



California State University, Sacramento
 Department of Communication Sciences and Disorders
 Doctor of Audiology (Au.D.)
 SYLLABUS & COURSE OUTLINE

Semester/Year: Spring 2025	Course: CSAD 650: Methods Coding and Billing	Section: 01
Meeting Days: Tuesdays	Meeting Times: 9-9.50 a.m.	Location: FLS Hall 1051
Instructor: Jithin Balan, Ph.D., ABAC	Email: jithin.balan@csus.edu	
Office Hours: Tuesdays 10.30 -12 p.m. by appointment	Location: 2306 A, Folsom	

Catalogue Course Description:

CSAD 650 Clinical Methods: Billing and Coding. 1 Unit

Prerequisite(s): Admission to Doctor of Audiology program; [CSAD 610](#), [CSAD 620](#), [CSAD 630](#), [CSAD 640](#)

Corequisite(s): [CSAD 650C](#)

Overview of coding, billing, and reimbursement for audiology services and devices. Students will learn current federal regulations and laws that affect audiology practice.

Sacramento State Graduate Learning Goals (GLG)

Sacramento State Graduate Learning Goals (GLG)	Addressed by this course (Y/N)
Disciplinary knowledge: <i>Master, integrate, and apply disciplinary knowledge and skills to current, practical, and important contexts and situations.</i>	Y
Communication: <i>Communicate key knowledge with clarity and purpose both within the discipline and in broader contexts.</i>	Y
Critical thinking/analysis: <i>Demonstrate the ability to be creative, analytical, and critical thinkers.</i>	Y
Information literacy: <i>Demonstrate the ability to obtain, assess, and analyze information from a myriad of sources.</i>	Y
Professionalism: <i>Demonstrate an understanding of professional integrity.</i>	Y
Intercultural/Global Perspectives: <i>Demonstrate relevant knowledge and application of intercultural and/or global perspectives.</i>	Y
Research: <i>Conduct independent research resulting in an original contribution to knowledge in the focused areas of their graduate program</i>	Y

Expected Learning Outcomes (ELO)

Mastery of each student-learning outcome listed below is indicated by a grade of B or better on each component of the corresponding measures listed in the table. Students are required to track their progress towards meeting each learning outcome and must make an appointment with the instructor for any grade equal to or less than a B. The instructor will suggest strategies to help you establish competence and knowledge in these areas.

Students should track their progress towards meeting each learning outcome by listing their grades on the table below over the course of the semester.

CSAD 650 SPECIFIC STUDENT LEARNING OUTCOMES:

1. Summarize federal regulations, including Medicare, that are applicable to audiology and the billing of services.
2. Identify CPT/ICD-10/HCPCS codes to bill for audiology services.
3. Describe reimbursement from third-party payers.
4. Discuss the role of the audiologist in various employment settings and for revenue purposes.

Course Learning Outcome	Components Indicating Competence	Grades Received
1-4	Quizzes, Mock Patients, Case Report Presentation, Participation, Code Assignment	

Textbooks, Materials, and Online Resources:

- The Essential Guide to Coding in Audiology: Coding, Billing, and Practice Management. (2018). United States: Plural Publishing.
Author: Debra Abel, ISBN:9781597568937, 1597568937
- Glaser, R. G., Traynor, R. M. (2017). Strategic Practice Management: Business Considerations for Audiologists and Other Healthcare Professionals, Third Edition. United States: Plural Publishing.
- ASHA and AAA website for the latest information regarding billing and coding.

Links to required readings and videos can be found in Canvas.

Online Resources:

Access the CSUS Library is a requirement of this course. Please become familiar with library access and login information as quickly as possible. This will make your life much easier. Link the CSUS Library to any scholarly search engine you use as this will give you access to required readings of journal articles. Do not pay for any articles. As a CSUS student you should have free access to the library and its resources. The Department has access to the Health Sciences Librarian Rachel Stark. She is available to you for assistance and questions on how to utilize the library effectively. <https://library.csus.edu/directory/rachel-stark>

Access to CANVAS is a requirement of this course. Campus computers are available for student use in many locations. Laptops are available to loan out as needed. Please get in touch with the Department for further information. This course is posted on CANVAS. All lecture material and required readings not in the textbook will be available only on CANVAS. I do not recommend printing the lectures until the day before class, as the content could change. Grades and statistics for the tests will be posted on CANVAS. Please forward interesting links to me as I will post them for the benefit of the entire class. Required readings will be posted in WORD or PDF format on CANVAS. All submissions must be in WORD or PDF format.

Course Requirements/Components:

Microsoft Office Suite

- WORD
- EXCEL
- POWERPOINT
- Adobe Reader

Course Format: Hybrid in-person lecture and Zoom.

Remediation: If you receive a midterm grade lower than a B, you must sign up for an office hour to discuss your exam. If you cannot come during office hours, I will schedule a special appointment with you. I will analyze your exam with you and identify areas where you have needed help with specific course learning outcomes/competencies. I will give you specific strategies and suggestions to help you establish competence and knowledge in these areas.

Make-up Policy: There are no make-up quizzes or exams. Your attendance is required live at every class period to take these quizzes and exams. The syllabus clearly states the necessary dates. Any absences will require a doctor's note. Late for an exam or quiz will not entitle you to extra time. If you miss a short quiz because you are late for class or absent, you will not be given another to make up for it, and you will lose those points.

Scholarly Writing and Publishing Principles: The course (and this entire program) will follow the American Psychological Association Publication Manual for citation (APA Style). You will be provided with those guidelines.

Readings: The assigned readings are not optional you will be assessed on the material. The material will only be covered briefly in class. This course requires extensive reading. Be prepared and read all reading assignments before class.

Grading Policy:

Participation: Actively engage in class. Midterm and final reflections will be included in the participation grade.

Case Presentations: Cases seen in the clinic will be presented to the class with a focus on the correct billing and coding procedures.

Discussion Board: Students will be required to participate in discussion boards. Students will post de-identified information about cases they have seen in the clinic with a focus on billing and coding. Students will be required to both post and reply to other posts. See Canvas for more information.

Quizzes: Quizzes will be through Canvas and must be completed during the scheduled timeframe. Quizzes will be based on class lectures, assigned readings, class activities/homework, and discussions. Quizzes may comprise multiple choice, true/false, matching, and/or short answer questions.

Coding Sheet: Each student will be responsible for organizing a chart of commonly used codes for audiology.

CSUS Grading Policy

The CSUS Grading Policy (Policy# 11476953) can be found at:
<https://sacramentostate.policystat.com/policy/11476953/latest>

Travel policy: <https://www.csus.edu/college/health-human-services/communication-sciences-disorders/internal/documents/policy/csad-student-travel-policy.pdf>

If you are sick, stay home and do not attend class. Notify your instructor. Please self-diagnose if you are experiencing any COVID- like symptoms (fever, cough, sore throat, muscle aches, loss of smell or taste, nausea, diarrhea, or headache) or have had exposure to someone who has tested positive for COVID contact Student Health & Counseling Services (SHCS) at 916-278-6461 to receive guidance and/or medical care. The CDC provides a good source of information regarding COVID-19 and a way to self-check

symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Students must adhere to COVID-19 policies regarding mask wearing and vaccinations as described on the CSUS website. Please see <https://www.csus.edu/compliance/risk-management/coronavirus.html> and <https://www.csus.edu/return-to-campus/return-to-campus-faq.html> for more information and updates.

Grading Policy:

Source	Points	% of Grade
Participation	50	20
Presentations	50	15
Discussion post x 7	140	15
Quizzes	60	40
Coding sheet	50	10
Total	350	100%

Letter grades are assigned according to the following scores

Letter	%
A	93-100%
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	63-66.99%
D-	60-62.99%
F	< 60%

Attendance Policy

Students are expected to arrive in class on time, prepared to participate and engage in classroom activities for both in-person and synchronous/virtual interactions. Students are responsible for class content, lecture materials, assignments, announcements, and must be aware of changes in the class schedule. Students are advised that instructional faculty may include an attendance policy in courses, which may require attendance as part of the student's course grade. These policies will be set in the syllabus.

Given the full-time, intensive nature this doctoral program, it is important that students contact instructors if they are absent or are anticipating absence, especially over an extended period of time. In the case of the latter, the Au.D. Program Director must also be notified. Attendance for clinical practica is outlined in the clinic handbook.

Email

Students in the Au.D. program are required to maintain an active CSUS email address, which is linked to the student ID number. Official emails will be sent through CSUS email. Students are expected to regularly check their CSUS emails.

Course Policies/Procedures:

Attendance

Students are expected to arrive in class on time, be prepared to participate, and engage in classroom activities for both in-person and synchronous/virtual interactions. Students are responsible for class content, lecture materials, assignments, and announcements and must be aware of changes in the class schedule. Students are advised that instructional faculty may include an attendance policy in courses, which may require attendance as part of the student's course grade. These policies will be set in the syllabus.

Given this doctoral program's full-time, intensive nature, students must contact instructors if they are absent or anticipate absence, especially over an extended period. In the case of the latter, the Au.D. The Program Director must also be notified. Attendance for clinical practice is outlined in the clinic handbook.

Tentative Course Schedule/Outline:

Date	Topic/Class Content	Readings	Assignment
1/21	Intro to course	Course syllabus on Canvas	
1/28	The codes: CPT, ICD-10-CM and BSPC	Abel- Ch. 1	Discussion post #1 due (Erica)
2/4	Specific Audiological Issues: Evaluation and Management codes	Abel- Ch. 1	
2/11	Introduction to Medicare	Abel- Ch. 2	Discussion post #2 due (Jamie)

2/18	Federal regulations applicable to Audiology	Abel- Ch. 3	
2/25	Federal regulations applicable to Audiology	Abel- Ch. 3	Discussion post #3 due (Jaleasha)
3/04	Third party reimbursement, contracting and credentialing for Audiology Services	Abel- Ch. 4	
3/11	Itemizing professional services for hearing aids	Abel- Ch. 5	Discussion post #4 due (Nikki)
3/18	Midterm Exam Midterm reflections		# Quiz 1 Midterm reflections due
3/25	Practicing in an Otolaryngology Office: Understanding your role	Abel- Ch. 6	Assignment: Coding Sheet due
4/01	<i>Spring Recess</i>		
4/08	Practice Management for Audiologist	Abel- Ch. 7	Discussion post #5 due (Raymund)
4/15	Presentations	Erica, Jamie	Presentation due
4/22	Presentations	Jaleasha, Nikki	Discussion post #6 due (Serena)
4/29	Presentations	Raymund, Serena	
5/06	Presentations	Warren	Discussion post #7 due (Warren)
5/13	Final Exam		# Quiz Final Final Reflections due

Hornet Honor Code

<https://www.csus.edu/student-affairs/internal/documents/hornet-honor-code.pdf>

As proud members and representatives of the Sacramento State Hornet community, we commit ourselves to actively promoting honesty, integrity, respect, and care for every person, ensuring a welcoming campus environment, and striving to help every member of our Hornet family feel a strong sense of belonging.

As Hornets, we will:

- Promote an inclusive campus and community
- Listen and respect each other's thoughts, interests, and views Value diversity and learn from one another
- Engage daily with mutual trust, care, and integrity
- Support a culture of honor and adhere to campus policies for honesty, ethics, and conduct
- Be proud to be Sac State Hornets.

Academic conduct

Students enrolled in the Au.D. program must adhere to the Department and University policies on academic misconduct. Please see the department's policy on academic misconduct ("Policy on Student Academic and Clinical Conduct"). The following are expectations for professional behavior in the classroom:

- Ethics: Students must uphold the ethical standards set forth by professional bodies in the field (see Appendices C and D).
 - Respect: Students should demonstrate respect to their peers, instructors, and staff.
 - Feedback: Students are expected to self-reflect and modify their work in response to feedback, while displaying non-defensive behavior to suggestions.
 - Health: Students should maintain their personal wellness and health, attending to any needs in a timely fashion in order to support their academic and professional growth.
 - Attire: Students should dress appropriately for class. Classes may be held in clinic space, so students are expected to observe the clinic dress code.
 - Accountability: Students are expected to be accountable, honest, and professional for their activities and communications. The general principles of ethical behavior should be applied to their coursework, evaluations, and examinations.
 - Language: Students should demonstrate professional oral and written communication, including emails. Discretion and professional language should be used in all modalities, emphasizing constructive rather than reactive use.
 - Scholarship: Students should take an active role in their learning, recognizing their deficiencies and seeking to correct them, as part of their commitment to lifelong learning.
 - Effort: Students should collaborate and work to complete tasks and assignments on time or by the set deadline. Students are expected to follow through on all activities while maintaining professionalism and intellectual curiosity.
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Commitment to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

Sac State's Academic Honesty Policy & Procedures

“The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades.” Read more about Sac State's Academic Honesty Policy & Procedures at the following website:

<https://sacramentostat.com/policy/11300038/latest>

Definitions: At Sac State, “cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.” **Plagiarism** is a form of cheating. At Sac State, “plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution.” Source: Sacramento State University Library Note: Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.

Department Policy on Use of APA format

The Department of Communication Sciences and Disorders requires the use of the APA format and style. All students are required to reference the APA manual (7th edition.) All assignments are to be composed using APA format and style unless otherwise noted.

Understand When You May Drop This Course

It is the student's responsibility to understand when he/she need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons include: (a) documented and significant change in work hours, leaving student unable to attend class, or (b) documented and severe physical/mental illness/injury to the student or student's family. Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if there is a compelling extenuating circumstance. All incomplete course assignments must be completed by the department's policy.

Equal Access

California State University-Sacramento, Department of Communication Sciences and Disorders, seeks to provide equal access to its programs, services, and activities for people with disabilities. If you have a documented disability and verification from the Disability Access Center (DAC), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to DAC and meet with a DAC counselor to request special accommodation before classes start. **Sacramento State Disability Access Center (DAC)** offers a wide range of support services and accommodations for students in order to ensure students with disabilities have equal access and opportunity to pursue their educational goals. Working collaboratively with students, faculty, staff and administrators, DAC provides consultation and serves as the information resource on disability related issues to the campus community. DAC is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) or (916) 278-7239 (TDD only) or via email at dac@csus.edu Additional information can be found on the DAC website: <https://www.csus.edu/student-affairs/centers-programs/disability-access-center/>

Crisis Assistance & Resource Education Support (CARES) Support

If you are experiencing challenges in the area of food and/or stable housing, help is just a click, email or phone call away! Sacramento State offers basic needs support for students who are experiencing challenges in these areas. Please visit our Crisis Assistance & Resource Education Support (CARES) website to learn more about your options and resources available. <https://www.csus.edu/student-affairs/crisis-assistance-resource-education-support/>

Title IX

The University requires faculty and staff to report any personal disclosures of sexual misconduct including rape, dating/domestic violence and stalking to the Title IX Coordinator. Students who do not wish to report their experience to me or the Title IX Coordinator may speak to someone confidentially by contacting Student Health and Counseling Services.

Sac State is committed to supporting students and fostering a campus environment free of sexual misconduct and gender-based discrimination. If a student chooses to disclose to a faculty or staff member an experience related to sexual misconduct which includes rape, relationship violence, or stalking, all faculty and staff are obligated to report this disclosure to the university's Title IX Coordinator. Sac State's Title IX Coordinator is Mary Lee Vance. Please email equalopportunity@csus.edu or (916) 278-5770. Upon receipt of the report, the Title IX Coordinator will contact you to inform you of your rights and options as a survivor and connect you with support resources,

including resolution options for holding accountable the person who harmed you. Students who elect not to discuss their experience with the Title IX Coordinator can speak confidentially to the following confidential resources:

Student Health & Counseling Services at The WELL On Campus

Phone Number: 916-278-6461

Website: <https://www.csus.edu/student-life/health-counseling/counseling/>

Campus Confidential Advocate Email: weave@csus.edu

On Campus Phone Number: 916-278-5850 (during business hours)

WEAVE 24/7 Hotline: 916-920-2952

Other Resources

The Office of Student Affairs maintains a list of campus resources/centers: <https://www.csus.edu/center/>

Testing Center: <https://www.csus.edu/testing/>

Library: <https://library.csus.edu/>

Student Health and Counseling Services at The WELL: <https://www.csus.edu/shcs/>

Sacramento State Disability Access Center (DAC): <https://www.csus.edu/student-affairs/centers-programs/disability-access-center/>

Peer & Academic Resource Center: <https://www.csus.edu/parc/>

Student Academic Success and Education Equity Programs: <https://www.csus.edu/saseep/>

CHHS Student Success Center: <https://www.csus.edu/college/health-human-services/student-success/>

Reading & Writing Center: <https://www.csus.edu/undergraduate-studies/writing-program/reading-writing-center.html>

SMART Thinking (tutoring resource): <https://www.csus.edu/student-affairs/centers-programs/degrees-project/internal/documents/smarthinking.pdf>

Knowledge And Skills Acquisition (KASA) For Certification in Audiology

ASHA Knowledge And Skills Acquisition (KASA) tracking for courses and clinics in the AuD program can be found online in the student's CALIPSO account.

CSAD 650 Clinical Methods: Billing and Coding

Scientific and Research Foundations

- The basics of communication sciences (e.g., acoustics, psychoacoustics and neurological processes of speech, language, and hearing)

Standard II-A: Foundations of Practice

- A18. The role, scope of practice, and responsibilities of audiologists and other related professionals
- A19. Healthcare, private practice, and educational service delivery systems
- A20. Management and business practices, including but not limited to cost analysis, budgeting, coding, billing and reimbursement, and patient management
- A22. Legal and ethical practices, including standards for professional conduct, patient rights, confidentiality, credentialing, and legislative and regulatory mandates