SAN JUAN COLLEGE

SURG 232 **Surgical Assisting Business Practice Section Name Section Credit Hours Credits Syllabus**

Section-specific Course Description:

Course Level Objectives

Student Learning Objectives/Outcomes

This course introduces students to the ethics, language, techniques and instrumentation in the profession of Surgical Assisting, according the Core Curriculum. At the end of this course, students will be able to:

1. Explain the role of the surgical assistant.
2. Describe the scope of practice for the surgical assistant.
3. Analyze the professional organizations that impact the surgical assistant and the goals of each.
4. Analyze legal responsibilities relevant to the surgical assistant.
5. Evaluate risk management practices.
6. Define current strategies such as Six Sigma and Lean management that promote patient safety and continuous improvement.
7. Analyze the significance of HCAHPS (Hospital Consumer Assessment of Healthcare Providers and System) and patient/physician satisfaction to the success of the team and healthcare organization.
8. Describe effective business practices.

Required Texts and/or Materials
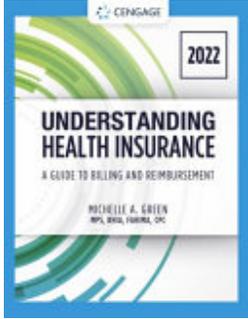
Understanding Health Insurance: a Guide to Billing and Reimbursement -

9780357621356

Michelle Green

2022-01-03

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

Have required textbooks and workbooks, packets, lab supplies listed under required textbooks.

Complete and submit written assignments by announced due dates.

Take all examinations and quizzes on the dates administered. Make up exams will be given only under certain circumstances with a reduction in the grade by 10%.

Participate in class and lab discussions and activities.

Maintain professional behavior

Follow safety procedures and guidelines.

Participate in required Zoom meetings with Instructor every 3 weeks throughout program.

Read and verify understanding of San Juan College, Surgical First Assist Student Handbook.

Grading

Final grades are calculated based on the following...

What does it mean to weight a grade? When grades are weighted, some assignments (e.g. Final Exam) or categories of assignments (e.g. Quizzes) count more than others.Why not just assign more points to

the things that are harder? In a perfect world this would work. However, there is far more flexibility in weighting grades. If an instructor decides that quizzes should make up 25% of the total points in a course, it doesn't matter whether there is 1 quiz, 5 quizzes or, heaven forbid, 50 quizzes. The total points earned for the quizzes still makes up 25% of the final grade. If an instructor decides to increase or decrease the workload based on the particular needs of any group of students, weighted grades make that easy. In a scenario where grades are weighted by category and the number of assignments in a category changes, no changes to the course points or course guide would be necessary. If, on the other hand, the point system was used, and a change to the course assignments is needed, the total points for the class would change and the course guide would need to be updated.How are the points for a weighted item calculated? Multiply each score over the total points possible by the weight. For example, the midterm is worth 100 points. If you earned 90/100 the calculation would be .25(90/100)=.225. Expressed as a percent, you earned 22.5%

Grading Scale:

A = 90% or higherB = 80−89C = 70−79D = 60−69F = 59 or below.

Course Time Commitment

Students should expect to spend 18-24 hours or more per week for course work of class to be successful in this program.

Canvas Participation and Expectations

Because assignments and notifications are posted in Canvas, you should check into Canvas daily Monday-Sunday. Majority of communications will be through San Juan College email and/or Canvas email.

Participation and Attendance Policy

Participation in didactic and lab is an integral part of student learning. When a student misses more than three days of didactic and lab then this interferes with the student's ability to understand the material. Attendance will be documented throughout this course.

 On-line – Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes – Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

Instructor Response Times & Regular Interaction Expectations

Participate in required Zoom meetings with Instructor every 3 weeks throughout program.

Email and phone calls daily (Monday-Friday) but expect that in some circumstances it may take up to 24 hours to get a response. Scheduled assignments will be graded by the end of each week.

The preferred method of contact for all other reasons is email. You will receive a response within 24 hours, sometimes sooner.
Emails are checked three times an day. Morning, Afternoon, and Evenings. Also on weekends.
If you need immediate assistance, we may not be available due to clinical schedules or other issues. You may attempt to reach us by phone or text, however, we advise you to plan ahead. Again, the maximum response time is 24 hours.

In addition, please be aware that if you send an email from CANVAS, the response may return to your SJC Student email address. Therefore, it is advised that you regularly check you SJC email. Please allow a minimum of 24 hours for a response.

Key Dates to Remember

Full Academic Calendar

Course Schedule

Course Schedule

Assignments & Academic Calendar

DAY	Topic/Content	SSCC
Week 1	Lecture Video Canvas PowerPoint Read Chapter 1. Health Insurance Specialist Career Explain the role of the surgical assistant (PDF) Scope of practice for the surgical assistant Discuss introductory health insurance concepts. Identify career opportunities available in health insurance. List the education and training requirements of a health insurance specialist. Describe the job responsibilities of a health insurance specialist. Explain the role of workplace professionalism in career success.	SAR BP
Week 1	Lecture Video Canvas PowerPoint Read Chapter 2. Introduction to Health Insurance State the difference between medical care and health care, as well as the difference between insurance and health insurance. Discuss the significant events in health care reimbursement from 1850 to the present. Interpret health insurance coverage statistics. List and describe medical documentation concepts. Discuss the advantages to implementing the electronic health record. Describe provisions of the Patient Protection and Affordable Care Act (PPACA), including its abbreviated name (Affordable Care Act) and nickname (Obamacare, also spelled as ObamaCare).	BP

Week 1	Lecture Video Canvas PowerPoint Read Chapter 3. Managed Health Care Define key terms. Discuss the history of managed care in the United States. Explain the role of a managed care organization. Describe six managed care models, and provide details about each. List and define consumer-directed health plans. Identify the organization that accredits managed care organizations. Describe the effects of managed care on a physician's practice.	
Week 2	Lecture Video Canvas PowerPoint Read Chapters 4. Revenue Cycle Management Define key terms. Explain revenue cycle management. Interpret an encounter form and a chargemaster. Describe the processing of an insurance claim. Explain how claims processing for new and established patients differs. Manage the office's insurance finances. Discuss the revenue cycle of an insurance claim, including electronic data interchange (EDI). Maintain a medical practice's insurance claim files. Explain the role of credit and collections in processing claims.	BP

Week 2	Lecture Canvas PowerPoint Read Chapters 5. Legal and Regulatory Issues Define key terms. Provide examples of a statute, regulation, and case law, and explain the use of the Federal Register. Summarize federal legislation and regulations affecting health care. Explain retention of records laws. List and explain HIPAA's provisions	LER BP
Week 3	Lecture Video Canvas PowerPoint Read Chapters 6. ICD-10-CM Coding Define key terms. Use ICD-9-CM as a legacy coding system and interpret general equivalence mappings. Describe the purpose and use of the ICD-10-CM and ICD-10-PCS coding systems. Interpret ICD-10-CM coding conventions to accurately assign codes. Interpret diagnostic coding and reporting guidelines for outpatient services. Assign ICD-10-CM codes to outpatient and provider-based office diagnoses.	BP
Week 3	Lecture Video Canvas PowerPoint Read Chapter 7. CPT Coding Define key terms. Explain the format used in CPT. Locate main terms and sub terms in the CPT index. Select appropriate modifiers to add to CPT codes. Assign CPT codes to procedures and services.	BP

Week 4	Lecture Video Canvas PowerPoint Read Chapter 8. HCPCS Level II Coding Define key terms. Describe the HCPCS levels. Assign HCPCS level II codes and modifiers. Identify claims to be submitted to Medicare administrative contractors according to HCPCS level II code number. List situations in which both HCPCS levels I and II codes are assigned.	LER BP
Week 4	Lecture Video Canvas PowerPoint Read Chapter 9. CMS Reimbursement Methodologies Define key terms. Explain the historical development of CMS reimbursement systems. List and define each CMS payment system. Apply special rules for the Medicare physician fee schedule payment system.	
Week 4	Lecture Video Canvas PowerPoint Read Chapter 10. Coding Compliance, Clinical Documentation Improvement, and Coding for Medical Necessity Define key terms. Define coding compliance, clinical documentation improvement, and coding for medical necessity. Apply coding guidelines, identify coding and billing considerations, and code case scenarios and patient reports.	LER

Week 5	Lecture Video Canvas PowerPoint Read Chapter 11. CMS-1500 and UB-04 Claims Define key terms. Explain general claims information about the CMS-1500 (837P) and UB-04 (CMS-1450) (837). Apply optical scanning guidelines when completing claims. Explain how secondary claims are processed. List and describe common errors that delay claims processing. State the final steps required in claims processing. Establish insurance claim files for a physician's practice. Complete a UB-04 claim.	BP
Week 5	Lecture Video Canvas PowerPoint Read Chapter 12. Commercial Insurance Read Chapter 13. BlueCross BlueShield Define key terms. Explain the characteristics of commercial insurance plans. Differentiate among automobile, disability, and liability insurance. Differentiate between primary and secondary commercial claims. Complete commercial primary and secondary fee-for-service claims. Define key terms. Explain the history of BlueCross and BlueShield. Differentiate among BlueCross BlueShield plans. Apply BlueCross BlueShield billing notes when completing CMS-1500 claims. Complete BlueCross BlueShield primary and secondary claims.	BP

Week 6	Lecture Video Canvas PowerPoint

Read Chapter 14. Medicare

Define key terms.

Explain Medicare eligibility guidelines.

Describe the Medicare enrollment process.

Differentiate among Medicare Part A, Part B, Part C, and Part D coverage.

Define other Medicare health plans, employer and union health plans, Medigap, and private contracting.

Calculate Medicare reimbursement amounts for participating and nonparticipating providers.

Determine when a Medicare advance beneficiary notice of noncoverage is required.

Explain the Medicare mandatory claims submission process.

List and explain Medicare's experimental and investigational procedures.

Differentiate between Medicare as primary payer and Medicare as secondary payer.

Interpret a Medicare Summary Notice.

Apply Medicare billing notes when completing CMS-1500 claims.

Complete Medicare primary, Medigap, Medicare-Medicaid (Medi-Medi) crossover, secondary, and roster billing claims. | BP |

Week 6	Lecture Video Canvas PowerPoint Read Chapter 15. Medicaid Define key terms. Explain Medicaid eligibility guidelines. List Medicaid-covered services required by the federal government. Describe how payments for Medicaid services are processed. Apply Medicaid billing notes when completing CMS-1500 claims. Complete Medicaid primary, secondary, mother/baby, and SCHIP claims.	BP

Week 7	Lecture Video Canvas PowerPoint Read Chapter 16. Tricare Read Chapter 17. Workers' Compensation Define key terms. Explain the historical background of TRICARE. Describe how TRICARE is administered. Define CHAMPVA. List and explain the TRICARE options, programs and demonstration projects, and supplemental plans. Apply TRICARE billing notes when completing CMS-1500 claims. Complete TRICARE claims properly. Define key terms. Describe federal and state workers' compensation programs. List eligibility requirements for workers' compensation coverage. Classify workers' compensation cases. Describe special handling practices for workers' compensation cases. Explain how managed care applies to workers' compensation coverage. Submit first report of injury and progress reports. Describe workers' compensation appeals and adjudication processes. State examples of workers' compensation fraud and abuse. Apply workers' compensation billing notes when completing CMS-1500 claims. Complete workers' compensation claims properly.	BP
Week 8	Cumulative SURG 232 Final	

Evaluation Dates

Evaluation	Chapter	Due Dates
Quiz 1	1-3	TBD
Quiz 2	4-5	TBD
Quiz 3	6-7	TBD
Quiz 4	8-10	TBD
Quiz 5	11-13	TBD
Quiz 6	14-15	TBD
Quiz 7	16-17	TBD
Quiz 8	Final	TBD
Discussion Board	As assigned	Sundays @ 11:59
Final	Cumulative	

Program Handbook

Program handbook is provided to each student upon acceptance into the program. Each student will have signed copies kept within their personal file.

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at San Juan College Help Desk.

For password reset and and Canvas support, visit the Student Technology Guide website.

Accessibility/Privacy Policies for all Technology Tools Used

Accessibility/Privacy Policies for all Technology Tools Used

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the Academic Support and Resources webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the Student Support and Resources webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The Student Handbook provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the Academic Policies students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of $5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.