

## Course Syllabus

**Course Title:** Electronic Health Records

**Course Number:** MDCA 1091

**Course Description:**

Examine the emerging technology of the Electronic Health Record through conceptual theory and hands-on application needed to work in today's medical office.

**Hours:** 32

**Student Learning Outcomes:**

1. Introduce students to the Electronic Health Record.
2. Discuss established standards and protocols for electronic health records.
3. Establish proficiency in creating patient charts through online exercises.
4. Identify clinical tools needed to create and maintain records.

**Textbook(s):** (Contact bookstore for current edition and cost)

*Integrated Electronic Health Records*, M. Beth Shanholtzer, MAEd, FAHIMA, RHIA  
McGraw-Hill

**Withdrawal Policy:** See the current *Career Skills Training* catalog for the tuition refund policy.

**Collin College Academic Policies:** See the current *Collin Student Handbook*. You are expected to complete your own assessments and discussion posts. If cheating or inappropriate sharing occurs, all parties involved will be denied any credit for that assessment, discussion post or assignment. The matter may be referred to the appropriate Dean for further action.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Attendance Policy:** Students must be in attendance for at least 90% in order to pass competencies.

**Lesson Plan:**

| Week       | Assignment/content   |
|------------|--|
| Week 1 --- | Welcome, review syllabus and class website on Canvas.                              |
|            | Read Chapter 1 – An overview of Prime Suite's practice management and EHR software |
|            | LearnSmart Activity – Chapter 1  |
|            | Read Chapter 2 – Health data structure, collection, and standards                  |

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|          | LearnSmart Activity – Chapter 2  |
|          | Chapter 1& 2 Quiz  |
| Week 2 – | Read Chapter 3 – Content of the health record – Administrative data                                    |
|          | LearnSmart Activity – Chapter 3  |
|          | Test Mode simulations for Chapter 3  |
|          | Read Chapter 4 – Content of the health record-the past medical, surgical, family, and social histories |
|          | LearnSmart Activity – Chapter 4  |
|          | Test Mode simulations for Chapter 4  |
|          | Chapter 3&4 Quiz   |
| Week 3 – | Read Chapter 5 – Content of the health record-the care provider’s responsibility                       |
|          | LearnSmart Activity – Chapter 5  |
|          | Test Mode simulations for Chapter 5  |
|          | Read Chapter 6 – Financial management: Insurance and billing functions                                 |
|          | LearnSmart Activity – Chapter 6  |
|          | Test Mode simulations for Chapter 6  |
|          | Chapter 5&6 Quiz   |
| Week 4 – | Read Chapter 7 – Privacy, security, confidentiality, and legal issues                                  |
|          | LearnSmart Activity – Chapter 7  |
|          | Test Mode simulations for Chapter 7  |
|          | Read Chapter 8 – Management of information and communication   |
|          | LearnSmart Activity – Chapter 8  |
|          | Test Mode simulations for Chapter 8  |
|          | Chapter 7&8 Quiz   |
| Week 5 – | Read Chapter 9 – Decision and compliance support: utilizing the database                               |
|          | LearnSmart Activity – Chapter 9  |
|          | Test Mode simulations for Chapter 9  |
|          | Read Chapter 10 – Looking ahead – the future of health information and informatics                     |
|          | LearnSmart Activity – Chapter 10   |
|          | Chapter 9&10 Quiz  |
| Week 6 – | Test Mode simulations for Chapter 11   |

Sessions listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, labs, and days.

**Method of Evaluation:** Students must achieve a minimum of 75% final average and must be in attendance 90% of the class time in order to pass competencies.