MEDICAL CODING & ADMINISTRATIVE MEDICAL ASSISTANT COMBINATION PROGRAM

MCODEAMA — Medical Coding and Administrative Medical Assistant , hours

PROFESSOR

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.

Summer Haggins

Summer has a Bachelor of Science in Nursing and a Master of Business Administration with a specialization in Healthcare Administration from Cleveland State University. Summer has 15 years of professional experience which include critical care nursing, medical surgical nursing, staff development, teaching, and management. The management experience included supervising the daily operations of a 27-bed facility while also overseeing an expansion of the facility.

In her spare time, she is actively involved in church and fitness. She also enjoys teaching focusing on motivation and assisting individuals with achieving a healthy lifestyle.

CONTACT INFORMATION

Gina Hobert

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Summer Haggins

E-mail: shaggins@lakewood.edu
Cell Phone: 800-517-0857 X 746

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

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

Administrative Medical Assistant

Kinn's the Administrative Medical Assistant: An Applied Learning Approach, 13 edition (June 7, 2016)

EVALUATION METHOD

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

- **Assignments - Total of 140 Points**
- **Weekly discussion forums-Total of 80 Points**
- **Lesson Test - 1400 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 1670. To determine the final grade, the student's earned points are divided by 1670.

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	DUE
Lesson #1	• Medical Terminology and NHA Registration	Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #2	• Reimbursement, HIPAA, & Compliance	Reimbursement, HIPAA, & Compliance Reading: Chapter 1 Assignment #1 Forum #1 - Medicare Fraud Test #1	Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #3	• An Overview of ICD-10-CM & ICD-10-CM Outpatient Coding & Reporting Guidelines	Reading: Chapters 2-3 Assignment #2 Forum #2 – ICD-10 Excludes Notes Test #2	Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #4	• Using ICD-10-CM	Reading: Chapters 4-5 Assignment #3 Forum #3 – Assigning Codes Test #3	Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #5	• Using ICD-10-CM Continued	Reading: Chapters 6-7 Assignment #4 Forum #4 – Circumstances for coding ICD-10 signs and symptoms Test #4	Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #6	• Introduction to the CPT and Level II National Codes/ Modifiers	Reading: Chapter 8 -10 Assignment #5 Test #5	Complete all activities and tests in lesson

TITLE Lesson #7	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
	• Evaluation and Management (E/M) Services, Anesthesia/Surgery Guidelines and General Surgery	Reading: Chapters 12-13 Assignment #6 Forum #5 Consider the Statement Test #6	Complete all activities and tests in lesson

TITLE Lesson #8	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
	• Integumentary System/Musculoskeletal Systems	Reading: Chapters 14-15 Assignment #7 Forum #6 – Coding for Different Practices Test #7	Complete all activities and tests in lesson

TITLE Lesson #9	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
	• Respiratory System/Cardiovascular System	Reading: Chapters 16-17 Assignment #8 Test #8	Complete all activities and tests in lesson

TITLE Lesson #10	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
	• Hemic, Lymphatic, Mediastinum, and Diaphragm/Digestive	Reading: Chapters 18-19 Assignment #9 Test #9	Complete all activities and tests in lesson

TITLE Lesson #11	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
	• Urinary and Male Genital Systems/Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery	Reading: Chapters 20-21 Assignment #10 Forum #7 – Global Pregnancy Period Test #10	Complete all activities and tests in lesson

TITLE Lesson #12	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
	• Endocrine and Nervous Systems/Eye, Ocular, Adnexa, Auditory, and Operating Microscope	Reading: Chapter 22-23 Assignment #11 Test #11	Complete all activities and tests in lesson

TITLE Lesson #13	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
	• Radiology/Pathology/Laboratory	Reading: Chapters 24-25 Assignment #12 Test #12	Complete all activities and tests in lesson

TITLE Lesson #14	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
	• Medicine	Reading: Chapter 26 Assignment #13 Test #13	Complete all activities and tests in lesson

TITLE Lesson #15	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE

	• Inpatient Coding	Reading: Chapter 27 Assignment #14 Forum #7 – Course Experience Test #14	Complete all activities and tests in lesson

TITLE Lesson #16	COURSE TOPIC	READINGS/ASSIGNMENTS Final Exam	DUE Final Exam

TITLE Lesson #17	COURSE TOPIC • Introduction to Administrative Medical Assisting	READINGS/ASSIGNMENTS Reading: Chapter 1 and 2 Simulation 1	DUE Complete all activities

TITLE Lesson #18	COURSE TOPIC • The Medical Assisting Profession / Professional Behavior in the Workplace	READINGS/ASSIGNMENTS Reading: Chapters 3 and 4 Simulation 2 Forum Test 1	DUE Complete all activities

TITLE Lesson #19	COURSE TOPIC Ethics in Administrative Medical Assisting	READINGS/ASSIGNMENTS Reading: Chapter 5 and 6 Simulation 3 Assignment - An Ethical Issue	DUE Complete all activities

TITLE Lesson #20	COURSE TOPIC • Interpersonal Communication	READINGS/ASSIGNMENTS Reading: Chapters 7 and 8 Simulation 4 Forum - Mrs. Smith Test 2	DUE Complete all activities

TITLE Lesson #21	COURSE TOPIC • Maintaining Patient Privacy (HIPAA)	READINGS/ASSIGNMENTS Reading: Chapters 9 and 10 Simulation 5 Forum - HIPAA Regulations Assignment - Scheduling Appointments	DUE Complete all activities

TITLE Lesson #22	COURSE TOPIC • Patient Reception and Processing	READINGS/ASSIGNMENTS Reading: Chapters 11 and 12 Simulation 6	DUE Completed all activities

Forum - Interacting with Patients

Test 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #23	• **The Paper Medical Record**	**Reading: Chapters 13 and 14**	**Complete all activities**
		Simulation 7	
		Assignment - The Paper Medical Record	
		Forum - Equipment in the Office	

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #24	• **The Electronic Medical Record**	**Reading: Chapters 15 and 16**	**Complete all activities**
		Simulation 8	
		Forum - The Electronic Health Record	
		Test 4	

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #25	• **Privacy in the Physician's Office**	**Reading: Chapters 17 and 18**	**Complete all activities**
		Simulation 9	
		Assignment - Patient Privacy and Office Coding	
		Assignment - Exploring the NHA Website	

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #26	• **Basics of Procedural Coding**	**Reading: Chapters 19 and 20**	**Complete all activities**
		Forum - Updating the CPT	
		Simulation 10	
		Test 5	

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #27	• **The Health Insurance Claim Form**	**Reading: Chapters 21 and 22**	**Completed all activities**
		Simulation 11	
		Assignment - The Insurance Claim Form	

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #28	• **Banking Services and Procedures / Financial and Practice Management**	**Reading: Chapter 23**	**Complete all activities**
		Simulation 12	
		Forum - Bookkeeping in the Medical Offices	
		Test 6	

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #29	• Interview with a Medical Assistant	Assignments - Interview with a Medical Assistant and Meet with Career Services	Complete all activities

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #30	Your Future in Medical Assisting	Assignment - Your Future as a Medical Assistant	Complete all assignments

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #31	Career Visioning	Career Visioning Assignment	Complete all activities	Objective 10 Objective 14 Objective 15 Objective 16 Objective 17 Objective 18

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #32	• Final Examination	Now that you've completed your course, I'd like to know how you think you'd apply all of your knowledge. Final Exam	Complete all activities	Objective 10 Objective 14 Objective 15 Objective 16 Objective 17 Objective 18

DESCRIPTION

Lakewood University's Medical Coding program is to provide a comprehensive understanding of medical coding and its components. This program covers many topics including navigating the International Classification of Disease, ICD-10-CM, Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding Systems (HCPCS). This program will also takes students through a series of individual coding cases that will require them to use all three coding books for individual body systems.

Program Objectives

1) Discuss daily activities of an Administrative Medical Assistant

2) Demonstrate professional communication in the medical workplace

3) Identify ethical issues related to Administrative Medical Assisting

4) Awareness of HIPAA and other patient privacy regulations and guidelines

5) Engage in proper professional relationships with patients and clients

6) Demonstrate ability to navigate medical records and office equipment

7) Familiar with CPT Coding changes and updates

8) Familiar with insurance claims forms

9) Demonstrate ability to engage in proper bookkeeping practices

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

OBJECTIVES

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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