



# Introduction to Medical Coding and Billing

MOAD 1005

**Room:**  
AHB 154

**Classroom Phone:**  
801-593-2480

**MOAD Program Faculty:**  
<https://www.davistech.edu/medical-coding-and-billing#faculty>



Faculty

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## Introduction

Welcome to Davis Technical College (Davis Tech). We are pleased you have chosen to continue your education by enrolling in this course. This course is competency-based, allowing you to progress at your own pace while demonstrating your competency through a variety of assignments and assessments. Specific requirements for successful course completion will be outlined in this syllabus.

## Course Description

Introduction to Medical Coding and Billing will present the program orientation, and students will explore various program emphases. This course will prepare students to pass the HIPAA certification. The course will also cover emergency procedures and infection control in the healthcare office and introduce various job opportunities available in the Medical Office Administration.

## Course Objectives

- Explain:
  - The background of the HIPAA regulations.
  - HIPAA privacy and security rules
  - OSHA's role in regulating safety and health standards for the healthcare office
  - The role of workplace professionalism in career success
- Describe:
  - The role of the health professional in HIPAA compliance
  - Patient rights provided by HIPAA
  - Procedures and processes to assure current and future compliance with evolving HIPAA regulations
  - Steps to maintain office security
  - The new Hazardous Communication Standards
  - The job responsibilities of a health insurance specialist, Dental/Medical Billing and Coding Specialist, Dental Office Specialist and Surgical Technologist
- Define:
  - Legal terminology used in the HIPAA regulations

- Identify:
  - The training requirements for HIPAA compliance
  - Violations of HIPAA
  - Ergonomic factors that affect the administrative assistant's work environment
  - Career opportunities available in health insurance
- Compare medical ethics and medical etiquette
- Discuss:
  - Electrical and fire safety
  - Introductory health insurance concepts
- List:
  - Ways to prepare for medical, environmental emergencies, and other disasters
  - The education and training requirements of a health insurance specialist
  - Prevention measures for medicolegal claims

## Course Length

60 Hours

The average hours for a student to complete the course are the basis for the course hours. Your hours may vary slightly from the average. All coursework must be completed and submitted to your instructor by the end date given to you when you enrolled in the course. To complete this course in the time given, you will need to follow the Course Timeline in this syllabus. ***If you need additional time to complete the course, you will need to re-enroll in the course and pay for the course again.***

## Attendance

High school students must attend all periods they are scheduled for. Adult students may complete some of the work in this course outside of the classroom, but the Health Information Technology program has an 85 percent attendance policy. In order to meet this requirement, you must come in on the days and times that you are scheduled. You should not plan to attend class on days you are not scheduled. Your attendance requirement may be higher depending on any sponsorship or financial aid stipulations that apply to you. All students need to log in to Northstar each time they attend class so that their attendance is documented.

All coursework must be completed and submitted to your instructor by the end date given to you when you enrolled in the course. To complete this course in the time given, you will need to follow the Course Timeline in this syllabus. If you need additional time to complete the course, you will need to re-enroll in the course and pay for the course again.

## Grading Practices

We are a competency-based institution. To receive credit for this course, you must demonstrate competency in a number of activities and skills. You will be accessing the chapter tests in each module for your courses through Canvas. Computerized tests will be available and will be taken upon completion of a module. Module tests may consist of multiple-choice, matching, true/false. You must get an 80% or higher on the test to pass the module. You cannot move ahead to the next module until you pass the previous module. You may attempt to take the test twice per three-hour



class period, with a total of three attempts. If you have not passed after your third attempt, contact your instructor. The final grade for this course is the average of all test scores. For specific exam rules, you will need to read each exam's instructions. Davis Tech follows a ZERO-tolerance cheating policy. Complete the test verification after each attempt.

Every course taught in the Medical Coding and Billing classroom will have a final test. The passing grade on all finals is 80%. Tests may consist of multiple-choice, matching, true/false, and fill in the blank. You are permitted to take the final three times to achieve a passing score of 80%. If you have not passed after the third attempt, contact the instructor. All scores from all the module and final tests will be averaged together for the final course grade.

## Canvas

You can access Canvas from any Internet-connected computer at the following URL:

<https://davistech.instructure.com/login> If you have problems logging in to Canvas, please see your instructor or email [onlinesupport@davistech.edu](mailto:onlinesupport@davistech.edu). If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link.

## Course Navigation

**Readings:** In this course, you will be reading a variety of PDFs from various textbooks and other resources. You will find each PDF you need to read in Canvas. Various assignments you need to complete are found in the PDFs. Follow all the instructions in the PDFs and Canvas carefully to complete each assignment. Other readings you will find as pages within Canvas. Follow the course outline carefully in order to complete each reading.

- **Objectives:** The learning objectives describe the basic knowledge you can acquire by studying the chapter. Their importance to you is to indicate what general categories of knowledge you should derive from the chapter.
- **Key Terms:** This alphabetic list is of important vocabulary terms found in the chapter. This is a list of keywords that you should be familiar with after reading each chapter. The terms are printed in boldface type when they first appear in the chapter text and are listed in the margin of the page on which the term is introduced to provide you with a quick definition of each term.
- **Worksheets:** During this course, you will find a variety of worksheets based on the readings that allow you to assess your knowledge or practice important skills. Follow the instructions in each module to complete these assignments. An answer key will be provided in Canvas for each worksheet, be sure to check your work. After you have completed each worksheet, you will submit your work in Canvas. You will find some worksheets in the form of quizzes in Canvas. Answer all questions and review them once you have completed the quiz.
- **Assignments:** During this course, you will complete tutorials and other assignments found on Canvas. Follow all of the instructions when you have finished submitting your work in Canvas.



**KTS-II Personality Assessment:** You will be asked to take a personality assessment through Keirse.com, known as the KTS-II. This assessment is meant to help individuals discover their preferences, motivations, as well as inner tendencies that make up their personalities. Your results will help you determine the emphasis you will pursue throughout the Medical Office Administration Program

**Videos:** Videos that help illustrate important concepts are provided to you in Canvas. Watch each video carefully, so you do not miss any information.

**Agreements/Forms:** You are required to read and fill out a variety of forms during this course. Read each form carefully, so you fully understand what it is saying. You will find each form in Canvas. Type your name in the Canvas textbox; by typing your name in the textbox, you are acknowledging your agreement.

**Module Tests and Finals:** At the end of each module, you will complete the module tests in Canvas which will consist of fill-in-the-blank, matching, true/false, or labeling questions. Each module test must be completed with a score of 80% or better. You may attempt to take the test twice per three-hour class period, with a total of three attempts. When finished you may review tests with your instructor. Cell phones, iPods, or materials of any kind are not allowed in the testing area. After completing all module tests, a comprehensive final test will be administered. Tests can only be taken using the Respondus LockDown Browser, and your instructor will have to enter a password before you can begin the test. The tests are closed book and must be completed in class. You must do your own work. All test attempts will be averaged together for the module and course final grade.

**Final Test:** At the end of this course, you will be required to take a final exam. When finished, you can review your results with your instructor. Scoring information and test criteria can be found in the grading section of the syllabus. You must pass with a score of 80%. You will have three attempts to pass the test. After the third attempt, you will need to talk to the instructor. Please plan ahead; you need to have time to take and pass the final before your course end date.

**Course Evaluation:** In your final module, you will be asked to complete a course evaluation for this course. Please be honest but professional when providing feedback about this course. This evaluation is anonymous, and the information gathered is used by instructors to improve the course content and delivery, as well as the overall program. The evaluation can be located at <http://www.davistech.edu/evaluation> or in Canvas. If you have any problems with the course evaluation, send an email to [stephen.fan@davistech.edu](mailto:stephen.fan@davistech.edu)



## Course Timeline

For 100 percent progress, the course should be finished using the following timeline. Use the timeline to track your progress and ensure you finish within the required time frame.

<b>Projected End Date:</b>		_____			
		(Find this date on your schedule)			
<b>Module</b>	<b>Hours</b>	<b>Start Date</b>	<b>Projected Finish Date</b>	<b>Finish Date</b>	<b>Actual Hours</b>
Module 1: Medical Coding and Billing and Davis Tech College Orientation	7				
Module 2 - Study Skills: Manage Your Success	6				
Module 3 - Study Skills: Procrastination	7				
Module 4 - Study Skills: Time Management	6				
Module 5 - Study Skills: Test Anxiety	6				
Module 6 - Study Skills: Using Your Textbook Effectively	6				
Module 7 - Study Skills: Learning as an Adult	7				
Module 8: Privacy and Integrity in the Medical Office	7				
Module 9: Office Safety and Emergency Preparedness	8				
<b>Total Course Hours</b>	<b>60</b>				



## Course Assignments

Please refer to Canvas for course assignments as scheduled. You can access the Canvas course associated with this curriculum by going to the following web address:

<https://davistech.instructure.com/courses/546230/modules>

