

EAST ARKANSAS COMMUNITY COLLEGE

ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTING TECHNOLOGY EMPHASIS IN CODING PROGRAM



INFORMATION PACKET **2018**

Published and issued annually by
East Arkansas Community College
Department of Allied Health Science
1700 Newcastle Road
Forrest City, AR 72335
Phone: (870) 633-4480 ext. 270
Fax: (870) 633-7222

ATTENTION

The East Arkansas Community College's Associate of Applied Science Medical Assisting Technology Program – Emphasis in Coding Information Packet presents the program and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students and prospective students affected by any changes. This Information Packet is not intended to state contractual terms and does not constitute a contract between the student or prospective students and the school.

East Arkansas Community College's Associate of Applied Science Medical Assisting Technology – Emphasis in Coding Program reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students to be effective whenever determined by the College. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

DESCRIPTION OF THE PROGRAM

The Medical Assisting Technology – Emphasis in Coding Program will focus on educating individuals to become medical coders. Coders will be responsible for entering the correct code for various medical services and processes so that health care providers can receive payment for services rendered. This program will provide courses on various systems and codes used in coding, process for storage and retrieval of data using alphanumeric codes, and how coding systems integrate across the health care fields. In addition, students will complete classes in anatomy and physiology, basic pathophysiology, pharmacotherapeutics, as well as general education courses providing the background knowledge to promote critical thinking and decision making when reviewing and analyzing health records for coding.

DISCLAIMER

The medical assisting technology program curriculum **does not** prepare the student to become a nurse, paramedic, or radiologic technician OR to apply to take the licensing and/or certification exams for nursing, paramedic, or radiologic technician.

NONDISCRIMINATION POLICY

East Arkansas Community College is committed to provide equal opportunity through its employment practices, educational programs, admissions policies, scholarship and loan programs, and services offered to the community. The College will make personnel decision and offer programs that will foster educational opportunities without regard to race, color, national origin, age sex or disability of qualified handicapped persons.

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GRADUATION POLICY

The Medical Assisting Technology Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information).

WITHDRAWAL POLICY

Students who no longer wish to be enrolled in the Medical Assisting Technology Program must follow the withdrawal policies set forth in the current East Arkansas Community College Catalog.

REFUND POLICY

No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws through the Office of Admissions and Registration. Full refunds are given only if a student officially drops or withdraws before the first day of the semester. If a refund is due to a student receiving financial aid from any Federal Financial Aid program, a portion of the refund shall be returned to the Financial Aid program in accordance with federal regulations. **Students who fail to follow the proper withdrawal procedures will be responsible for tuition once classes begin. Failure to attend classes does not constitute an official drop/withdrawal.**

No refunds are given for drops, withdrawals or non-attendance after the 11th day of a spring/fall semester or after the 11th day equivalent of a summer term.

Refund Schedule:

Credit Courses- Spring & Fall Semester

Prior to First Day of Semester 100%

First Day of Classes Through 11th Class Day 80%

After the 11th Class Day NONE

Credit Courses- Summer

Prior to First Day of Semester 100%

First Day of Classes Through 4th Class Day 50%

After 4th Class Day NONE

FINANCIAL AID PROGRAMS

The Financial Aid Office at East Arkansas Community College seeks to provide financial assistance to any student who, without such support, could not attend the College. A comprehensive program of financial aid in the form of scholarships, loans, grants, and jobs is provided to qualifying students. (See current East Arkansas Community College Catalog for more information or the Financial Aid Office in the Hodges Student Services Complex.)

STUDENTS WITH DISABILITIES

Students with disabilities who wish accommodations should contact the American Disabilities Act Coordinator, Hodges Student Services Complex, 633-4480, ext. 304. The admissions procedures for the Office for Students with Disabilities are as follows:

1. Student must provide the ADA contact with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application for disabled student services.
4. The ADA contact will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Students with Disabilities Coordinator will inform instructors, Student Support Services, or other College personnel as appropriate for necessary accommodations.

CREDIT BY PRIOR LEARNING ASSESSMENT

Students who possess knowledge for certain courses offered by the College may petition for credit by examination or experience. A maximum of 12 semester hours of college credit can be awarded through examination, experience or a combination of the two.

There are two types of CLEP exams, General and Subject. EACC awards credit for two of the five General Exams and fourteen of the Subject Exams. Credit is awarded for the humanities and natural sciences on the General Exams.

Credit may be earned by passing a comprehensive test prepared by either a commercial testing service (i.e. CLEP) or the Department of the College in which the credit is to be awarded. Credit for courses offered by EACC may also be granted upon related work experience.

Questions regarding the specifications of the CLEP test should be directed to Educational Guidance Services located in the Hodges Student Services Complex. Students who believe they qualify for credit by examination or previous work experience should contact the appropriate Associate Vice President.

MEDICAL ASSISTING TECHNOLOGY PROGRAM

CURRICULUM PLAN – CODING EMPHASIS

Term I			Semester Hours
BIO	2114	Anatomy and Physiology I	4
ENG	1013	English Comp I	3
HSC	1003	Medical Terminology	3
MAT	1043	Coding & Insurance Processing	3
MTH	1113	College Algebra	3
Total			16

Term II			Semester Hours
BIO	2134	Anatomy and Physiology II	4
BUS	1603	Computer Fundamentals	3
ENG	1023	English Comp II	3
HSC	2123	Healthcare Law and Ethics	3
MAT	1053	Medical Assisting Procedures I – Intermediate Diagnosis Coding	3
Total			16

Term III			Semester Hours
BUS	1353	Basic Filing/Records Management	3
HSC	2012	Introduction to Pathophysiology	2
HSC	2022	Introduction to Pharmacotherapy	2
MAT	2023	Medical Assisting Procedures II – Intermediate Procedure Coding	3
PSY	1003	General Psychology	3
SOC	1013	Introduction to Sociology	-or-
SOC	2043	Cultural Anthropology	3
Total			16

Term IV			Semester Hours
BUS	2483	Medical Office Management	3
MAT	2043	Reimbursement Methodologies	3
MAT	2053	Professional Practicum/Internship	3
MAT	2062	Medical Assisting Procedures III – Advanced Coding	2
SPE	1003	Introduction to Oral Communication	3
Total			14

Total Credit Hours – Medical Assisting 27
Total Credit Hours – General Education 35
Total Program Hours 62

COURSE DESCRIPTIONS

BIO 2114 Anatomy and Physiology (3-2-4)
ACTS Equivalent Course Number = BIOL 2404

This offering is designed to give students a functional knowledge of Human Anatomy and Physiology. Emphasis is placed on the norm but reference to an explanation of some pathologies is included. The first of a two-semester course will cover several of the human body's major anatomical systems and implications in health. A lab is a required part of this class and will meet at a time different than the lecture. **Lab Fee \$20.**

BIO 2134 Anatomy and Physiology II (3-2-4)
ACTS Equivalent Course Number = BIOL 2414

This is a continuation of Anatomy and Physiology I in which additional major anatomical systems and their basic functions will be covered. A lab is a required part of this class and will meet at a time different than the lecture. Prerequisite: BIO 2114. **Lab Fee \$20.**

BUS 1353 Basic Filing/Records Management (3-0-3)

This course introduces the alphabetic, numeric, subject, and geographic filing systems and provides sufficient practice to develop skill in the operation of these systems. Projects include hands-on practice in manual filing and electronic data based management. Some data entry is required.

Prerequisite: BUS 1603 (Grade \geq C)

BUS 1603 Computer Fundamentals (3-0-3)
ACTS Equivalent Course Number = CPSI 1003

This course provides an introduction to computer systems. Computer system hardware, software, data storage, terminology are stressed. Additionally, the course provides the student with beginning skills required to use a microcomputer system, operating system software and an integrated software package. On the first day of class, students will be expected to key a minimum of 25 correct words per minute.

BUS 2483 Medical Office Management (3-0-3)

This course is designed to familiarize one with computerized account management and to enable one to understand and perform the duties necessary to manage a medical office electronically.

ENG 1013 English Composition I (3-0-3)
ACTS Equivalent Course Number = ENGL 1013

English Composition I is designed to improve communication skills with emphasis on the mechanics of writing using the short essay as the vehicle. The course may include principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking. **Prerequisites:** Grade of C or better in LAN 0966 if required to enroll or appropriate placement scores as indicated on the College's placement test score table. Test scores used for placement must be no older than five years. **Co-requisite: LAN 0973 Language Enhancement II.** Students are placed into LAN 0973 based on test scores and/or previous grades as indicated in the LAN 0973 course description. Since LAN 0973 and ENG 1013 are co-requisites, they must be taken together. LAN 0973 cannot be taken by itself. A student must earn a C or better in both courses during the same semester, or must repeat both courses. A student who wishes to withdraw from one course must withdraw from both.

ENG 1023 English Composition II (3-0-3)

ACTS Equivalent Course Number = ENGL 1023

A continuation of 1013 emphasizing quality and forms of writing culminating in the student's production of a research paper. The study of representative examples of major literary types may be included. The course includes further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. **Prerequisite ENG 1013 (Grade > C) and LAN 0973 (Grade > C) if required to enroll.**

HSC 1003 Medical Terminology (3-0-3)

This course will provide the student basic knowledge of medical language to allow him or her to recognize and understand medical terms. Prefixes, suffixes and root words are covered to provide a basis from which the student may build or recognize new medical terminology.

HSC 2012 Introduction to Pathophysiology (2-0-2)

This health science course presents an introduction to the basic principles of human physiological processes that lead to diseases and disorders. Risk factors, signs and symptoms, diagnostic tests, and treatments for common diseases are presented.

HSC 2022 Introduction to Pharmacotherapy (2-0-2)

This course emphasizes the principles of pharmacology, drug therapy, and therapeutic classes of drugs, clinically important prototype drug and drug information sources. Pharmacologic treatment of major health problems will be explored. Principles of pharmacokinetics and pharmacodynamics will be examined. Basic and clinical concepts of pharmacology as it relates to allied health and medical practice will be explored.

HSC 2123 Healthcare Law and Ethics (3-0-3)

This course will present legal guidelines and requirements for healthcare. Medical ethics and related issues will also be presented. Emphasis will be on confidentiality and performance within the legal and ethical boundaries of healthcare. Also, federal and state health care legislation and regulations will be discussed.

MAT 1043 Introduction to Coding and Insurance Processing (3-0-3)

This course will present information on how to apply managed care policies and procedures, third party guidelines, and complete insurance claim forms. Also, students will be instructed in how to perform procedural coding and diagnostic coding using ICD-CM principles and guidelines.

MAT 1053 Medical Assisting Procedures I – Intermediate Diagnosis Coding (3-0-3)

The student will learn the fundamentals of coding from ICD-9-CM Volumes I & II for physician and outpatient facilities. The student will learn how to abstract the diagnosis from documentation and apply it to a claim for billing. In addition, the student will learn how to code to the highest level of specificity for the purpose of accurate billing.

MAT 2023 Medical Assisting Procedures II – Intermediate Procedure Coding (3-0-3)

This course is designed to present information on the use of CPT coding for physician and non-physician services. In addition, various exercises will be used to develop the student's basic procedural coding skills.

MAT 2043 Reimbursement Methodologies (3-0-3)

This course will introduce the basic information of reimbursement methodologies that apply to Medicare, Medicaid, and private insurance companies, including primary and secondary claims. In addition, the student will learn how Diagnosis Related Groups' (DRG) and Ambulatory Payment Classification's (APC) related to optimizing reimbursement.

MAT 2053 Professional Practicum/Internship (0-9-3)

The student will practice coding skills in a hospital, physician's office, clinic or other health care setting. In addition, this course will prepare the student to sit for the certification examination in coding, as well as provide information on how to effectively search for a job and transition from student to employee.

MAT 2062 Medical Assisting Procedures III – Advanced Coding (2-0-2)

This course provides students with advanced coding skills necessary to work in the medical records department of a health care facility. In addition, this course provides in-depth knowledge of coding principles, health care facility topics, and case studies to increase the student's knowledge and skills in coding.

MTH 1113 College Algebra (3-0-3)

ACTS Equivalent Course Number = MATH 1103

This course includes a study of functions including, but not limited to, absolute value, quadratic, polynomial, rational, logarithmic, and exponential functions as well as systems of equations and matrices. **Prerequisite: MTH 1093 (Grade \geq C) or appropriate placement test score.**

PSY 1003 General Psychology (3-0-3)

ACTS Equivalent Course Number = PSYC 1103

This course focuses on the scientific study of human behavior and mental processes. This course presents various principles, concepts, and theories critical to the understanding of behaviors and mental processes.

SOC 1013 Introduction to Sociology (3-0-3)

ACTS Equivalent Course Number = SOCI 1013

An introduction to the principles and methods in studying society; emphasis on basic concepts used in analyzing social behavior; includes such topics as culture, socialization, class relations, collective behavior, family, institutional organization, and ethnic and group interaction.

SOC 2043 Cultural Anthropology (3-0-3)

ACTS Equivalent Course Number = ANTH 2013

A course in the study of man as a physical, cultural, and social being and of the key concepts, methods, and theories of cultural diversity, social institutions, and an examination of people and cultures around the world.

SPE 1003 Introduction to Oral Communication (3-0-3)

ACTS Equivalent Course Number = SPCH 1003

This course is an investigation of the components of communication. Study and practice in dyadic, small group, and speaker-audience situations.