

**Welcome to  
Rivera High School  
Course Syllabus**

**Mrs. Gabriela Marks-Cisneros**

Medical Billing and Coding  
2018-2019 School Year

9<sup>th</sup> Period  
Planning Period

Portable 4

## **Medical Billing and Coding**

### **MAJOR DIVISIONS OF COURSE**

The major divisions of this course of instruction for Accounting I, with appropriate time to be spent on each per semester, are as follows:

#### **Unit I Medical Coding Theory**

- Industry History and the Codes
- The Coder
- ICD Coding
- CPT Coding
- Liability and Legal Issues

#### **Unit II Coding Practicum - Applied Coding**

- Basic Medical Charts to Code
- Coding Practicum - Specialty Coding
- Specialty Medical charts to Code

#### **Unit II Medical Billing**

- Health Care History & Overview
- Terminology
- Provider Structure & Protocols
- Hospital Billing
- Family Relationships
- Billing the Encounter
- Practice Economics

**Note: This is not an articulated course.**

## Grading

Test ..... 67%

**Note: Critical Thinking Projects or Application Challenges listed on the course outline are Major Test.**

Daily work/Assignments ..... 33%

**Note: Tasks listed on the course outline are daily grades.**

### Makeup work

You will have two weeks to make-up your work. It is your responsibility to ask me what you need to make-up.

You will have two weeks to re-test or make-up a test. It is your responsibility to ask me for a re-test or a make-up test. According to B.I.S.D. grading policy, if you take a test over again because you failed, and you pass, your highest grade will be a 70.

# Classroom Management Guide and Classroom Rules

Accounting I  
Instructor: Mrs. Marks-Cisneros  
Room: Portable 4

## Classroom Rules

1. Students will treat each other with respect and courtesy.
2. Student will care for the classroom and its contents.
3. Students will show respect for the property of others.
4. Students will bring required materials to class.
5. Students will request permission to speak out or to leave their seats.
6. Students will follow all rules outlined in their student handbooks.
7. Students will accept responsibility for their infractions and the consequences of their actions.
8. On the 3<sup>rd</sup> Tardy, an office referral will be written for excessive tardies or absences.
9. Students will not use electronics in the classroom as per BISD policy. Electronics will be confiscated and delivered to the office with office referral.
10. No food or drinks in the classroom.

Student failing to observe any of the preceding rules will be given a warning to comply. A second infraction will result in detention. Further violations will result in a parent/teacher conference.

I have read and understand the above rules for classroom behavior.

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**Student**

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**Parent/Guardian**

# Guía de administración de la clase y reglas de clase

Contabilidad  
Instructor: Sra. Marks-Cisneros  
Sala: 4 Portable

## Reglas de la Clase

1. El estudiante se comportará de una manera apropiada con respeto y cortesía.
2. El estudiante cuidará de la clase y el contenido de la clase.
3. Los estudiantes demostrarán respeto por la propiedad de otros.
4. Los estudiantes traerán materiales requeridos a clase.
5. Los estudiantes solicitará permiso a hablar o a abandonar sus asientos.
6. Los estudiantes seguirán todas las normas descritas en los manuales de estudiante.
7. Los estudiantes tomaran responsabilidad por sus infracciones y las consecuencias de sus acciones.
8. En el 3<sup>rd</sup> tardanzas, se escribirá una referencia a la oficina por tardanzas excesivas o ausencias.
9. Los estudiantes no usarán electrónica en el aula según la política de BISD. Electrónica será confiscado y entregado a la oficina con referencia a la oficina.
10. No comidas ni bebidas en la clase.

Estudiante de incumplimiento de cualquiera de las reglas anteriores se dará una advertencia a cumplir. Una segunda infracción resultará en detención. Nuevas violaciones resultará en una conferencia de padres y maestros.

He leído y entendido las reglas anteriores para el comportamiento de la clase.

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**Student**

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**Parent/Guardian**