History of Medicine and Pharmacy / Pharmacy Law, Ethics, and Regulatory Agencies — Lesson 2, 25.0 hours

PROFESSOR

Ollie Thomas

Ollie has over fifteen years of experience working with Fortune 50 companies with twelve of those years serving in the retail pharmacy industry. He has served as a high performing pharmacy technician, pharmacy technician trainer and educator, operations manager, and HR professional. Ollie has a passion for developing talent and providing extraordinary customer care. Throughout his career, he has been a part of the developmental and career journeys of over a thousand individuals. To further drive this passion, he founded an organization that provides professional and event solutions.

He holds a Bachelor of Science Degree in Healthcare Administration and a Master in Business Administration Degree with a Specialization in Organizational Development. He holds certifications as a Certified Pharmacy Technician (CPhT), Senior Professional in Human Resources (SPHR), and SHRM Senior Certified Professional (SHRM-SCP). He also holds licenses from the New Mexico and Texas State Board of Pharmacies as a Registered Pharmacy Technician.

In his personal life, Ollie is involved in several local and national organizations. He enjoys spending time with family, traveling, and training.

Gina Hobert

Gina is the Internal Audit Director at MaineGeneral Health in the Health Information Services Department. Prior to joining MaineGeneral Health, she was a Senior Manager Consultant at BNN's healthcare management consulting practice, specializing in medical billing and coding education, provider education, chart auditing, billing compliance, provider-based practices and billing, and chargemaster reviews.

Gina has over 25 years of healthcare experience, including managing billing compliance and medical audit functions, and conducted educational sessions for a major New England hospital system. She was also previously employed as the director of the Coding Center, which provided chart auditing services, on-site coding education programs, and coding certification courses.

CONTACT INFORMATION

Ollie

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Gina

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ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewood.edu

BOOKS AND RESOURCES

Pharmacy Technician

Mosby. Elsevier. Mosby's Pharmacy Technician: Principles and Practice. 4th Edition. Saunders Publishing, 2015. Print

Medical Coding

Buck, Carol J. Step-by-Step Medical Coding. 1st ed. Elsevier, 2018

Buck, Carol J. Workbook for Step-by-Step Medical Coding. 1st ed. Elsevier, 2018

AACP. ICD-10-CM Code Book. AAPC, 2021

AACP. HCPCS Level II Expert 2021. AAPC, 2021

AMA. AMA CPT® Professional. AMA, 2021

EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.
Course Requirement Summary

- Assignments - Total of 300 Points
- Weekly discussion forums – Total of 40 Points
- Lesson Test - 180 Points
- Lesson 9 – Medication Error Video Response - 100 Points
- Final Exam - 50 Points

GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 670. To determine the final grade, the student's earned points are divided by 670.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)
B = (80% - 89%)
C = (70% - 79%)
D = (60% - 69%)
F < (Below 60%)

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #1 outcome2, outcome3, outcome4, outcome8	• **Lessons 1 – History of Pharmacy**	**Read Chapter 1** **PCTB Registration**	**Assignment Upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #2 outcome2, outcome3,outcome4, outcome8	• **Lessons 2 – Pharmacy Law, Ethics and Regulatory Agencies**	**Read Chapter 2** **Assignment 1 - History & DEA** **Assignment 2 – State Law** **Lesson Evaluation**	**Assignment Upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #3 outcome4, outcome9	• **Lesson 3 – Communication, Competencies, Associations, and Settings for Technicians**	**Read Chapters 3 & 4** **Forum 1 - Interviews** **Test 1** **Lesson Evaluation**	**Forum and Test upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #4 outcome1, outcome3, outcome5. outcome6	• **Lesson 4 - Dosage Forms, Routes of Administration, and Drug Information References**	**Read Chapters 5 & 7** **Assignment 3 -Commonly Prescribed Medications** **Assignment 4 - Ranitidine** **Lesson Evaluation**	**Assignments 3 & 4 upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #5 outcome1, outcome3, outcome5, outcome6	• **Lesson 5 - Community Pharmacy Practice and OTC Medications**	**Read Chapters 8 & 27** **Assignment 5 – Patient Care Process** **Assignment 6 - Rx Verification** **Assignment 7 - Vitamins & Minerals** **Test 2** **Lesson Evaluation**	**Assignments 5, 6, and 7 Test 2 upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #6 outcome2, outcome3, outcome4	• **Lesson 6 - Institutional Pharmacy Practice and CAM**	**Read Chapter 9 & 28** **Forum 2 – Electronic Systems** **Assignment 8 - Drug Interactions** **Test 3** **Lesson Evaluation**	**Assignments 8, Test 3 and Forum upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #7 outcome1, outcome2, outcome3, outcome4	• **Lesson 7 - Pharmacy Practice Settings, Bulk Repackaging and Non-Sterile Compounding**	**Read Chapters 10 & 11** **Forum 3 - PBMs** **Assignment 9 - Dosage Forms** **Test 4** **Lesson Evaluation**	**Assignments 9, Forum 3, Test 4 upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #8 outcome5	• **Lesson 8 - Conversions and Calculations**	**Read Chapter 6** **Assignment 10 - Textbook** **Lesson 7 Pharmacy Technician** **Test 5** **Lesson Evaluation**	**Assignments 10, Test 5 upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #9 outcome1, outcome2, outcome3, outccome4	• **Lesson 9 - Aseptic Technique and Sterile Compounding**	**Read Chapter 12** **Assignment 11 – Textbook** **Assignment 12 – Aseptic Techniques** **Lesson Evaluation**	**Assignments 11, 12 upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #10 outcome5, outcome6, outcome8	• **Lesson 10 - Pharmacy Billing, Inventory Management, Medication Safety, and Error Prevention**	**Read Chapters 13 & 14** **Assignment 13 - Drug Recalls** **Assignment 14 - Medication Error Video Response** **Assignment 15 - Medication Safety** **Test 6** **Lesson Evaluation**	**Assignments 13, 14, 15 and Test 6 upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #11 outcome1, outcome3, outcome5. outcome6, outcome19	• **Lesson 11 - Therapeutic Agents for the Nervous and Endocrine Systems**	**Read Chapters 15 & 16** **Assignment 16 – Textbook** **Assignment 17 – Technicians Corner** **Lesson Evaluation**	**Assignments 15 & 16 upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #12 outcome1, outcome3, outcome5. outcome6, outcome19	• **Lesson 12 - Therapeutic Agents for the Musculoskeletal and Cardiovascular Systems.**	**Read Chapters 17 & 18** **Assignment 18 – Definitions** **Assignment 19 – Textbook** **Assignment 20 – Technicians Corner** **Test 7** **Lesson Evaluation**	**Assignments 18-20 and Test 7 upon completion of the lesson**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #13 outcome1,			

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
outcome3, outcome5. outcome6, outcome19	• Lesson 13 - Therapeutic Agents for the Respiratory and Gastrointestinal Systems	Read Chapter 19 & 20 Assignment 21 – Allergies Assignment 22 – Technician's Corner Lesson Evaluation	Assignments 21 and 22 upon completion of the lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #14 outcome1, outcome3, outcome5. outcome6, outcome19	• Lesson 14 – Therapeutic Agents for the Renal and Reproductive Systems	Read Chapter 21 & 22 Assignment 23– Matching Assignment 24 - Textbook Test 8 Lesson Evaluation	Assignments 23 and 24 Test 8 upon completion of the lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #15 outcome1, outcome3, outcome5. outcome6, outcome19	• Lesson 15 – Therapeutic Agents for the Immune System and Eyes, Ears, Nose, and Throat. Therapeutic Agents for the Dermatological and Hematological Systems	Read Chapter 23, 24, 25 and 26 Forum 4 – Vaccines Assignment 25 – Textbook Assignment 26 – EPA Assignment 27- Technician's Corner Assignment 28 – Common Hemotolgoical Medications Test 9 Lesson Evaluation	Forum 4 and Assignments 25-28 upon completion of the lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #16	• Lesson 16 – Final Examination	The exam is cumulative, so please review all the chapters in your textbook.	Upon completion of all other objectives and lessons

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #17	Medical Terminology and NHA Registration	Review all the Weekly Material	Complete all activities

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #18	Reimbursement, HIPAA, & Compliance	Step-by-Step Guide to Medical Coding Chapter 1	Complete all activities

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #19	An Overview of ICD-10-CM & ICD-10-CM Outpatient Coding & Reporting Guidelines	Step-by-Step Guide to Medical Coding Chapters 2 & 3	Complete all activities

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #20	Using ICD-10-CM	Step-by-Step Guide to Medical Coding Chapters 4 & 5	Complete all activities

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #21	Using ICD-10-CM Continued	Step-by-Step Guide to Medical Coding Chapters 6 &7	Complete all activities

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #22	**Introduction to the CPT and Level II National Codes/ Modifiers**	**Step-by-Step Guide to Medical Coding Chapters 8, 9 & 10**	**Complete all activities**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #23	**Evaluation and Management (E/ M) Services, Anesthesia/Surgery Guidelines, and General Surgery**	**Step-by-Step Guide to Medical Coding Chapters 11-13**	**Complete all activities**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #24	**Integumentary System/ Musculoskeletal System**	**Step-by-Step Guide to Medical Coding Chapters 14 & 15**	**Complete all activities**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #25	**Respiratory System/ Cardiovascular System**	**Step-by-Step Guide to Medical Coding Chapters 16 & 17**	**Complete all activities**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #26	**Hemic, Lymphatic, Mediastinum, and Diaphragm/ Digestive**	**Step-by-Step Guide to Medical Coding Chapters 18 & 19**	**Complete all activities**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #27	**Urinary and Male Genital Systems/Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery**	**Step-by-Step Guide to Medical Coding Chapters 20 & 21**	**Complete all activities**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #28	**Endocrine and Nervous Systems/ Eye, Ocular, Adnexa, Auditory, and Operating Microscope**	**Step-by-Step Guide to Medical Coding Chapters 22 & 23**	**Complete all activities**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #29	**Radiology/Pathology/Laboratory**	**Step-by-Step Guide to Medical Coding Chapters 24 & 25**	**Complete all activities**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #30	**Medicine**	**Step-by-Step Guide to Medical Coding Chapter 26**	**Complete all activities**

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #31			

| | Inpatient Coding | Step-by-Step Guide to Medical Coding Chapter 27 | Complete all activities |

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #32	Final Examination	The exam is cumulative, so please review all the chapters in your textbook.	Complete the Final Exam

DESCRIPTION

Lakewood University's Pharmacy Technician program prepares students to aid licensed pharmacists prepare medications, provide customer service, and perform administrative duties within a pharmacy setting. The program outlines the proper communication skills necessary for pharmacy technicians which include telecommunication skills and interpersonal communication skills. The course will focus on the accuracy necessary to ensure that information on prescriptions is complete and accurate. Students in this program will gain the knowledge and skills to qualify them for entry-level positions in pharmacies as well as to be prepared for the National Certification Exam.

OBJECTIVES

1) Interpret physician orders and prescriptions for accuracy

2) Explain the role a pharmacy technician plays in the compounding of medications

3) Define medical and pharmaceutical terms and common abbreviations

4) Describe the role that the pharmacy technician plays in the pharmacy

5) Perform basic pharmaceutical calculations

6) Explain the differences between brand and generic medications

7) Recognize the role that the pharmacy plays in preventative services such as immunizations

8) Identify the individual state requirements for a pharmacy technician

9) Demonstrate the basic skills needed to effectively prepare for an interview

*10) Apply medical terminology

11) Describe the difference between Medicare Part A, B, C, and D

12) Locate and translate regulatory rules and regulations as they apply to medical billing and coding

13) Describe the structure of an ICD-10-CM code

14) Demonstrate the ability to navigate the layout of the ICD-10-CM, CPT, & HCPCS manuals

15) Describe the layout and guidelines of the ICD-10, CPT, & HCPCS manuals

16) Illustrate ability to abstract diagnostic statements from the medical record and differentiate between main and modifying terms and subterms in the coding manuals

17) Choose diagnoses and procedures using the ICD-10, CPT, & HCPCS manuals, following chapter-specific guidelines.

18) Recognize the structure of an ICD-10-CM code

* Outcome 10 refers to a medical terminology mini-course that is a precursor to the combo program.