

FALL 2020 FRIDAY 11:00-12:00 ONLINE #55762: 8/10/20 – 12/11/20

INSTRUCTOR: TONI ENSZ OFFICE: BE 44 **OFFICE PHONE: 638-0300, EXT: 3785 (MESSAGE)**

EMAIL: toni.ensz@reedleycollege.edu

Zoom Office Hours: MWF 10:00 -11:00 am. You can **email** me at toni.ensz@reedleycollege.edu or you can **text or call** me at [\(559\) 677-7268](tel:(559)677-7268) at any time and I will return your message as soon as I can. Make sure you give me your name, class and any information necessary for communication.

REQUIRED TEXT AND SUPPLIES:

- MEDICAL OFFICE PROCEDURES, 9TH EDITION, BAYES **ISBN: 9781260996319**
- FLASH DRIVE

COURSE DESCRIPTION:

This course will present policies and procedures used in a medical facility. Attitudes, behavior, ethics, records, and office duties are some of the topics covered.

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

- A. list and define medical administrative duties, including bookkeeping.
- B. identify medical ethics and medical-legal implications for the medical assistant.
- C. learn the rules and demonstrate the ability to complete the various medical administrative assistant duties.
- D. organize thoughts and demonstrate knowledge of medical terminology in the production of letters and memos.
- E. select appropriate forms for specific uses and use good judgment in formatting other. documents.

COURSE OBJECTIVES:

In the process of completing this course, students will:

- A. complete the various medical administrative assistant duties.
- B. demonstrate an understanding of medical ethics and medical-legal implications.
- C. use problem-solving methods to perform medical notebook maintenance, exhibit preparation, records management, and medical word processing.
- D. use inductive and deductive methods of reasoning in analyzing medical terminology, procedures and policies in the production of letters, memos, and medical forms

SUBJECT ADVISORIES:

OT10 - Medical Terminology and ability to type 35 wpm

ATTENDANCE AND TARDIES:

- We will have a Zoom meeting each Friday at 11 am. I do expect you to attend that meeting, with your video on. I will be taking attendance at each meeting.

- If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of F **The drop date for this class is October 9, 2020.**
- I do not accept late work, nor do I allow for make-up work. This means you need to do the work as assigned. If you are aware you are going to have a conflict, you may complete the assignment and hand it in early, but no late work will be accepted.

HOLIDAYS:

- LABOR DAY – SEPTEMBER 7
- VETERAN'S DAY – NOVEMBER 11
- THANKSGIVING – NOVEMBER 26-27

TESTS:

- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.

FINAL EXAM:

- A comprehensive final exam will be given at the end of the quarter. The final exam will be given on **Friday, December 11, 11:00-12:50 pm.**

GRADING:

Class Participation	10%
Homework/Connect	40%
Projects/Quizzes	10%
Simulation 1	20%
Final Simulation	20%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

ADA:

- If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

ACADEMIC DISHONESTY:

- Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
- CHEATING is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.
- If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. **Cheating, in this class, is submitting the same assignment as another student as if it was your own.**

- PLAGIARISM is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.
- Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.