



Revised 11/2012

**I. Course and Instructor:** Medical Office Financial Management: Rita Cassettari, RN, MSN

**Format:** WEB through Canvas (see “Canvas” further in this syllabus)

**Course Information:**

*Course Title:* Medical Office Financial Management  
*Course Code:* MOT-120-DS21  
*Semester:* Spring 2013  
*Start Date:* 1/14/2013  
*Refund Date:* 1/30/2013

*Synonym Number:* 71358  
*Credits:* 3  
*Prerequisite:* College-level Reading  
*End Date:* 5/3/2013  
*Withdraw Date:* 4/7/2013

**Orientation Note:** If this is your first experience with Canvas, please explore the topics on the left-hand navigation bar within the course. Check out the “**Help**” option at the bottom of every page. Click on “**Search the Canvas Guides**”. This will bring you to the **Canvas Student Guide** and **Video Tutorials**. Spend some time learning the system. This is a fairly user-friendly application, so there is very little chance of you “hurting” or losing anything. You can always email me questions about the system. Either I will answer them or direct you to Tech Support. Canvas is new to me also, so we will be learning together!

**Computer Access:**

Online courses require frequent computer use and access to the Internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Elluminate sessions, if included as part of your course, due to the verbal interaction involved.

**Instructor Information:** Rita Cassettari

*Phone:* please contact by email if you wish to set up phone conference

*E-Mail:* [rcassettari@coloradomtn.edu](mailto:rcassettari@coloradomtn.edu)

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or [virtual@coloradomtn.edu](mailto:virtual@coloradomtn.edu).

**No-show reporting and financial aid:** If you have not completed your Introduction assignment in Canvas by **Tuesday, January 22** you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist.  
[http://coloradomtn.edu/financial\\_aid](http://coloradomtn.edu/financial_aid)

## **II. Course Description:**

This course introduces students to the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. This course focuses on principles of healthcare finance for the non-management healthcare professional.

## **III. Course Competencies and Objectives:**

1. Name the different types of checking accounts, describe various methods of paying bills, name several types of checks, explain the difference between the types of endorse.
2. Explain the three main bookkeeping systems and procedures for each, determine ledger card components and posting, discover daily record sheet entries, determine monthly accounts receivable figures, describe accounts payable entries, and explain petty cash records.
3. Determine components of financial reports and explain how they are used to successfully manage the financial health of the medical practice.
4. Define payroll terminology, obtain payroll information, describe how to obtain a tax identification number, name the deductions taken in preparing payroll, identify tax reports and forms used in payroll, and state the components of an employee's earnings record and payroll register.
5. Input and process data, retrieve patient accounts, post procedure codes and diagnosis codes, run the daily report, explain the process of posting accounts, modify or correct an account, schedule and cancel appointments, print reports from support files, back up the daily data files, describe the purpose and value of a variety of software functions, post patient charges and payments, produce a patient receipt, complete insurance claim forms, prepare the daily deposit slip, age accounts receivable and compile a variety of reports.

### **ADDITIONAL COMPETENCIES:**

1. Summarize types of revenue and expenses in healthcare
2. Analyze basic financial operations
3. Discuss the financial aspects of staffing
4. Discuss the ICD-10-CM coding system
5. Describe the differences between operational and capital budgets
6. Discuss the financial impacts of electronic medical records
7. Discuss the importance of healthcare finance in the delivery of healthcare

### **IDEA Student Ratings of Instruction:**

1. Gaining factual knowledge (terminology, classifications, methods, trends).
2. Learning fundamental principles, generalizations, or theories.
3. Learning to apply course material (to improve thinking, problem solving, and decisions).
4. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

## **IV. Evaluation Methods and Class Management:**

Evaluation of course performance will be based on the sum of your quizzes, exams, and discussion board scores (see "Grading Scale" below).

Credit for **Discussion Board** assignment requires two actions: 1. your original entry on the topic and 2. at least one response to a classmate's entry. Whether you agree, disagree, or bring a completely different point of view into the discussion, you earn points based on your level of engagement in the discussion. You are encouraged to share real-life experiences, offer scenarios, and give examples. Please note the due dates within the Discussion

Board. Please see the Discussion Scoring Rubric in “Course Documents” and study it carefully. You will be strictly held to these grading standards.

Assignments have due dates. Submission after the due date carries a 50% penalty.

Quizzes and Exams will have due dates. The due dates are non-negotiable as ample time will be allotted to take them. If you do not take the quiz or exam in the allotted time frame, you will receive a score of zero (0).

### Course Calendar

Week 1, Introductions on Discussion Board: Introductions are due by **Tuesday, January 22nd** for no-show reporting requirements!

Week 2, Read Part I: Chapters 1 & 2.

Week 3, Read Part II: Chapters 3 & 4; **Assignment #1**

Week 4, Read Part II: Chapters 5 & 6; **Assignment #2**

Week 5, **Quiz #1 (Chapters 1-6)**

Week 6, Read Part III: Chapters 7, 8 & 9, **Assignment #3**

Week 7, Read Part VI: Chapter 15 & 16, **Assignment #4**

Week 8, **Midterm Exam: Parts I, II, III, and VI**

Week 9, **Spring Break! Enjoy Safely!!**

Week 10, Read Part VIII: Chapter 19 and 20, **Assignment #5**

Week 11, Read Part IX: Chapters 21, 22, and 23, **Assignment #6**

Week 12, **Assignment #7**

Week 13, **Quiz #2 (Chapters 19, 20, 21-23)**

Week 14, Read Part IX: Chapter 24; **Assignment #8**

Week 15, **Discussion Board Forum**

Week 16, **Final Exam**

### Grades:

Introduction =	2 points
Discussion Board Forum - 4 points	4 points
Assignments - 3 points each for	24 points
Quiz – 10 points each X 2 =	20 points
Midterm and Final – 25 points each X 2 =	<u>50 points</u>

Total = 100 possible points

The Grading Scale will be on a point basis:

100+-94 =	A	79-77 =	C+
93-90 =	A-	76-74 =	C
89-87 =	B+	73-70 =	C-
86-84 =	B	69-67 =	D+
83-80 =	B-	66-64 =	D
		63-60 =	D-
		59-00 =	F

**NOTICE:**

A student judged to have engaged in academic misconduct as defined in the “Academic Policies and Requirements” section of the [Colorado Mountain College Student Handbook](#) will, at a minimum, receive a “zero” for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor’s discretion. “Academic Expectations,” the “Student Code of Conduct and Judicial Process” and more information about academic misconduct can be found in the [Student Handbook](#), online version at: [www.coloradomtn.edu/UserFiles/Servers/Server\\_2935393/File/student\\_handbook.pdf](http://www.coloradomtn.edu/UserFiles/Servers/Server_2935393/File/student_handbook.pdf).

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified in writing of changes.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256
- Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

**V. Grading System & Options**

Information about the CMC grading scale is available in the College Catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at:

[http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading\\_System\\_and\\_Options\\_](http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_)

## VI. Required Course Materials

Text: **Healthcare Finance: Basic Tools for Non-Financial Managers**

Author: **Baker, Judith J. & Baker, R. W.**

Publisher: **Jones & Bartlett; 3rd edition (December 18, 2009)**

ISBN: **0-7637-7894-X or 9780763778941**

### **ORDERING BOOKS**

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services.

The official textbook list for CMC will be available on Follett's site, [www.coloradomtn.bkstr.com](http://www.coloradomtn.bkstr.com). If you ever have any online bookstore questions, you can email [coloradomtn@fvb.follett.com](mailto:coloradomtn@fvb.follett.com) or call 800-621-4088.

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at [www.coloradomtn.bkstr.com/email](http://www.coloradomtn.bkstr.com/email) for more information on future buyback dates/times and to receive other important messages from Follett.

Ordering Textbooks with Financial Aid:

Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a *CMC Flex Pay account*. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site contact CMC Online Learning at 970-947-8341 or [virtual@coloradomtn.edu](mailto:virtual@coloradomtn.edu).

## VII. Other Information:

### **Emergencies**

Unfortunately, they happen to all of us. You must let me know as soon as possible if an emergency prevents you from completing a course requirement. I will negotiate completion of the assignment on an individual basis. I reserve the right to require you to complete the assignment by the published due date.

### **Canvas**

Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit [www.coloradomtn.edu/web/departments/faq-for-students](http://www.coloradomtn.edu/web/departments/faq-for-students).

### **Student Email**

All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the MyCMC Portal: [mycmc.coloradomtn.edu](http://mycmc.coloradomtn.edu).

### **A Few Words about Microsoft Word**

Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from [www.openoffice.org](http://www.openoffice.org) to create Word-compatible documents. The program also includes spreadsheets, presentation, drawing, and database applications. The program is available for windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

## **VIII. Virtual Library Information**

<http://library.coloradomtn.edu/content.php?pid=349163&sid=2891178>

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email [reference@coloradomtn.edu](mailto:reference@coloradomtn.edu) or call us at 800-621-8559, extension 2926.

### **Colorado Mountain College Online Learning**

Information is available at: [http://www.coloradomtn.edu/online\\_learning/](http://www.coloradomtn.edu/online_learning/).