

**Bossier Parish Community College  
Master Syllabus**

**Course Prefix and Number:** MOS 116

**Credit Hours:** 2

**Course Title:** MOS Practicum

**Course Co-requisite or Pre-requisites:** MOS 111 or MOS 118

**Course Description:**

Supervised on the job experience performing medical coding, and other related medical office duties in a health care facility. A minimum of 100 hours of practical experience will be required.

**Learning Outcomes:**

At the end of this course, the student will

- A. demonstrate professional behavior while applying knowledge and skills to accurately perform coding, reimbursement, and related medical office procedures in a variety of health care settings.

To achieve learning outcomes, the student will

1. demonstrate initiative, responsibility, positive attitude, time management, punctuality and work as a team member at the clinical site. (A)
2. follow ethical coding guidelines and the clinical facility's policies/procedures to maintain patient confidentiality. (A)
3. use effective communication skills (listening, observing, verbal and written). (A)
4. utilize knowledge of anatomy and physiology, pathophysiology, pharmacology and medical terminology to assign diagnosis and procedure codes using the ICD 9-CM and CPT coding systems. (A)
5. meet accuracy and productivity standards for coding set by the clinical site. (A)
6. utilize appropriate quality checks to ensure that codes assigned are supported by documentation in the medical record. (A)
7. apply appropriate quality checks to ensure that codes assigned are supported by documentation in the medical record. (A)
8. follow the clinical site dress code policy and display appropriate attire for the medical office setting. (A)
9. utilize and maintain various types of office equipment used in the clinical setting. (A)
10. complete a minimum of 100 hours of supervised coding experience in a clinical setting. (A)

**Course Requirements: To earn a grade of “C” or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.**

- minimum average score of 70% on preceptor evaluations
- minimum average score of 70% on clinical reports
- minimum average score of 70% on professionalism
- minimum 100 practicum hours

**Course Grading Scale:**

- A- 90% or more of total possible points and a minimum of 70% on preceptor evaluations and a minimum of 70% on clinical reports and completion of a minimum of 100 practicum hours
- B- 80% or more of total possible points and a minimum of 70% on preceptor evaluations and a minimum of 70% on clinical reports and completion of a minimum of 100 practicum hours
- C- 70% or more of total possible points and a minimum of 70% on preceptor evaluations and a minimum of 70% on clinical reports and completion of a minimum of 100 practicum hours
- D- 60% or more of total possible points and a minimum of 70% on preceptor evaluations and a minimum of 70% on clinical reports and completion of a minimum of 100 practicum
- F- less than 60% of total possible points or less than 70% average on preceptor evaluations or less than 70% on clinical reports or failure to complete a minimum of 100 practicum hours

**Attendance Policy:** The college attendance policy, which is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>, allows that “more restrictive attendance requirements may apply to some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses.” The attendance policy of the Medical Office Specialist program is described in the Medical Office Specialist Clinical Handbook.

**Course Fees:** This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, certification exams and/or clinical fees.

**Nondiscrimination Statement**

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or

sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111

318-678-6511

[acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Reviewed by: MMiles/March 2022