Medical Coding and Billing Orientation

MEDA 0000

Room:
AHB 154

Classroom Phone:
801-593-2480

Program Faculty:
https://www.davistech.edu/medical
coding-and-billling#faculty

Faculty

Introduction

Welcome to the Medical Coding and Billing program at the Davis Technical College (Davis Tech)! This program orientation aims to inform you about the program and its unique policies and procedures. You must read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (www.davistech.edu) or in Student Services.

Program Description

The Medical Coding and Billing program provides students with the technical skills and knowledge for an entry-level position in a healthcare setting through competency-based education. Students will study medical terminology, anatomy, laws and ethics, standard medical coding and billing methods, and medical coding software. Students will develop administrative office skills and receive hands-on experience using a Medical EHR system to schedule, manage patient accounts, and enter patient documentation. The program prepares students as entry-level Medical Coder and/or Biller. In addition, medical coding and billing specialists will examine how to code diagnoses and procedures performed or identified by a physician. Students will also explore how to process health insurance claims, examine coverage issues, and administer processes for billing and collections. Medical coding and billing specialists will prepare to take the AAPC Certified Professional Coders Exam (CPC Exam) to become certified as a coder.

Program Objectives

Students will practice new skills through hands-on experience, instructional videos, and competency tests.

- Develop medical terminology and anatomy proficiency relevant to medical coding and billing practices.
- Acquire a comprehensive understanding of laws, regulations, and ethical standards applicable to medical coding and billing in healthcare settings.
- Master using standard medical coding systems, such as ICD-10-CM, CPT, and HCPCS, for accurately assigning diagnostic and procedural codes.
- Gain hands-on experience with medical coding software and Electronic Health Record (EHR) systems to manage patient accounts, schedule appointments, and enter patient documentation.

- Develop administrative office skills necessary for effective medical coding and billing, including communication, organization, and attention to detail.
- Demonstrate the ability to code diagnoses and procedures accurately based on documentation provided by healthcare providers.
- Understand the process for processing health insurance claims, including verifying coverage, submitting claims, and managing billing and collections.
- Prepare for and successfully pass the AAPC Certified Professional Coders Exam (CPC Exam) to become certified as a medical coder.

General Information

You can access this orientation on the Davis Tech program website, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program, and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification
- Program Accreditation

Alternate Documentation

Credit for coursework completed at another institution is determined by the instructor. You will be asked to provide official transcripts. Many students are asked to retake a course if their transcripts are over three years old. After your transcripts are reviewed, you must take the final exam for the course for which you wish to receive credit. The exam must be passed with a score of 80% or higher. Students not scoring at or above 80% will need to complete the entire course.

Advisement

You will meet with your instructor at the beginning of each course and at least once a week. These meetings will allow you and the instructor to accomplish the following tasks:

- Update any changes in your employment status and contact information in Northstar
- Review course performance and attendance requirements
- Define and clarify training and career goals
- Select appropriate courses according to your interest and aptitude and that achieve program completion requirements
- Discuss professional work ethic

- Discuss challenges and Davis Tech support services that can help improve your success

Scheduling

Courses in this program have an open-start/defined-end schedule. Students in this program may start classes at any time. Following course enrollment, the student receives a schedule that shows the date by which they must have completed the course. Students who fail to complete a course by the end date will be required to re-enroll and repay for the course. This scheduling type is also called course-based because you pay for a course at a time.

Campus Technology

You will log in to and out of the Northstar Classroom Login Station each time you attend class using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer using the following URL: https://davistech.instructure.com/login. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical issues in Canvas, use the Help button and the "Report a Problem" link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center with industry publications, periodicals, manuals, and media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications currently being used in the industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout the program. Each canvas course links to these resources and will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes a first aid kit and other supplies needed in an emergency. Evacuation maps can be found in strategic locations throughout the college.

Students with Disabilities

If you have a disability that may require some accommodation by the instructor, contact Student Services and document the disability through a Davis Tech counselor.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments within 24 hours within the Davis Tech operational schedule.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here: http://www.davistech.edu/student-policies.

Performance Standards

Progress

Progress is calculated by the number of scheduled hours versus the completed coursework. Program progress must be maintained at 67 percent or better to qualify for financial aid. It is recommended that progress be maintained at 80 percent or better. This will ensure that you can complete the program on time. Please meet with your instructor if you have difficulty meeting 80 percent progress. If you do not complete a course by the end date, you will have to pay for the course again (adult students only), and a faculty member will help create a Student Success Plan to ensure your success on a second attempt.

Grading

We are a competency-based institution. You must demonstrate competency in several activities and skills to receive credit for courses. You will access the chapter tests in each module for your courses through Canvas. Computerized tests will be available and taken upon a module's completion. Module tests may consist of multiple-choice, matching, and true/false. Grades will be weighted as follows: Assignments 40%,
Module Tests 40%, Final 20% You may attempt to take the test twice   You will need to read each exam's instructions for specific exam rules. 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. Tests may include multiple-choice, matching, true/false, and fill-in-the-blank. You can take the final twice.

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. 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 you are given when you enroll in the course. To complete this course in the given time, you must follow the Course Timeline in this syllabus. If you need additional time to complete the course, you must re-enroll and pay for the course again.

Academic Performance

Your success in this program is vital to us. We will work with you to help you succeed, but if you are not meeting the minimum standards described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progress, and attendance standards or violate program policies and procedures:

Academic Probation

Students on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined per college Financial Aid requirements and Department of Education regulations.

If you cannot complete a course by the course end date or meet program performance standards, you will be put on probation, and a Student Success Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement, and describe the process that will be used to monitor and evaluate future performance. This Plan will be submitted to Student Services to become part of your student record. You and the instructor will sign the plan.

If you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date, you will remain on probation and will need to meet with your instructor and a Davis Tech counselor to modify and further define the Student Success Plan. The instructor and counselor may also evaluate barriers preventing your success in the program and whether or not other training options should be considered.

If you fail to meet the performance standards outlined in the Student Success Plan, you must participate in a Committee Review to continue as a student at Davis Tech. The committee will comprise you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the Medical Assisting program, and you to determine a mutually beneficial course of action. Possible options may include but are not limited to:

- continued academic probation
- additional assessment
- recommended change to another educational program
- suspension or termination from the program

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Success Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

Termination

Students may be dismissed from the program for failure to meet the academic standards stated in this orientation or for inappropriate conduct defined by Davis Tech, the College of Health Professions, the program, or the medical profession.

Problem Resolution

If you are not satisfied with classroom management, grading, or academic disciplinary actions, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.

Student Follow-up

Your success in finding employment indicates the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Health, Safety, and Fire Prevention

You will learn more about program safety in MOAD 1005 Introduction to Medical Coding and Billing.

First Aid Supplies

The classroom also includes a first aid kit and other supplies needed in an emergency. Evacuation maps can be found in strategic locations throughout the college.

Fire Prevention

Fire prevention and safety are paramount in our classrooms. We are committed to ensuring a safe learning environment for all students and staff. Please familiarize yourself with the location of fire exits, fire extinguishers, and emergency procedures posted in each classroom. In case of a fire alarm, calmly evacuate the building using the nearest exit and assemble at the designated meeting point.

Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

Professional Conduct

Work Ethic

The focus of our educational programs is to prepare students for employment. We promote good employability practices and instruct students on particular job skills. Prospective employers are more interested in your attendance, punctuality, initiative, and attitude than your academic achievement scores.

In the classroom, practices that demonstrate good work ethic are as follows:

- **Good attendance:** Employers want workers they can depend on to show up and stay at work for their entire shift.

- **Punctuality:** Employers want workers to arrive on time, be ready to work, and return from breaks and lunch on time.

- **Responsibility:** Employers want workers who take responsibility for doing a job correctly, learning new skills, and asking for assistance when necessary.

- **Honesty:** Employers want workers who can be trusted with sensitive information and valuable pieces of equipment and who can perform calibration tests. Honesty is crucial in the healthcare industry.

- **Initiative:** Employers want workers who try to exceed the minimally acceptable standard and show pride in their careers.

- **Cooperation:** Employers want workers who can work with others in all situations. This is especially important in healthcare careers where each member must remain focused on the patient regardless of the stress of the situation.

- **Dedication:** Employers want workers dedicated to their profession and place of employment to learn new skills continuously and, most importantly, to the patients who have placed their lives in their hands.

Academic Honesty

Davis Tech views academic honesty as a reflection of your integrity; consequently, you are required and expected to maintain the highest standards of academic honesty in preparing for all examinations, assignments, tests, projects, and fieldwork. Most professions have codes of ethics—standards you must adhere to when working. At Davis Tech, you practice the integrity you must demonstrate later. For all of these reasons, academic misconduct is considered a severe offense.

Every student is responsible for upholding the provisions of the policies and procedures as published on the Davis Tech website (www.davistech.edu), in the catalog, or this orientation. This policy includes provisions regarding cheating, plagiarism, removal or destruction of college property, and unacceptable or unauthorized use of college computers. Incidents of alleged academic misconduct will be handled through the established procedures of Davis Tech, which may result in probation or dismissal.

Misconduct Warning

Improper behavioral conduct may result in dismissal from the program. A misconduct warning may remain in a student's file indefinitely or may be removed as per contractual agreement or at the instructor's and department chair's discretion. A misconduct warning may be given at the instructor's sole discretion and is not a prerequisite to filing a formal charge. The Director of Programs will forward a copy of the misconduct warning.

Children in Classes

The Davis Tech Student Code of Conduct requires that children not be present during class times and at individual student conferences. Children create distractions, which jeopardize the quality of learning.