

Coding & Insurance (HITT 1213 2B3)

CREDIT

2 Semester Credit Hours (1 hours lecture, 2 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

HITT 1301; 1305 Completed the Online Orientation and answered 7+ questions correctly on the Online Learner Self-Assessment:

<http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx>

COURSE DESCRIPTION

An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services. Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. *This course is time-bound, structured, and completed totally online.*

COURSE OBJECTIVES

Upon completion of the course, the student should be able to:

1. Apply ICD and CPT rules and guidelines to complete claims forms for submission
2. Provide an understanding and appreciation of medical office procedures and how they contribute to the success of a clinic or physician practice.
3. Provide an understanding of the competencies in the performance of medical office procedures.
4. Introduce knowledge of state and federal guidelines that govern office practices.
5. Introduce knowledge and understanding of office procedures and behaviors that lead to good customer relations.
6. Demonstrate an understanding of the qualities that enable the student to be a positive team member in the work environment.

Refer to the AHIMA Entry-Level Competency Matrix appended to the syllabi for a list of Domains and Competencies met within the HIT curriculum.

INSTRUCTOR CONTACT INFORMATION

Instructor: Tena Cobb, RHIT

Email: tmcobb@lit.edu

Office Phone: 409.247.0328

Approved: SW/1.13.23



**LAMAR INSTITUTE
OF TECHNOLOGY**

Office Location: MPC 248

Office Hours: Monday – Thursday (9:00 – 1:00); Friday (By Appointment)

REQUIRED TEXTBOOK AND MATERIALS

- Medical Office Procedures, Bayes, 10th edition, with CONNECT Access card
- Access to internet for research
- All required online assignments and the interactive eBook for this course are available in Connect.
- Computer with high-speed internet access.
- VLAB Access (Instructor will provide.)

ATTENDANCE POLICY

1. Students must log onto Blackboard and access this course a minimum of 3 times per week.
 - a. All exams will be taken on the scheduled dates.
 - b. All assignments are due when stated.
 - c. If there is an extenuating circumstance, please reach out to the instructor for establishing a plan of action on making up the missed assignments/exams. Extenuating circumstances will be determined on an individual case-by-case basis.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DUE DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
3.27.25 Thursday	Course Introduction		Review Textbook Info. and purchase (must include Connect Access) <u>Under the General Resources Module:</u>

			<p>Review Syllabus Review Netiquette Download Lockdown Browser Complete Practice Exam Submit Introduction Discussion</p> <p><u>Under the McGraw-Hill Orientation</u> <u>Module watch following videos:</u> Information on How to Register for Connect Account Connect Orientation Videos SmartBook Orientation Videos Succeeding in Your Online Course Review How to Contact McGraw-Hill for Technical Support</p>
04.03.25 Thursday	Module 1: The Administrative Medical Assistant Medical Ethics, Law, and Compliance	Chapter 1 Chapter 2	Ch. 1 Smartbook (SB) Ch. 1 Review Assignment Lab 1 - Certification Research Ch. 2 Smartbook (SB) Ch. 2 Review Assignment
04.10.25 Thursday	Module 2: Office Communications: An Overview of Verbal and Written Communication Office Communications: Phone, Scheduling, and Mail	Chapter 3 Chapter 4	Ch. 3 Smartbook (SB) Ch. 3 Review Assignment Ch. 4 Smartbook (SB) Ch. 4 Review Assignment Project 4.3 Demo & Practice EHR clinic Project 4.3 Assessment EHRclinic Project 4.4 Demo & Practice EHRclinic Project 4.4 Assessment EHRclinic Project 4.5 Demo & Practice EHRclinic Project 4.5 Assessment EHRclinic Discussion – Customer Service Guidance

04.17.25 Thursday	Module 3: Managing Health Information Office Management	Chapter 5 Chapter 6	Ch. 5 Smartbook (SB) Ch. 5 Review Assignment Project 5.11 Demo & Practice EHR clinic Project 5.11 Assessment EHRclinic Project 5.12 Demo & Practice EHRclinic Project 5.12 Assessment EHRclinic Ch. 6 Smartbook (SB) Ch. 6 Review Assignment Lab 6 – Medical Office Software Internet Research
04.21.25 Monday	Mid-Term Exam - Written Exam - Application Exercises		Chapters 1 – 5 (Please note this falls in Module 3 between Chapters 5 and 6) PMO Application Exercises (TBD)
04.24.25 Thursday	Module 4: Insurance and Coding Billing, Reimbursement, and Collections	Chapter 7 Chapter 8	Ch. 7 Smartbook (SB) Ch. 7 Review Assignment Lab 7 – Denied Claim Appeal Letter Ch. 8 Smartbook (SB) Ch. 8 Review Assignment Project 8.1 Demo & Practice EHRclinic Project 8.1 Assessment EHRclinic Project 8.4 Demo & Practice EHRclinic Project 8.4 Assessment EHRclinic Discussion – EOB Experience Labe 8 - EOB
05.01.25 Thursday	Practice Finances Preparing for Employment in the Medical Office		Ch. 9 Smartbook (SB) Ch. 9 Review Assignment Project 9.5 Demo & Practice EHRclinic Project 9.5 Assessment EHRclinic Lab 9 – Unpaid Balances Policy Ch. 10 Smartbook (SB) Ch. 10 Review Assignment Discussion – Denied Claims Experience Lab 10 – Preparing for Employment
	Final Exam Info		See Next Page

05.05.25 Monday	Final Exam - Written Exam - Application Exercises		Chapters 6 – 10 PMO Application Exercises (TBD)
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COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Assignments/Labs/Quizzes: **20%**
- Participation / Discussion Boards: **20%**
- Mid-Term Exam (Written and Application): **30%**
- Final Exam (Written and Application): **30%**

GRADE SCALE

- 90 - 100 A
- 80 - 89 B
- 70 - 79 C
- 60 - 69 D
- 0 - 59 F

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email

specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/REQUIREMENTS

1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. All assignments and exams will be taken on scheduled dates. If an assignment or exam is submitted late, then an automatic -11 points will be deducted from your grade.
3. All assignments are due when stated. If an assignment or exam is submitted late, the deadline to submit late work is 7 days after the original due date with the penalty points assigned. Any work submitted 7 days after the original due date will be given a zero.
4. Students can complete this course without physically visiting the institution offering the course.
5. The student will post discussions as instructed along with any other assignments instructed to complete.
6. The student will search for current related topics and submit them as part of assignment/discussion.
7. The student will complete online quizzes and unit exams by the due dates shown on the course calendar.
8. The student will complete the comprehensive final exam at the posted time.
9. Students must respect one another and all faculty.
10. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
11. Cheating of any kind will not be tolerated.

12. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
13. Any violation of classroom policies may result in student being asked to leave class and result in an absence.
14. The instructor will respond to e-mail and voice mail communication within 48 hours Monday through Friday. Assignment grades will be published within 1 week of the assignment due date.

FAQs

1. How quickly are assignments graded in this class?

Assignments are graded usually within one week.

2. How do I know what grade I made on an assignment?

Assignment grades may be accessed through My Grades in Blackboard. Each assignment shows your grade and any comments that are made regarding that assignment.

3. How do I study for exams?

Utilize your module assignments/quizzes/study guides in preparation for your module exams and the comprehensive final exam.

You can access them through My Grades on Blackboard. My suggestion is to print the assignments out to use as study references. (If it won't allow you to print them, copy and paste the questions and answers into a word document, save it, and print it out that way).

4. What time are my assignments/exams/discussions due?

All assignments, labs, quizzes, exams, and discussions are due at 11:59 PM on the due date listed.