>
Course Title & #	<b>ADMIN MEDICAL ASST II</b>	Email	<a href="mailto:lidia.trejo@imperial.edu">lidia.trejo@imperial.edu</a>
CRN #	<b>10845</b>	Webpage (optional)	<b>NA</b>
Room	<b>201</b>	Office	<b>n/a for part-time faculty</b>
Class Dates	<b>10/11/2016 - 12/08/2016</b>	Office Hours	<b>n/a for part-time faculty</b>
Class Days	<b>TWR</b>	Office Phone #	<b>760-355-6468 Nursing Office</b>
Class Times	<b>06:30 pm - 09:40 pm</b>	Office contact if student will be out or emergency	<b>EMAIL OR CELL PHONE OF INSTRUCTOR</b>
Units	<b>4.50</b>		

### 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

Describe the role of the Medical Assistant in the preparation and maintenance of a medical record. Identify the laws and regulations related to bookkeeping, billing, and collection in a medical office. Identify the typical office equipment and the most efficient use of the machines. Identify 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 in the Ambulatory Clinic 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.

### Textbooks & Other Resources or Links

1. Today's Medical Assistant: Clinical and Administrative Procedures by Kathy Bonewit-West, Sue A. Hunt, Edith Applegate. 3<sup>rd</sup>. 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 power point 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 and such supplementary regulations as prescribed by the Board of trustees. It is assumed that the entry of a student into 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

### 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. Attendance itself does not contribute to the calculation of the grade.
- 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.
- 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.

### Academic Honesty

- **Plagiarism** is to take and present 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 correctly 'cite a source', 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating 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 School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:
  - plagiarism
  - copying or attempting to copy from others during an examination or on an assignment;
  - communicating test information with another person during an examination;
  - allowing others to do an assignment or portion of an assignment
  - use of a commercial term paper service

#### Additional Help – Discretionary Section and Language

- **Blackboard** support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- **Learning Labs:** There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- **Library Services:** There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

#### Disabled Student Programs and Services (DSPS)

**Required Language:** 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 760-355-6312 if you feel you need to be evaluated for educational accommodations.

#### Student Counseling and Health Services

**Required Language:** Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

#### Student Rights and Responsibilities

**Required Language:** Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

#### Information Literacy

**Required Language:** Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

**Anticipated Class Schedule / Calendar**

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
Week 1 <b>Tuesday Oct. 11th</b>	Syllabus & Introduction CHAPTER 40 and Study Guide Activities Medical Office Computerization	1133-1143 Homework due and test on the following Tuesday.
Week 2 <b>Tuesday Oct. 18th</b>	Chapter 41-42 Review and Study Guide Activities Ch 41: Telephone Techniques Ch 42: Scheduling Appointments	1142-1154, 1173-1181 Homework due and test on the following Tuesday.
Week 3 <b>Tuesday Oct. 25th</b>	Chapter 43-44 Review and Study Guide Activities Ch 43: Medical Records Management Ch 44: Written Communications	1205-1212, 1229-1235 (44-1) Homework due and test on the following Tuesday.
Week 4 <b>Tuesday Nov. 1st</b>	Chapter 45-46 Review and Study Guide Activates Ch 45 Mail Ch Managing Practice Finances	1249-1255, 1267-1267-1272 Homework due and test on the following Tuesday.
Week 5 <b>Tuesday Nov. 8th</b>	Chapter 47 Review and Study Guide Activities Medical Coding	1301-1311 Homework due and test on the following Tuesday.
Week 6 <b>Tuesday Nov. 15th</b>  <b>NOTE:NOV 17TH, DEADLINE TO DROP WITH "W"</b>	Chapter 48 Review and Study Guide Activities Medical Insurance	1325-1332 Homework due and test on the following Tuesday.
Week 7	<b>Thanksgiving Week</b> <b>Monday November 21st -25th</b>	
Week 8 <b>Tuesday Nov 29th</b>	Chapter 49 Review and Study Guide Activities Billing and Collections	1357-1366 Homework due and test on the following Tuesday.
Week 9 <b>Tuesday Dec 6th</b>	Chapter 50 Review and Study Guide Activities The Medical Assistant Office Manager	1381-1391 Homework due and test on the following Tuesday.
<b>Final Test</b>	<b>FINAL TEST</b> <b>Thursday December 8th</b>	