COURSE SYLLABUS

COURSE INFORMATION

COURSE: Introduction to Electronic Health Records

CREDITS: Lecture: 1   Lab: 2

PREREQUISITES: Type 35 nwpm

CO-REQUISITES: MAP-121

CLASS TIME(S):   Monday, Wednesday, Friday (Room 210)
                          10:00 AM – 10:50 AM

COURSE DESCRIPTION

An overview course that focuses on the fundamental concepts, terminology and functions associated with electronic health record (EHR) systems. This course will emphasize the principles of creating and maintaining electronic health records. EHR history, benefits, standards, functionality, security, and confidentiality in a variety healthcare setting. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the health care provider office setting.

INSTRUCTOR INFORMATION

Instructor: Megan Massner, CMA (AAMA), CCC, CPC

Office Location: Health Professions Building - 204K

Office Hours: Monday & Wednesday 3-4 pm
                          Tuesday & Thursday 2-4 pm, other times by appointment

Phone Number: 319-208-5203

Email: mmassner@scciowa.edu

COURSE MATERIALS

Textbooks Required: *Exploring Electronic Health Records,* Foltz and Lankisch, 2015, Paradigm Publishing

COURSE CONTENT

Course Quality Standards:

1. Demonstrate basic knowledge of confidentiality and HIPAA regulations
2. Define and differentiate between electronic health record, electronic medical record and patient health records
3. Describe the limitations of paper-based health records and why EHRs are important
4. List key components of EHR
5. Prepare and maintain an appointment schedule
6. Prepare and demonstrate preauthorization, referrals and precertification
7. Transcribe dictation for various types of medical documents
8. List key functions of practice management system
9. Discuss the advantages of patient portals and use in the medical office

ASSESSMENT

Standard	Exam	Paper	Presentation	Project	Demonstration	Observation	Simulation	Other
1.	X						X	
2.	X						X	
3.	X						X	
4.	X						X	
5.	X						X	
6.	X						X	
7.	X	X					X	
8.	X						X	
9.	X						X	

Cognitive Essentials*: Entry level cognitive course objectives to be obtained in the Medical Assistant Program are in compliance with the "Core Curriculum for Medical Assistants as defined by the Medical Assisting Education Review Board (MAERB)" Curriculum Plan. Students must attain 70% in the cognitive portion of MAP 128*

1. Recognize elements of fundamental writing skills. V.C.7
2. Identify advantages and disadvantages of following manual and electronic appointment systems. VI.C.2
3. Identify different types of appointment scheduling methods. VI.C. 1
4. Discuss applications of electronic technology in professional communication. V.C. 8
5. Identify critical information required for scheduling patient procedures. VI.C.3
6. Define types of information contained in the patient's medical record. VI.C.4
7. Identify methods of organizing the patient's medical record based on: VI.C.5
    a. problem-oriented medical record (POMR)
    b. source-oriented medical record (SOMR)
8. Explain the importance of data back-up. VI.C.11
9. Explain meaningful use as it applies to EMR. VI.C.12

Psychomotor Essentials: *Entry level competencies for the Medical Assistant Program are in compliance with the "Core Curriculum for Medical Assistants as defined by the Medical Assisting Education Review Board (MAERB)" Curriculum Plan. Students must achieve at least 85% in each competency portion of MAP 128.*

1. Manage appointment schedule using established priorities   VI.P.1
2. Schedule a patient procedure.   VI.P.2
3. Create a patient's medical record.   VI.P.3
4. Organize a patient's medical record. VI.P.4
5. Utilize an EMR   VI.P.6
6. Input patient data utilizing a practice management system. VI.P.7
7. Apply HIPAA rules in regard to privacy/release of information. X.P.2
8. Document patient care accurately in the medical record.   X.P.3

Affective Essentials: *Entry level affective course objectives to be attained in the Medical Assistant Program are in compliance with the "Core Curriculum for Medical Assistants as defined by the Medical Assisting Education Review Board (MAERB)" 2008 Curriculum Plan. Students must attain 70% in the affective portion of MAP 128.*

1. Protect the integrity of the medical record. X.A.2
2. Display sensitivity when managing appointments. VI.A.1

GRADING POLICY

100-90	A
89-80	B
79-70	C
69-60	D
<59	F

METHODS OF EVALUATION:

Assignments
Computer Simulation Activities
Quizzes
Exams

ATTENDANCE

Attendance Policies: One of the first qualities employers in the health care setting seek in their employees is dependability and reliability. In order to help you develop a sound work ethic, the following attendance policy will be in effect for this course and will be strictly adhered to:

1. **Attendance is required at all sessions.**   Roll will be taken at the beginning of every class. If it is absolutely necessary that you be absent from a regular class session, it is your responsibility to inform me at least one hour prior to class.

   A pattern of excessively missed class sessions may result in disciplinary action for program students. See the attendance policy in the handbook for further clarification. It is your responsibility to collect information about any missed material. Upon returning to class, please complete an absent slip and hand it to me. All absences will be reported to Mrs. Shaffer, Program Coordinator.

2. **Missed Assignments:** NO late assignments will be accepted. A score of zero will be given if assignments are not turned in by the designated date and time.

3. **Missed Exams:** Students wishing to make up exams missed during the semester may do so ONLY if I have been notified prior to the exam that the student will be absent. You may NOT make up a missed exam if you have missed class and I have not been notified (i.e. no call, no show). It is the student's responsibility to keep track of which exams they need to make up. Students missing more than one exam in a semester may be subject to a deduction in points (on those exams) at the discretion of the instructor.

4. **Tardiness:** If a student is more than five minutes late for class without notifying the instructor prior to class, the student will not be allowed to participate in any class activity in progress upon arrival. Students who are more than 5 minutes late for a class will be counted as absent.

5. **Missed Quizzes:** Quizzes, either scheduled or unannounced, will not be made up under any circumstances.

6. All students will be held responsible for adhering to their program handbook policies and procedures.

DROP/WITHDRAWAL DATES

Refund Date: September 5, 2017   Withdrawal Date: November 8, 2017

SERVICES FOR STUDENTS WITH DISABILITIES

It is the policy of SCC to comply with the access provisions of the state and federal civil rights legislation for persons with disabilities. Southeastern offers reasonable accommodations to encourage and ensure that persons with disabilities have equal access to education. Through disability services, accommodations are made available to qualified students with a documented disability. It is the recommendation of the Disability Services Coordinator that students contact the office as soon as possible to self-identify early so that they can work together to determine eligibility, identify issues and get reasonable accommodations in place. Each individual's needs and abilities are evaluated in accordance with ADA. To be eligible the student can forward the Disability Student Intake application and documentation of his/her disability to the Disability Services Coordinator. This information can be obtained from the Disability Services Coordinator and/or from the Disability Services Manual that is located at the webpage http://www.scciowa.edu/academics/disserv.aspx

The Student Intake Application is on pages 25-27 and the Medical Professional Guidelines for Verifying a Disability are on page 31-33. You can self-report at any time to the Disability Services Coordinator, but it is strongly encouraged that you have everything that you need in place and ready when you begin classes at the start of each semester. For further information or to arrange for accommodations, call 319-208-5167.

NON-DISCRIMINATION STATEMENT

It is the policy of Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Tina Young, Title IX / Equity Coordinator, Southeastern Community College, 1500 W. Agency Road, West Burlington, IA 52655, phone number 319/208-5101, fax 319/208-5005 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

ACADEMIC HONEST/INTEGRITY STATEMENT

PROFESSIONALISM AND CONDUCT

Students will be expected to conduct themselves in a professional manner in my class. Any conduct that I consider to be disruptive, disrespectful, or inappropriate will not be tolerated. If the student does not cease from such behavior upon my request, that student will be asked to leave the classroom. We will discuss conduct expectations further. (Please refer to the student handbook for further policy on professionalism.)

Any student who is asked to leave the classroom will be considered absent and unexcused and will not be permitted to make up any class work from that day. When warranted, I may require that the student attend a meeting with the Program Coordinator and/or the Dean of Health and Natural Sciences before the student will be allowed to re-enter my classroom.

COMPUTERS

You may be asked to leave the classroom if you are using a computer for anything other than *Intro to Electronic Health Records* course work during this class. You will also be asked to leave the classroom if you are using a computer at an inappropriate time during class. Only pertinent web sites should be accessed at appropriate times during class.

LEARNING ENVIRONMENT EXPECTATIONS

CHEATING

Any student who is discovered to be involved in cheating will receive a score of zero on any involved assignment(s) and will be reported to the Program Coordinator for further disciplinary action. Likewise, any student who is aware of cheating and does not report it to the instructor will also be disciplined according to the guidelines for cheating.

This syllabus is subject to change at the discretion of the instructor.