

COURSE ASSESSMENT REPORT

I. Background Information

1. Course assessed:
 Course Discipline Code and Number: BOS 224
 Course Title: MEDICAL OFFICE INSURANCE AND BILLING
 Division/Department Codes: BCT
2. Semester assessment was conducted (check one):
☐ Fall 20__
☒ Winter 200__ 7__
☐ Spring/Summer 20__
3. Assessment tool(s) used: check all that apply.
☐ Portfolio
☐ Standardized test
☐ Other external certification/licensure exam (specify):
☐ Survey
☐ Prompt
☒ Departmental exam
☐ Capstone experience (specify):
☐ Other (specify):
4. Have these tools been used before?
☐ Yes
☒ No

If yes, have the tools been altered since its last administration? If so, briefly describe changes made.

5. Indicate the number of students assessed/total number of students enrolled in the course.
 27/28
6. Describe how students were selected for the assessment.
 All students registered for and enrolled in Section 01 of BOS 224 were assessed.

II. Results

1. Briefly describe the changes that were implemented in the course as a result of the previous assessment.
 None
2. State each outcome (verbatim) from the master syllabus for the course that was assessed.
 - Identify diagnoses and procedures from source documents (medical charts, encounter forms, provider notes).
 - Use coding reference books and software to select diagnosis and procedure codes.
 - Complete medical insurance claim forms for third-party payers.
3. Briefly describe assessment results based on data collected during the course assessment, demonstrating the extent to which students are achieving each of the learning outcomes listed above. ***Please attach a summary of the data collected.***
 Twenty-six insurance claim forms were examined by the BOS Advisory committee members to determine the extent to which students achieved stated outcomes. Of the 27 reviewed, 26 achieved at an "average" to "Best" level. None of the students achieved below average.
4. For each outcome assessed, indicate the standard of success used, and the percentage of students who achieved that level of success. ***Please attach the rubric/scoring guide used for the assessment.***
 The standard of success for each of the outcomes was set at 70% achieving the stated outcomes. The percentage achieving success was 96%.

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5. Describe the areas of strength and weakness in students' achievement of the learning outcomes shown in assessment results.

Strengths: Ability to determine correct procedural and diagnosis codes.

Weaknesses: Not having 100% of students achieving at the "best" level of the scoring rubric.

III. Changes influenced by assessment results

1. If weaknesses were found (see above) or students did not meet expectations, describe the action that will be taken to address these weaknesses.

Students were very successful, with 96% of them achieving average to best level.

2. Identify intended changes that will be instituted based on results of this assessment activity (check all that apply). Please describe changes and give rationale for change.

- a. ☒ Outcomes/Assessments on the Master Syllabus

Change/rationale: Raise level of expected achievement/Based on these students' achievement, future students can be challenged to reach higher levels.

- b. ☐ Objectives/Evaluation on the Master Syllabus

Change/rationale:

- c. ☐ Course pre-requisites on the Master Syllabus

Change/rationale:

- d. ☐ 1st Day Handouts

Change/rationale:

- e. ☐ Course assignments

Change/rationale:

- f. ☐ Course materials (check all that apply)

☐ Textbook

☐ Handouts

☐ Other:

- g. ☐ Instructional methods

Change/rationale:

- h. ☒ Individual lessons & activities

Change/rationale: Provide more real-world exercises and activities/Students have the ability to perform at higher levels than previously thought.

3. What is the timeline for implementing these actions? Fall 2007

IV. Future plans

1. Describe the extent to which the assessment tools used were effective in measuring student achievement of learning outcomes for this course.

Tools were 100% effective.

2. If the assessment tools were not effective, describe the changes that will be made for future assessments.
n/a

3. Which outcomes from the master syllabus have been addressed in this report?

All ☒ X Selected _____

If "All", provide the report date for the next full review: __ winter 2008 _____.

If "Selected", provide the report date for remaining outcomes: _____.

Submitted by:

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Name: Dosye A. Thompson *Dosye A. Thompson* Date: 3/27/2007
Print/Signature

Department Chair: Dosye A. Thompson *Dosye A. Thompson* Date: 3/27/2007
Print/Signature

Dean: Jessamyn Wilson *Jessamyn Wilson* Date: 4-12-07
Print/Signature

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