

**Hagerstown Community College  
OFFICIAL COURSE SYLLABUS DOCUMENT**

**COURSE: MAP 105                      4 Credits**

**INSTRUCTOR:**

**SEMESTER/YEAR:**

**COURSE DESCRIPTION:**

This course is designed to provide the student with the fundamentals of administrative medical assisting. Topics include fiscal and administrative management of the medical office, electronic and written communications, medical insurance, billing and reimbursement—including the life cycle of an insurance claim, and fundamentals of health information management. Students will utilize medical office management software to simulate the actual medical office environment. Course fee required. Total of 60 academic hours of lecture. Students must receive a grade of “C” or better in all required MAP and PLB courses prior to registering for this course.

**TEXTBOOK:** Medical Assisting Administrative Procedures, 5<sup>rd</sup> Edition, Booth et al, 2009, McGraw Hill. Health Insurance Today, 5<sup>th</sup> Edition, Beik, 2009, Saunders/Elsevier. Medical Mastermind Instruction Packet, (HCC)

**STUDENT LEARNING OUTCOMES:**

1. Identify and justify the importance of respecting cultural, religious, and age related values and beliefs.
2. Demonstrate basic knowledge of fiscal and administrative management of the medical office including health information management and computer applications.
3. Demonstrate ability to utilize appropriate oral, written, and electronic communication skills with appropriate medical language for patient care, documentation, and education.
4. Demonstrate the ability to manage administrative requirements of the physician practice including patient scheduling, health information management, patient education and fiscal management.
5. Demonstrate knowledge of legal and regulatory guidelines for maintaining patient confidentiality and for accurate and correct coding and billing of patient encounters.

### **Total Hours of Coursework:**

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute "academic" hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 4 credit course achieves the minimum of 150.0 hours of total time by requiring 50.0 hours of instructional time and 100 hours of student work outside of instructional time.

### **ACCOUNTING FOR CREDIT HOUR REQUIREMENT**

Assignment/Assessment	Clock Hours
Reading, homework, project	67.5
Studying for regular exams/quizzes	67.5
Final Assessment (Common Final Exams)	15
Total out of class time	150

### **COURSE CONTENT OBJECTIVES:**

1. Demonstrate knowledge of the use of computers in the ambulatory care setting.
2. Know and demonstrate techniques in telecommunications.
3. Know and demonstrate patient scheduling skills.
4. Understand the basics of medical records management.
5. Know and demonstrate written communication skills.
6. Have knowledge of and demonstrate daily financial practices.
7. Have knowledge of the basics of medical insurance.
8. Know and demonstrate billing and collections procedures.
9. Know and demonstrate basic accounting practices.
10. Basic working knowledge of Medical Mastermind Software.

**ASSESSMENT PROCEDURES: Final course grade will be based on the weighted grade by category as indicated below:**

Homework	20%
Online Discussions & Professionalism	10%
Tests	25%
Final Exam	25%
Practicums/Computer	20%

Total: 100%

The final grade is based on the following scale:

90 – 100%	A
80 – 89.9%	B
75 – 79.9%	C
60 – 74.9%	D
Below 60%	F

**PLEASE NOTE:** Grades will not be rounded up to give students a higher letter grade.

### **COURSE POLICIES:**

1. In the event of inclement weather, students are advised to check their campus e-mail account and/or local radio and television stations. Students need to access their Moodle course for directions from their instructor as any changes in assignment/due dates will be e-mailed to you.
2. Homework assignments will be closed to completion as indicated in Moodle. Failure to complete the assignment by the closing date and time will result in a grade of "zero" or a reduced grade if partially completed. Failure to notify the instructor within 5 days of the due date of an assignment that the student was unable to complete due to "computer" problems will result in a zero for the assignment with no discussion.
3. Assignments handed in after the conclusion of the class during which they were due will have the grade reduced by one full grade for each class session that the project remains outstanding.
4. The primary form of communication outside of the classroom will be in the form of e-mails to student HCC e-mail accounts and Moodle announcements. If students do not use their HCC e-mail accounts, or they fail to access Moodle on a regular basis, there will be no consideration given if e-mailed assignments are not received and Moodle assignments not seen.
5. Computers are to be used for official course activities *only*. Use of computers for social networking or personal reasons during class will result in a deduction in the professionalism grade for the course. No warnings will be issued.
6. **Disclaimer:** The instructor reserves the right to modify course content.

### **HONOR CODE:**

"I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a

member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them or tolerate those who do."

### **PLAGIARISM/ORIGINAL WORK POLICY:**

Plagiarism involves using another's work and presenting it as one's own. This includes using information that is not documented accurately, copying another's work and presenting it as one's own. Plagiarism penalties vary according to the instructor, but the minimum penalty is a grade zero on the assignment. Maximum penalties may include expulsion from the college.

### **CLASS ATTENDANCE POLICY:**

1. Students are expected to participate weekly on online discussions. In the case of absence due to an emergency, participation in an official College function, illness, or other valid situation, it is the responsibility of the student to confer with the instructor with regard to missed course work assignments and the like.
2. Further, it is the student's responsibility to officially withdraw from any class that s/he ceases to attend. Failure to do so could result in the recording of an "F" grade for that class.

Make Up Policy:

- a. Students who miss scheduled "in class" activities will not have an opportunity to make up the "in class" assignment.

**Services for Students with Special Needs:** Reasonable accommodations are provided to qualified students based on current documentation. Contact the Coordinator of Disability Support Services at 240-500-2273, to request accommodations.

### **TOPICAL OUTLINE:**

**\*\*\*Outline Subject to change per Instructor if required**

**Please make sure name and course number are on the top right hand corner of all non-Moodle based assignments that are due!**

### **CONTACT INFORMATION:**

E-mail:

Phone: (text preferred but must include your full name)

Office Hours: By call or virtual.