


## Schedule

<p><b><u>Week 1</u></b> Monday, January 14 8:00 – 9:30 am Rm 115</p>	<p>Billing and Coding – CPT codes</p>	<p>Objectives: Students will be able to:</p> <ol style="list-style-type: none"> <li>1) Name codes that are used for common therapeutic procedures that are used in PT treatment and evaluation.</li> <li>2) Categorize activities by CPT code</li> <li>3) Justify the use of CPT codes using documentation</li> <li>4) Identify the appropriate evaluation code based on ICF documentation in the evaluation</li> <li>5) Identify ICD 10 code methodology</li> <li>6) Correctly code for common ICF impairments and PT diagnoses</li> </ol>	<p>Handouts</p>
<p>Wednesday, Jan 16 8:00- 9:30 am Rm 115</p>	<p>Billing and Coding - CPT codes ICD 10 codes</p>		<p>Handouts</p>
<p><b><u>Week 2</u></b> Monday, January 21</p>	<p>NO CLASS</p>		<p>Holiday</p>
<p>Wednesday, Jan 23 CSM</p>	<p>NO CLASS MEETING - VIEW PP Healthcare Delivery Systems Organizational Structures</p>	<p>Objectives: Students will be able to:</p> <ol style="list-style-type: none"> <li>1) Explain the development of the healthcare system in the United States</li> <li>2) Explain the payment systems available in the United States</li> <li>3) Identify organizational structures common in healthcare organizations</li> <li>4) Explain how PT fits into common organizational structures.</li> </ol>	<p><b>Power Point</b> found under Week 2 on BlackBoard; <b>Page Chapters</b> <b>3-4</b> (objectives listed in the text for this reading)</p>
<p><b><u>Week 3</u></b> Monday, January 28 8-9:30 am Rm 115</p>	<p>Reimbursement Cycle and Terminology  CMS 1500 forms EOB forms</p>	<p>Objectives: Students will be able to:</p> <ol style="list-style-type: none"> <li>1) Identify Medicare specific billing guidelines relevant to students</li> <li>2) Identify Medicare use of 8-minute rule, documentation/POC requirements, RVUs, and billing modifiers.</li> <li>3) Identify when an ABN is necessary and what elements are required to be included.</li> <li>4) Complete Functional Limitations Reporting with appropriate use of domain and limitation modifiers.</li> <li>5) Explain the reimbursement cycle from referral to payment and appeal.</li> <li>6) Define and explain the following terms: deductibles, copayments, co-insurance, premium, lifetime maximums, and out-of-pocket maximum.</li> <li>7) Identify the appropriate reimbursement rate for each CPT code and locality.</li> <li>8) Complete a CMS 1500 form with all relevant patient information and billing requirements.</li> <li>9) Interpret an Estimate of Benefits (EOB) statement for patient.</li> <li>10) Locate and cite relevant CMS guidelines from the CMS website or manuals.</li> <li>11) Explain the appeals process for Medicare and private insurances</li> </ol>	<p>CMS website and posted materials</p>
<p>Wednesday, Jan 30 8:00 -9:30 am Rm 115</p>	<p>Billing, Functional Limitations Reporting, and Medicare Specific Concerns</p>		<p>CMS website, APTA website, and posted materials</p>
<p><b><u>Week 4</u></b> Monday, Feb 4</p>	<p>Physician Fee Schedule</p>		

8-9:30 am Rm 115		<ul style="list-style-type: none"> <li>12) Explain National Correct Coding Initiative and billing restrictions related to NCCI.</li> <li>13) Explain the use and significance of MACs.</li> <li>14) Identify the process of NPI acquisition and use.</li> </ul>	
Wednesday, Feb 6 8:00-9:30 am Room 115	Merit Incentive Payment System (MIPS)	<p>Objectives: Students will be able to:</p> <ul style="list-style-type: none"> <li>1) Explain participation requirements for MIPS for both individual and group practices.</li> <li>2) State MIPS reporting requirements</li> <li>3) Explain reasons for and against participation in MIPS for PT practices.</li> </ul>	Posted materials on Blackboard
<b>Week 5</b> Monday, Feb 11 8-9:30 am ILC	EXAM 1	Covers Weeks 1-4	
Wednesday, Feb 13 8:00 – 9:30 am Rm 115	Business Plan Intro Mission, Vision, and Values Statements	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>1) Explain the importance of having a business plan when opening a clinic.</li> <li>2) Develop the guiding statements for their mock clinic.</li> <li>3) Identify the elements necessary for a complete business plan.</li> </ul>	See Blackboard; Page Chapter 5
<b>Week 6</b> Monday, Feb 18 8:00-9:30 am Rm 115	Market Analysis	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>1) Complete a market analysis for a physical therapy clinic in the El Paso/Las Cruces area.</li> <li>2) Explain and complete a SWOT analysis.</li> <li>3) Explain internal vs external threats to their business.</li> </ul>	See Blackboard; Page Chapter
Wednesday, Feb 20 8:00 – 9:30 am Rm 115	Performance/Quality Improvement	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>1) Identify the steps in performance/quality improvement process</li> <li>2) Complete a performance/quality improvement analysis for a mock business.</li> </ul>	See Blackboard;
<b>Week 7</b> Monday, Feb 25 8-9:30 am Rm 115	Responsibilities of PT Marketing	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>1) Explain marketing options for PT clinics</li> <li>2) Explain methods for evaluating marketing effectiveness.</li> </ul>	See Blackboard; Page Chpt 7
Wednesday, Feb 27 8:00 – 9:30 am Rm 115	Developing a Budget for your clinic (and your life)	<p>Objectives: Students will be able to:</p> <ul style="list-style-type: none"> <li>1) Develop a budget for their personal use based on their income and savings goals</li> <li>2) Develop a budget for their proposed clinic based on projected income and expenses detailed in the proposal</li> <li>3) Calculate a paycheck for an employee based on federal withholding guidelines from the IRS</li> </ul>	View PowerPoint before class; Page Chpt 10  Resources: IRS.gov Publication 15
<b>Week 8</b> Monday, March 4 8-9:30 am Rm 115	Roles and Responsibilities: PT, PTA, and PT tech	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>1) Identify appropriate patient delegation guidelines for PTA vs tech/aide</li> <li>2) Identify state regulations regarding the use and supervision of PTAs and techs/aides</li> </ul>	APTA Learning Module; APTA Learning Center

	*APTA module due today at start of class (hardcopy to turn in)	3) Correctly bill for services provided by both PTAs and techs	PT/PTA Supervision Algorithm
Wednesday, March 6 8-9:30 am Rm 115	Management Styles and Conflict Resolution	Students will be able to: 1) Successfully negotiate conflict resolution in the workplace 2) Evaluate underlying causes of workplace conflict 3) Utilize principles for conflict resolution in mock scenarios	See Blackboard; Page chpt 12
<b>Week 9</b> Monday, March 11 8-9:30 am Rm 115	Financial Principles for PT clinics	Students will be able to: 1) Discuss revenue, costs, and profit calculations relevant to healthcare 2) Explain financial principles from accounting including: cash flow, income statements, balance sheets, accounts payable, accounts receivable, financial ratios, and charts of accounts. 3) Determine break-even points for PT services including productivity standards necessary for break-even of clinic.	Accounting web site on Blackboard; Page chpt 10
Wednesday, March 13 8-9:30 am ILC	EXAM #2	Material from weeks 5-9	
<b>Week 10</b> Spring Break March 18-22			
<b>Week 11</b> Monday, March 25 8-9:30 am Rm 115	Practice Act and Rules	Objectives: Students will be able to: 1) Identify relevant state statues for evaluation and treatment practice in the state of Texas 2) Identify supervision regulations in both the Texas PT Practice Act and Rules 3) Identify reasons therapists may be reported to the Tx Board for malpractice.	Texas Practice Act and Rules  APTA Code of Ethics
Wednesday, March 27 8:00 – 9:30 am Rm 115	Practice Act and Rules		Handouts
<b>Week 12</b> Monday, April 1st 8-9:30 am Rm 115	External Oversight	See Page Chapter 11 learning objectives	Page Chpt 11
Wednesday, April 3 8-9:30 am Rm 115	Legal /Ethical Concerns	Students will be able to: 1) Compare and contrast business and clinical ethics related to standards of practice and APTA core values. 2) Identify external oversight agencies relevant to PT practice. 3) See Page chpt 11 learning objectives	Page chapter 11

<b>Week 13</b> Monday, April 8 8-9:30 am Rm 115	Risk Management	See Page chapter 6 learning objectives  See Page chapter 11 learning objectives	Page Chpt 6 and 11
Wednesday, April 10 <sup>th</sup> 8-9:30 am Rm 115	Employment Law	See learning objectives in Page chapters 13-17	Page Section 3; part 2 of chapters 13-17
<b>Week 14</b> Monday, April 15 <sup>th</sup> 8-9:30 am Rm 115	Practice Settings and specialized concerns		
Wednesday, April 17 <sup>th</sup> 10:30 – noon Rm 115	Time management in the clinic		
<b>Week 15</b> Monday, April 22 8-9:30 am ILC	Exam #3	Material from weeks 11 - 15	
Wednesday, April 24 8-9:30 am Rm 115	Business Plan presentations for class	Business Plans due at beginning of class	
<b>Week 16</b> Monday, April 29 8-9:30 am Rm 115	Business plan presentations		
Wednesday, May 1 8-9:30 am Rm 115	Review for final exam		
<b>Week 17</b> Thursday, May 9 <sup>th</sup> 9-12 noon ILC	FINAL EXAM	Comprehensive weeks 1-16	

## **Suggestions for Business Plan Project**

1. Complete each section of the project as the material is presented in class. This will help ensure that the suggestions made by the instructor or guest speaker are most fresh in your mind. It will also help in managing the work load of this project.
2. All information in this plan should be about the business - not focused on the participants. For example, SWOT analysis may include that therapists are/are not bilingual. It should not list each therapist's individual strengths.
3. Prepare this document as if you were presenting it to potential financiers. This is a business proposal.
4. Make sure your budget and financial predictions include all the elements discussed in class. Unreasonable budgets will be docked points.
5. When in doubt, include your reference sources and document your reasoning or ask the instructor.
6. You are to work as a group. Your contributions need to be listed in an effort to ensure that all team members participate and contribute. If you are having a problem with a team member, please notify the instructor.
7. Information that may be helpful for your project may be found:  
Textbook (Page) Appendix 2  
Small Business Administration ([www.sba.gov](http://www.sba.gov))