

QUEENSBOROUGH COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK
ACADEMIC SENATE REPORT

FROM: Frank Cotty, Chair, Committee on Curriculum
TO: E. Tai, Secretary, Academic Senate Steering Committee
CC: P. Pecorino, Dean K. Steele, College Archives (C.Williams)
DATE: April 25, 2006
SUBJECT: **Monthly Report for May, 2006**

The Curriculum Committee recommends the following for adoption by the Academic Senate:

RENAME COURSE:

Business Department:

From: BU 916 **Medical Coding and Billing**
To: BU 916 **Medical Coding and Billing I**

Course description: BU 916 (Medical Coding and Billing I) provides the student with a complete overview of the reimbursement cycle in a medical office. The less complicated aspects of accounts receivable in a patient office are mastered.

Rationale: BU 916 will be incorporated into the new Medical Office Assistant curriculum which will require students to work at a higher level of experience /expertise than was required for the certificate program. BU 916 addressed the needs of certificate students but will not suffice for degree students.

NEW COURSE:

Business Department:

BU 918 **Medical Coding and Billing II**
4 hours: 2 class hours, 2 laboratory hours, 3 credits
Prerequisite: BU 916-Medical Coding and Billing

Course Description: This class builds on the coding and billing procedures learned in Billing and Coding I, focusing on teaching the student how to enhance reimbursement in today's healthcare environment. Using current ICD and CPT coding system resources, students will learn in depth coding systems for medical procedures and diagnoses. Lab work will include working directly with complex medical records, using steps to assure third party approval for recommended treatments/procedures and responding to and appealing insurance denials.

Rationale: Medical coding and billing will be an integral part of the new Medical Office Assistant curriculum. A modern medical office assistant has to be able to deal with physicians, patients and medical insurance companies. BU 918 focuses on a more detailed concentration and understanding of ICD and CPT coding, hands-on experience in insurance company interaction,

medical record interpretation, methods of enhancing reimbursement and responding to denials in a medical practice

NEW CURRICULUM**BIOLOGICAL SCIENCES AND GEOLOGY & BUSINESS DEPARTMENTS****A.A.S. Degree Program in Medical Office Assistant**

GENERAL EDUCATION	CREDITS
EN 101 or EN 103, 102 English Composition I and II	6
MA 301 Foundations of Mathematics	3
SS 310 Sociology	3
HI 110 Intro to Ancient Civilization HI 111 Intro to Medieval and Early Modern Western Civilization Or HI 112 Intro to Modern Western Civilization	} 3
SS-640 Medical Ethics	3
BI 520 Public Health Science	4
Subtotal for General Education	22 Credits
REQUIREMENTS FOR THE MAJOR	
A. Biology Requirements	
BI 110 Fundamentals of Life Science	3
BI 150 Organization and Delivery of Health Care	2
BI 340 Assisting in the Medical Office: Clinical Testing Procedures	2
BI 341 Assisting in the Medical Office: Clinical Testing Procedures	2
BI 403 Medical Terminology	2
BI 451 Phlebotomy Technology	1
BI 452 EKG technology	2
	14 Credits
B. Business Courses	
Any one course selected from the following (dependent on typing and keyboarding ability) BU 802 Typewriting/Keyboarding II BU 803 Advanced Typewriting/Keyboarding	} 2
BU 903 Medical Office Procedures	3
BU 907 Word/Information Processing (Using Microsoft for Windows)	3
BU 916 Medical Coding and Billing I	3
BU 918 Medical Coding and Billing II	3
	14 Credits
C. Internship	
BU 909 Cooperative Education in Business OR BI 961 Phlebotomy Practice and HE 110 Cardiopulmonary resuscitation	3
Subtotal for A, B, and C	31 credits
ELECTIVES	
BI 950, 951, 952 Field Experience in Medical Assisting	2-3

BU 801 Typewriting/Keyboarding	2
HE 103 Nutrition and Health	3
SP 211 - Speech Communications	3
CH 120 Fundamentals of Chemistry	3
Subtotal for Electives	7 credits
Total	60 credits

Rationale: The U.S. Department of Labor estimates the employment in this field is expected to increase 27% or more by 2014, a trend clearly not seen at Queensborough at this time. There is an apparent lack of retention in the Certificate program. But, increased retention can be accomplished by establishing an Associate Degree in Medical Office Assistant with a curriculum that directly correlates with the demand of the job market.

Formal training in medical assisting is not only generally preferred in a health care environment but now is a necessity and a requirement. Medical assistants are an integral part of the healing process and have become indispensable to the health care field. Not only have physicians become more reliant on medical assistants but their services are also being required by hospitals, clinics, nursing homes, medical supply businesses, home health agencies, insurance companies, and pharmaceutical companies. The responsibilities of medical assistants continue to expand as the need for their services grow.

The MO program is expected to attract students who are unable to register or complete the Nursing program at QCC or other CUNY colleges. Since the Medical Laboratory Technician program at QCC has not been offered since the Fall 2003 students interested in the Health Care field will have an alternative Associate degree to pursue in their field of interest. Further, since none of the CUNY colleges offer an AAS degree program in Medical Office Assistant this represents an enormous job opportunity for the graduates from this program from our College in the New York City area.

NEW COURSE

FOREIGN LANGUAGES

LC 311 Readings in Contemporary Chinese Literature

3 hours, 3 credits

Prerequisite: LC 214 and/or permission of the department

Course description: This course aims to enhance students' understanding of Chinese society and modern Chinese literature through reading a variety of modern Chinese literary genres including essays, short stories, and a short play. The emphasis is on reading comprehension and expansion of vocabulary. Class discussions are on issues related to the readings.

Rationale: This course will offer an option for the numerous native speakers of Chinese at QCC who are interested in taking Chinese to fulfill their language requirement or as an elective course.