F.A. DAVIS COMPANY

MEDICAL CODING LAB

Instructor Getting Started Guide

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SPECIFICATIONS

Medical Coding Lab is an online interactive program designed to make this complex subject matter easier for students to master. The content coordinates with the title "Conquer Medical Coding: A Critical Thinking Approach with Coding Simulations" by Jean H. Jurek, Stacey Mosay, and Daphne Neris.

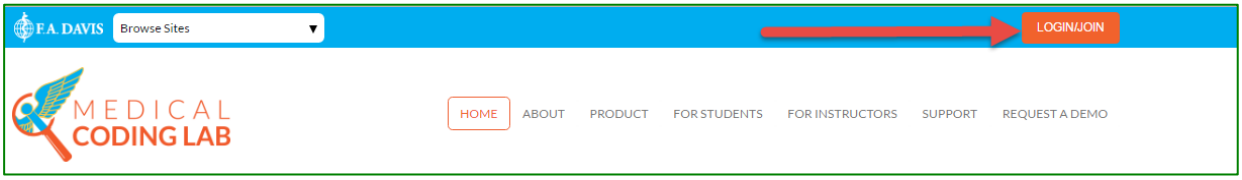
Medical Coding Lab is compatible with Internet Explorer 9+, and the latest versions of Mozilla Firefox, Google Chrome, and Apple Safari. It also incorporates responsive design, which means it should work on most mobile devices as well as home computers.

Adobe Acrobat or Adobe Reader is required to view PDF files. JavaScript needs to be enabled to view certain features of the program.

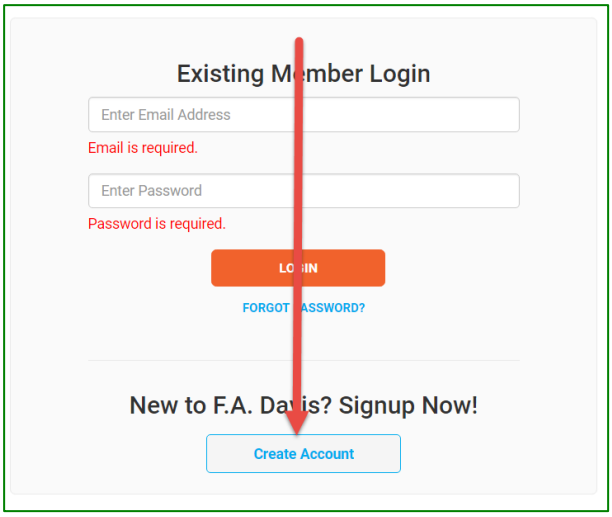
CREATING AN ACCOUNT

Creating an account only takes a moment. Please note that if you are an existing Davis*Plus* member, you do not need to create a new account. Your Davis*Plus* account credentials will work when logging into Medical Coding Lab.

To begin, go to www.MedicalCodingLab.com and click the "**Login/Join**" button, located in the top right corner of the homepage.



To create an account, click the "Create Account" button.



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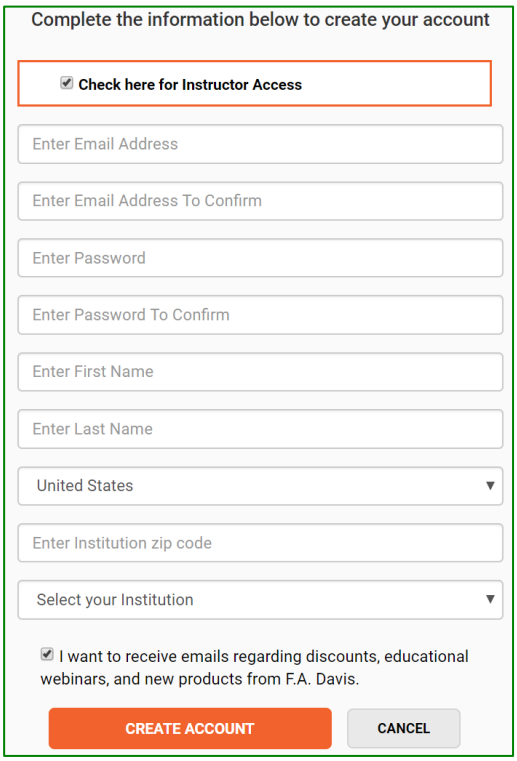
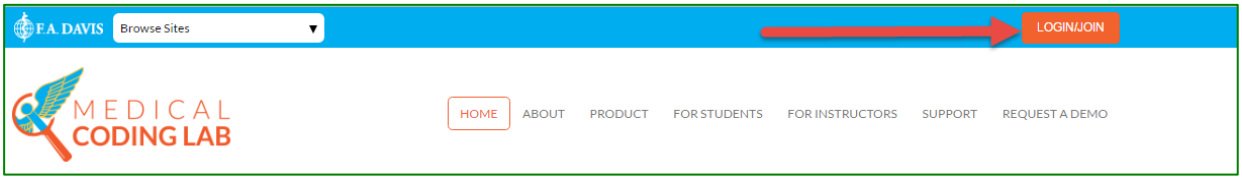
Next, enter your account credentials:

1. Click the box next to "*Check here for Instructor Access*."
2. Enter your e-mail address.
3. Create your password.
4. Enter your name.
5. Enter your school information.
6. Click the "Create Account" button.



EXISTING DAVIS*PLUS* MEMBERS

Once you have created an account, log into Medical Coding Lab by clicking the "**Login/Join**" link.



Enter your e-mail address and password and click "login."

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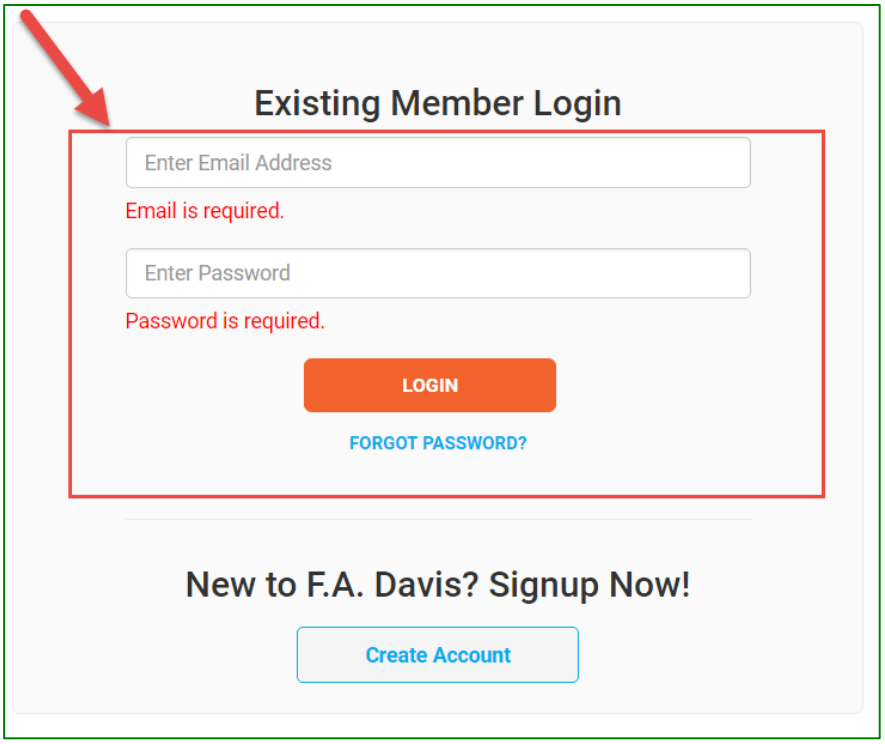
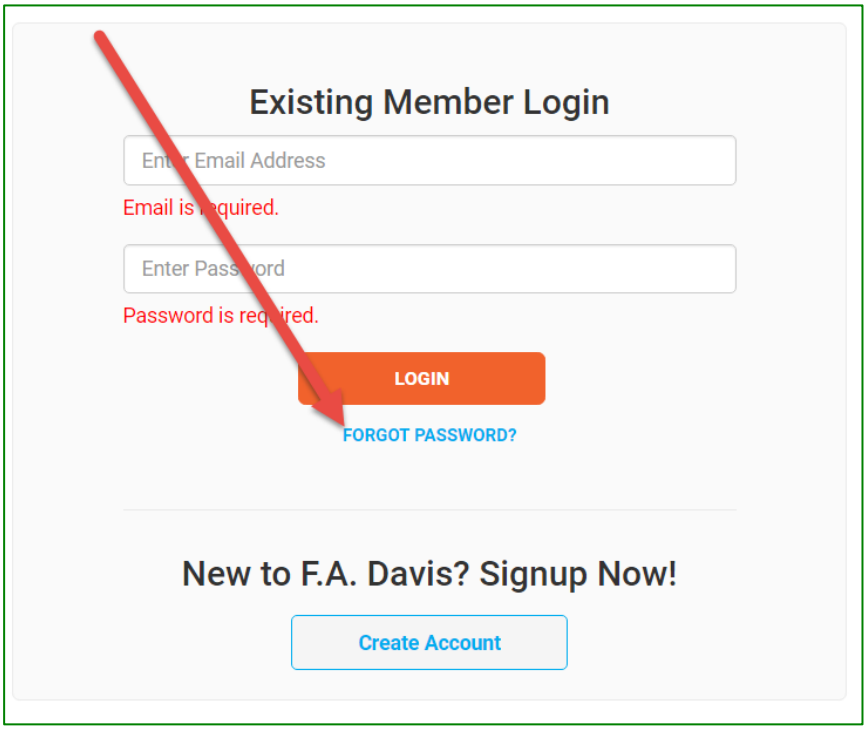


RESETTING PASSWORDS

You can reset your password by clicking the "**FORGOT PASSWORD**" link, then entering your e-mail address. A link to reset your password will be e-mailed to you. If the e-mail doesn't arrive, please check your spam folder.



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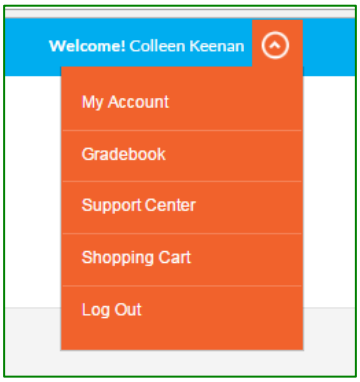
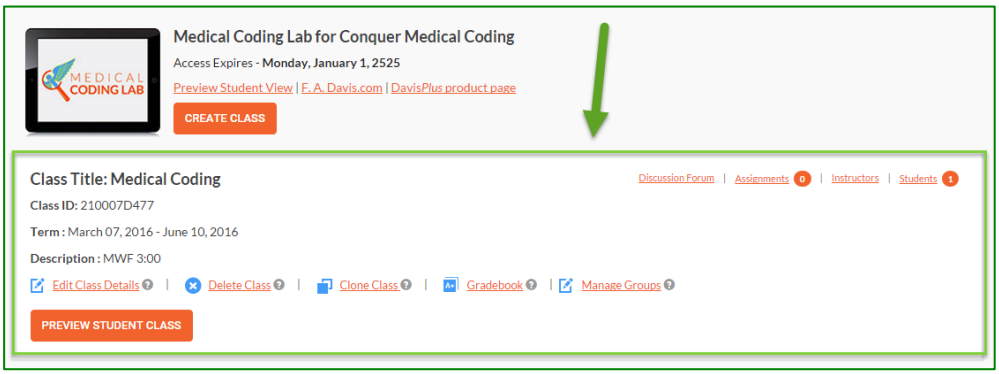
Passwords can be updated at any time on the "**My Account**" page. To access this, click the dropdown arrow located by the "Welcome" message, and click "My Account." Then, enter and confirm your new password.



DASHBOARD

After logging into Medical Coding Lab, the dashboard will be displayed.

After creating a class, the class information will be displayed on the dashboard.



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CREATING A CLASS

To assign exercises and activities, track students' progress, and have students' grades submitted to the gradebook, the instructor must create a class by clicking the "**CREATE CLASS**" button. Failure to create a class results in student work not being submitted to the instructor gradebook.

Class Details

After clicking the "Create Class" button, the "Create Class" page opens. This page is also referred to as the "Class Management Wizard." This is where the instructor will enter the class details.

Class Title

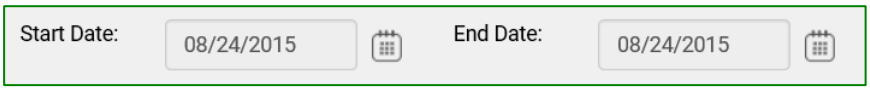
Instructors add the class title. This is a mandatory field.

Class Description

Instructors include a description of the course. This field is optional.

Class Start and End Dates

Instructors enter the start and end dates for the class. This is a mandatory field.



The start date is the date the class will become available to the students. The end date is the date students will no longer be able to access the class or enter work into the instructor's gradebook. The students will still have access to Medical Coding Lab as a resource after the end date, through the duration of their access.

Auto-Enroll Students and Auto-Import Grades

Instructors will select "Auto-enroll students" to automatically add students to the class when they submit the Class ID. The instructor will receive a notification for each enrollment. If instructors do not choose to check this box, they will have to approve each student into the class after they enter the Class ID. If the students completed activities in the product prior to being enrolled in the class, the instructor can choose to import those grades. The instructor will select "Auto-Import Grades" to allow

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students' progress to be automatically copied into the class gradebook when the students enroll in the class.

Class ID

Each class created within Medical Coding Lab will have a unique Class ID. Instructors must provide students the Class ID for them access their Medical Coding Lab class, take the assignments, and submit work to the instructor's gradebook. It is recommended that instructors distribute the Class ID to their students by e-mail, because the program does not distribute the codes to students.

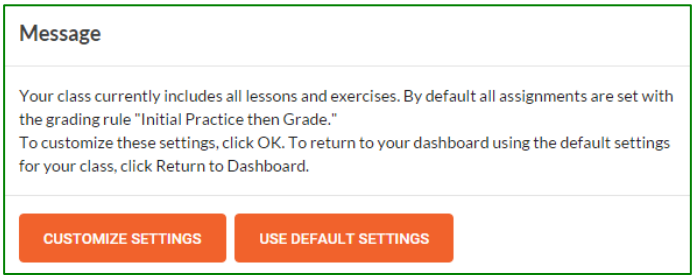
Confirming Class Creation

There are three elements that confirm that the class has been successfully created. Within each option, the Class ID number is displayed.

1. After entering the class details and clicking the "Save and Continue" button, a pop-up message will open. The Class ID will be included within the confirmation message.
2. The instructor will receive a confirmation e-mail, which also includes the Class ID.
3. The Class ID will be included within the Dashboard view.

Using Default or Customized Settings

After a class is created, instructors will be asked if they prefer to customize the settings or use the default settings. Using default settings means that **all** of the content of Medical Coding Lab will become available to students in the class at the start date. However, if instructors would like to make adjustments to the settings — such as reordering or removing lessons, choosing different start and end dates for activities, and removing activities the instructors are not interested in using — they should choose to customize settings.



Lesson Reorder

Instructors can drag and drop the lessons within the "Lessons Included in Class" column to change the order; move those lessons that are not to be included into the "Available Lessons" column to the right; and then click "Save and Continue." There is also an option to "Reset" if the user would like to start from scratch.

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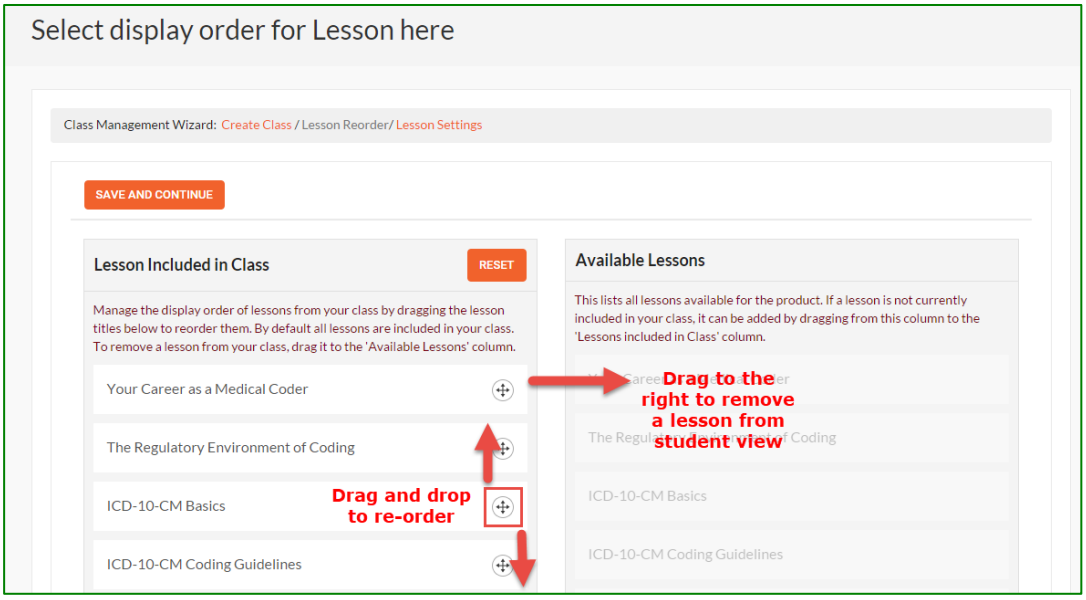
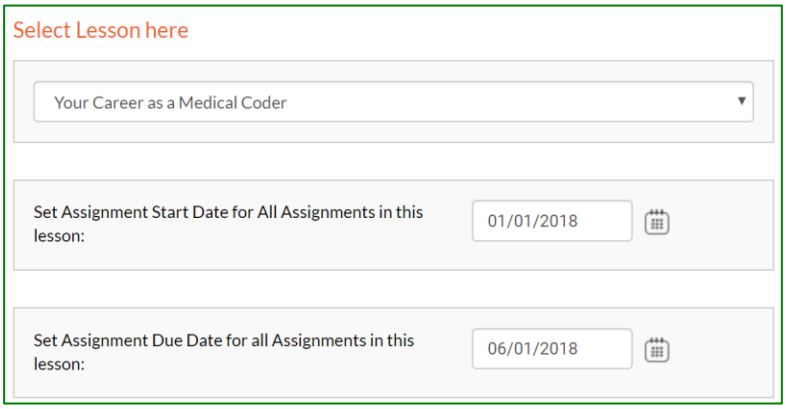


Lesson Settings

Default Settings

Default Start and End Dates

From the initial drop-down menu, instructors choose the lesson to focus on. They set the default start and end dates for all assignments within the lesson. After the assignment due date passes, the students cannot submit work to the instructor's gradebook for that lesson. If the instructor decides not to customize this field, the assignment due date will default to the last day of the class.



Default Grading Rules

The instructor can set universal grading rules for all exercises within a lesson. They may choose "Grade on First Attempt then Practice" to have the students graded on the first attempt (and then continue to practice without being graded), or "Initial Practice then Grade" to allow the students to practice an activity as many times as they would like, view the results, and retake the activity until they are comfortable with submitting work for a grade. Finally, the "Practice Only" option allows students to work without any grades submitted to your instructor gradebook.

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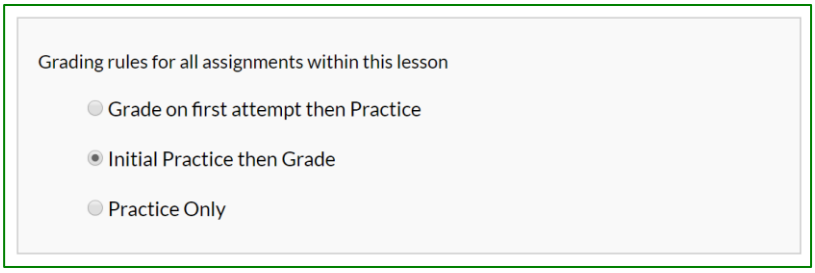
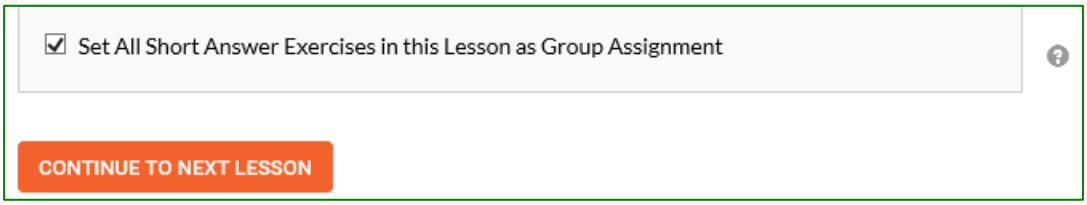


Group Assignments

For Short Answer exercises, students write in a text box to answer the question. These exercises are not graded by the program; instructors must manually grade these. Instructors might wish to make these exercises "group assignments." Choosing this feature allows student submissions to be posted to the Group Discussion Forum, where other students in the group may view the submission and make comments and suggestions.

Instructors may choose to "Continue to Next Lesson" after choosing global settings; however they may also choose to scroll down on the Lesson Settings screen to fine-tune individual exercise settings.



Customized Settings

Each type of activity can be expanded and contracted to reveal the exercises included. Users may click on the link of the exercise to view its content in a separate tab. Start and end dates, grading rules, and group activity settings will populate automatically based on the default settings previously chosen; however, the user can make adjustments on an individual level here.

Once the settings of one lesson and its activities are complete, instructors click "Continue to Next Lesson" to save those settings and move forward to the next lesson. If they have completed all of their settings, they instead choose "Exit Lesson Settings" to return to the dashboard.

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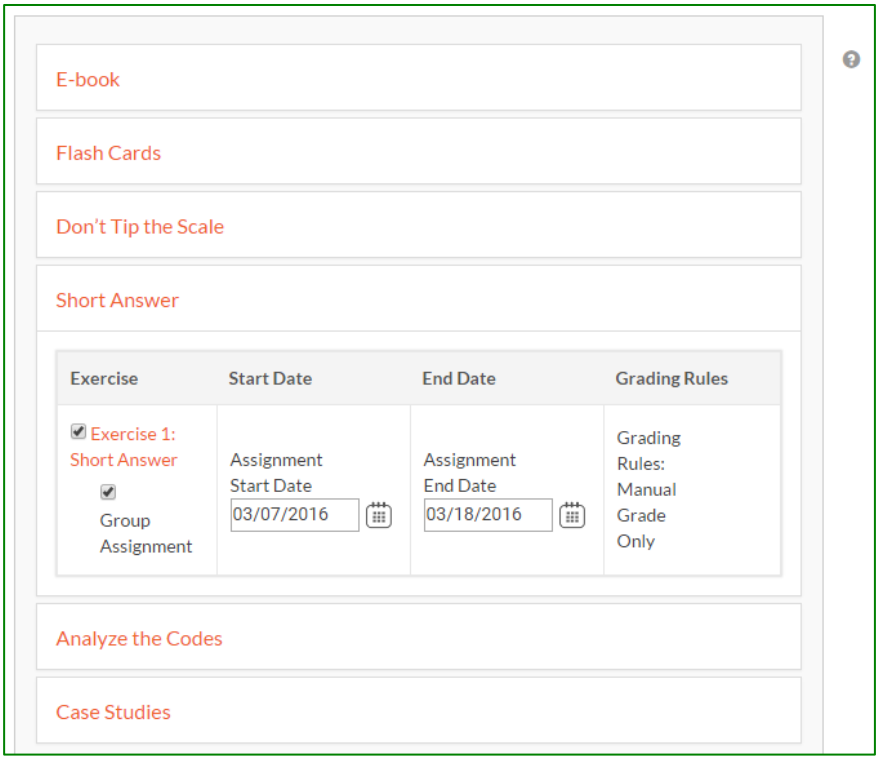
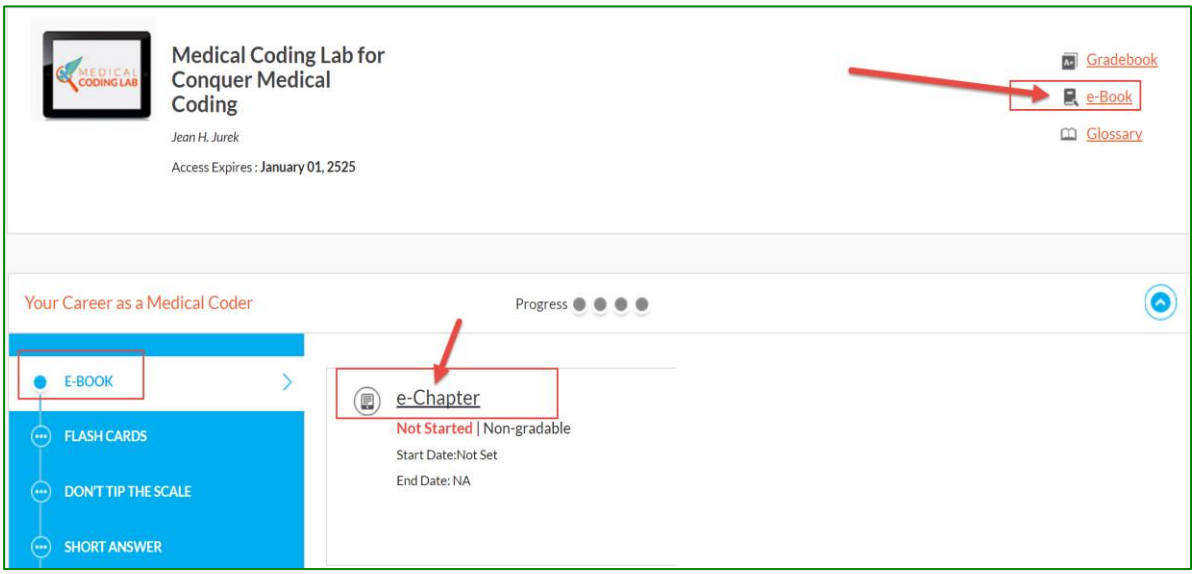


Activity Types

Medical Coding Lab offers a number of activity types for the students to complete.

e-Book by Lesson

The interactive e-Book can be accessed directly in the product, divided by lesson. Students can alternatively access the comprehensive e-Book through the "e-Book" link at the top of the page.



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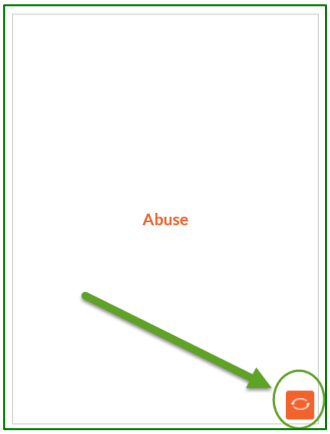
Instructors also have access to the e-Book via their dashboard.

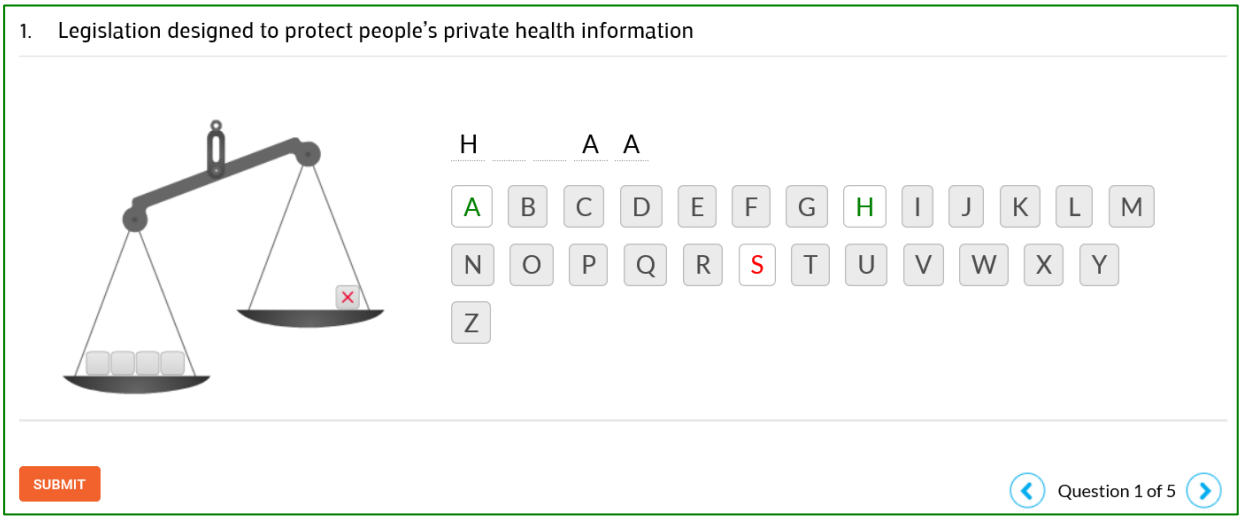
Flash Cards

Key terminology is presented in electronic flash cards. Like the rest of the product, these can be accessed on handheld devices so that students on-the-go can review them wherever they are, whenever they want.



Don't Tip the Scale

This is a terminology game in which students are provided a clue about a term and then select letters to spell it. Guessing too many incorrect letters causes the scale to tip.



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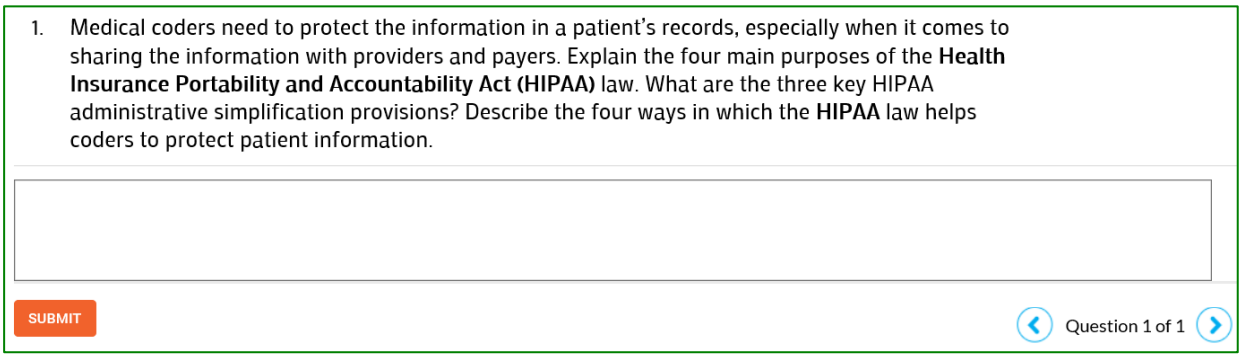
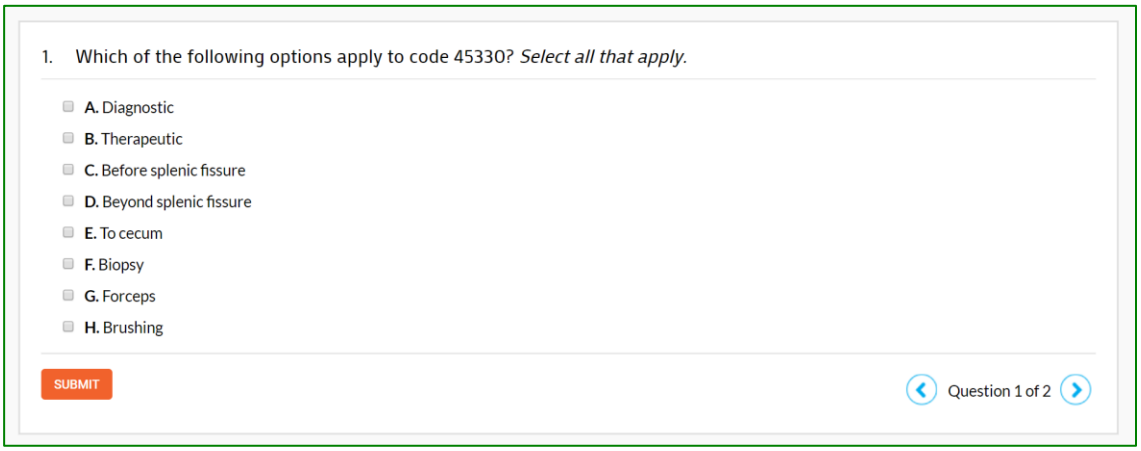
Short Answer

Students type their answers to the questions in the fields provided, and then submit. These questions are not automatically scored — the instructor either needs to manually review them or set them up as Group Assignments.



Analyze the Codes

CPT lessons include this activity, in which the student selects all of the pertinent elements for an accurate CPT code assignment. Other elements may be provided that would not be appropriate for that code.



Build Medical Codes

For ICD-10 lessons, students are provided case scenarios and then continue to code the patient diagnosis through a drag-and-drop activity. Correct answers are provided after the student submits the work.

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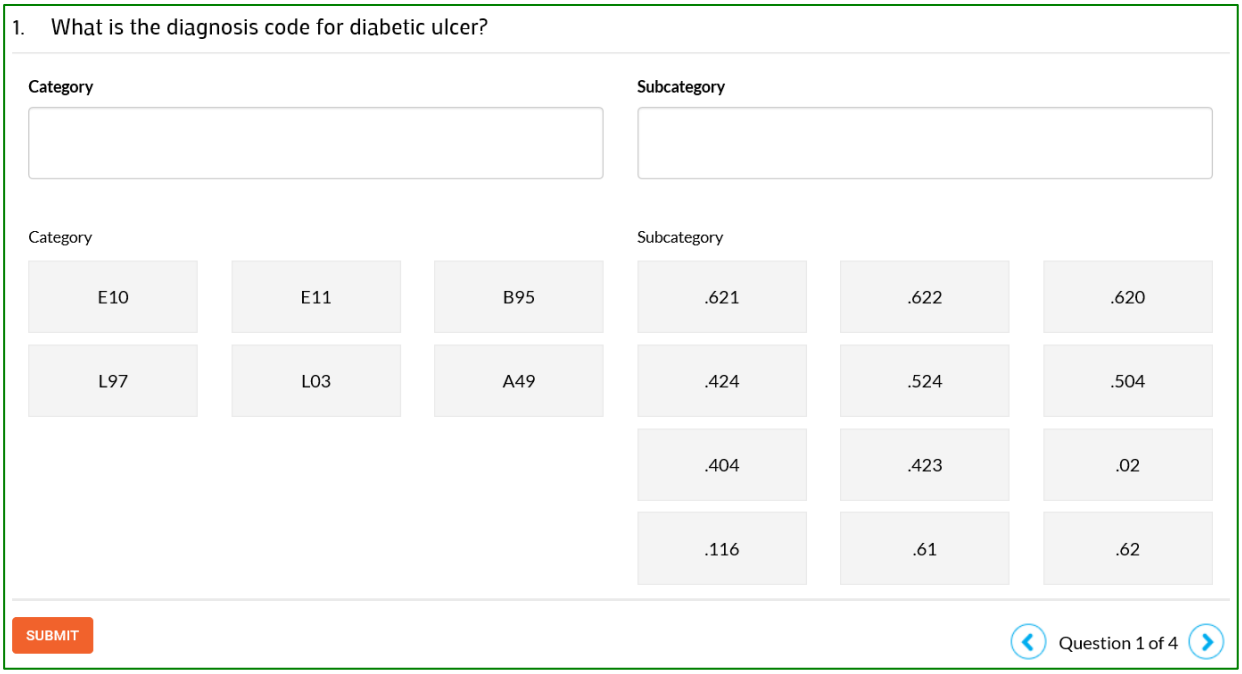
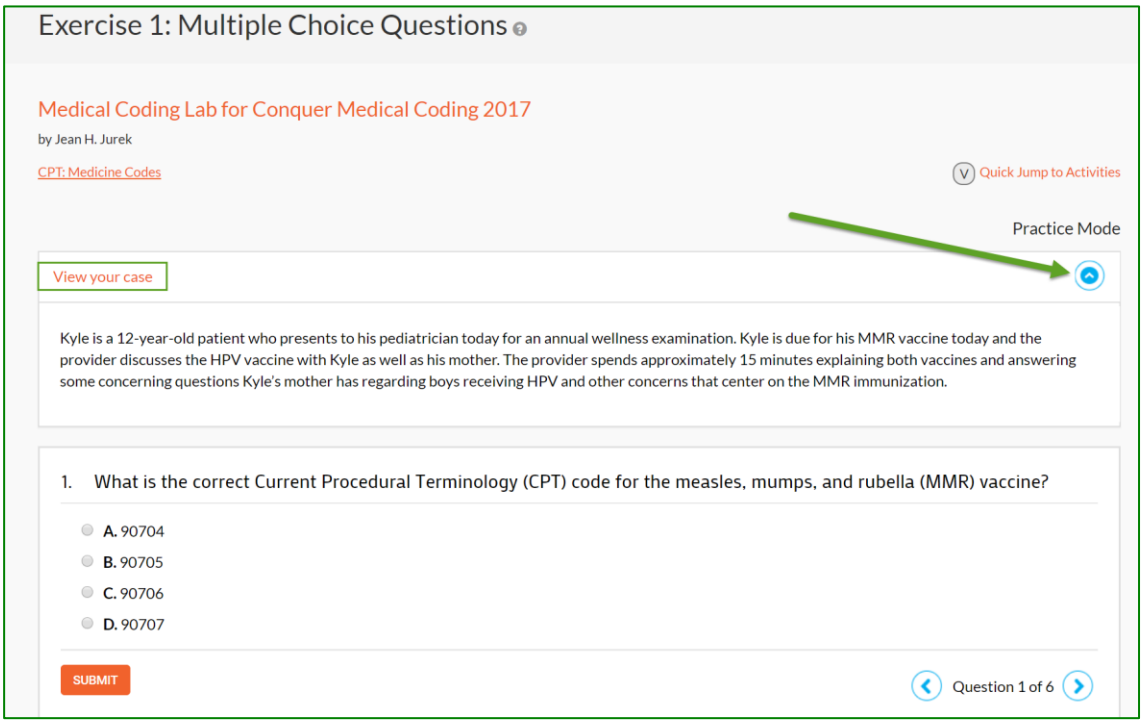


Case Studies

A short patient scenario is provided, followed by multiple choice questions. Correct answers are provided after the student submits the work. If students need to review the scenario while answering questions, they may click on the "**View your case**" dropdown at the top to reveal the text.



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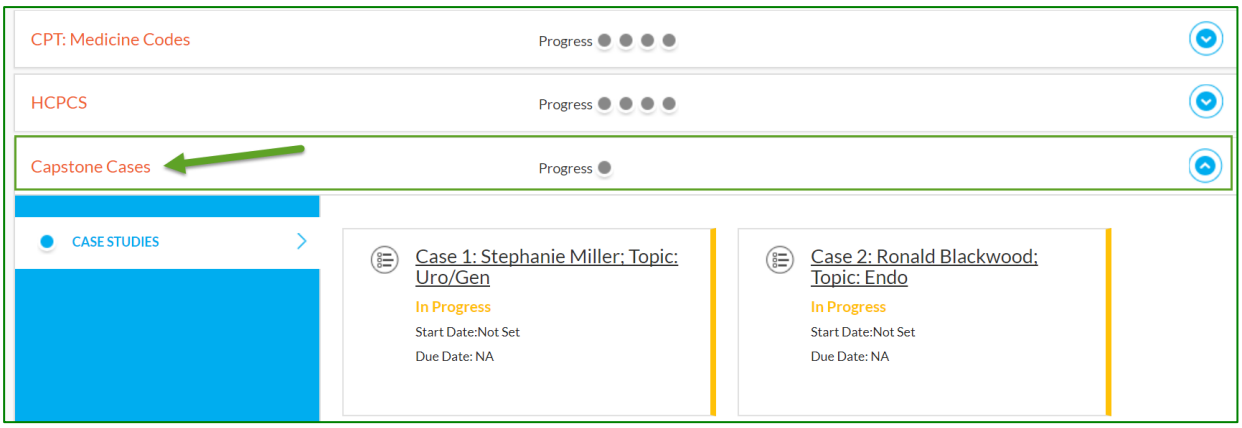
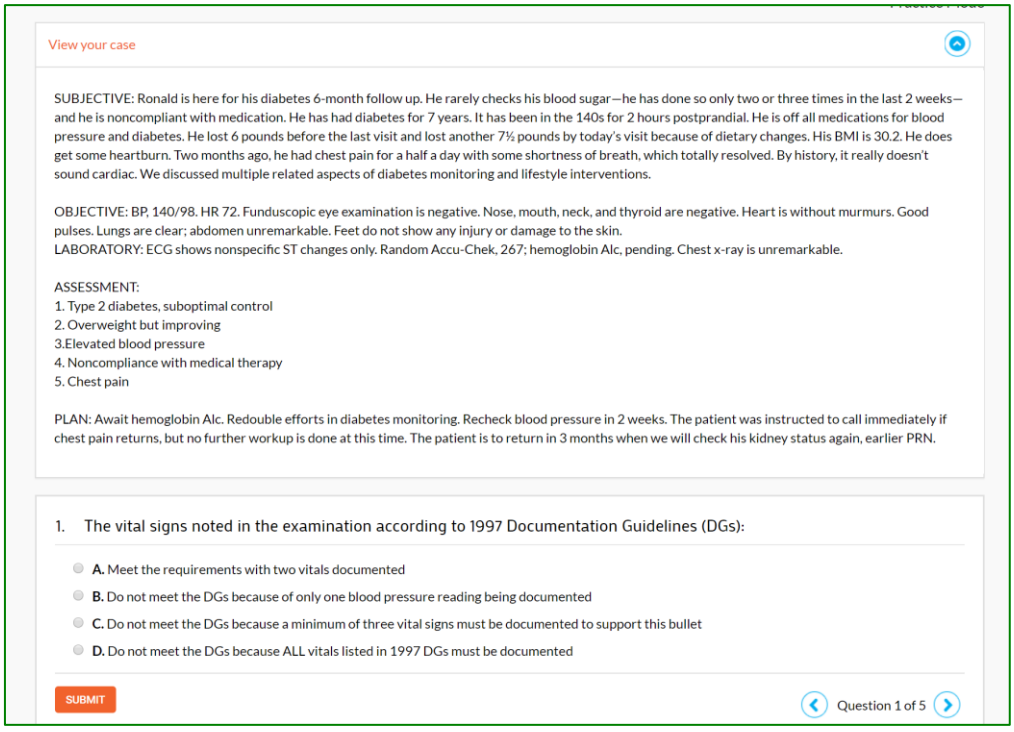
Capstone Cases

In this area, a more complicated patient scenario is provided, often with comprehensive operative notes, radiology reports, or physician notes, followed by multiple choice questions. Correct answers, with rationales, are provided after the student submits the work. This is a standalone section with a total of 15 cases; each Capstone Case requires knowledge about ICD-10, CPT, and HCPCS coding. Lesson case studies (see above) require knowledge only of that particular lesson. Again, if students need to review the scenario while answering questions, they may click on the dropdown at the top to reveal the text.





Instructors might want to use Capstone Cases as part of a final grade, in which case the instructor should set the Lesson Settings to "Grade on First Attempt then Practice." Rationales are provided with the answers for the questions, when submitted.

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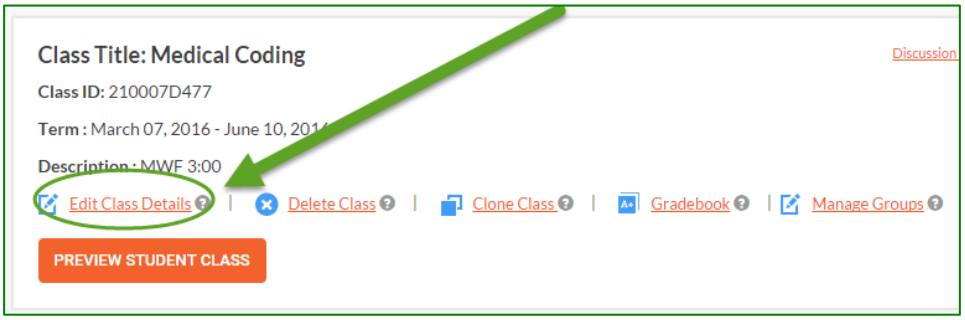
EDIT CLASS

To edit a lesson after the class is created, instructors click the "Edit Class Details" button on the dashboard.



DELETE CLASS

To delete the class, instructors click "Delete Class" on the dashboard and approve the validation message.

CLONE CLASS

If an instructor teaches the same class to multiple sections or from semester-to-semester, they may want to copy, or "clone," the class. To clone a class, instructors click "Clone Class" on the dashboard, and then adjust the class customization settings as needed.

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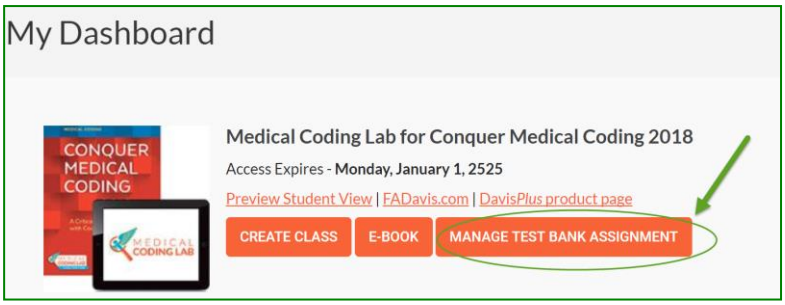
TEST BANK – 2018 VERSION ONLY

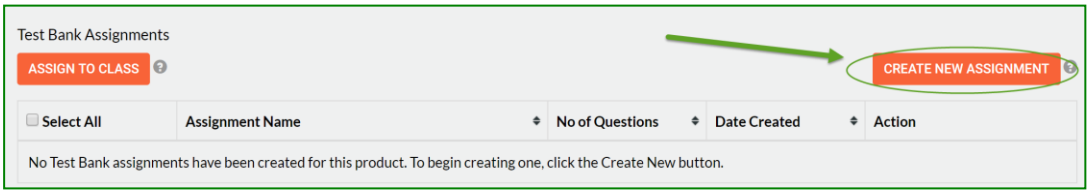
Accessing the Test Bank

Medical Coding Lab 2018 offers a built-in test bank feature. From the Dashboard, click **MANAGE TEST BANK ASSIGNMENT**. From here, you can create new assignments; Preview, Edit or Delete existing assignments; or make assignments to a class.

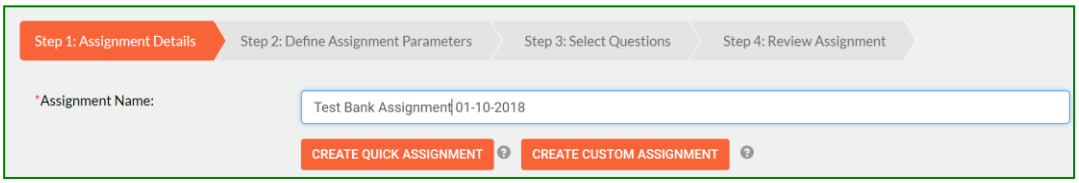


Creating New Assignments

Click on **CREATE NEW ASSIGNMENT** to start.



A name for the assignment is auto-generated. You can accept this or provide a new name. Then select **CREATE QUICK ASSIGNMENT** or **CREATE CUSTOM ASSIGNMENT**.



- **Quick Assignment**

  A Quick Assignment asks you for the question parameters (one, several, or all lessons) and the number of questions to include. It will randomly generate an Assignment based on those choices.

- **Custom Assignment**

  A Custom Assignment asks you for question parameters (one, several, or all lessons) and question type. Then, from the list of questions generated, you will be able to select the questions you'd like to include in that Assignment.

  You may flip through pages of results or use the keyword search engine. As questions are selected, they are added to the queue at the bottom of the screen.

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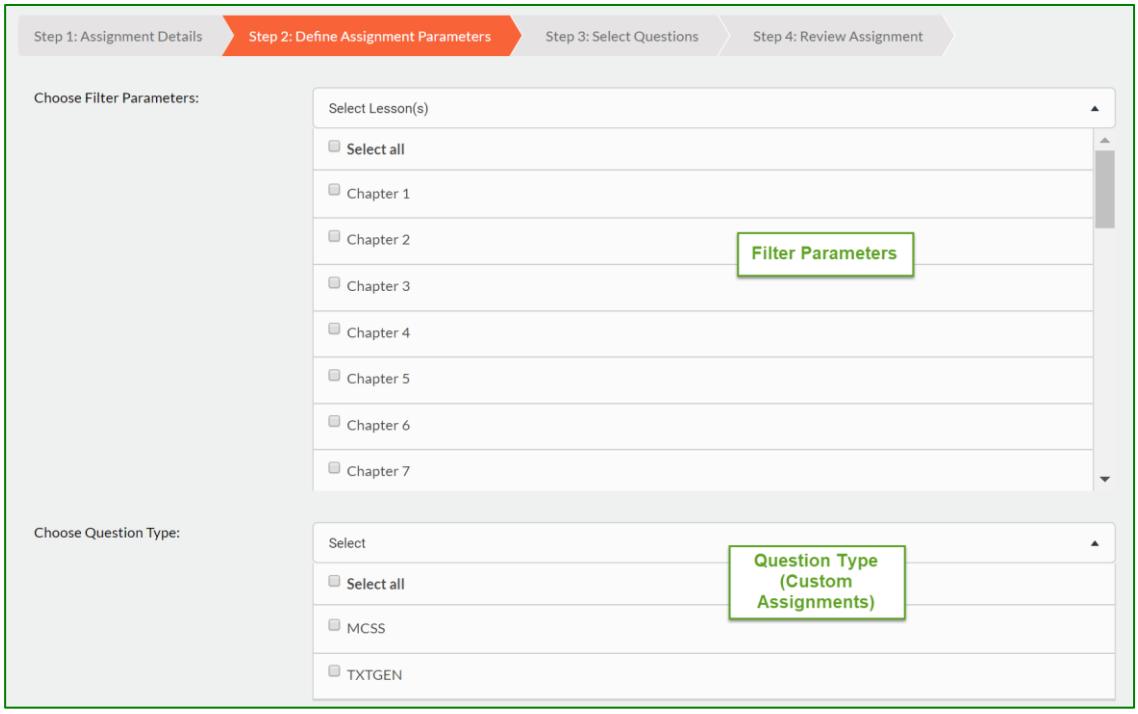

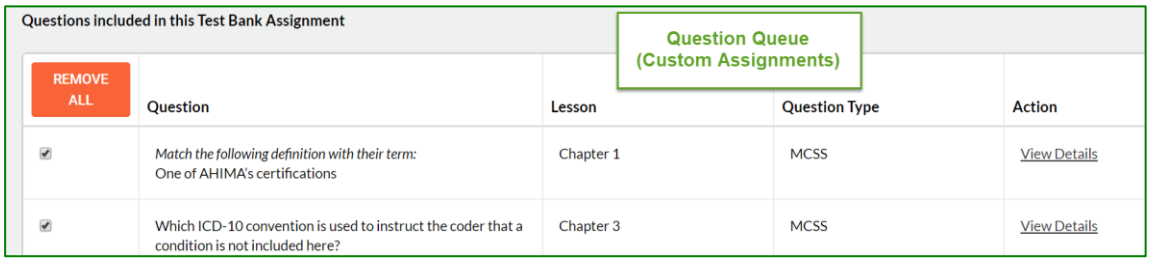

- **Review Assignment**

Whether you create a Quick or Custom Assignment, the final step is to review it.
You have the following options…

- Edit the name.
- Set a time limit in minutes.
- Determine order in which the questions appear by either dragging and dropping the questions into place or by clicking on "Randomize Question Order".
- Replace/remove questions.
- Review the question and its answer by clicking on **VIEW DETAILS**.
- When finished, click **SAVE AND EXIT**. The new Assignment will appear in the **TEST BANK ASSIGNMENT** screen now, where you can preview, edit, or delete it at any time.

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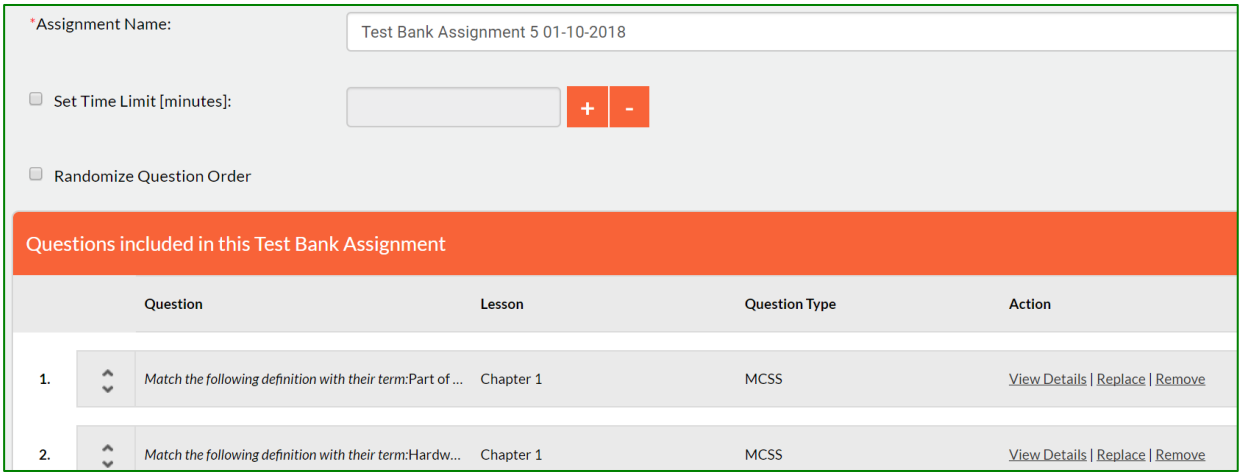
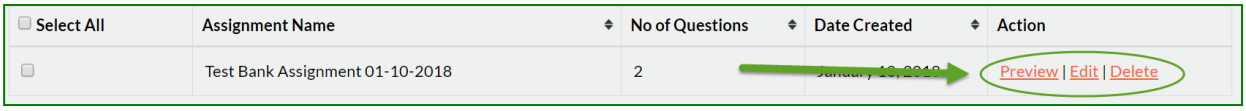
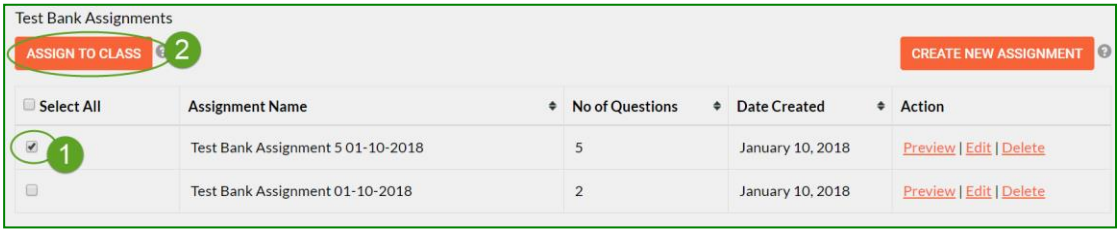


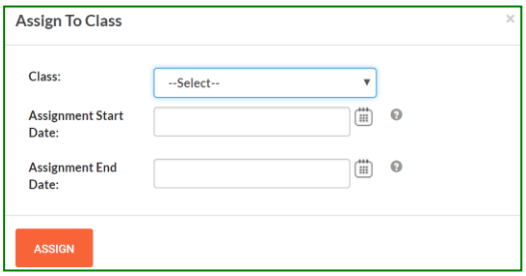


Assigning a Test Bank to a Class

To assign a Test Bank Assignment to a class, review and select which assignments you want to include, then click **ASSIGN TO CLASS**.

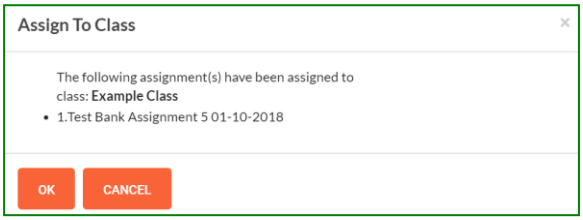


Then choose which class(es) to assign the Test Bank Assignment(s) to, enter a date range, and click **ASSIGN**.



To save the assignment, click **OK**. You will receive a pop-up confirmation.

To not save and go back, click on **CANCEL**.



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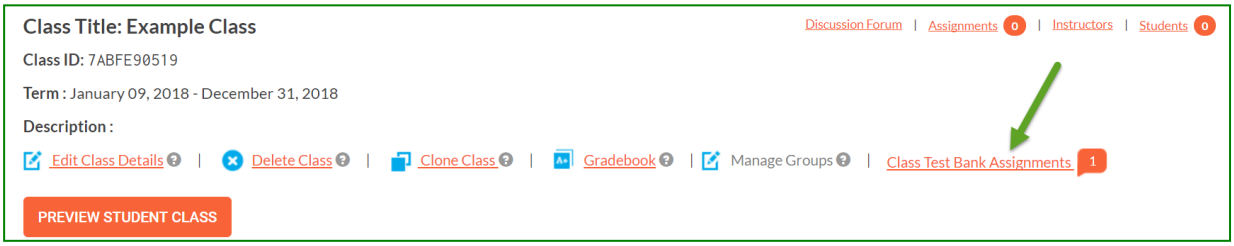
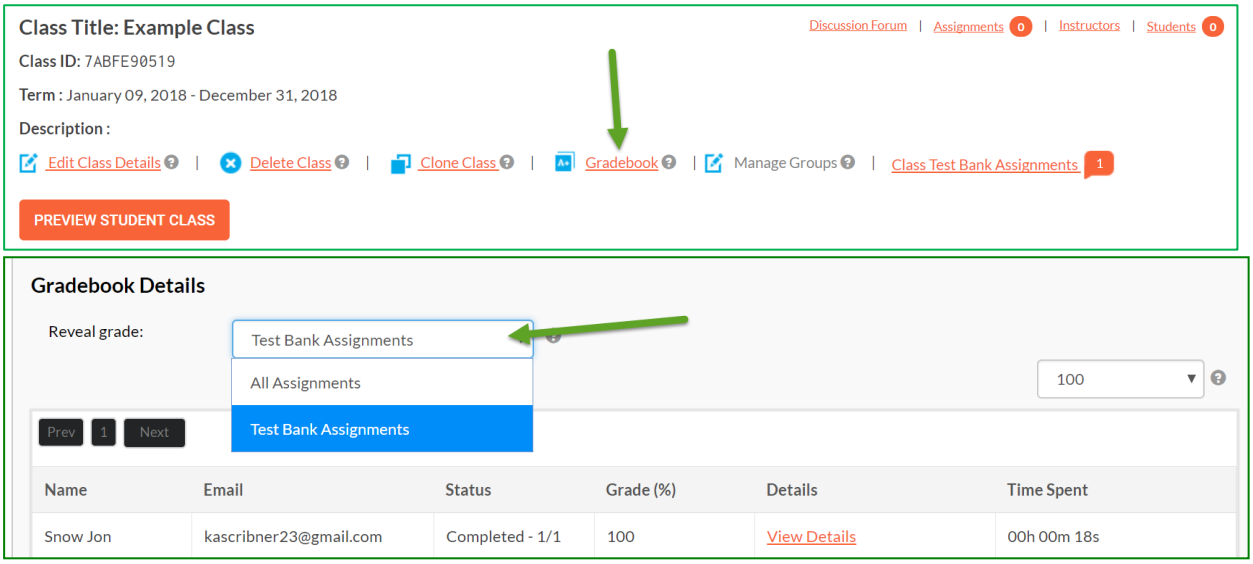
To view which Test Bank Assignments you have assigned to a given class, as well as the average score and time spent in each, instructors click on **CLASS TEST BANK ASSIGNMENTS** on the Dashboard.



Test Bank Gradebook

To access your students' results from the Test Bank Assignments, visit the Gradebook. From the **REVEAL GRADE** drop-down menu, select **TEST BANK ASSIGNMENTS**. Your students' results will appear below.



CLASS ADMITTANCE

Once an instructor has created a class and shared the Class ID with the students, the students will "Insert Class ID" within Medical Coding Lab to join the class. **If the instructor did not check the "auto-enroll students" checkbox when they created that class, they must admit the students into the class before the students can view assignments and submit work to the gradebook.**

When a student is waiting to be admitted into a class, an alert will be displayed on the Dashboard. The number of students waiting to be admitted will be displayed next to "Students." To admit or reject students into a class, instructors click the "Students" button.

Student Enrollment

To begin admitting students into a class, instructors locate the student's name on the Notifications area on the "Students" page.

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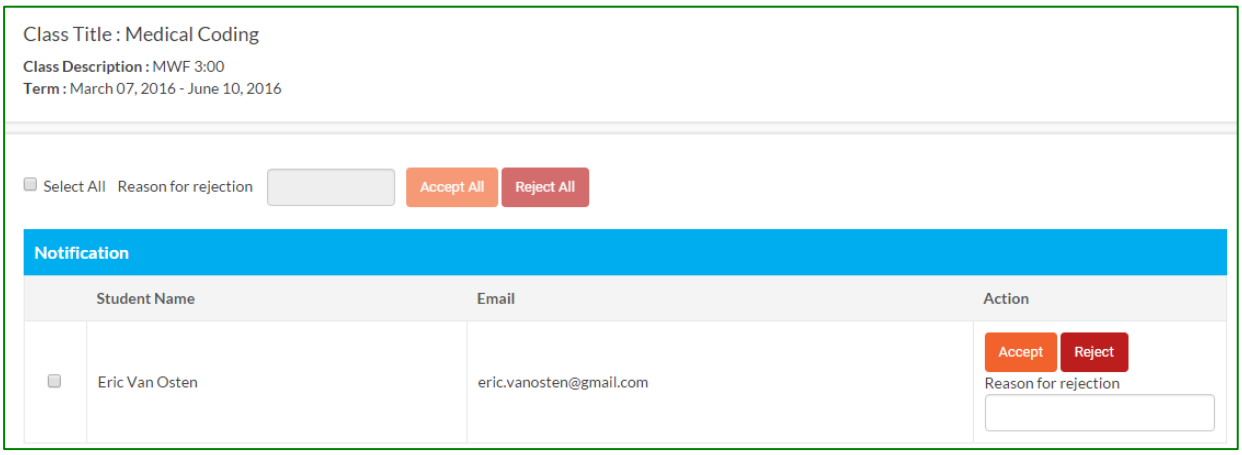
Admitting/Rejecting Admittance

To accept a student into the class, instructors click the "Accept" button to the right of the student's name. Next, they confirm the student enrollment by clicking "OK." An "Enrolled" confirmation message will be displayed after the instructor has accepted a student into the class.

An instructor may choose to prevent a student from joining their class. To do this, the instructor clicks the "Reject" button next to the student's name. The instructor may also enter a reason for rejecting a student prior to rejecting them from the class; this is an optional field. A confirmation message will be displayed after the student is rejected from the class.

Instructors can bulk-approve or -reject students by clicking the "Select All" button and then clicking "Accept All" or "Reject All."



MANAGE INSTRUCTORS

Instructors have the ability to add multiple instructors to a class by clicking on "Instructors," and then "Add New." Instructors enter an e-mail address to invite another instructor to the class. If the instructor is already registered on Davis*Plus*, their information will be populated on the next page; otherwise, the user enters the info.

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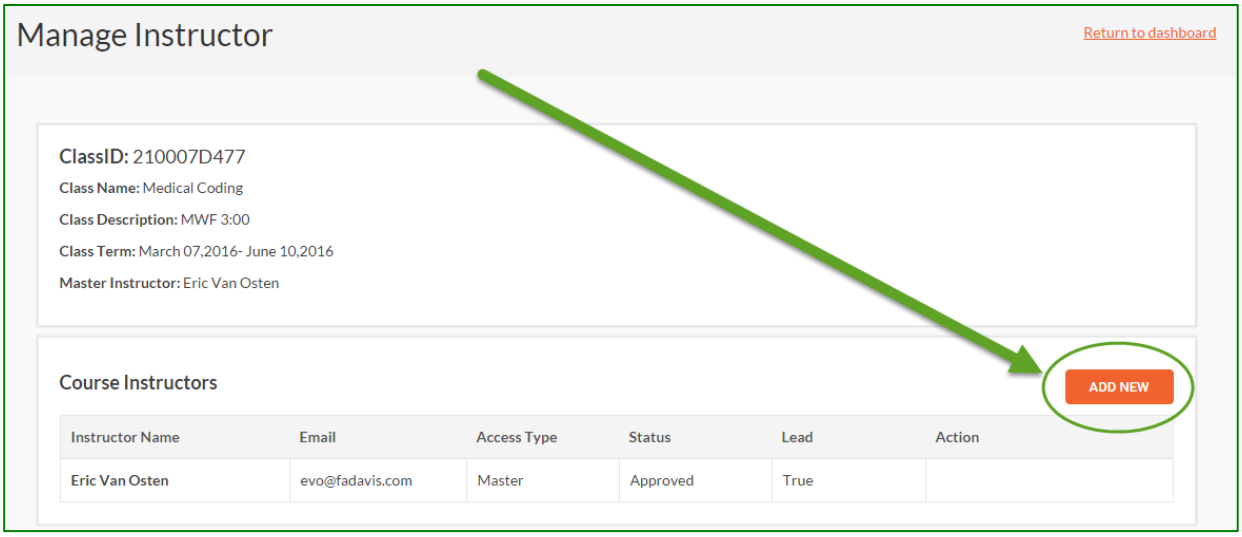
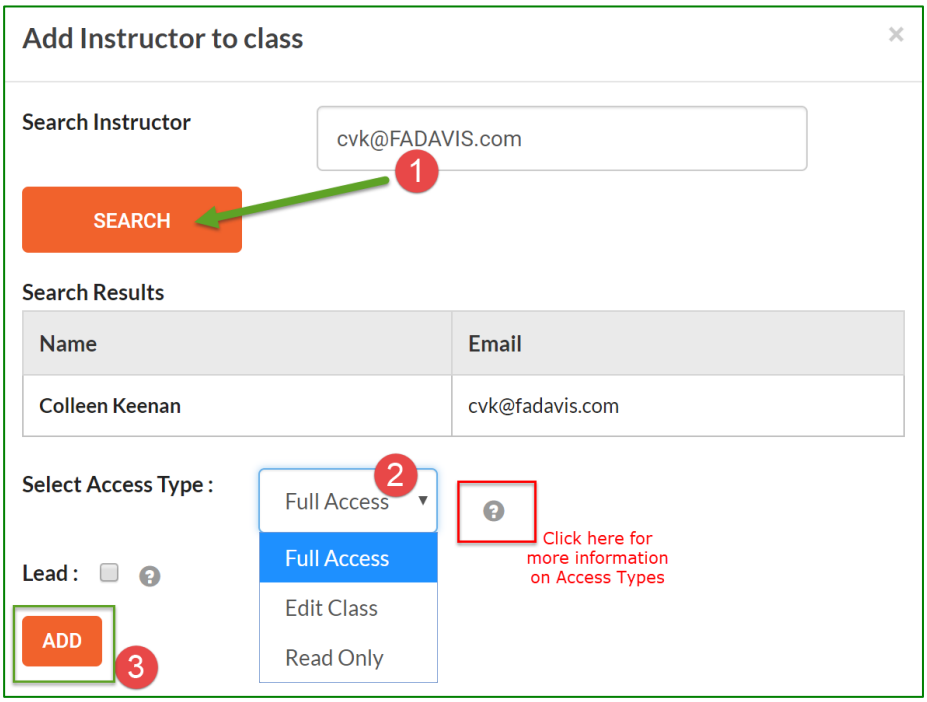


The instructor will be prompted to choose the type of access to grant to the new instructor (click the question mark icon for help). If the instructor is already a registered user of Davis*Plus*, their status will change to "approved" after closing the alert window. If the instructor is not yet a registered user of Davis*Plus*, their status will remain "pending" until they complete their registration, which will then be followed by our internal approval process (24 business hours) before the status is updated to "approved."



The initial instructor (and any instructors who have been granted "Full Access" rights) always has the option to add more instructors, edit the type of access for existing instructors, or remove instructors from a class.

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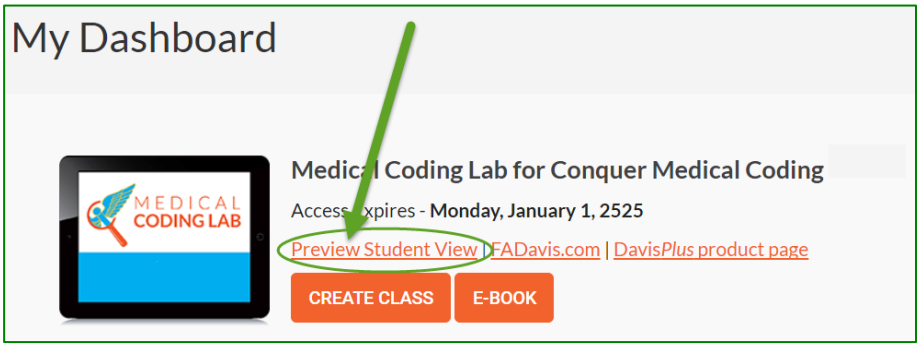
'PREVIEW STUDENT VIEW' VS. 'PREVIEW STUDENT CLASS'

On your Dashboard, select **Preview Student View** to review all lessons and activities "out of the box" – in the standard layout presented to the students.



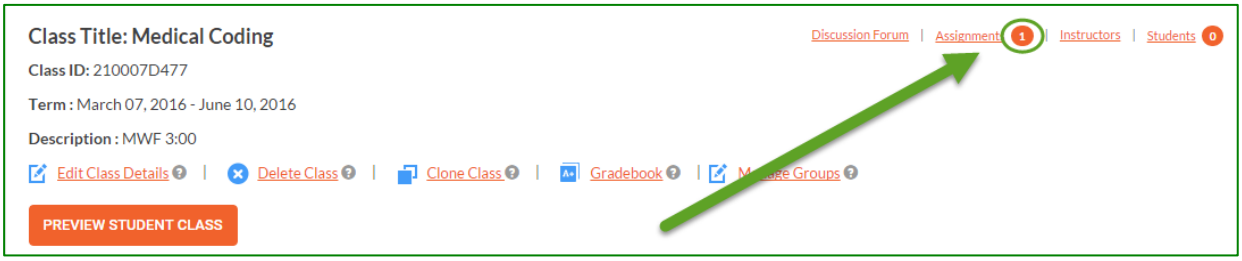
Or, select **Preview Student Class** to review content for a specific class you've created and customized.

ASSIGNMENT

Short Answer exercises are not graded by the tool. When a Short Answer exercise needs to be graded by an instructor, an alert will appear on their dashboard with the number of assignments that are waiting to be graded.

Grading Short Answer Exercises Manually

To grade a short answer exercise manually, the instructor clicks "Assignments" and then the exercise name.



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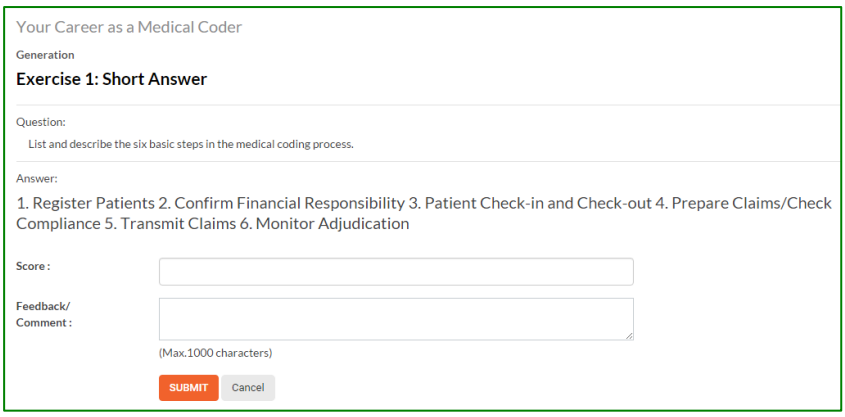
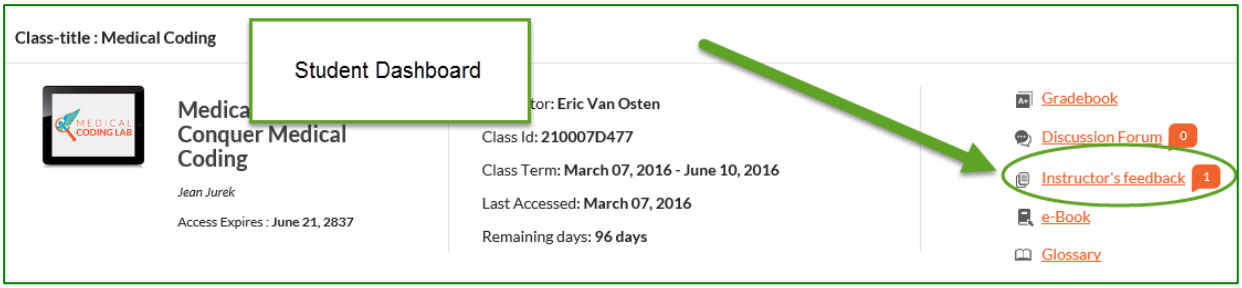
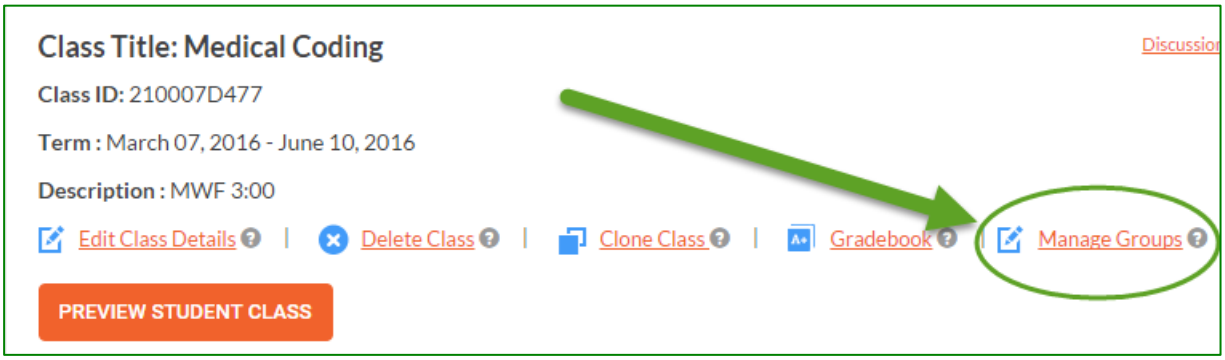
Instructors can enter a score and feedback in the text boxes provided. This feedback will appear in the "Instructor's Feedback" area of the student's dashboard.





Group Assignments

If instructors choose to make the Short Answer exercises a group exercise, they can create groups within the class by clicking "Manage Groups" on the dashboard and then the "Custom Create Groups" or "Auto Create Groups" button. The option to delete groups is also available.



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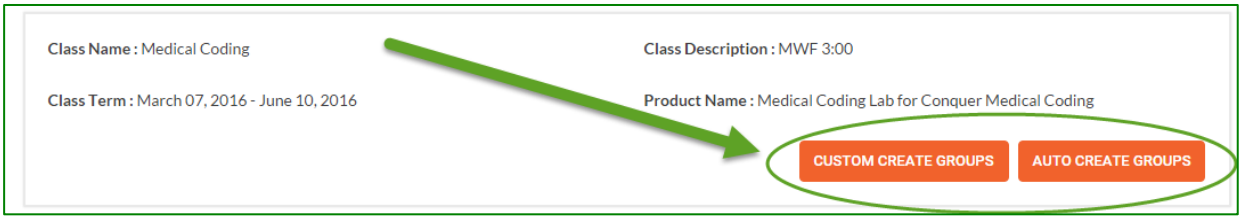
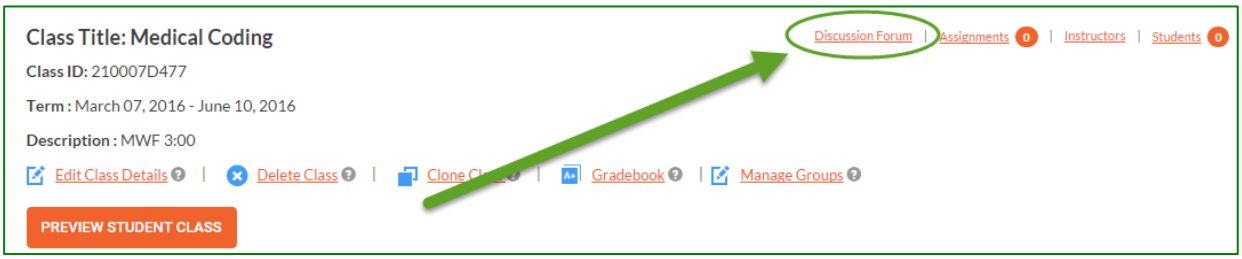
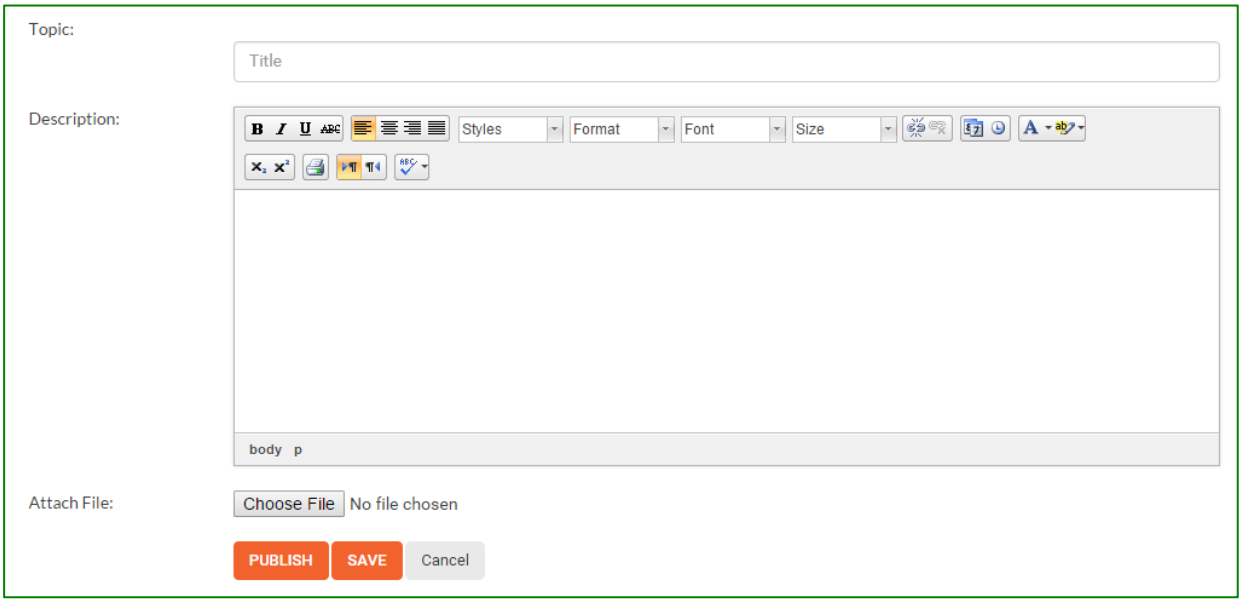


DISCUSSION FORUM

If instructors choose to make the Short Answer exercises "group assignments," student submissions will be posted to the Group Discussion Forum, where other students in the group may view the submission and make comments and suggestions. Instructors choose whether they want to access the class discussion forum to create a topic for the students to comment on (with the ability to attach a file) or the group discussion forum where they can assess student group work.





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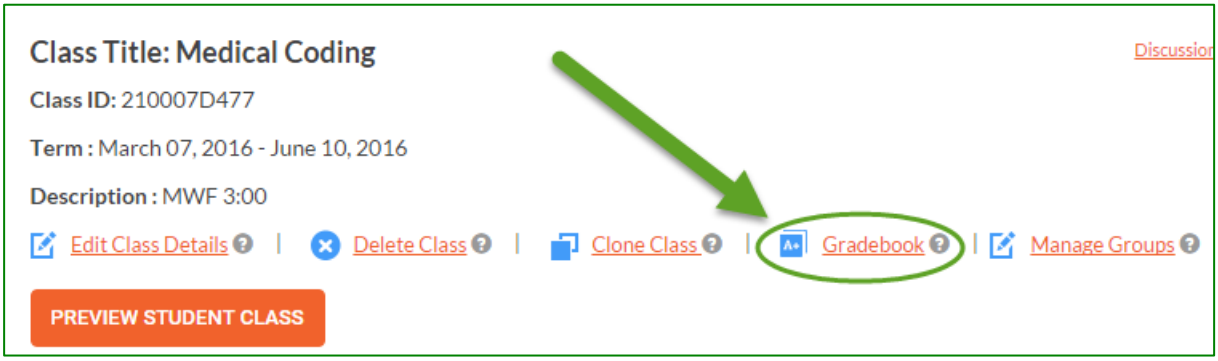
GRADEBOOK

Each class within Medical Coding Lab has a gradebook that can be incorporated into a Learning Management System (LMS).

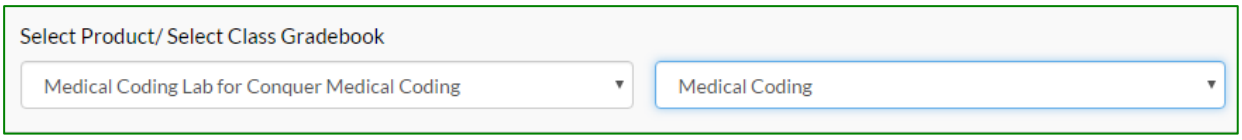
Opening the Gradebook

From the instructor dashboard, instructors click "Gradebook."



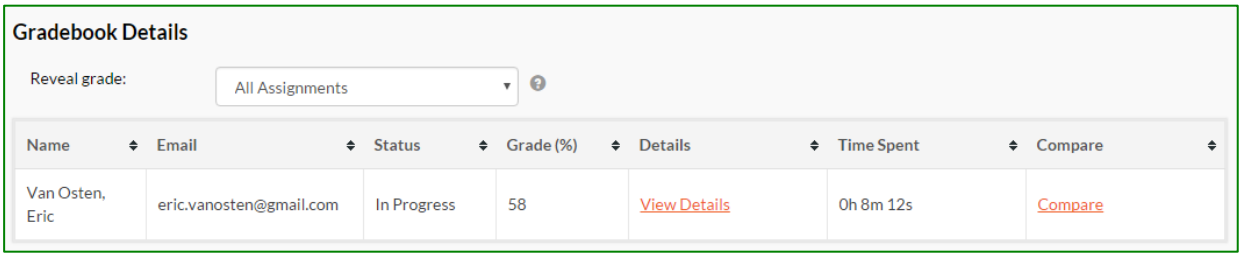
Selecting Product/Gradebook

Two drop-down menus allow instructors to choose a version of the product as well as class they want to view.



Class Level Details

Student performance reports appear across the bottom of the page. Information there includes names, e-mail addresses, progress status, overall average grade, time spent on the lesson, and links to be able to view more details of individual students and compare them against the class average.



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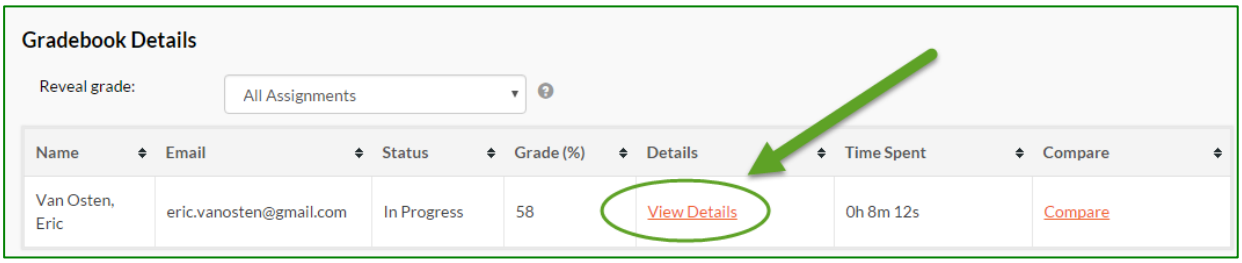
Reviewing Student Performance

There are a number ways to review student work.

Lesson Level

The "Student Search" option allows the instructor to find a particular student by using the student's name or e-mail address.

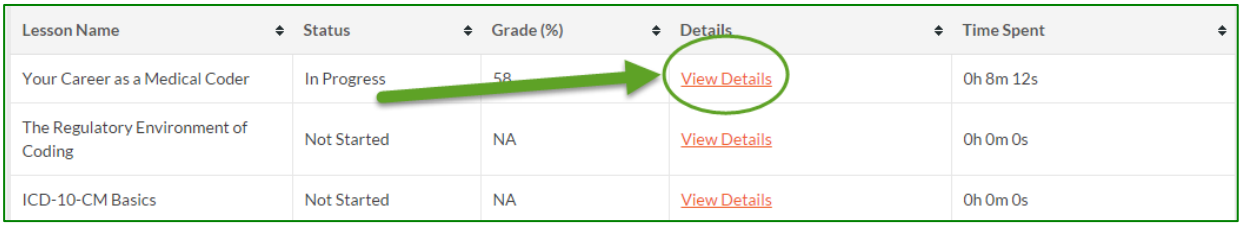
Clicking "View Details" allows instructors to see a student's grades broken down by each lesson.



Details in the Lesson Level view include the lesson name, status, grade for each individual lesson, time spent on the lesson, and a link to view more details of each lesson.

Activity Level

From the Lesson Level screen, clicking "View Details" will bring instructors to the Activity Level page, where they can see the student's status, score, number of attempts, time spent, and any feedback for each activity within a lesson.



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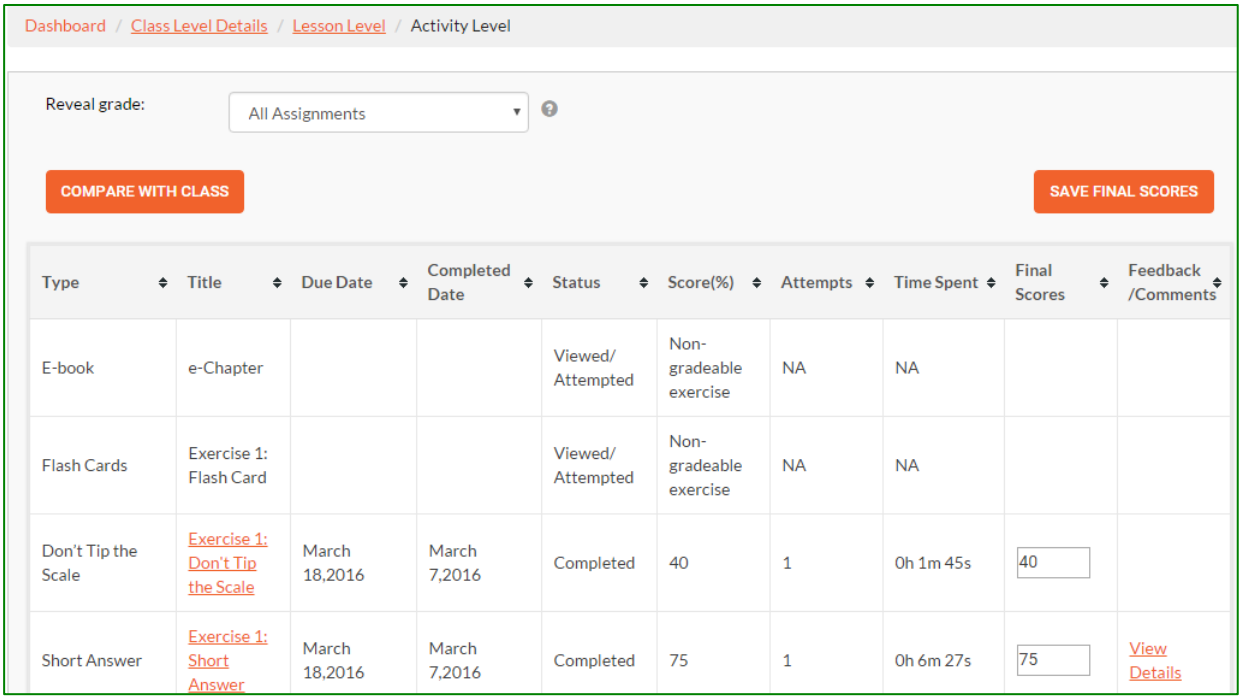
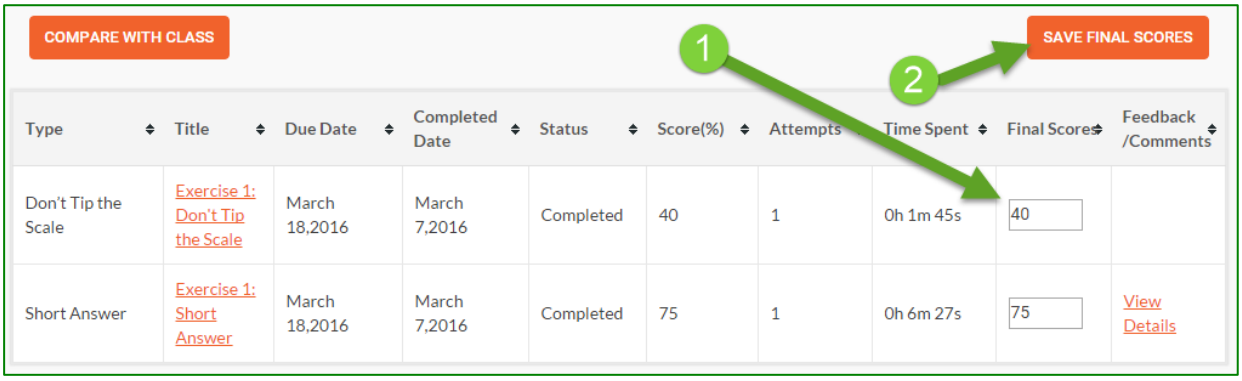


Type	Title	Due Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Final Scores	Feedback /Comments
E-book	e-Chapter			Viewed/ Attempted	Non-gradeable exercise	NA	NA		
Flash Cards	Exercise 1: Flash Card			Viewed/ Attempted	Non-gradeable exercise	NA	NA		
Don't Tip the Scale	Exercise 1: Don't Tip the Scale	March 18,2016	March 7,2016	Completed	40	1	0h 1m 45s	40	
Short Answer	Exercise 1: Short Answer	March 18,2016	March 7,2016	Completed	75	1	0h 6m 27s	75	View Details

Instructors can override scores of any completed activity by clicking in the "Final Scores" column, replacing the percentage score, and then clicking "Save Final Scores." These scores will report back to both the instructor and student gradebooks.



Type	Title	Due Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Final Scores	Feedback /Comments
Don't Tip the Scale	Exercise 1: Don't Tip the Scale	March 18,2016	March 7,2016	Completed	40	1	0h 1m 45s	40	
Short Answer	Exercise 1: Short Answer	March 18,2016	March 7,2016	Completed	75	1	0h 6m 27s	75	View Details

Compare

There are two ways to compare a student's work against the average score of the full class either from Gradebook Details, clicking the "Compare" link in the last column, or from the "Compare with Class" button on the Lesson Level and Activity Level pages.

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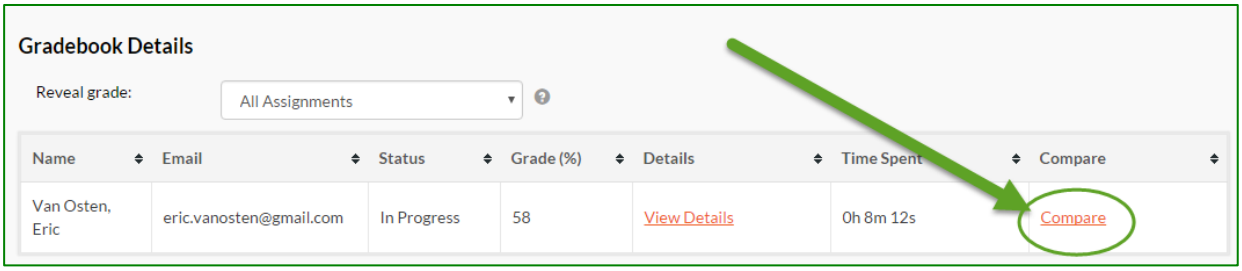

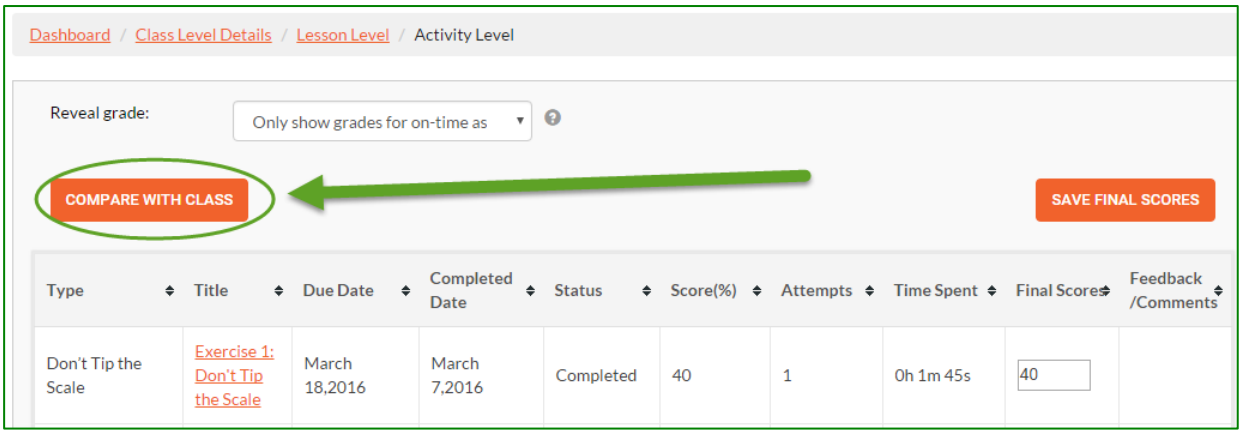

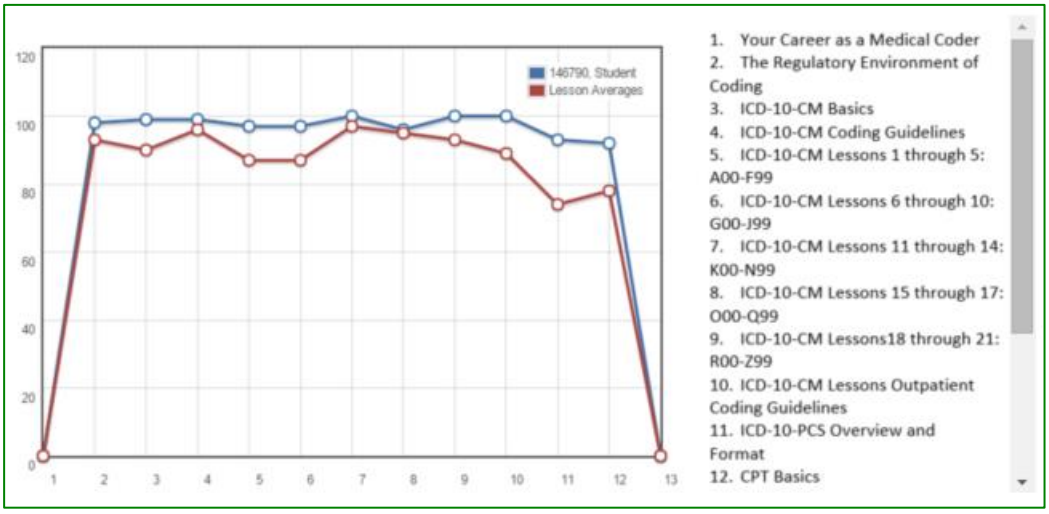

Learning Management System Functionality

Medical Coding Lab has the ability to integrate with a number of learning management systems (LMSs).

Export Gradebook

Clicking the "Export Gradebook" button allows instructors to choose which LMS they use. A spreadsheet is generated that can be edited and uploaded to the LMS. The question mark icon next to the button provides links to more details about each option. For students to appear correctly in the

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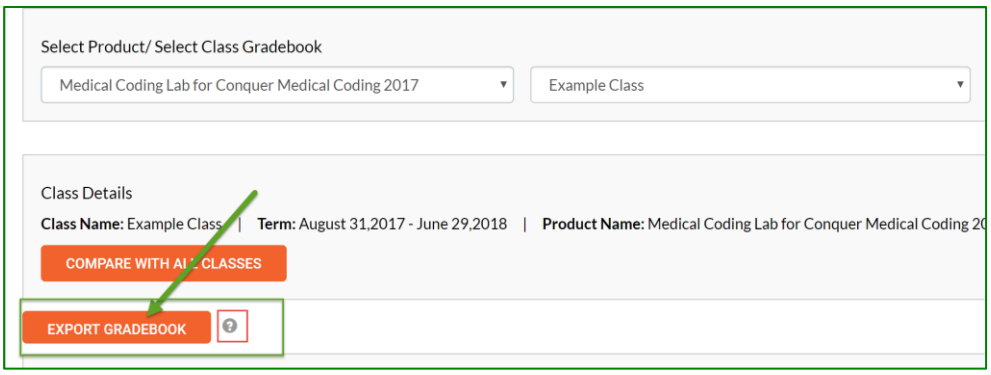
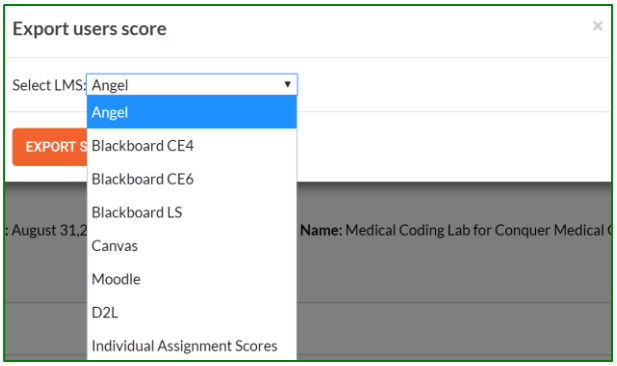
instructor's exported gradebook, the instructor must assign each student an LMS username using the Batch Manage LMS User Names or Manage Students functions.



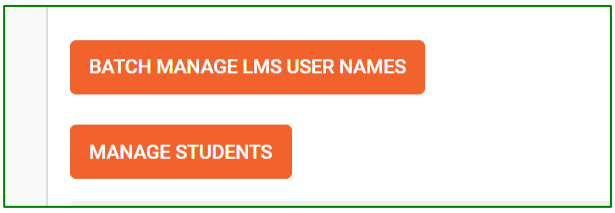


Batch Manage LMS User Names

If instructors want to integrate their student gradebook records into their LMS, they can click "Batch Manage LMS User Names," which links the students to their LMS usernames. Step-by-step directions are provided.

Manage Students

The "Manage Students" button allows the instructor to manage enrollments and gradebook LMS usernames for the class.



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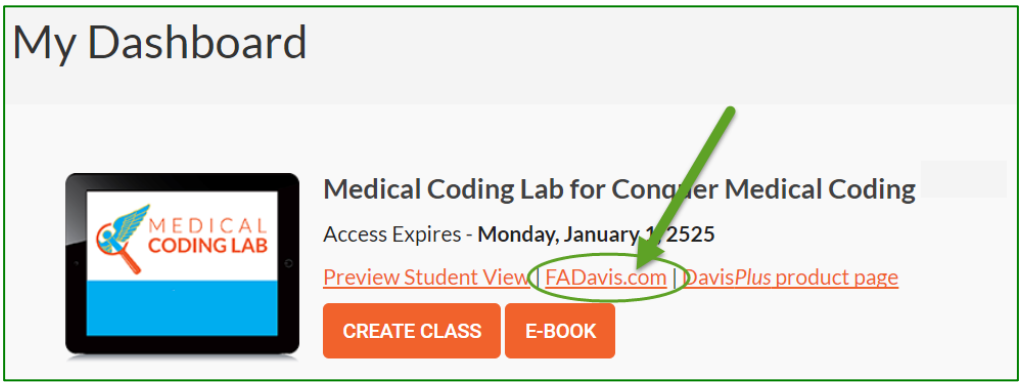
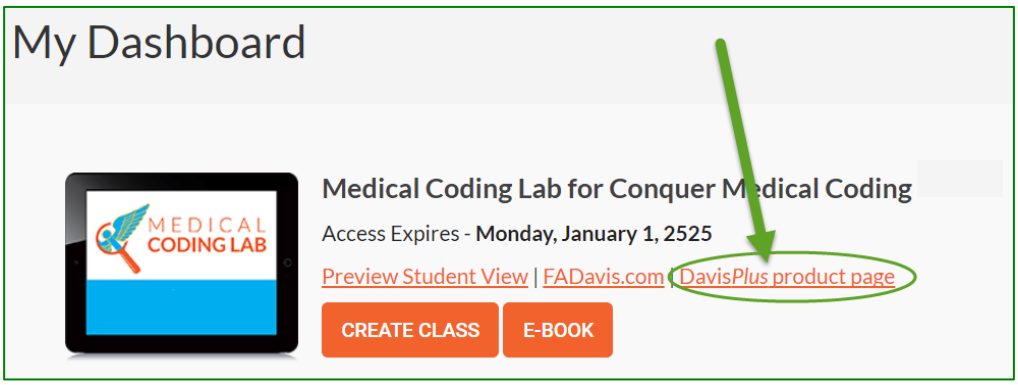
Instructors may peruse other F. A. Davis offerings and information on the company's main web page.



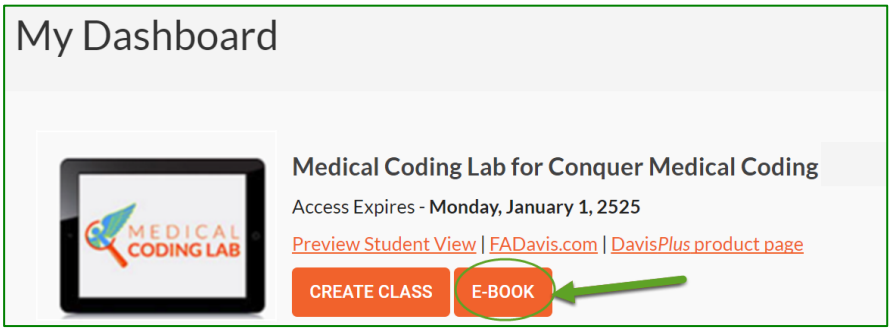
DAVIS*PLUS* PRODUCT PAGE

The Davis*Plus* product page contains instructor resources for lecture planning, testing, and reference related to the Medical Coding title.



E-BOOK

Instructors have access to the built-in e-Book via their dashboard.



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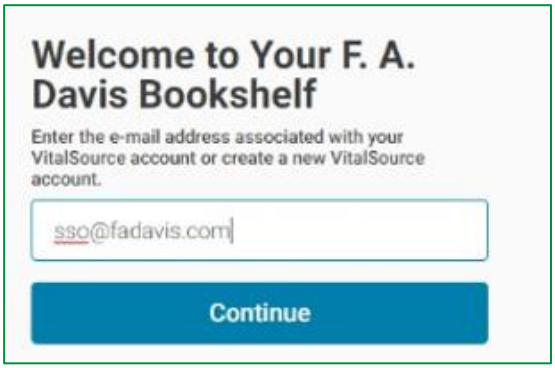
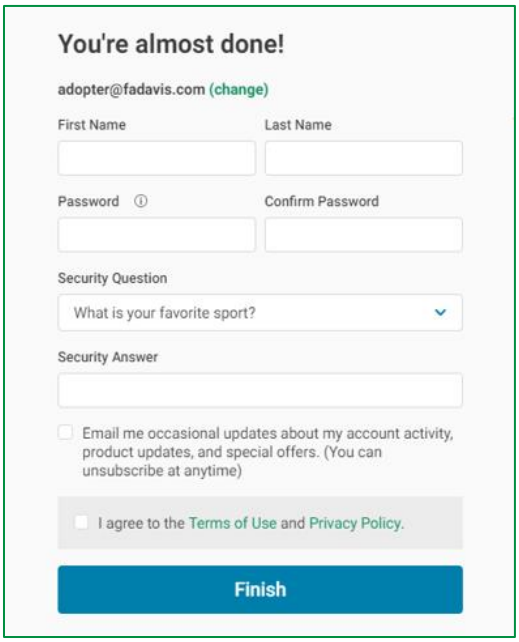
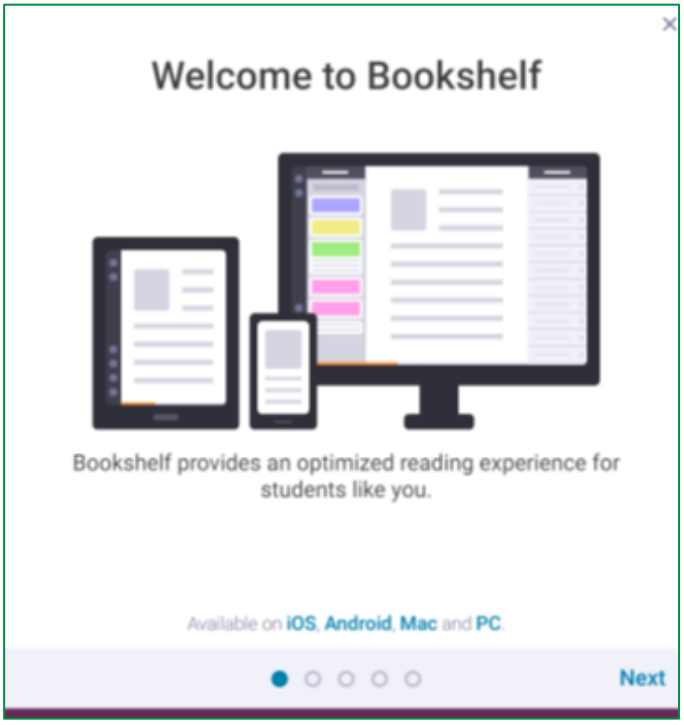
To access the e-Book, you will need a Vital Source Account. If you have an existing Vital Source Account, you can enter your credentials at the login page. Or, you can create a Vital Source account from within Medical Coding Lab.





Add the book to your Vital Source bookshelf.



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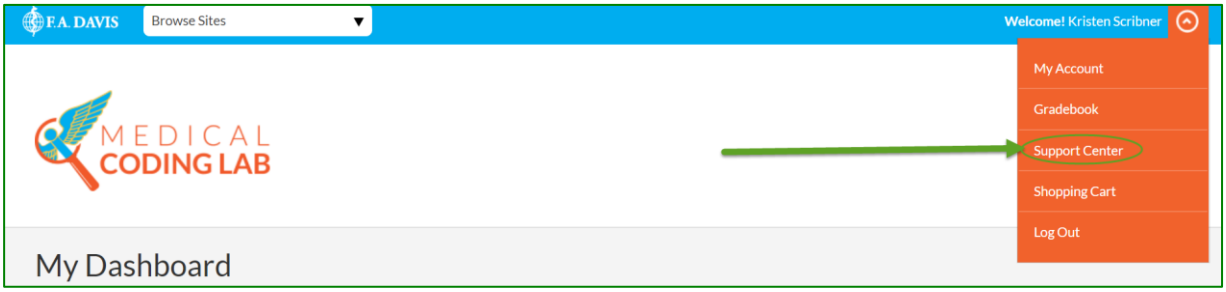
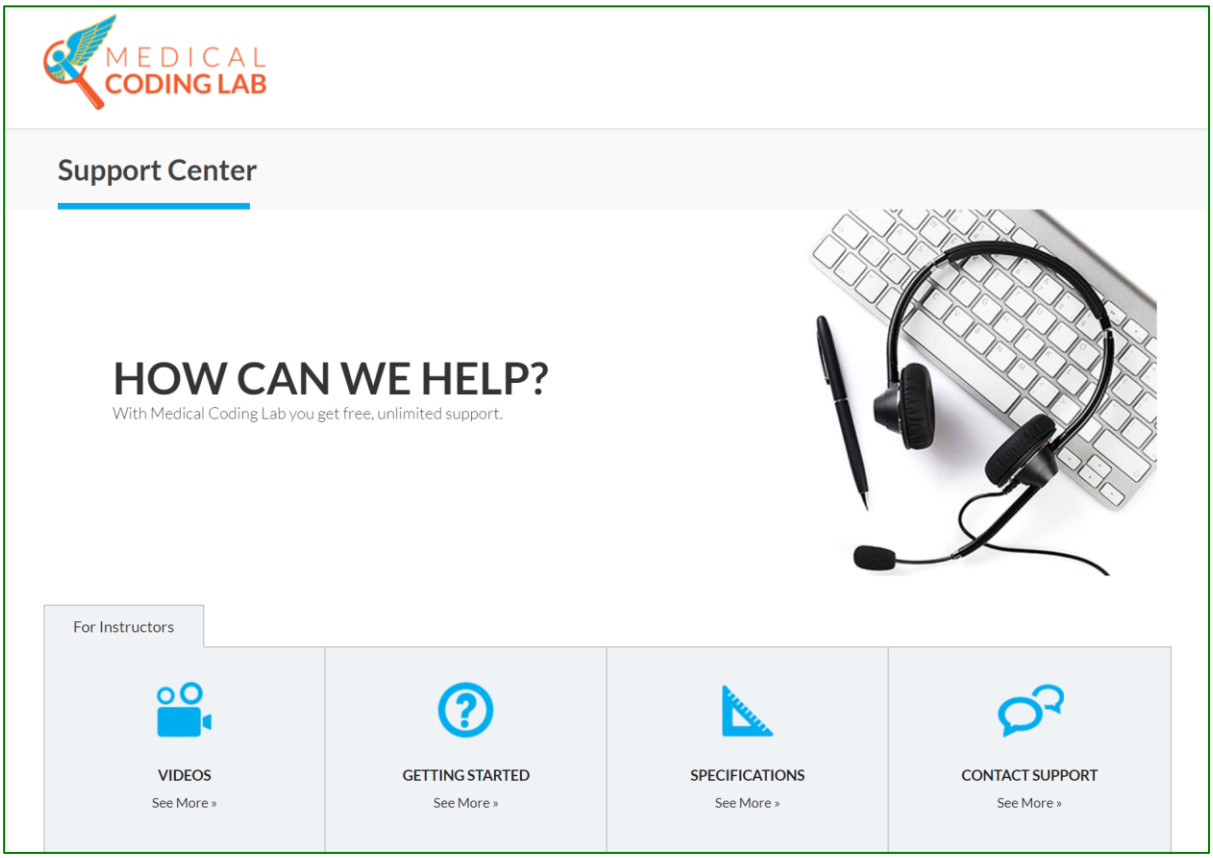
TECHNICAL SUPPORT

If instructors have any problems with the product, they should call 888-323-2847 or e-mail support@fadavis.com. They should also review the online Support Center, which offers helpful videos and other support information. The Support Center link is at the top right of the dashboard, in the drop-down menu.



Instructors may choose from a variety of sources for help and support, including videos, documents, and connections to our customer service representatives.



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