

**Medical Billing and Coding  
(Insurance Coding Specialist)  
Ben Barber Innovation Academy – Room A234**

**Teacher Information:** Pamela DeWeerd, LP, NCICS  
682-314-1600 (Main Office)  
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Conference 10:00 – 10:30 AM / Lunch 10:30 – 11:00 AM / Planning Period 11:00 – 11:30 AM  
Tutorials Available by Appointment on Monday -Thursdays 3:00 – 4:00 PM

**Course Information:** The medical billing and coding program offers a unique opportunity for students to learn the business side of medicine. A detailed curriculum takes the student through every step of this growing field and prepares each student for a future in the medical industry. This course requires students to develop patient billing routines, entering patient demographics, generating financial reports, posting transactions, entering payments, and medical records management. Students will receive **2 credits** for this course and is for **12<sup>th</sup> graders only**.

Upon successful completion of the Medical Billing and Coding Program, students will be qualified to sit the national certification examination through the National Center for Competency Testing (NCCT) and can be certified as a National Certified Insurance Coding Specialist (NCICS). Testing dates will vary but are typically given in early December prior to Christmas Break, taken at Ben Barber Career and Technology Academy and a student must be at least age 16 to be eligible to take the exam. The exam is 130 multiple choice questions over the material that was covered in class and students will have 3 hours to complete it.

**THE MAXIMUM FEE FOR THIS COURSE IS: \$90.00. Please note...students will have the opportunity to have the cost of their certification test cover in full by the school. They are required to pass a pre-test in order for them to qualify. We will work on questions from the pre-test from the first day of class. Details on the date of test and criteria for passing will be given to the students within the first 6-weeks of the semester. Students who do not pass the pre-test still qualify for the school to pay half of their fees. Fees MUST be paid prior to registering for the exam. Date of deadline for testing will be sent home as soon as it is arranged. All fees must be paid to the bookkeeper and receipt brought to Ms. DeWeerd.**

**Course Calendar/Schedule:**

As a minimum the course will cover the following subject areas (*schedule is subject to change*):

1st/4th Grading Period		2nd/3rd Grading Period		3rd/6th Grading Period	
<b>Unit of Study:</b>	Week 1-2: <b>Coursework 101</b> Introduction to Medical Billing and Coding , Medical Law and Ethics	<b>Unit of Study:</b>	Weeks 7-8: <b>Coursework 104</b> Procedure Coding: Worker's Compensation Claims, CPT; <b>Coursework 105</b> Diagnostic Coding; ICD-10	<b>Unit of Study:</b>	Weeks 13-14: <b>Coursework 110</b> - Computerized Medical Office; Hospital Billing
<b>TEKS</b>	130.223(c) (1) A-B, (4) A, (7) A; 130.228(c) (1) A-B, (4) A-B, (6) A-B; 127.12 (c) (1) A, D, E, (2) A-B, (3) A-B, (4) A-B, (5) A-B, (6) B, D	<b>TEKS</b>	130.233 (c) (1) A-B, (2) A-B, (4) A, (7) A, (8) A-B, 130.228 (c) (3) A-E, (6) A-E, (7) A-E, 127.12 (c) (2) A-B, (4) A-B, (5) A-B, (6) B, D	<b>TEKS</b>	130.233 (c) (1) A-B, (2) A, B, D, F, (3) A-C, (4) B-C, (7) A, (8) A-B, 130.228 (c) (1) A, B, D, E, F, (3) A-E, (4) A-B, (5) A-C, (6) A-F, (7) A-E, 127.12 (c) (2) A-B, (4) A-B, (5) A-C, (6) B, D
<b>Unit of Study:</b>	Weeks 3-4 <b>Coursework 102</b> - Medical Terminology: Basic Medical Terminology, Health Information Management, HIPAA	<b>Unit of Study:</b>	Weeks 9-10 <b>Coursework 106</b> - Skin, Skeletal, and Muscular Systems: Integumentary, Skeletal System & Muscular Systems, A&P/Medical Terms, ICD/CPT, Claims Completion <b>Coursework 107</b> - Cardiovascular/Respiratory/Digestive System: Cardiovascular, Respiratory & Digestive System, A&P Medical Terms, ICD/CPT, Claims Completion	<b>Unit of Study:</b>	Weeks 15-16: <b>Coursework 111</b> - Computerized Medical Office/Certificatoin Preparation 1; Computer Medical Office, Certification Preparation 1 & 2
<b>TEKS</b>	130.223(c) (1) A-B, (2)A, (4) A (5) A-B, (7) A; 130.228(c) (2) A-E, (4) A-B, (6) A-B; 127.12 (c) (1) A, D, E, (2) A-B (3) A-B, (4) A-B, (5) A-B, (6) B, D	<b>TEKS</b>	TEKS:130.233 (c) (1) A-B, (2) A-F, (4) B, (7) A, (8) A-B, 130.228 (c) (1) A-B, (3) A-E, (4) A-B, (5) A-C, (6) A-F, (7) A-E, 127.12 (c) (2) A-B, (4) A-B, (5) A-B, (6) B. D	<b>TEKS</b>	130.233 (c) (1) A-B, (2) A,B, D, F, (3) A-C, (4) B, C, (7) A, (8) A-B, 130.228 (c) (1) A, B, D, E, F, (3) A-E, (4) A-B, (5) A-C, (6) A-F, (7) A-E, 127.12 (c) (2) A-B, (4) A-B, (5) A-C, (6) B, D
<b>Unit of Study:</b>	Weeks 5-6 <b>Coursework 103</b> -Claims Processing: CMS Claims Completion, Medicare/Medicaid, Claims Processing, TRICARE Claims Processing	<b>Unit of Study:</b>	Weeks 11-12 <b>Coursework 108</b> - Lymphatic & Immune System/Urinary/ Reproductive System; Lymphatic, Immune, Uniary & Reproductive System, ICD/CPT, Claims Completion <b>Coursework 109</b> - Endocrine, Nervous/Sensory/Special Senses - Eyes and Ears; Endocrine, Nervous, Sensory - Special Senses, Eyes & Ears, A&P/Medial Terms, ICD/CPT, Claims Completion	<b>Unit of Study:</b>	Weeks 17-18: <b>Coursework 112</b> - Professional Development; Resume, Cover Letter, Interviewing Skills, Professionalism
<b>TEKS</b>	130.233(c) (1) A-B; (2) A-B; (4) A; (5) A; (8) A-B; 130.228 (c) (3) A-E; (4) A-B; (6) A-B; 127.12 (c) (2) A-B; (4) A-B; (5) A-B; (6) B, D	<b>TEKS</b>	130.233 (c) (1) A-B, (2) A-F, (4) B, (7) A, (8) A-B, 130.228 (c) (1) A-B, (3) A-E, (4) A-B, (5) A-C, (6) A-F, (7) A-E, 127.12 (c) (2) A-B, (4) A-B, (5) A-B, (6) B, D	<b>TEKS</b>	130.233 (c) (1) A-B, (2) A-B, (3) A-C, (4) A-C, (7) A, (9) A-B, 130.228 (c) (1) A-F 127.12 (c) (2) A-B, (4) A-B, (5) A-C, (6) B, D

**Text, Readings, Materials:**

Our school uses Kaduceus as the curriculum source for our Medical Coding and Billing program. Students may sign on to their account on Kaduceus.com at any time to gain access to the course, assignments and study materials.

### Supplementary Reading(s):

Students will complete assignments using supplementary readings related to the healthcare field from classroom handouts, library materials, and computer accessible information. Students will be encouraged to practice Coding at home as well as learn the language of Insurance Coding by studying materials from class and found on the NCCT Website.

### TEACHING STRATEGIES

May include any or all of the following:

Lecture, Board Work, Demonstration, Lab Activity, Classroom Exercises, Discussion, Practice Questions, Examination, and Reading Assignments for Homework, Guest Lectures, Group Projects, Simulations and Oral Presentations.

### CLASS RULES

**BE PROMPT** – Students are expected to be in their seat and ready to learn when class begins. Students must present a pass to the instructor to excuse tardiness. Students who are late (20 minutes) will be marked absent. Class begins at the bell, so please don't miss out on instruction due to tardiness!

**BE CONSIDERATE** – Students are encouraged to share ideas with the class when appropriate...do not be a distraction to peers. Electronic equipment should be used at appropriate times during school hours.

**BE SUPPLIED** – Come to class prepared to work each day! Have all supplies on hand daily unless told otherwise by the instructor. School IDs must be worn during school hours with the exception of during activities the instructor deems the ID lanyard hazardous to the student's safety.

**BEHAVE** – Students have a choice in their behavior but not the consequences. Follow school district and class rules at all times. Academic dishonesty is never the "right" choice and will be handled by Academic dishonesty policy listed below.

**A supply box with pens, pencils, pencil sharpener, highlighter, and markers have been placed on every table in the classroom.** We all have days when we forget items needed in the class. This box has been placed to help keep our class flowing in the event of not coming prepared. Items borrowed are to be returned to the box so that it is there for others to use. Inventory will be part of our class procedures and our boxes should always have supplies in them. Students who take items not return them will have consequence for taking items that belong to the classroom.

### **MISD GRADING SYSTEM FOR GRADES 9-12**

The district high schools use a weighted numerical grading system.\* **The following chart reflects the MISD grading system for grades 9-12:**

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>F</b>	<b>Below 70</b>

An "Incomplete" (I) reflects incomplete student work and is not considered an academic grade.

\*See MISD Board Policy EIC (LOCAL).

### GRADING PRACTICES

**Six weeks grades** shall be obtained by averaging student work as detailed below. Daily assignments may count more than once, but no more than twice. MISD Curriculum Based Assessments (CBAs) are calculated as part of the daily work category.

### **ELECTIVES**

- 40% - Major Grades (tests, projects, lengthy assignments, etc.)
- 60% - Daily Work

## **SEMESTER EXAMS**

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.

## **TEST RETAKES**

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

## **LATE WORK**

- Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)
- If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

## **MAKEUP WORK** (because of absence for any class missed)

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

## **ACADEMIC DISHONESTY**

Teachers determine what constitutes cheating and/or plagiarism. Any copying of answers from assignments, transferring answers electronically or allowing a student to copy from your work is cheating. If you allow another student to copy from your work, that is cheating and you will face the same consequences as the person who copies the work. Any student who is sharing assignments from another class with students in my class will have work taken up and reported to the teacher of the class whom the work was assigned.

"Academic dishonesty includes, but is not limited to: plagiarism, fabrication of information, not properly using citations to give the owner credit, submitting the work of another person, allowing another person to substitute for oneself in completing the course work or taking a test, submitting work previously used without informing the instructor and securing approval, or tampering with computer files and/or academic work of others." MISD Student Handbook

The following may help you understand what constitutes plagiarism:

**All of the following are considered plagiarism:**

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism

**Consequences for academic dishonesty**

**Daily Work**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement

**Exams or Other Major Assessments**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement
  - An alternative exam or major assessment can be completed for a maximum grade of 70%
  - Academic Associate is notified and will schedule a meeting with student, parent and teacher

**GRADING PRACTICES**

**Six weeks grades** shall be obtained by averaging student work as detailed below. Daily assignments may count more than once, but no more than twice. MISD Curriculum Based Assessments (CBAs) are calculated as part of the daily work category.

**GRADING PERIOD**

**Tentative Assessment Dates** (*subject to change*)

<b>First Semester:</b>		<b>Second Semester:</b>	
1st grading period	08/14 - 09/20	4th grading period	01/08 - 02/21
2nd grading period	09/23 - 11/01	5th grading period	02/24 - 04/09
3rd grading period	11/04 - 12/18	6th grading period	04/13 - 05/28

**POSTING STUDENT WORK**

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

**NUMBER OF GRADES EACH SIX WEEK**

Regular Classes: 8 grades (minimum)  
Pre-AP/AP Classes: 8 grades (minimum)  
All Classes: 2 grades (minimum) per each grading category

**SEMESTER GRADES**

Semester grades are computed by averaging the numerical grades recorded for each of the three six week periods and the course semester exam.

**All courses**

First Six Weeks = 26%    Second Six Weeks = 27%    Third Six Weeks = 27%  
Semester Exam = 20%

Course credit is awarded with a grade of 70 or higher. If a student fails either semester of any MISD yearlong course and passes the opposite semester with a high enough grade for an overall average of 70 for the full course, a full credit will be granted. In this situation, for averaging to occur, the courses must have been taken during the same school year and in consecutive semesters.

## MATERIALS

Black pens  
#2 Pencils  
Additional items used for labs will be requested as needed.

Highlighter (1)  
Notebook paper

Three Ring Binder

Time to time we find ourselves in need of Kleenex or other classroom supplies. There are no grades given for providing such items, but an offer for a homework pass or other reward may be given for helping out as requested.

## PORTFOLIO

Each student will be required to organize a portfolio with examples of his/her work. Students are expected to maintain the three-ring binder as they would medical records in their career choice. It may be stored in the classroom for convenience. Portfolio checks may be announced or unannounced. The binder will include, but is not limited to, résumé, transcript(s), letters of recommendation, writing samples, certificates and awards.

## PARTICIPATION

Students will be expected to begin a daily warm-up activity once they have entered the classroom. The lesson may be a written and/or reading assignment that all students are expected to complete.

The class will be structured to allow students to master time management. This can be a positive experience if they are able to organize their time well. It requires students to take the responsibility for the time they spend in class. Students will have the opportunity to complete most of the work in class if they remain on task. Medical Billing and Coding assignments should be the only work to be done in class, unless the instructor gives permission to the contrary. Some of the materials we use will not be available outside of class, so they are encouraged to use class time wisely.

## STANDARDS

All assignments must be handed in on white, loose-leaf paper or typed. Please black ink pen only on all assignments unless it is a math assignment where only pencil is to be used. All work must be printed using standard printing letters and numbers that the teacher can easily read.

## FOR WORK

While this is not an English class, students are expected to use correct spelling and grammar on all written work. Frequently, people judge an individual's abilities based upon a sample of writing. ALL students are expected to print all work turned in and printing must easily read. Why some students have their "own" style of printing, for communication purposes, all printing must be easily read. Student will be given a grace period to adjust writing of 2 weeks, after which points will be deducted from each paper for each letter not printed in easily read form. Deduction will also be taken for misspelled words. On classwork and Tests, if a word is not spelled correctly, the answer will be marked wrong. No partial credit will be given. Headings should be in the upper, right corner of the first page and include full name, class section and the date. Staple each multiple page assignment together.

## ATTENDANCE POLICY

**Attendance is taken by students signing in on an attendance sheet each day. Students should only sign in for themselves. If a student is not in line to sign in our does not sign in by the tardy bell, they will be marked tardy. Any student arriving past 20 minutes of the first class bell, or not signing in at all on the attendance sheet will be marked absent. The attendance sheet is my roll and will not be changed due to student "forgetfulness".**

**At the Tardy Bell, I highlight all student names who have not signed in. Students in line to sign in when the tardy bell rings will be allowed to sign in without consequence. Students not signed in or are not in line to sign in will be marked tardy or absent, whichever applies.**

## TARDY POLICY

Students not in the classroom when the tardy bell rings will be considered tardy. Students who arrive 20 minutes after the first bell will be counted absent for that period. When a district bus is late to our campus, we are notified by the office. Students must mark "bus late" on the attendance sheet and IF we are notified of the late bus, the student will not be marked tardy. Students who ride busses should manage their time after getting off the bus and getting to class.

## RESTROOM/ LEAVING CLASSROOM

Students are to remain seated, listening/working, and raise their hand to ask a question or leave the room at all times. No restroom breaks are allowed during lecture or instruction. Allowing students to leave the classroom will be at the discretion of the instructor, unless otherwise noted by administrator.

## CELL PHONE

**This class is a NO CELL PHONE/NO SMART WATCH ZONE! Students will be expected to place their Cell Phones and Smart Watches in the Pocket Chart AS THEY WALK INTO CLASS. Classroom sets of Computers are available for research and classwork. Students will not be allowed to keep their devices in Back Packs or Purses as they could be accessed during the class. Access to devices for any reason not approved in advance by the teacher will lead to Academic Dishonesty Consequences.**

## CONSEQUENCES

Consequences for classroom violations are based upon the severity of the violation, the behavior/attitude of the student, and the frequency of the violation. I reserve the right to

### **Consequences include:**

- Verbal warning to student.
- One-on-one conversation with student (will have another staff member present)
- If electronic device - taken up and turned into office
- Call home or office referral.
- Office referral and call home.

## PROJECTS

Students will be expected to complete semester projects, which place emphasis on relevant topics, knowledge and skills. Projects will be major components of the course recorded as multiple test grades. Students will receive a criteria sheet to inform them of what is expected and how the point values are allotted.

## EXTERNSHIPS\*

Students are required to complete 16 hours of an externship with a medical billing office. We will be sending home details after the first week of school to cover this requirement.

## CERTIFICATION

Those who successfully complete this course will be eligible to take the NTTC exam. The exam will be scheduled when the student has met all the necessary requirements at the end of the fall semester at Ben Barber.

**The cost, subject to change, to sit for the Insurance/Coding Specialist is \$90. Students will be given a Practice exam at mid semester to determine a baseline of knowledge. This test will be very similar in style to the State Exam. Students will be given a "grade" they must achieve to "pass" this test. All students who pass this test and maintain an "80" average will be eligible for the district to pay for their entire test fee. They must pass the test with the score to be eligible...we cannot give make up tests or give "extra" points to get the student to a passing grade. The minimal grade will be announced in advance and will be determined by where we are in the curriculum at the time of testing. Students who do not pass the practice test may still take the State Exam if they meet course criteria for the Exam, but will have to pay for the entire test of \$90 prior to the deadline to register for the exam. The deadline will be announced at the beginning of the first semester.**

## ADVANCEMENT

Letters of recommendation will be written for those students wishing to advance their education and possible employment. Please be courteous to the instructor and allow at least 4 weeks needed to write a professional document. Letters of recommendation are only sent to schools and not given to individual students.

## M2

The Career Tech Student Organization (CTSO) for Health Science is M2. M2 is a student run organization that offers its members the opportunity to network with other like-minded students, develop leadership skills, take part in community service events and compete against other students in health related events at the local, state and national level. Multiple aspects of the M2 will be incorporated into the curriculum of classwork. Membership in M2 strongly encouraged. The instructor will present information regarding dues, along with other benefits of membership, to students. This year we will be competing in Skills USA through our student organization.

**LABORATORY SAFETY PROCEDURES:**

Read the activity instructions before attempting any laboratory procedure.

- 1) Long hair must be tied back when working in the laboratory.
- 2) No horseplay/improper behavior is permitted.
- 3) No lab work may be conducted without prior approval or adult supervision.
- 4) Do not taste nor ingest any chemicals/materials.
- 5) Do not pour any unused chemicals back into the stock containers.
- 6) When heated, equipment should be pointed so that the open end is not aimed at anyone.
- 7) Broken glass should be immediately be cleaned up and discarded into the appropriate container.
- 8) All waste must be discarded in the appropriate container(s).
- 9) Wash the laboratory table surface after the activity is finished.
- 10) Clean all equipment and return it to the storage area before leaving the laboratory work area.
- 11) Wash hands before being dismissed from the class.
- 12) Report any accident or injury to the instructor immediately, and then follow emergency procedures as necessary.
- 13) Student are required to keep an accurate inventory of all lab supplies.

**EYE SAFETY PROCEDURES:**

Students are to wear approved eye safety devices (goggles/safety glasses) whenever instructional programs involve the use of hot solids or liquids, caustic or explosive materials, and certain tools or machinery. In short, eye protection must be worn in the laboratory at all times except when specifically told by the instructor that they are not needed.

**ELECTRONIC EQUIPMENT PROCEDURES:**

- 1) Students must have proper student ID and campus authorization before use of computer equipment is allowed.
- 2) Students’ internet activities should be directly related to the curriculum. Examples: Students should not check email, play on-line games or surf for entertainment.
- 3) Students should log off their desktop environment (ie. Windows) at the end of each session and the last class of the day should shut all systems down.
- 4) Students will not download software or data nor install software unless specifically instructed to do so by the teacher.
- 5) Students may not bring outside media into a computer area. This would include USB drives, CDs (including music CDs), DVDs and any other form of electronic media.
- 6) The use of the district network services is a **PRIVILEGE**, not a right. Students will follow the acceptable use policy of Mansfield ISD at all times. Inappropriate use may result in the cancellation of those privileges.
- 7) Violations will be referred to a campus administrator for disciplinary or legal action. Consequences will be based on policies established in the Student Handbook, Code of Conduct, Federal and State law.

**No lab work may be completed until both student and parent sign/return this form.**

By signing this document, parents acknowledge reading the Clinical Pharmacology syllabus and agree to support said student with required course work. Parents are hereby giving their son/daughter permission to participate in the MISD HSTE class activities and to use the internet for educational purposes during class.

Students will be given ongoing verbal instructions from the health science instructor concerning classroom procedures. In order to avoid injuries and damage to equipment, students must observe and obey classroom rules at all times. Students must realize that failure to observe laboratory instructions could result in serious injury and they must acknowledge responsibility towards the care to be used in handling all materials and equipment. If safety rules are neglected students may be removed from the laboratory portion of the HSTE course. A student’s signature demonstrates an agreement to comply with course rules and guidelines.

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
Parent’s Name

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
Parent Business/Cell Telephone #

\_\_\_\_\_  
Parent Email Address

**\*once completed, please separate papers and return last two pages to the Ms. DeWeerd**

**Health Science Technology Education  
Ben Barber Innovation Academy  
2019-2020 Information Sheet**

Name \_\_\_\_\_  
Last First Middle Initial

Preferred Name \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Texas Zip Code \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_

Father's Name \_\_\_\_\_ Home Phone# \_\_\_\_\_

Address \_\_\_\_\_ Business/Cell Phone# \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone# \_\_\_\_\_

Address \_\_\_\_\_ Business/Cell Phone# \_\_\_\_\_

Other \_\_\_\_\_ Home Phone# \_\_\_\_\_

Address \_\_\_\_\_ Business/Cell Phone# \_\_\_\_\_

I am currently live with: (Circle all that apply) Parents Father Mother Other  
\_\_\_\_\_

Identify extracurricular/co-curricular activities in which you participate: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about the Medical Billing and Coding class? \_\_\_\_\_  
\_\_\_\_\_

What is your career plans for the future? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Best Parent/Guardian to call if needed:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_



Most Important Questions.....

What can we do to make sure that you feel successful every day?

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What is your academic Strength?

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In classes...where do you have to work harder?

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We are "One Team/One Dream," therefore we will only be as successful this year as we are a collective class. You will be expected to work hard, ask for help when needed and help as needed so that every member of our class family will share in a very successful school year. Keep up with the studies....they will get you to your goal!