Course Title: Electronic Health Records

Course Number: MEDC 5430

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)
Electronic Health Records, Byron Hamilton, BA, MA, 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 1: Welcome, review syllabus and class website on Canvas.
Read Chapter 1 – The Electronic Health Record
Complete Chapter 1 Quiz
Read Chapter 2 – Standards and Features of Electronic Health Records
Complete Chapter 2 Quiz
Week 2: Read Chapter 3 – Introduction and Setup for SpringCharts
Electronic Health Records (EHR) software program
Complete Exercises 3.1 through 3.12
Complete Chapter 3 Quiz
Read Chapter 4 – The Clinic Administration
Complete Exercises 4.1 through 4.31
Complete Chapter 4 Quiz

Week 3: Read Chapter 5 – The Patient’s Chart
Complete Exercises 5.1 through 5.7
Complete Chapter 5 Quiz

Week 4: **Exam #1** – Chapters 1-5
Read Chapter 6 – The Office Visit
Complete Exercises 6.1 through 6.10
Complete Chapter 6 Quiz

Week 5: Read Chapter 7 – Clinical Tools
Complete Exercises 7.1 through 7.8
Complete Chapter 7 Quiz
Read Chapter 8 – Creating Templates
Complete Exercises 8.1 through 8.6
Complete Chapter 8 Quiz

Week 6: Read Chapter 9 – Tests, Procedures, and Codes
Complete Exercises 9.1 through 9.9
Complete Chapter 9 Quiz
Read Chapter 10 – Productivity Center and Utilities
Complete Exercises 10.1 through 10.7
Complete Chapter 10 Quiz

Week 7: **Exam #2** – Chapters 6-10
Chapter 11 – Applying Your Knowledge
Complete Exercises 11.1 through 11.22

Week 8: Chapter 12 – EHR Practicum
Complete Exercises 12.1 through 12.22

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.