



**Sherman College of Straight Chiropractic Syllabus
Department of Clinical Sciences
Business Practices 012 (Automated Office Procedures)**

Spring Quarter 2006

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Dean of Clinical Sciences

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College Mission

Sherman College will be the leader in bringing straight chiropractic to the world. Our mission is based upon the college's philosophy and core *values, and encompasses:*

Education:

We shall educate, graduate, and support competent, compassionate, ethical and successful doctors of chiropractic who excel as primary health care providers centered on vertebral subluxation.

Research:

We shall be the recognized leader in scholarly activity, institutional research and clinical research centered on vertebral subluxation.

Service:

We shall serve humanity by providing the highest quality in chiropractic care, public education, professional partnerships and community initiatives.

Prerequisites: None

Co-requisites: Business Practices (Practice Management)

Credit Hours: 5 **Clock Hours:** 60

This Course Is A Pre-Requisite For: None

Course Description

Automated Office Procedures is a 60-hour lecture and lab course designed to instruct students in the computerization of office procedures. Students are guided through the logic and use of computer software created to record patient information, assist in coding, and perform the principle business and organizational tasks encountered in a chiropractic office.

Required Textbook(s) and Study Resources

Printed class notes as distributed in class or via class website

Recommended Reading and Other Course Resources

A list of links to relevant material is located at the class website:

<http://sherman.edufolio.com>

On-line Resources / Access

Class websites: <http://sherman.edufolio.com>

Student Outcomes

Upon completion of this course, the student will be able to:

- Compose chiropractic narrative from patient case file.
- Calculate Relative Value Units and Conversion Factors to produce fee for a given CPT code
- Record macros in MS Word.
- Create and generate SOAP notes from macros.
- Prepare pro forma statement by entering data and formulae in MS Excel; generate chart in Excel.
- Research current-market technology and associated costs for chiropractic office equipment
- Apply ICD-9 and CPT codes to patient case scenarios.
- Input patient data into Lytec Chiropractic Office Management software.
- Prepare and generate completed CMS-1500 insurance form from Lytec.
- Extract statistical data from Lytec for the purpose of billing, producing office day sheets, transaction journals and related tasks.
- Demonstrate a basic understanding of HIPAA regulations.
- Demonstrate working knowledge of Medicare claim filing rules and regulations.
- Compare and contrast other chiropractic office management applications via demos.

Expected Clinical Competencies

Sherman College of Straight Chiropractic is committed to presenting an instructional program, which graduates doctors of chiropractic prepared to practice as primary health care providers having those clinical competencies requisite to entrance into the chiropractic profession.

Business skills including

- finance
- accounting
- staff management
- patient management

are all components of measurements related to knowledge, skill and attitudes delineated within the Success in Business portion of *The Sherman Chiropractor*.

The competencies listed below include, but are not limited to competencies that insure graduates will be firmly grounded in the knowledge, skill and attitudes mentioned above.

- Appreciate the need for empathy, respect and an awareness of the patient's right for privacy and confidentiality
- Recognize the importance of obtaining: patient demographic data, chief complaint, history of present illness, family history, past health history, current health status, psychosocial history, and review of systems
- Recognize the professional and ethical boundaries expected of the doctor/patient relationship
- Record accurately data obtained from diagnostic studies, whether personally conducted or ordered
- Record and convey a diagnosis consistent with history and examination findings
- Recognize the need to develop, record, and communicate a plan for care, and to assess and modify elements of the plan as clinical circumstances dictate
- Be aware of the confidential nature of the doctor-patient relationship, and ensure that appropriate information is properly released only to agencies or individuals authorized for its review
- Comply with requests for patient records and reports in an adequate, accurate and timely manner
- Understand professionally and legally acceptable methods of recording and organizing patient records including information about the patient history and examination findings, diagnosis and patient care plan, progress notes, correspondence, services provided and care rendered, and financial transactions
- Keep appropriate records of the patient's evaluation and case management
- Construct reports and professional correspondence

- Record accurately the method of determining location, specific procedure followed and outcome of the chiropractic adjustment
- Recognize the patient's right to privacy and ensure that information from the record is released only upon legal and/or written authorization.
- Recognize the need to ensure patient record security and confidentiality.
- Recognize the need to keep abreast of current trends and technologies for record-keeping, communications and data transfer.
- Be aware of accepted methods and legal requirements for record maintenance, storage and security.
- Use accepted coding systems for diagnosis and clinical procedures.

Schedule

Week 1	Strategic application of technology in practice setting
Week 2	Narrative Reports Introduction to RVUs and fee structures
Week 3	Documentation Standards Macros in Word/Generating S.O.A.P notes with macros S.O.A.P note software survey
Week 4	Pro forma spreadsheet creation in Excel
Week 5	Introduction to HIPAA rules and regulations Introduction to Billing and Claims Uses of the ICD-9 and CPT codes Midterm
Week 6	Entering Dr., insurance, and code data Entering patient data
Week 7	Medicare rules Modifiers Billing procedures Filling out the CMS-1500 form
Week 8	Billing for services Generating insurance claims Generating statements Transaction Journals/Practice Statistics
Week 9	Adding payments Patient Journals Other tasks in Lytec
Week 10	Sources for software and office materials/products Other chiropractic office management software Demos to survey
Week 11	Final Exam: Date to be determined.

Schedule Note: **The instructor may change the course schedule, topics, evaluation and assignments at her discretion.**

Evaluation/Assessment

Grade Weighting	Weight	College
		Grading Scale
1 Class Assignments 10@10 points each	30%	90-100 = A
2 Midterm Exam	30%	80-89 = B
3 Final Exam	30%	70-79 = C
4 Class Participation	10%	60-69 = D
	TOTAL	100%
		>60 = F

Evaluation Notes:

1. Must earn a grade of "C" or above to pass. Below 70 must repeat the course.
2. No retakes of the Midterm or Final Exam will be administered.

Test Score Posting

Each student will be assigned a confidential identification number for this class. The course instructor may choose to post test scores using the confidential numbers. If a student does not wish to have his/her test scores posted, he/she must notify the instructor prior to the midterm exam.

Course Policies

Attendance, Preparation and Participation

Successful completion of the doctor of chiropractic degree program requires a significant commitment of time for class participation and outside study each day. Students are expected to attend all classes, laboratories, tutorials, and seminars, and to complete all clinical requirements. Only complete attendance in all course work will enable the student to fully develop the complement of knowledge, skills, and attitudes needed to complete the program and become a successful doctor of chiropractic.

Attendance will be recorded at every scheduled class meeting. The maximum number of allowable absences for this course is four (4) hours. If you exceed the maximum allowable absences in this course, **for any reason**, you will receive a grade of "N" for this course, which will be calculated as an "F" in the GPA and require you to repeat the course. The "N" grade may not be appealed.

Your attendance and active participation in the class will also contribute to 10% of your final grade in the course as follows (Refer to the course grading section.):

Absences = less than 5% of scheduled class hours	-	10 points
Absences are 5% to 10% of scheduled class hours	-	5 points
Absences are 10% to 15% of scheduled class hours	-	1 point
Absences exceed 15% of scheduled class hours	-	0 points

If you are absent from a class, for any reason, you are responsible for all course assignments and/or requirements. It is your responsibility to contact me prior to the absence, if foreseen, or immediately following the absence, if unforeseen, to ensure that all requirements are met. I may require documentation of an absence in determining if you will be allowed to make up missed work or exams. It is also your responsibility to monitor class absences to ensure that you do not exceed the maximum allowed in this course.

You may not be absent from final exams. Under exceptional circumstances, such as imminent death or death of a family member, personal illness or military duty, the vice president for academic affairs, in consultation with the respective faculty member may allow a student to make up a missed final exam.

The instructor's grade book will serve as the official record of attendance.

If a student exceeds the maximum allowable absences in this course, **for any reason**, he/she will receive a grade of "N" for this course. A grade of "N" will be factored as an "F" in calculating the quarterly and cumulative grade point averages and requires the student to repeat the course. A grade of "N" may not be appealed.

If a student enters the class late (within the first five minutes after the class starting time) he/she will receive a tardy for that respective class. **Three tardies will constitute one absence.** If a student enters the class beyond the first five minutes or leaves the class early, he/she will receive an absence for that class meeting. Should a student's late entry into a class disrupt the learning environment, he/she will be asked to leave.

Course-Related Issues

Please bring course-related concerns first to the instructor's attention. Unresolved issues must then be referred to the appropriate dean listed on this syllabus.

Make up Work

Make up work is not available in this class.

Food and Drink Policy

Food is not permitted in classrooms without the prior approval of the class instructor. Non-alcoholic beverages are allowed in the classrooms in the Scallon and Olsen buildings in non-disposable, sealed containers. Food and beverages are not permitted in the Library, the Computer Labs, or in the lower level of the Health Center.

Withdrawal Policy

A student has the first five (5) days to drop or add a course. The appropriate form for dropping or adding a course is available in the registrar's office.

After five days, a student wishing to drop a course must obtain a drop form to withdraw from the class. The student must complete the form and obtain the instructor's signature. The policy for withdrawal is as follows:

1. Withdrawal before the end of week 7 = "W" on transcript
2. Withdrawal between weeks 7 – 9 with a passing grade = "WP" on transcript
3. Withdrawal between weeks 7 – 9 with a failing grade = "WF" on transcript
4. Withdrawal after week 9 regardless of performance = "WF"

A "WF" will be computed as a failing grade in the quarter and cumulative grade point average calculations.

Academic Integrity

Students are expected to do their own work and refrain from cheating, copying or plagiarizing the work of others. Academic dishonesty is a serious offense that weakens the quality of the doctor of chiropractic degree program and compromises the safety of chiropractic patients who depend on the integrity of chiropractic educational programs, chiropractic interns and doctors of chiropractic.

Academic Dishonesty includes but is not limited to:

1. **Cheating** – intentionally utilizing someone else's work, exam answers or other materials as one's own. Unauthorized exchange of information during an exam.
2. **Fabrication** – intentional falsification of information on class assignments or presentations
3. **Facilitating Academic Dishonesty** – knowingly assisting others commit an act of academic dishonesty
4. **Plagiarism** – knowingly using or representing the ideas, words or work of another as one's own
5. **Unauthorized possession of exams**

When a student is permitted to review a graded exam or answer sheet, it becomes the sole responsibility of the individual whose name appears on the exam or answer sheet. That individual will be held accountable for any alteration or change of information on the exam or answer sheet until it is returned to the instructor.

Available Support Services

1. Accommodations

Students with disabilities must provide the instructor with the official disability verification from the Office of Student Affairs.

2. **Learning Resource Center**

Sherman College of Straight Chiropractic maintains an excellent library. Contact the director of learning resources or library assistant for information or assistance in locating a learning resource.

3. **Computer Center**

The college computer center maintains a number of on-line databases for student research needs. Contact the director of learning resources or the computer lab assistant for information and assistance.

4. **Tutoring**

The college offers no-cost tutoring for most classes. Contact the registrar to schedule tutoring services.

Bibliography

Leavitt, D.H. ChiroCode DeskBook. Arizona: Leavitt Crandall Institute, 2006.

American Chiropractic Association, ACA's Official Chiropractic Coding 2006. Virginia, American Chiropractic Foundation, 2005.

Lytec Systems, Lytec Chiropractic User's Manual. Arizona: Lytec Systems, 2004.

Professional Association of Health Care Office Management (PAHCOM), Medical Office Management. Pensacola, Florida, 2005.