FLORIDA GATEWAY COLLEGE

SPRING 2020 SYLLABUS
MEDICAL BILLING AND INSURANCE

COURSE NUMBER: HIM 2273C-0I1

DATE: January 6th – April 27th

INSTRUCTOR: Ms. Japera K. Denson, MBA, RHIA, CHPS
japera.denson@fgc.edu
(386) 754-4261
Office: Building 103, Office 158
Office Hours: By appointment

PREREQUISITES: HIM 2282

COREQUISITES: HIM 2253

COURSE DESCRIPTION

This course is an introduction to health insurance claims processing, carrier requirements, state and local regulations, billing for physician office, hospital, and ambulatory surgery services. Topics covered include: electronic billing, confidentiality, managed care systems, workers' compensation, Medicare and Medicaid. Hands-on practice with medical billing software is emphasized.

COURSE OBJECTIVES

Apply diagnostic and procedure codes according to current guidelines

Communicate appropriately about HIT issues.

REQUIRED READINGS/TEXTBOOKS, LAB MANUALS, WORKBOOKS, ETC.

Green, M. (2019). *Understanding Health Insurance: A Guide to Billing and Reimbursement* (14th ed.). Cengage.

ISBN: 9781337554220

INTERNET TECHNOLOGY (IT) SUPPORT

The phone number for the IT support help desk at FGC is 386-754-4408. For IT support after hours (until 8:30pm) call 386-754-4345.

Additionally, Canvas (LMS) has 365, 24/7, access to support. In each course there is a question mark (?) located in the lower left corner of the screen that will take you to the help feature. Further, you may contact the Canvas support hot line at 1-844-802-6783.

Tutor.com is an online tutoring service for math, reading, writing and many other topics that can be accessed by clicking on the Tutor.com button on the left side menu within your Canvas course.

APPLICABLE LEARNING RESOURCES

Textbooks and online resources.

LEARNING ACTIVITIES

- Readings

- Exams

- Quizzes

- Assignments/Case Studies

- Discussion Boards

GRADING SCALE

A	100-93	C+	84-82	F	0-66
B+	92-91	C	81-75		
B	90-85	D	74-67		

HOW YOUR PERFORMANCE WILL BE GRADED:

Assignments and assessments (quizzes and exams) are the basis of the course grade. **Late work/makeup quizzes or exams are not allowed unless arrangements are made in advance with the instructor or you can provide documented proof of an extenuating circumstance**. All assignments/quizzes/exams will be available for you to take at least 1 week prior to the due date. It is best not to wait until the last day. Assignments not submitted by the due date will receive a zero score unless the student has contacted the instructor prior to the due date or has encountered extenuating circumstances.

The course schedule and Canvas contain due dates for each assignment. A minimum of a "C" or 75% is required to pass this course and earn credit toward graduation.

Grading is based on the following:

Discussions	15%
Assignments	50%
Exams	30%
Professionalism	5%
	100%

HOW TO BE SUCCESSFUL IN AN ONLINE COURSE

Please note that it is your responsibility to participate fully to get the most benefits from online learning. Below are a few strategies to enhance your participation and engagement in the learning process:

- Share newly found information with your peers when you think that this information can help others learn.

- Always be respectful of yourself and others in the online environment.

- Appreciate constructive criticism to help you learn and grow as a professional.

- Read your messages and responses carefully before sending to ensure that you are sending what you intend to send.

- Stay on topic and work with your assignments early. Submit them before the due date when possible.

- Take advantage of all available resources to assist you with successful completion of this course.

- Reach out to your instructor to clarify an assignment or any other issues you may have related to the course.

- Check or have someone else (e.g., tutor, friend) check your work for accuracy, grammar, spelling, logical flow, and relevance to the topic and guidelines.

DISCUSSION GUIDELINES

Online discussion is an integral part of this course and counts toward your grade. The purpose of the discussion board is to frame and promote collaborative learning. All posts must be substantive, written in complete sentences, and posted no later than the due date listed in the module.

Initial responses to the discussion question must be at least 150 words. The student's initial post is due no later than Thursday (11:59 PM EST) of the module. Students must also post

responses to two (2) classmates no later than Sunday (11: 59 PM EST) of the module. Responses to classmates' postings should not simply state "I agree/disagree," but should be constructive, well developed, supported by evidence, and explain why the student may agree or disagree with a post. Response posts must be <u>at least</u> 75 words.

UNICHECK

Per the student Handbook and each course syllabus, almost all of the student's work (papers, projects, etc.) will be linked to Unicheck when the student submits work to the assigned dropbox in Canvas. Unicheck is an online plagiarism checker that is embedded in Canvas. The purpose of using this plagiarism tool is to help students identify plagiarism and revise their work before final submission for a grade. By so doing, students will improve their writing skills by summarizing and paraphrasing the work of relevant sources, give credit to sources (using APA guidelines), and practice authentic writing. As students submit written assignments, Unicheck will provide a similarity index almost immediately. Students will be allowed to resubmit (pre-check) their assignments as drafts to Unicheck up to five (5) times ***until the due date***. Students will receive a similarity index almost immediately upon pre-checks and will be able to choose which draft they want to summit (see https://support.unicheck.com/hc/en-us/articles/360005512773-Canvas-LMS-LTI-). Additional support for Unicheck is located at https://support.unicheck.com/hc/en-us/sections/360005146253-Schoology.

THE HIT and Medical Coder/Biller programs allow no more than 30% similarity index for each written assignment.

Please be advised that all written assignments with the exception of discussion posts and exams will automatically be submitted to Unicheck, when it is submitted to the respective dropbox on Canvas. However, if plagiarism is suspected with discussion posts, the instructor reserves the rights to copy/paste a student's post(s) into the plagiarism checker and if plagiarism (similarity index greater than 30%) is found, the student will receive a zero for the assignment and further disciplinary actions will be taken. Moreover, any assignment with more than a 30% similarity index, will be closely checked for plagiarism and, if found, will result in a zero with no chance of redoing the assignment and further disciplinary actions will be taken.

ATTENDANCE POLICY
HIT Statistics prepares you for a professional license. Because the theory and skills you learn in class are important to your success in the program, on state boards, and in your profession, we strongly recommend you participate in **all** activities.

CLASSROOM DRESS

It is important to remember that in choosing clothes for class, one is guided by different criteria than in choosing clothes to be worn socially. To make students aware that there is a

standard of professional dress that should be adhered to in order for the student to have a more effective transition into the professional work place, the Health Information Technology and Medical Coder/Biller programs have adopted the following "Dress Code Policy."

At no time will the following items of clothing be acceptable for students matriculating in Health Information Technology or Medical Coder/Biller programs:

1. Wearing hats, caps, or other head wear in the building*
2. Wearing sunglasses in the building*
3. Fish net and other see-through clothing
4. Crop tops and other bare midriff tops, including spaghetti strap blouses
5. Short shorts
6. Athletic-type, wide armhole tank tops that expose the chest, back, or midsection
7. Any clothing with holes and cuts (i.e., jeans, shirts, tops)
8. Bare feet, thongs, or flip flops (i.e., beach shoes)
9. Suggestive, revealing, or tight fitting clothing, or clothing with inappropriate pictures or slogans
10. Pants worn below the waistline and/or dragging the floor
11. Wrinkled, dirty, or unsafe attire
12. Extreme personal presentation of any type (e.g., body piercing, hair style, tattoos)

*Wearing these items for medical or religious purposes is acceptable, with documentation.

Students violating this dress code may be subject to dismissal from the class and may not return until that violation is corrected.
In addition, HIT and Medical Coder/Biller students should remember that the wearing of excessive jewelry and strong perfume/aftershave/lotion is not professional. Body piercing (nose, tongue, facial, etc.) is not acceptable. Fingernails must be kept clean and of reasonable length. Cosmetics should be worn modestly. Hairstyles are expected to be conservative, in good taste, and well kept. The "Professional Practice Experience Handbook" may be referenced for the proper attire when affiliating at the various health care facilities. Be aware that many clinical sites require more stringent standards of professional dress. Students are expected to meet those requirements when scheduled at that site. Always remember to present your BEST!

PROFESSIONAL PRACTICE EXPERIENCE DRESS:

Students are expected to follow the dress code of the facility they are visiting, except where uniforms are required. Acceptable dress consists of dresses, dress pants, or suits for women. Men may wear a dress shirt and dress pants; coat and tie are optional. "Business casual" attire is usually acceptable. Blue jeans and t-shirts are not allowed, unless requested by the facility for a special project. Name badges must be worn at all times.

PROFESSIONALISM AND PROFESSIONALISM BANK

It is expected that all students demonstrate professional behaviors during scheduled class time and any on/off campus event in which the student is representing the College and/or the Program. Further, the Professionalism score will account for 5% of the final course grade. Professional behaviors in the class setting mirror those behaviors expected in the clinical setting including, but not limited to the following:

1. Adhering to all policies and procedures of the College, the Program, and the classroom.
   (Violation is 5 points deduction each time)

2. Demonstrating effective communication with faculty, students, and others – This includes accepting feedback with a positive attitude and expressing recognition of its benefit for the student.
   (Violation is 5 points deduction each time)

3. Regular class attendance – Absences are either excused or unexcused. Any illness with a healthcare provider's (physician, APRN, PA) note is considered relevant proof and will be excused. Any other matters planned or unplanned will only be considered with relevant proof. Note: Please note that there is no guarantee that provision of proof for absence will be accepted as an excused absence. All unexcused absences will result in Professional point deductions.
   (Violation is 5 points deduction each time)

4. Promptness in class attendance – Students are to be seated with necessary equipment and ready to begin the class at the scheduled start of class.
   (Violation is 5 points deduction each time)

5. Completing scheduled class time – Students should stay through the entirety of the class time unless the instructor gives permission to leave early. Please make sure to schedule all of your appointments around your class, lab and clinical/simulation time.
   (Violation is 5 points deduction each time)

6. Communication with instructor when absence, tardiness, or early release is expected – Failure to notify the instructor prior to absence (except in an emergency situation) will result in Professionalism points deduction.
   (Violation is 5 points deduction each time)

7. Proper use of electronic devices for classroom related activities only – Phones should be put away at all times. Use of computers, tablets, and other electronic devices will be used only for classroom activities during class time.
   (Violation is 5 points deduction each time)

8. Use of appropriate attitude, tone, language, and subjects when speaking to another student, clinical patient, instructor, staff, visitors, or college administrators. Any

rudeness, bullying, shaming, condescension towards any of the above listed will not be tolerated.
(Violation is 10 points deduction each time)

9. Use of appropriate dress for each setting (classroom, lab, clinical/simulation). The dress code established is designed to encourage professional behavior and to set an example of professional dress to continue after your completion of this program.
(Violation is 10 points deduction each time)

10. Active participation in class – Sleeping or daydreaming during class time is not appropriate. Participation will improve your experience and increase your knowledge base.
(Violation is 5 points deduction each time)

11. Proper attention to student responsibilities in the lab or lounge areas – Students will be assigned to maintain the order and cleanliness of the student lounge, and possibly the class room at times. Please accept the responsibility and perform to your best ability.
(Violation is 5 points deduction each time)

12. Use the chain-of-communication – First address concerns with the instructor (classroom, lab or clinical/simulation), then the program coordinator or director, then the Executive Director for Nursing & Health Sciences, then the Dean for Academic Affairs, then the V.P. for Academic Affairs, then the President.
(Violation is 5 points deduction each time)

13. Timely response to instructor's emails – You are expected to respond to an instructor's email within 24 hours of it being sent. An email sent on a Friday by your instructor or FGC staff and/or administrator must be responded to by the following Monday.
(Violation is 5 points deduction each time)

14. Schedule an appointment to meet with Coordinator for Testing and Remediation after 2nd unsuccessful quiz/exam (PTA & HIT) and third unsuccessful unit test and HESI exam (ASDN & PN) for remediation.
(Violation is 5 points deduction each time)

Coordinator for Testing and Remediation:
Dr. Shelby Havens
Telephone: (386) 754-4323
Email: shelby.havens@fgc.edu

15. Complete remediation work as assigned by Testing and Remediation Coordinator.
(Violation is 5 points deduction each time)

Each student will begin the semester with 100 points worth 5% of the final course grade. The respective instructor will record violations and the associated point deductions in the student's file or Canvas each time they are committed.

Important Note: Each time there is a violation in 1 – 15 above, the student will lose the respective point deductions assigned to each area. If a student loses all 100% before the end of the course, s/he will receive a zero for professional points toward his or her final course grade.

After losing all of his or her professional points (100) in any course, if a student commits a violation, s/he would see the Executive Director each time and after three (3) professional violations, the student will be dismissed from the respective program for unprofessional behavior.

THE STUDENT SUCCESS CENTER (SSC)

The Student Success Center is located in Building 059. SSC offers a variety of resources for students and faculty. The Success Center has over 60 computers with internet and limited free printing for students. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the Success Center. Students may submit academic papers to be reviewed by an in-house tutor by emailing to college.success@fgc.edu. Tutoring for other subjects such as Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, and Public Speaking is available. Please stop by Building 059 for the current tutor schedule. The center also provides space for students to study in subject specific Learning Groups, which provide opportunities for students to work with a Tutor on particular competencies and to focus on strengthening their foundational skills. Proctored tests are available in the SSC by instructor approval only. SSC offers a PERT preparation Boot Camp for students to strengthen their skills with a personalized study plan. If you have any questions please call (386)754-4479 or 754-4413, or email sandi.tomlinson@fgc.edu.

SSC also provides 24 hour online tutor services through Tutor.com. This service is accessed directly through students' Canvas courses. Online tutoring is limited to <u>five hours</u> per student per semester. If additional online tutoring time is needed, you must contact Robert Dawson in the Student Success Center by email: robert.dawsonjr@fgc.edu. Extensions will be granted on a case-by-case review of online tutoring sessions.

The TRiO program is also housed in the Student Success Center offering coaching to enhance, navigate, and simplify the college experience. Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

- Monday – Thursday   8 am to 6 pm (All year)
- Friday   9 am to 4:30 pm (Fall/Spring)
- Saturday   10 am to 2 pm (Fall/Spring)

If you have any questions, you may contact the center by phone at (386)754-4437, 754-4305, or 754-4307, or by email at robert.dawsonjr@fgc.edu

GRADESFIRST

The Student Success Center, located in Bldg. 59, offers early alert to the entire campus through GradesFirst/EAB. Twice during the semester we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your Academic Advisor, and the Student Success Center. Your instructor's information is provided in the email.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the Student Success Center is to help encourage and promote your educational journey here at FGC and beyond.

RESOURCE INFORMATION

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health.**   If you would like to speak to a Counselor over the phone, please call **(800) 878-5470**. It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including: managing stress/ school, work or life issues/ relationship issues/ family concerns/ anxiety, depression/ grief, trauma, loss/ self-esteem/ substance abuse. **Counseling sessions are completely confidential.** If you are in the need of additional resources please contact the Director of Student Life, Building 7.

ACADEMIC APPEAL; GRIEVANCES; GENERAL COMPLAINT

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website (www.fgc.edu) for more information. Under Student Resources and Student Complaints/Appeals, information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for

dropping or withdrawing from class by the appropriate published date (see Academic Calendar). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published dates will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

To withdraw from a course, the student must complete the following before the published withdrawal deadline:

1. Complete the Withdrawal form and submit it to your instructor. The instructor should sign the form and fill in the last date of attendance.
2. The student must then meet with an academic advisor, who will sign the form. (Advising Services, Building 014).
3. Submit the form to the Director of Financial Aid or one of the Director's designees for signature.
4. Take the signed Withdrawal form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Withdrawal form in person, must:

1. Obtain the instructor's authorization and last date of attendance via email
2. Email the advisor a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student's responsibility to ensure that the required documents are submitted to the advisor prior to the designated withdrawal deadline and to understand all financial and academic implications of the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her instructor.

The withdrawal deadline is: **April 1, 2020**.

ACADEMIC HONESTY

Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

EQUITY AND DIVERSITY

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, executive director of human resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

DISABILITY STATEMENT

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the Accessibility Services Office to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent each semester to their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

<div align="center">

In person: Building 14, Room 102
Phone: (386) 754-4393
Email: disability.services@fgc.edu

</div>

FERPA STATEMENT

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the College Web site.

SACSCOC STATEMENT

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College.

COURSE SCHEDULE

MODULE 1
January 6 – January 12

ASSIGNMENTS:	DUE NO LATER THAN:
GETTING STARTED	
Listen to/watch the course introduction video	
Complete Syllabus Quiz	Thursday 11:59 PM EST
Submit Syllabus Acknowledgement	Sunday 11:59 PM EST
Post an introduction to the class	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Read Chapter 1: Health Insurance Specialist Career	
Complete Module 1 Assignment	Sunday 11:59 PM EST

MODULE 2
January 13 – January 19

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 2: Introduction to Health Insurance	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 2 Assignment	Sunday 11:59 PM EST

MODULE 3
January 20 – January 26

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 3: Managed Health Care	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 3 Assignment	Sunday 11:59 PM EST

MODULE 4
January 27 – February 2

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 4: Revenue Cycle Management	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 4 Assignment	Sunday 11:59 PM EST

MODULE 5
February 3 – February 9

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 5: Legal and Regulatory Issues	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 5 Assignment	Sunday 11:59 PM EST

MODULE 6
February 10 – February 16

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 6: CMS Reimbursement Methodologies	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST

Complete Module 6 Assignment	Sunday 11:59 PM EST

MODULE 7
February 17 – February 23

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 10: Coding Compliance, Clinical Documentation Improvement, and Coding for Medical Necessity	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 7 Assignment	Sunday 11:59 PM EST

MODULE 8
February 24 – March 1

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 11: CMS-1500 and UB-04 Claims	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 8 Assignment	Sunday 11:59 PM EST

MODULE 9
March 2 – March 8

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 12: Commercial Insurance	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 9 Assignment	Sunday 11:59 PM EST

MODULE 10
March 9 – March 15 (Spring Break: March 13 – March 20)

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 13: BlueCross BlueShield	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 10 Assignment	Sunday 11:59 PM EST
Complete Midterm Exam	Sunday 11:59 PM EST

MODULE 11
March 16 – 22 (Spring Break: March 13 – March 20)

ASSIGNMENTS:	DUE NO LATER THAN:
No assignments due this week (Spring Break)	

MODULE 12
March 23 – March 29

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 14: Medicare	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 12 Assignment	Sunday 11:59 PM EST

MODULE 13
March 30 – April 5

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 15: Medicaid	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 13 Assignment	Sunday 11:59 PM EST

MODULE 14

April 6 – April 12

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 16: Tricare	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 14 Assignment	Sunday 11:59 PM EST

MODULE 15

April 13 – April 19

ASSIGNMENTS:	DUE NO LATER THAN:
Read Chapter 17: Worker's Compensation	
Post an initial response to the discussion question	Thursday 11:59 PM EST
Post responses to at least two classmates	Sunday 11:59 PM EST
Complete Module 15 Assignment	Sunday 11:59 PM EST

MODULE 16

April 20 – April 26

ASSIGNMENTS:	DUE NO LATER THAN:
Final Exam	Sunday 11:59 PM EST