Course Title: Electronic Health Records

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.

Instructor: Ginny Balla, MBA Healthcare Management Phone: (972) 841-4541
Email: mballa@collin.edu (Use Blackboard mail once you have accessed course)

All phone calls and email messages will be returned in no more than 24 hours

Course Objectives:
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):

Lesson Plan:

Session 1: Welcome, review syllabus and class website on WebCT. Post your student bio to the Discussion thread on the class website, send your instructor an email via the Mail feature on the class website that acknowledges that you have accessed the course.

Session 2: Read Chapter 1 – An Introduction to Electronic Health Records Respond to Chapter 1 Discussion Question Complete Chapter 1 Quiz

Session 3: Reach Chapter 2 – Standards for Electronic Health Records Respond to Chapter 2 Discussion Question Complete Chapter 2 Quiz

Session 4: Read Chapter 3 – Introduction and Setup for SpringCharts Electronic Health Records (EHR) software program Complete Exercises 3.1 through 3.3 Respond to Chapter 3 Discussion Question Complete Chapter 3 Quiz

Session 5: Read Chapter 4 – The Clinic Administration Complete Exercises 4.1 through 4.4 Respond to Chapter 4 Discussion Question Complete Chapter 4 Quiz

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Lesson Plan (continued):

Session 6: Read Chapter 5 – The Patient’s Chart Complete Exercises 5.1 through 5.7 Respond to Chapter 5 Discussion Question Complete Chapter 5 Quiz

Session 7: Read Chapter 6 – The Office Visit Complete Exercises 6.1 through 6.8 Respond to Chapter 6 Discussion Question Complete Chapter 6 Quiz

Session 8: Read Chapter 7 – Clinical Tools Complete Exercises 7.1 through 7.2 Respond to Chapter 7 Discussion Question Complete Chapter 7 Quiz

Session 9: Read Chapter 8 – Customizing Templates and Pop-up Text Complete Exercises 8.1 through 8.5 Respond to Chapter 8 Discussion Question Complete Chapter 8 Quiz

Session 10: Read Chapter 9 – Tests, Procedures, and Diagnosis Codes Complete Exercises 9.1 through 9.8 Respond to Chapter 9 Discussion Question Complete Chapter 9 Quiz

Session 11: Read Chapter 10 – Productivity Center and Utilities Complete Exercises 10.1 through 10.8 Respond to Chapter 10 Discussion Question Complete Chapter 10 Quiz

Session 12: Chapter 11 – Applying Your Knowledge Complete Exercises 11.1 through 11.22 Respond to Chapter 11 Discussion Question

Session 13: Chapter 12 – Electronic Recording Complete Exercises 12.1 through 12.18 Respond to Chapter 12 Discussion Question

Method of Evaluation

20% - Discussion Question Responses
50% - Quizzes 30% - Final Paper/Exam

Student's must achieve a minimum of 70% final average in order to be considered as “Passed Competencies”

4/19/2012