



*Blue Cliff College*  
**Online**

## **Supplement to the 2016-2017 Catalog**

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### **Alexandria — Online Division**

*A Branch of Metairie*  
1505 Metro Drive, Suite I  
Alexandria, LA 71301

\* Not currently approved in all states. Please contact us for the latest list of approved states.

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## ONLINE ADMISSION REQUIREMENTS

(See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> for additional requirements)

All prospective students for both Clinical and Administrative Medical Assisting and Health Information Management, Billing and Coding must take the Student Success Course.

All prospective students for both Clinical and Administrative Medical Assisting and Health Information Management, Billing and Coding must successfully complete the Wonderlic Scholastic Level exam with a minimal acceptable score for the program of interest.

### **Clinical Administrative Medical Assisting AOS program admission requirements:**

Prior to being admitted into the Clinical and Administrative Medical Assisting AOS program the prerequisite is that a student must have graduated from any iteration of the BCCS or BCC affiliated schools' Clinical Medical Assisting, Medical Assisting or any other approved program per the articulation agreement. In rare cases, students may not receive full transfer of credits to satisfy the prerequisite requirement, students will be admitted to the on-ground clinical administrative medical assisting program at their local Blue Cliff College and receive applicable transfer of credit. Upon successful completion of the required prerequisites, the student may choose to transfer to Clinical and Administrative Medical Assisting and complete their AOS online. All of the documentation to include the application and enrollment agreement will be completed through Docu-Sign.

### **Health Information Management, Billing and Coding AOS program admission requirements:**

Prior to being admitted into the Health Information Management, Billing and Coding AOS program the student must complete all of the general admission requirements listed in the catalog on pages 8–12 (See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf>). All of the documentation to include the application and enrollment agreement will be completed through Docu-Sign.

## ADMISSION/APPLICATION PROCEDURES

1. Complete and sign an application for admission.
2. Provide a valid proof of high school completion or the equivalent recognized by the State's Department of Education or by any national or regional accrediting body that is recognized by the U.S. Department of Education. A college transcript showing completion of an academic degree from an accredited institution may also be accepted in lieu of high school graduation to fulfill this requirement.
3. Disclose any and all felony convictions to the college during the application process; additional information may be required.
4. Demonstrate the availability of financial resources (including financial aid) for meeting tuition and fees obligations.
5. Applicants must successfully complete the Smarter Measure assessment, as part of the application process, the assessment is not a pass or fail. This test is given to help the institution identify areas for improvement for the student and to provide resources to help the student strengthen those areas of opportunity.

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6. Applicants must successfully complete the Wonderlic Scholastic Level exam with a minimal acceptable score for the program of interest. (see table below for the minimum acceptable Wonderlic Scholastic Level Exam score by program).

Program	Score
Clinical Administrative Medical Assisting – AOS	14
Health Information Management, Billing and Coding – AOS	15

## TECHNICAL REQUIREMENTS FOR ONLINE STUDENTS

Students enrolled in online classes will need access to a computer, access to the Internet, and a supported Web browser. The following are the recommended minimum computer hardware and software configurations for online coursework.

### Technical Specifications

#### Operating System:

##### Windows PC

- MINIMUM Windows 7 Home Premium, Professional, or Ultimate Windows 8 or 8.1 Windows 10 Home or Pro

##### Apple Macintosh

- Macintosh OS 10.9.5 or higher

#### Internet Connection:

##### Windows PC

- 15 MB/s or better

##### Apple Macintosh

- 15 MB/s or better

#### Productivity Tools:

##### Windows PC

- Microsoft Office 2013

##### Apple Macintosh

- Microsoft Office 2011/2016

#### Processor Type:

##### Windows PC

- MINIMUM 2 Ghz or faster

##### Apple Macintosh

- MINIMUM 2 Ghz or faster

#### Memory:

##### Windows PC

- MINIMUM 4 GB RAM
- RECOMMENDED 8 GB RAM or 64 GB Flash Drive

##### Apple Macintosh

- MINIMUM 4 GB RAM
- RECOMMENDED 8 GB RAM or 64 GB Flash Drive

#### Hard Drive:

##### Windows PC

- MINIMUM 250 GB
- RECOMMENDED 8 GB RAM or 64 GB Flash Drive

##### Apple Macintosh

- MINIMUM 250 GB
- RECOMMENDED 8 GB RAM or 64 GB Flash Drive

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## Graphics Card:

### Windows PC

- MINIMUM 512 MB Video Memory or higher

### Monitor:

### Windows PC

- 1024x768 or greater

### Windows Browser:

### Windows PC

- Internet Explorer – 10 or higher
- Google Chrome – 35 or higher
- Mozilla Firefox – 31 or higher

### Additional Software:

### Windows PC

- Microsoft® Office 2010 or later for a personal computer (PC)
- An up to date installation of Adobe® Reader
- An up to date installation of the Adobe® Flash plug-in
- An up to date installation of Java® may be required for some courses
- A system enabled to allow installation of browser plug-ins as required
- Local administrative privileges to operating system may be required
- A current antivirus application (updated regularly)

### Apple Macintosh

- MINIMUM 512 MB Video Memory or higher

### Apple Macintosh

- 1024x768 or greater

### Apple Macintosh

- Apple Safari – 7 or higher
- Google Chrome – 35 or higher
- Mozilla Firefox – 31 or higher

### Apple Macintosh

- Microsoft® Office 2011 for a Mac
- An up to date installation of Adobe® Reader
- An up to date installation of the Adobe® Flash plug-in
- An up to date installation of Java® may be required for some courses
- A system enabled to allow installation of browser plug-ins as required
- Local administrative privileges to operating system may be required
- A current antivirus application (updated regularly)



## PROGRAM TUITION AND FEES

### Tuition Information

All tuition and fees are due prior to the start of classes unless otherwise agreed to under the terms of an approved financial payment agreement. Students are not allowed to start classes until the college receives all necessary documents and signatures and an approved financial payment agreement is secured. Below is a list of the general tuition and fees normally encountered.

### Program Information

Program — Associate in Occupational Studies	Quarter Credits	Months to Complete
Clinical Administrative Medical Assisting	97	18
Health Information Management, Billing and Coding	99	19.5

### Program Cost

Program — Associate in Occupational Studies	Credits	Tuition	Total Cost
Clinical Administrative Medical Assisting	97	\$ 32,725	\$ 32,725
Health Information Management, Billing and Coding	99	\$ 33,375	\$ 33,375

Tuition Costs and credit hours required for completion for the programs will vary depending on the amount of accepted transferred credits (*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> for information on the transfer credit policy*). The above tuition prices do not include costs associated with any failed or repeated course costs (*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> for information on repeating courses*). Prices are subject to change.

Cost and Credit hours include core requirements and general education.

### Refund Calculation

If a registration fee was included on an enrollment agreement, the registration fee is non-refundable (*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> for Cancellation and Tuition Refund Policy and Return of Title IV Funds*). If student classes are cancelled by Blue Cliff College (BCC), all tuition and fees charged are refunded. If a student cancels and laptops provided by BCC are not returned within 10 business days of cancelled date; students will be charged a Technology fee.



## Scholarships

### Alumni Scholarship Eligible for Clinical and Administrative Medical Assisting ONLY

From January 1, 2016 to December 31, 2016, Blue Cliff College (BCC) will be offering Alumni Scholarship(s) to recognize students who have graduated from any Blue Cliff College campus or any Blue Cliff College affiliated schools. The scholarship will award a one-time award of up to \$2,500 over the duration of the program and is a tuition reduction for tuition and fees with Blue Cliff College Online upon approval of the Alumni Committee.

The selection of recipients will be based on first come first served basis. The scholarship award will be disbursed by the college proportionately each term in the amount of approximately \$833 throughout the length of the program approximately 3 quarter terms.

To qualify for the BCC Alumni Scholarship, the student must meet all of the following:

- Must have graduated from any of the Blue Cliff Colleges or any of the BCC affiliated schools.
- Apply and be accepted to a fully online program at BCC (*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> for additional admission requirements*)
- Be enrolled as a full time student (*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> to learn more about full time students*)
- Must have completed all Admission and Financial aid requirements (*Please see the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> for additional admission and financial aid requirements*)

The Alumni Scholarship applications are available and each student must complete an Alumni Scholarship application; please see a(n) admission or the financial aid department.

The Alumni Committee will determine eligibility prior to the end of the first term. The award(s) will be determined and applied to students' accounts proportionately within 14 business days (excluding weekends and holidays) after each term. Blue Cliff College has allocated \$500,000 to the Alumni scholarship for the calendar year or until the funds are depleted. Student will be notified of the application status via email within 10 business days beginning the day the application was submitted to the institution.

## Transfer Students

(*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> to learn more about transfer students*)

\* Clinical and Administrative Medical Assisting Only

Students completing or transferring any credits from any iteration of Blue Cliff College "D" grades will be accepted and transferred in accordance to the "Repeating a Course Policy on pages 11 and 37 of the catalog", (*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf>*).

*For any other programs, please see the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> to reference our Transfer Student policy.*



## SATISFACTORY ACADEMIC PROGRESS (SAP)

All students, including those who participate in Federal Student Aid Programs, must make continued progress in their educational program. This requirement is called Satisfactory Academic Progress (SAP) and will be monitored by the Academic Department. All information from the SAP reporting will be forwarded to the Financial Aid Office to determine the eligibility of Title IV. In accordance with Federal Regulations, Blue Cliff College's policy will be to check Satisfactory Academic Progress minimally at each payment period. Students who fail to maintain satisfactory academic progress for two consecutive payment periods are not eligible to participate in the federal student aid programs unless an appeal of the standards is granted due to mitigating circumstances.

### Standards

The Federal Government has established both qualitative and quantitative SAP requirements. All students must meet both qualitative and quantitative standards in order to satisfy SAP requirements.

### Qualitative Standard

At the end of each payment period (regardless of how many credits/clock hours the student has accrued); the student must have a minimum 2.0 ("C") cumulative and term grade point average (GPA).

### Quantitative Standard

The institution must set a maximum time frame in which a student is expected to finish a program and a measure to determine the percentage of credit/clock hours completed versus those attempted. All students must complete a minimum of 67% of the credit/clock hours attempted at the end of each payment period to satisfy the quantitative standard. Under no circumstances may a student attempt more than 150% of the published program length credits/clock hour programs. Students who have transferred in credits or clock hours from another institution may be challenged by the SAP metric depending on the number of remaining terms (payment period). All students must complete the program within 150% of the published length for the program in which he or she enrolled. Students who exceed 150% of the published program length will be withdrawn from the College.

### Academic Standing

Blue Cliff College has established benchmarks for a student to achieve during his or her academic program. Report cards are made available to students throughout their program. At a minimum, a student's progress will be monitored at the evaluation points listed below for satisfactory academic progress. If necessary, special tutoring sessions may be arranged (*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> for information on tutoring*) and/or the student may be required to attend an additional section of the class if available.

The first time a student fails to meet SAP requirements he or she will be placed on Academic Warning; however, he or she remains eligible for Financial Aid (Title IV). A student on Academic Warning must be academically advised by the Director of Education.

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Should a student fail to meet SAP requirements for a second, consecutive payment period, the student will be placed on Federal Aid Suspension (FA suspension). A student on FA suspension is not eligible for Title IV funds. However, a student on FA suspension may appeal his or her status to the Director of Education and consideration will be given for mitigating circumstances, *(See the main catalog to reference the Appeal Process, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf>)*. If the appeal is approved, the student's status will be updated to Probation and the student will regain Title IV funds eligibility. A student on Probation must be academically advised by the Director of Education and an Academic Plan for success must be formulated for the student.

A student on Probation that fails to meet SAP for a third time will be placed on Academic Dismissal 1. The student will be withdrawn from the college. A student who has been academically dismissed and desires to return to the program must sit out for a complete term (for credit hour programs) or a complete payment period (for clock hour programs). They must go through an appeal process and an Academic Plan for Success must be formulated.

**Failure to achieve established benchmarks affects academic standing and could affect eligibility for federal financial aid.**

The benchmarks are as follows:

<b>CREDIT HOUR PROGRAMS</b>		
<b>By the End of the Payment Period</b>	<b>Minimum Acceptable Cumulative GPA (Qualitative)</b>	<b>Percentage of Completion Rate (Quantitative)</b>
1st Payment Period	2.0	67%
2nd Payment Period	2.0	67%
3rd Payment Period	2.0	67%

## Maximum Time Frame Allowed for Program Completion (Quantitative)

The Academic Department will review the quantitative progress after each payment period. The Financial Aid Office will be notified if the student did not meet SAP. In order to continue to receive financial aid, a student must:

### Credit Hour Programs

- Complete a program of study within 150% of the credits required to graduate. For example, if a program requires 53 credit hours for graduation; a student must complete the program in no more than 79.5 credit hours.
- Successfully complete at least 67% of all attempted credits.
- Must have a 2.0 (C) GPA after each payment period.

## Academic Warning (Qualitative and Quantitative)

Failure to achieve both qualitative and quantitative benchmarks after the first payment period places a student on an Academic Warning. During this first status, Academic Warning, the student will continue to be eligible for Financial Aid. Satisfactory Academic Progress (SAP) will be monitored by the Academic Department. The student will be placed on an Academic Success Plan by the Director of Education. All information from the SAP reporting will be forwarded to the Financial Aid Office for review. A student cannot fail any courses while on Academic Warning.

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## Financial Aid Suspension and Probation:

Failure to achieve both qualitative and quantitative benchmarks for a second consecutive payment period, will result in the student losing eligibility for Title IV aid. The student will be placed on FA suspension status and will have to meet with Financial Aid officer for FA advisement. However, a student on FA suspension status may appeal and if the appeal is approved, the student will be placed on Probation status and will regain Title IV eligibility. The student must meet with the Director of Education for an Academic Success Plan.

If a student does not appeal the FA suspension status within 5 days of SAP calculation or if their appeal is not approved, they will not be eligible for Title IV aid and will be responsible for all payments and tuition fees. Students who fail to go through the appeal process will be withdrawn from the college. (*See the Appeal Process, page 27 of this Supplemental to the 2016-2017 Catalog*).

## Academic Dismissal 1 (Qualitative and Quantitative)

Students failing to re-establish good standing after an Academic Probation will be placed on Academic Dismissal 1 and withdrawn from the college. If there are extenuating circumstances that led to the continuing poor academic performance, the student may file an appeal. If the appeal is accepted and it is determined that the student can complete the program within 150% of the published program length, the student may return to pursue the program with eligibility for financial aid but the student must wait a full term for reinstatement. The student will be placed on an Academic Plan for Success by the Director of Education. The student will return in Academic Probation status. Failure to return to good standing after the appeal has been granted will lead to dismissal from the college. The Campus Director, in consultation with the Director of Education, may also dismiss a student for failing the same course twice, regardless of GPA.

## Notification

Students who fail either the quantitative or qualitative benchmark for academic progress will be notified in writing within 5 days of the end of the term. Students who are in their first payment period and are failing to meet Satisfactory Academic Progress requirements are placed on Academic Warning for the next payment period. Students with the Academic Warning status do not need to submit an appeal but must meet with the Director of Education for an Academic advisement. Academic progress for Academic Warning students will be measured again at the end of their next payment period.

Students who are in their second payment period and are failing to meet Satisfactory Academic Progress (SAP) will not qualify for Financial Aid (Title IV). The student will be placed on FA suspension; however, the student can submit an appeal accompanied by all supporting documentation to the Director of Education. If the appeal is approved, the student will be eligible for financial aid for one more payment period, and their Status will be changed to Probation. The student will be placed on an Academic Plan for Success by the Director of Education.

## Letter Grades, Withdrawals, Incompletes, Transfers, Repeats, and Remedial Courses

All attempted credits include all graded credits (A, B, C, D, F, S), withdrawn credits (W), incomplete credits (I), unregistered courses (U), exempt courses (X) and audited courses. Once grades are in for Incompletes (I), Satisfactory Academic Progress (SAP) will be recalculated on the student. Transfer credit/clock, remedial and repeated courses will be counted as credit/clock hours attempted.



## Attendance

Some programs or some courses have specific attendance requirements. These requirements are found on the course syllabi.

## Administrative Leave of Absence – ALOA and LOA's

(See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> for Leave of Absence requirements.)

Blue Cliff College (BCC) has an administrative leave of absence policy, available to all active online students who are enrolled in a standard term based program, meet the established criteria, and follow the appropriate process outlined.

A leave of absence (LOA) refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. ALOA's are only available to actively enrolled online students who have successfully completed at least one course in their program.

In addition, the administrative leave of absence policy applies to any active non-term students in the online Health Information Management, Billing and Coding program who need a leave of absence due to transportation issues and technology related issues.

BCC's administrative leave of absence is not an approved leave of absence per the US Department of Education requirements (as outlined in the federal regulations (34 CRF 668.22 (d))). As such, BCC considers the student as a "Withdrawal" for federal student aid purposes, but allows the student to remain enrolled at the school. BCC performs a Return to Title IV calculation for each administrative leave of absence based on the student's last date of recorded attendance.

The administrative LOA must be:

1. Requested by the student, in writing, in advance of the ALOA start date, and prior to the 14th consecutive day of absence for the student (apart from exceptional circumstances, outlined later in this policy) including:
  - a. The start date of the ALOA
  - b. The reason for the ALOA
  - c. The end date of the ALOA
  - d. The student's scheduled return date to class, which can only occur at the beginning of a course, module or term. Students who fail to return from the ALOA are held to the current attendance policy.
    - i. Standard Term Programs: Students who come back into the same enrollment must return on the same track when the return date occurs in the parent term the student began the ALOA.
    - ii. Students coming back in a different enrollment are responsible for all tuition charges not covered by Title IV Funds. Multiple enrollments could reduce Title IV Funds available to students.
2. Determined to be less than 180 days when combined with other ALOA periods over a rolling 12 month period.

Students may request a leave of absence under the following conditions:

1. Students must have completed at least one course at BCC to be eligible for an administrative leave of absence.
2. A leave of absence may begin at anytime, however, students who request and receive an approved administrative ALOA during a course are required to repeat the course if the student does not earn a passing grade for the course.

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3. Students must return from an Approved ALOA at the beginning of a scheduled course, module or term.
4. Students need to contact the Financial Aid Office prior to start of class or within seven business days of returning to class in order to re-establish financial aid eligibility. Students who fail to meet with a Financial Representative are responsible for any balance owed to the school.
5. Online students who do not have active attendance on the scheduled return date are subject to the current attendance policy. If the days absent prior to the ALOA begin and the days absent after the ALOA scheduled return date exceed the published attendance policy, the student is withdrawn from school. The Registrar's Office is responsible for processing administrative withdraws due to the attendance policy for students who are withdrawn from school.

Acceptable reasons for an Administrative LOA include:

- a. Medical (including pregnancy and single parenting issues)
- b. Family Care (childcare, death of family or unexpected medical care of family)
- c. Military Duty
- d. Natural Disaster (per FEMA)
- e. Jury Duty (ground)
- f. Scheduling conflicts (failed or repeated course availability)
- g. Transportation Issues- Health Information Management, Billing and Coding Only
- h. Technology related issues- Online Only
- i. Regulatory changes implemented by an regulating agency affecting the program during the program which may impact the student
- j. Student incarcerated during program
- k. Student enter into rehabilitation during the program
- l. Other extenuating circumstances beyond student control

All Leave of absence requests must be completed (in Docu-Sign for online students) on or before the first day of the requested leave, indicate the reason for the request, indicate the specific date of return, signed by the student and submitted to the Dean of Students for approval. Other forms of LOA request are unacceptable. If a student needs to submit corrections to the initial Docu-Sign, he/she may do so via the normal Docu-Sign process.

## Change of Program

If a student elects to and is approved to change from one Blue Cliff College Program to another, the transcript is evaluated to determine which classes attempted in the previous program are also required in the new program. These transferred courses (attempted or completed) will be used for determining the student's GPA, credits earned, credits attempted and standards of satisfactory progress. Tuition Adjustments will be made accordingly.

## Add/Drop Period

Students have 10 days to establish attendance, by logging in and submitting an assignment. If students fails to do so by the end of the add/drop period in a particular course may not be allowed to start the course. Student who fail to establish attendance in any of their courses by the end of the add/drop period may be withdrawn from the school.



# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Conduct

The submission of an application for admission to Blue Cliff College represents a voluntary decision by a prospective student. Acceptance for admission to the College represents the extension of the privilege to join the Blue Cliff College academic community. Students may remain part of the College as long as they fulfill academic and behavioral expectations as outlined in the catalog, as announced by College authorities, and as posted on bulletin boards. When students are closely associated in an academic community, externally imposed restraints on behavior are necessary to maintain order and fairness and to protect the majority from possible inconsistent behavior of those who infringe on the rights of others.

Blue Cliff College maintains policies and rules which are consistent with its announced educational objectives and which are related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by College policies and rules may expect disciplinary action by the College. The College may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action in the College include: reprimand, probation and dismissal (*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> and reference *Disciplinary Standards**).

The general policy of Blue Cliff College is that for a first offense, the instructor will determine an appropriate penalty, with a possible penalty of “F” for the course. For a second offense, the Instructor and Campus Director will determine an appropriate penalty, up to and including dismissal from the College. Depending on the nature and severity of the offense, the College reserves the right to impose the maximum penalty even in the case of a first offense.

The College defines the following as disciplinary offenses:

1. **Cyber Bullying:** “Cyber bullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.
2. **Bullying:** “Bullying” includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:
  - a. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
  - b. Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student’s association with a person with one or more of these actual or perceived characteristics.
3. **Academic Dishonesty:** submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a college academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, and awards.

*See the main catalog, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf> and reference our *Student Rights and Responsibilities, Student Conduct policy*.*

### Note:

- \* Please review a copy of the school catalog, as this is a(n) supplement to that catalog. Please refer to the school catalog for additional information that may not be included in this supplement.



## CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING (CAMA) — Associate of Occupational Studies Degree Program

(Not currently approved in all states. Please contact us for the latest list of approved states.)

This program focuses on the clinical skills and administrative skills needed to assist physicians and nurses in a physician's office and other health care settings. Students learn patient vital signs, standard examinations, phlebotomy/hematology techniques, laboratory procedures and electrocardiography (ECG). Students also learn basic medical office administration procedures including reception, patient scheduling, coding and insurance, and electronic health record management. General education courses in bioscience, psychology, English and communications prepare a well-rounded graduate capable of career advancement and lifelong learning. An externship provides an opportunity to practice skills in a workplace environment. Graduates can sit for a medical assistant certification examination and work in single or multi-physician practices, outpatient centers and hospitals.

### Required Courses for Clinical Administrative Medical Assisting

#### Content Courses

MED 101	Introduction to the Health Care Workplace	(30/3)
MED 102	Medical Terminology	(30/3)
MED 104	Introduction to Clinical Procedures	(50/4)
BIO 101	Anatomy and Physiology I	(30/3)
IT 101	Computer Fundamentals	(40/2)
MOA 101	Medical Office Procedures I	(50/4)
MED 103	CPR / First Aid	(10/1)
MED 105	Medical Techniques and Procedures I	(50/3)
MOA 102	Medical Coding and Insurance	(50/4)
BIO 102	Anatomy and Physiology II	(30/3)
MED 106	Phlebotomy/Laboratory Procedures I	(50/4)
MED 107	Pharmacology for the Medical Assistant	(50/4)
MED 205	Medical Techniques and Procedures II	(50/3)
MED 206	Phlebotomy/Laboatory Procedures II	(50/3)
BIO 201	Physiology of Disease	(30/3)
PSY 101	Principles of Psychology	(50/5)
MED 108	Ethics of Patient Care	(30/3)
MAT 101	Applied Mathematics for Business	(50/5)
ENG 101	English Composition	(50/5)
MOA 202	Electronic Health Records	(50/4)
COM 201	Technical Writing for Business	(50/5)
PSY 201	Developmental Psychology	(50/5)
MOA 201	Medical Office Procedures II	(50/4)
MOA 203	Advanced Medical Coding	(20/2)
MED 222	Clinical Review	(30/3)
MED 244	Professional Development for the Medical Assistant	(30/3)
MED 299	Medical Assisting Externship	(180/6)



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## Course Descriptions

### **MED 101 INTRODUCTION TO THE HEALTH CARE WORKPLACE**

30 CONTACT HOURS — 3 CREDITS

This course introduces the unique world of the health care workplace from the physician's office to specialized clinics, nursing homes, rehabilitation centers and hospitals. Students learn the societal purposes of health care institutions and the roles of professionals at all levels including communication and reporting relationships and protocols. Teamwork, professionalism and the ethics of patient care are emphasized and attention is paid to the importance of documentation at every level. The clinical and administrative roles of medical assistants are discussed in detail.

### **MED 102 MEDICAL TERMINOLOGY**

30 CONTACT HOURS — 3 CREDITS

Students learn the important prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the health care context in which these terms are employed.

### **MED 103 CPR/ FIRST AID**

10 CONTACT HOURS — 1 CREDIT

Students prepare for and take certification tests for CPR and first aid under the direction of a certified instructor.

### **BIO 101 ANATOMY AND PHYSIOLOGY I**

30 CONTACT HOURS — 3 CREDITS

This course introduces cell structure and function, tissue structure and function, and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory and blood/lymph systems are also covered. *Pre or Co-requisite: MED102 Medical Terminology*

### **IT 101 COMPUTER FUNDAMENTALS**

40 CONTACT HOURS — 2 CREDITS

This course provides information and skills to familiarize the student with computer basics and functions such as keyboarding, MS Word, Excel, and PowerPoint.

### **MED 104 INTRODUCTION TO CLINICAL PROCEDURES**

50 CONTACT HOURS — 4 CREDITS

This course introduces students to the clinical setting and to standard procedures they will perform independently or with the physician. Following an introduction to the infection process and immune function, students learn regulations and standard precautions for clinical safety and how to apply principles of medical asepsis, disinfection and sanitization in a clinical setting. Students are introduced to taking a medical history and obtaining vital signs and key measurements including: body temperature, blood pressure, pulse, respiration, height and weight.





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**BIO 102**  
**ANATOMY AND PHYSIOLOGY II**

30 CONTACT HOURS — 3 CREDITS

This course continues the anatomy and normal functioning of organ systems including: the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal and male/female reproductive systems. *Prerequisite: BIO 101 Anatomy and Physiology I*

**MED 105**  
**MEDICAL TECHNIQUES AND PROCEDURES I**

50 CONTACT HOURS — 3 CREDITS

This course provides skills for assisting physicians in conducting examinations and common procedures associated with obstetrics/gynecology, pediatrics, male reproduction, gerontology and basic diagnostic techniques for body systems. Students learn patient preparation, exam set-up, patient instruction and the role of the medical assistant in specialized examinations and procedures. Students will learn CPR and first Aid techniques. *Prerequisite: MED 101 Introduction to the Health Care Workplace; MED 104 Introduction to Clinical Procedures; Pre or Co-requisite: BIO 102 Anatomy and Physiology II*

**MED 106**  
**PHLEBOTOMY/LABORATORY PROCEDURES I**

50 CONTACT HOURS — 4 CREDITS

This lab-based course provides an overview of the medical laboratory including: OSHA and CLIA guidelines, requisitions and reports, specimen processing, and microscope usage and maintenance. Students then learn techniques for collecting urine and blood samples. Venipuncture and capillary puncture are practiced extensively in a laboratory setting. *Prerequisites: MED 101 Introduction to the Health Care Workplace; MED 104 Introduction to Clinical Procedures. Pre or Co-requisite: BIO102 Anatomy and Physiology II*

**MED 205**  
**MEDICAL TECHNIQUES AND PROCEDURES II**

50 CONTACT HOURS — 3 CREDITS

This course covers a range of technical knowledge and skills that relate to working in a physician's office including preparation for minor surgery, instructing patients in therapeutic modalities including rehabilitative use of durable medical equipment and basic 12-lead electrocardiography (ECG). The basics of nutrition are also covered and students learn the nature and purposes of diagnostic imaging. *Prerequisite: MED 105 Medical Techniques and Procedures I*

**MED 206**  
**PHLEBOTOMY/LABORATORY PROCEDURES II**

50 CONTACT HOURS — 3 CREDITS

This course develops laboratory skills needed to conduct a number of standard blood, urine, sputum, semen and microbiological tests. Students review the physiology and pathology of body systems involved and practice in a laboratory setting using standard equipment. *Prerequisite: MED 106 Phlebotomy/Laboratory Procedures I*





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**MED 107**  
**PHARMACOLOGY FOR THE MEDICAL ASSISTANT**

50 CONTACT HOURS — 4 CREDITS

This lecture course provides instruction in pharmacology concepts. Students will learn measurement systems and dosage calculations, drug classifications, the principles and procedures of medication administration and the primary state and federal health and safety laws and regulations. Students will be able to identify the most commonly used medications and their actions, uses, contraindications, adverse reactions, dosage and route of administration. The role of the medical assistant in medication administration and patient education is covered.

**MOA 101**  
**MEDICAL OFFICE PROCEDURES I**

50 CONTACT HOURS — 4 CREDITS

Students become familiar with the set-up of a typical physician or clinic office and learn the essential front office tasks including: telephone techniques, scheduling, new patient procedures, document management, daily cash transactions and office technology. Basic medical office computer processes are introduced through medical office software. Communication skills, professionalism and the importance of documentation are emphasized.

*Pre or Co-requisite: MED 101 Introduction to the Health Care Workplace*

**MOA 102**  
**MEDICAL CODING AND INSURANCE**

50 CONTACT HOURS — 4 CREDITS

This course introduces the structure of the U.S. health insurance system, the various types of private policies and government-sponsored Medicare, Medicaid, Workers Compensation and related programs. Students learn the basics of the medical coding system using ICD-9 and CPT, the proper methods of completing a variety of insurance forms and strategies for interacting with public and private insurers. Students engage in laboratory practice using medical office software systems and learn how to link insurance data processing to the patient billing system.

*Prerequisite: MED 101 Introduction to the Health Care Workplace*

**BIO 201**  
**PHYSIOLOGY OF DISEASE**

30 CONTACT HOURS — 3 CREDITS

Building on the Basic Anatomy and Physiology course, students learn the disorders associated with body systems and the causes, symptoms and treatments of diseases commonly encountered in physician's offices and outpatient settings. *Prerequisites: BIO 102 Anatomy and Physiology II*

**PSY 101**  
**PRINCIPLES OF PSYCHOLOGY**

50 CONTACT HOURS — 5 CREDITS

This course is an introduction to fundamental concepts in psychology. Following an introduction to the history of psychology in the West and the major current schools of psychology, the course will provide an introduction to current psychological practice relating to human development, children and families, psychological illness, motivation, personality, learning and perception.

**MED 108**  
**ETHICS OF PATIENT CARE**

30 CONTACT HOURS — 3 CREDITS

This course introduces basic ethical and legal principles governing health care practice including privacy, safety, patient rights, malpractice and disclosure. Also covered are sensitive patient care-related issues.



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**MAT 101**  
**APPLIED MATHEMATICS FOR BUSINESS**

50 CONTACT HOURS — 5 CREDITS

This course enhances the student's ability to perform basic office tasks such as bookkeeping, payroll, budgeting, banking, and personal finance. Mathematical skills underlying these functions are reviewed and honed. Topics covered ensure that the student is able to meet the needs of a growing business while developing financial organizational skills.

**ENG 101**  
**ENGLISH COMPOSITION**

50 CONTACT HOURS — 5 CREDITS

This course provides instruction in college level writing, covering grammatical skills, rhetorical issues, and cognitive abilities necessary to produce effective academic prose.

**MOA 202**  
**ELECTRONIC HEALTH RECORDS**

50 CONTACT HOURS — 4 CREDITS

This course introduces the concepts and techniques underlying the current global transition from paper-based to electronic health records management systems aimed at providing universal, real-time access to patient records. *Prerequisite: MOA 101 Medical Office Procedures I*

**COM 201**  
**TECHNICAL WRITING FOR BUSINESS**

50 CONTACT HOURS — 5 CREDITS

Medical personnel routinely produce memos and reports and are expected to engage in effective communication with patients, colleagues and supervisors in person, by phone, email and letter. This course examines the elements of effective, courteous and ethical workplace and technical written and verbal communication.

**PSY 201**  
**DEVELOPMENTAL PSYCHOLOGY**

50 CONTACT HOURS — 5 CREDITS

Research shows that illness can be caused or worsened by psychological conditions including depression, stress and anxiety and that illness can add to the psychological burden creating a cause-effect feedback loop. This course surveys issues in mind-body health and then discusses how health and wellness can be promoted and maintained through practices that promote a positive outlook and good habits. The positive psychological and health value of mindfulness, meditation, relaxation techniques, exercise, healthy eating, good sleep habits and other essentials of self-care are described and students learn simple stress and anxiety reducing self-care techniques which can be easily transferred to patients and clients. *Prerequisite: PSY 101 Principles of Psychology*

**MOA 201**  
**MEDICAL OFFICE PROCEDURES II**

50 CONTACT HOURS — 4 CREDITS

This course serves as a capstone experience in the administrative dimension of the medical assisting field. Students will use their skills in billing, coding, insurance, scheduling and medical recordkeeping to carry out work assignments and projects in a simulated workplace environment using standard medical office software. Through interaction with the instructor/supervisor, students gain an integrative understanding of medical office functions and the role of the office manager. *Prerequisite: MOA101 Medical Office Procedures; Pre or Co-requisite MOA202 Electronic Health Records*



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**MOA 203**  
**ADVANCED MEDICAL CODING**  
20 CONTACT HOURS — 2 CREDITS

Students continue the study of codes concentrating on the more complex diagnoses and procedures involved in hospital settings. Medical terminology associated with these codes is reviewed.

*Prerequisite: MOA102 Medical Coding and Insurance*

**MED 222**  
**CLINICAL REVIEW**

30 CONTACT HOURS — 3 CREDITS

This capstone course reviews clinical theory and practice to prepare students for their externship experience and for the clinical component of certification tests in medical assisting and phlebotomy.

*Prerequisites: MED205 Medical Techniques and Procedures II; MED206 Phlebotomy/Hematology II*

**MED 244**  
**PROFESSIONAL DEVELOPMENT FOR THE MEDICAL ASSISTANT**

30 CONTACT HOURS — 3 CREDITS

This course prepares students for externship and job search success. Resumes are prepared and students learn interview and job search techniques. Important aspects of workplace dynamics are also covered including: attitude, timeliness, dress code, professionalism, employee rights and responsibilities, teamwork and protocols involved when interacting with co-workers, supervisors, doctors, nurses and other health care professionals. Professional associations and the value of certification and continuing education are also discussed.

**MED 299**  
**MEDICAL ASSISTING EXTERNSHIP**

180 CONTACT HOURS — 6 CREDITS

An important aspect of training in the medical assisting field is actual clinical experience enabling the application of textbook and lab principles to an actual professional setting. Externships meet the need for practical experience and serve as a capstone. Students are placed in supervised clinical positions during this module. These positions will rotate students through a range of practical applications related to the specific competencies in their program and give students a chance to observe doctors, nurses, medical assistants and other health professionals engaged in routine health care practices. Supervisors report weekly on student attendance, skill competencies, comportment and professionalism. (*Prerequisites: Satisfactory completion of all coursework with the exception of MED244 Professional Development for the Medical Assistant which could be a Co-requisite*)



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## HEALTH INFORMATION MANAGEMENT, BILLING AND CODING (HIMBC) — Associate of Occupational Studies Degree Program

(Not currently approved in all states. Please contact us for the latest list of approved states.)

Students graduating with the Health Information Management, Billing and Coding AOS degree will have developed skills in organizing, maintaining and evaluating health records. Graduates will have the ability to code patients' medical information for insurance purposes and use computer programs to tabulate and analyze data to improve patient care, provide documentation for legal actions, or provide data for use in research studies.

The program will provide advanced study of software applications, medical insurance and billing, medical office administration, as well as an in-depth study of the medical science of the human body including: anatomy, physiology and pathology of the body systems, and medical terminology. The program also offers courses in general education to provide a well-rounded set of skills in all aspects of medical office administration. Courses include: medical administrative procedures, medical coding and insurance, data management, health care information security and privacy, reimbursement methodologies, medical forms and insurance, billing and collection processes and advanced software applications. General education courses include: health statistics, oral and written communication and business math.

Graduates from this associate program may work in entry-level position in the health care field as health information technicians. Graduates may find employment working in administrative settings in doctors' offices, hospitals, and clinics; additionally, graduates are also prepared to work in nursing care facilities, outpatient care centers, and home health care services. The normal completion time for the day program is nineteen point five (19.5) months. Upon successful completion of 99 quarter credit hours and all other graduation requirements, the program culminates in the awarding of a Health Information Management, Billing and Coding Associate in Occupational Studies Degree.

*See page 21 for required courses in Associate of Occupational Studies in Health Information Management-Medical Billing and Coding Program (online)*



## Required courses in Associate of Occupational studies in Health Information Management, Billing and Coding Program (online)

### Content Courses

HIM 100	Introduction to Health Information Management	(30/3)
MED 101	Medical Terminology I	(30/3)
HIM 101	Medical Administrative Procedures	(50/3)
BIO 101	Anatomy and Physiology I	(30/3)
HIM 102	Introduction to Data Management	(40/2)
HIM 103	Health Information Security and Privacy	(30/3)
MED 102	Medical Terminology II	(30/3)
BIO 102	Anatomy and Physiology II	(30/3)
HIM 105	Reimbursement Methodologies	(50/3)
HIM 104	Medical Billing and Coding I	(70/4)
HIM 106	Electronic Health Records I	(60/4)
HIM 107	Medical Forms and Insurance	(30/3)
HIM 108	Pharmacology for Health Information Management	(30/3)
HIM 110	Electronic Health Records II	(60/4)
HIM 109	Patient Billing and Collection Processes	(30/3)
HIM 111	Medical Billing and Coding II	(70/4)
HIM 112	Medical Billing and Coding III	(70/5)
HIM 202	Health Information Research	(30/3)
COM 101	Oral and Written Communication	(30/3)
HIM 201	Advanced Software Applications	(70/5)
MAT 201	Business Math	(30/3)
HIM 203	Advanced Medical Billing and Coding	(70/5)
HIM 204	Quality Assurance	(40/4)
HIM 205	Chart Auditing	(40/4)
MAT 202	Health Statistics	(40/4)
HIM 206	Principles of Management	(30/3)
HIM 113	Professional Development/Career Management	(30/3)
HIM 207	Capstone	(80/6)

*Course Descriptions for Associate of Occupational Studies in Health Information Management, Billing and Coding Program (online) start on page 22.*



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## Course Descriptions

### HIM 100

#### INTRODUCTION TO HEALTH INFORMATION MANAGEMENT (HIM)

30 CONTACT HOURS — 3 CREDITS

This course provides an introduction to health records systems with emphasis on record completion, maintenance, and preservation. The course will also discuss the relationship between health information management, delivery systems, patient information privacy, regulatory issues, documentation practices, reimbursement, information management, quality improvement, utilization management, and the role of the HIM professional within the health care workplace.

### MED 101

#### MEDICAL TERMINOLOGY I

30 CONTACT HOURS — 3 CREDITS

This course introduces the student to the importance of proper use of medical terms through prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the health care context in which these terms are employed.

### BIO 101

#### ANATOMY AND PHYSIOLOGY I

30 CONTACT HOURS — 3 CREDITS

This course introduces cell structure and function, tissue structure and function, and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory and blood/lymph systems are also covered. *Pre or Co-requisite: MED 102 Medical Terminology*

### HIM 101

#### MEDICAL ADMINISTRATIVE PROCEDURES

50 CONTACT HOURS — 3 CREDITS

This course introduces the procedures needed to efficiently function in a medically oriented office environment and the office operations required in meeting today's industry demands.

### HIM 102

#### INTRODUCTION TO DATA MANAGEMENT

40 CONTACT HOURS — 2 CREDITS

This course teaches how to use computers for information and communication by using common software applications in the execution of work processes.

### HIM 103

#### HEALTH INFORMATION SECURITY AND PRIVACY

30 CONTACT HOURS — 3 CREDITS

This course introduces policies and procedures concerning the protection of the confidentiality and integrity of a patient's record and health information.

### MED 102

#### MEDICAL TERMINOLOGY II

30 CONTACT HOURS — 3 CREDITS

This course presents the student with logic step-by-step method for building a medical vocabulary. Students will learn to recognize and build medical terms and apply them within the health care setting. *Prerequisite MED 101*



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**BIO 102**  
**ANATOMY AND PHYSIOLOGY II**

30 CONTACT HOURS — 3 CREDITS

This course continues the anatomy and normal functioning of organ systems including: the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal and male/female reproductive systems. *Prerequisite: BIO 101 Anatomy and Physiology I*

**HIM 104**  
**MEDICAL BILLING AND CODING I**

70 CONTACT HOURS — 4 CREDITS

This course offers an introduction to the principals of coding diseases using ICD (International Classification of Disease), clinical modification and the impact of coding for reimbursement at an introductory level.

**HIM 105**  
**REIMBURSEMENT METHODOLOGIES**

50 CONTACT HOURS — 3 CREDITS

This course provides that coding is imperative for proper reimbursement from insurance companies, as well as why medical necessity is imperative for proper reimbursement; billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

**HIM 106**  
**ELECTRONIC HEALTH RECORDS I**

60 CONTACT HOURS — 4 CREDITS

Provides practical experience in the use of software programs commonly used in health information, including master patient index, chart tracking, abstracting, encoders, and groupers, release of information, birth registration, and incomplete record management system. Emphasis on the use of spreadsheet and database programs and the manipulation and use of health information.

**HIM 107**  
**MEDICAL FORMS AND INSURANCE**

30 CONTACT HOURS — 3 CREDITS

This course identifies the major types of third-party health insurance providers; private and governmental health, disability, workers compensation and liability insurance. Provides practical application, completion, review, correction and submission of insurance billing forms; CMS-1500 and UB04; and assuring coding compliance with established national and organizational coding guidelines.

**HIM 108**  
**PHARMACOLOGY FOR HEALTH INFORMATION MANAGEMENT**

30 CONTACT HOURS — 3 CREDITS

This course introduces the general study of drug classifications, uses and effects as required to perform health data tasks.

**HIM 109**  
**PATIENT BILLING AND COLLECTION PROCESSES**

30 CONTACT HOURS — 3 CREDITS

This course will explore the standard procedures involved in billing patients for their financial responsibility and the standard collection process according to the Fair Debt Collection Practices Act and Telephone Consumer Protection Act.



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**HIM 110**  
**ELECTRONIC HEALTH RECORDS II**

60 CONTACT HOURS — 4 CREDITS

This course will provide instruction and application in data content structure; collection, storage and retrieval of health information; analysis, interpretation, and presentation of health data; information technology and systems; various registries and ancillary departments.

*Prerequisite HIM 106*

**HIM 111**  
**MEDICAL BILLING AND CODING II**

70 CONTACT HOURS — 4 CREDITS

This course will provide an introduction to the principal mechanics of coding procedures according to CPT (Current Procedural Terminology) and its relationship to the medical professions financing administration at an introductory level. *Prerequisite HIM 104*

**HIM 112**  
**MEDICAL BILLING AND CODING III**

70 CONTACT HOURS — 5 CREDITS

This course will explore more complex issues related to ICD and CPT coding for both acute and non-acute health care settings. Prospective payment systems and DRG's (Diagnosis Related Groups) will be introduced as well as coding for prospective payment utilizing computer encoders and groupers will be emphasized. *Prerequisite HIM 111*

**HIM 201**  
**ADVANCED SOFTWARE APPLICATIONS**

70 CONTACT HOURS — 5 CREDITS

Explores the integration of health care practice with computer technology and information science. Students will identify, gather, process, and manage information obtained and accessed via advanced information technology. Issues related to the protection of privacy, confidentiality, ethics, and security of information in the health care environment will be evaluated.

**HIM 202**  
**HEALTH INFORMATION RESEARCH**

30 CONTACT HOURS — 3 CREDITS

Addresses the design, deployment, and maintenance of health care information systems and examines the application of health care practices in the information systems field. Students will complete a research project where an information system solution will be developed for a sample health care organization. The project will focus on privacy, security, confidentiality, and usability.

**COM 101**  
**ORAL AND WRITTEN COMMUNICATION**

30 CONTACT HOURS — 3 CREDITS

Medical personnel routinely produce memos and reports and are expected to engage in effective communication with patients, colleagues and supervisors in person, by phone, email and letter. This course examines the elements of effective, courteous and ethical workplace and technical written and verbal communication.





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**MAT 201  
BUSINESS MATH**

30 CONTACT HOURS — 3 CREDITS

This course enhances the student's ability to perform basic office and finance tasks. Basic mathematical skills are reviewed and honed.

**HIM 203  
ADVANCED MEDICAL BILLING AND CODING**

70 CONTACT HOURS — 5 CREDITS

This course provides in-depth and comprehensive coverage of the CPT coding system by section; ICD-9-CM coding, HCPCS coding and DRG's. End-of-lesson exercises, practice quizzes, and coding tips reinforce participant knowledge retention. *Prerequisite HIM 112*

**HIM 204  
QUALITY ASSURANCE**

40 CONTACT HOURS — 4 CREDITS

Introduction of policy issues and managerial methods as they relate to quality and safety in health care organizations. Collection, organization and presentation of data for quality management, utilization management, risk management and other related studies.

**HIM 205  
CHART AUDITING**

40 CONTACT HOURS — 4 CREDITS

To satisfy Medicare requirements, documentation must match that of service provided and must be cross-checked to ensure that accurate billing is performed. Selecting the appropriate codes and level of care requirements can be challenging. This course will cover the key elements of medical chart auditing from validating examination, decision-making and surgical documentation for every patient chart to reporting and initiating corrective action plans.

**MAT 202  
HEALTH STATISTICS**

40 CONTACT HOURS — 4 CREDITS

Introduction to basic statistical principles and calculations as applied in the health care environment, procedures for collection and reporting statistics and quality control basics.

**HIM 206  
PRINCIPLES OF MANAGEMENT**

30 CONTACT HOURS — 3 CREDITS

This course provides students with an overview of concepts and issues related to health care leadership. It is generally a required course for any subsequent health care management courses. Through the examination of management topics and health care situations, the student will explore the skills and knowledge needed to be successful in a diverse health care environment. Topics include health care leadership, organizational design as it relates to the uniqueness of health care organizations, managing professionals, and diversity in the workplace.



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**HIM 113**  
**PROFESSIONAL DEVELOPMENT / CAREER MANAGEMENT**

30 CONTACT HOURS — 3 CREDITS

This course prepares students for capstone and career success. Important aspects of workplace dynamics are also covered including: attitude, timeliness, dress code, professionalism, teamwork involved when interacting with co-workers, supervisors, doctors, nurses and other health care professionals. Professional associations and the value of certification and continuing education are also discussed.

**HIM 207**  
**CAPSTONE**

80 CONTACT HOURS — 6 CREDITS

Students in this course will gain experience applying advanced medical coding skills. Students will code a variety of medical records from hospitals, clinician offices, and/or other health care settings. The training provided in this course integrates coding and classification systems, health care functions, medical disease and treatment, and health care reimbursement at an advanced level to prepare the student for employment in the health information management industry as a medical coder. *Prerequisite: Successful completion of all other required courses, as well as, the permission of the Program Chair, Dean of Academics or Campus Director*



## Make-Up Policy

The eligibility of a student to make-up class work, assignments, and tests missed due to absences is at the discretion of the instructor. Instructors who choose to have policies related to attendance and make-up work must distribute those policies by the end of the first week of instruction through the syllabus, and the course platform. Students are expected to understand each instructor's policy on make-up work as this is presented in the instructor's syllabus. Students who miss a final exam for a verifiable reason and who cannot be given a make-up exam prior to the submission of final course grades, must be given a grade of "I" (incomplete) and a make-up exam (normally within 1 week of the beginning of the next semester).

## Repeated Courses

(See the main catalog to learn more about repeating courses, <http://bluecliffcollege.edu/wp-content/uploads/2016/05/2014-2015-Catalog-w-Combined-Addendum-1-7-for-website.pdf>)

No course may be repeated more than twice and only as scheduling permits. Grades of "W" and "F" are not considered passing and the course must be repeated. Grades of "D" are considered passing for the prerequisite purposes and the class may be repeated. Where the "D" is repeated, both grades will remain on student transcripts, but only the last grade is used to determine the student's CPGA.

## Appeal Process Summary

A student who loses financial aid eligibility due to failure to meet Satisfactory Academic Progress standards will regain eligibility when the institution determines that he or she is again meeting the standards. Eligibility may also be regained if the student is approved through the appeal process. The student has five business days from the date of the letter to submit the appeal.

If a student has experienced a significant circumstance and feels the event has impacted his or her ability to make Satisfactory Academic Progress; he or she has the opportunity to file an appeal with the Director of Education. Please see Appeal Process.

### Significant circumstances include:

1. Death of student's close relative
2. Injury or illness of student
3. Personal tragedy or event

A completed Academic Progress Appeal Form must be submitted along with documentation supporting the significant event or circumstance. As part of the appeal process, students must meet with the Director of Education to review the completed Academic Plan for Success. The Academic Plan for Success requires that the transcript is reviewed and all remaining classes are mapped out with additional requirements.

An appeal form is available in the Director of Education's Office. The appeal form and all supporting documentation will be reviewed by the Director of Education and the student will receive a written response within 2 business days.

All students who failed SAP in the prior payment period are reviewed at the midpoint of the next payment period, to ensure that students are progressing in their academic standing.

## Remaining Eligibility

Students who lose their financial aid eligibility because they fail to meet Satisfactory Academic Progress will regain eligibility when it is determined that they are again meeting both the qualitative and quantitative standards. The student is responsible for the payment of tuition and fees until financial aid eligibility is regained.

