DAKOTA COLLEGE AT BOTTINEAU

COURSE SYLLABUS

Course Prefix/Number/Title: AH 287 Computer Applications in Healthcare

Number of Credits: 3

Course Description: This course is designed to be a practical, hands-on introduction to the electronic health record (EHR). Students will learn to become proficient in the EHR software before they encounter it in their workplace. The student will gain a thorough knowledge of both the terminology of the EHR systems and the practical uses of similar systems in a healthcare setting.

Pre/Co -requisites: AH 171

Course Objectives:
Students are expected to:

- Identify different types of appointment scheduling methods.
- Manage the appointment schedule, using established priorities.
- Input patient data using an electronic system.
- Identify different types of electronic technology used in professional communication.
- Identify components of the Health Information Portability & Accountability Act (HIPAA).
- Apply HIPAA Rules in regard to privacy and the release of information.
- Complete an incident report related to an error in patient care.
- Using technology, compose clear and correct correspondence.
- Organize a patient's medical record.
- Accurately measure and record blood pressure, temperature, pulse, respirations, height, and weight (adult and infant).
- Perform accounts receivable procedures to patient accounts including posting charges, payments, and adjustments.

Instructor: Heidi Hauf

Office: Old Main

Office Hours: Use Starfish Calendar to Schedule Appointments and view Available Office Hours
Phone: 1-701-228-5453

Email: Messages within Blackboard is preferred. heidi.hauf@dakotacollege.edu

Lecture/Lab Schedule: TuTh, 11-12:15 p.m.

Textbook(s):

SimChart for the Medical Office: Learning the Medical Office Workflow (2025 Edition, 1st Edition) Elsevier Inc

ISBN: 9780443348839

Course Requirements:

Independent Practice: Read each unit, as well as any lecture notes and slides posted by the instructor.

Participation: Regular attendance is required. In class activities will be graded. Students are expected to engage in meaningful class discussions when appropriate. The medical field requires professionalism, confidentiality, privacy, & honesty. It is important that students showcase these characteristics, especially while in class.

Assignments: Complete assignments on time. Due dates are published on each assignment and will appear in the calendar.

Tests: Tests allow for one attempt only. They are timed as shown in the course. Please plan accordingly. Failure to submit the exam prior to completion may result in zero.

Tentative Course Outline:

- Unit I: Navigating SimChart for the Medical Office
  - Lesson Power Points
  - Unit I Test
  - Logging In to SimChart
  - Medical Office Workflow Tasks
- Unit II: Front Office
  - Assignments 1-20
  - Unit II Discussion
- Unit III: Clinical Care
  - Assignments 21-61
  - Unit III Discussion
- Unit IV: Coding & Billing
  - Assignments 62-110
  - Unit IV Discussion
- Final Project

Academic Calendar: Please review https://www.dakotacollege.edu/academics/academic-calendar/8-week-sessions for important dates.

Grading Scale:

100-90%	**A**
89-80%	**B**
79-70%	**C**
69-60%	**D**
Less than 60%	**F**

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry-specific skills in preparation for workplace readiness.

Relationship to Campus Focus: The purpose of this course is to provide the student with a basic understanding of common medical disorders and appropriate interventions to enable them to function competently in the healthcare setting.

Classroom Policies:

- Follow Due Dates as published on the calendar within the course.
- All students have time allotted based off the academic calendar to complete the course. The course ends at 11:59 p.m. central time on the last Friday of the term.
- Assignments are indicated within the course contents and are mandatory. All assignments must be submitted by the due date listed within the course, a grade of zero will be given for the uncompleted and/or late assignments.
- All tests are timed. When time has expired, the test will shut off and be automatically submitted. Students should properly prepare for each test and allow plenty of time to complete and submit the test prior to the due date. Anything received after 11:59 p.m. the night of the due date will be considered late submission, and a grade of zero will be awarded. No exceptions. Students are not allowed to "preview" an exam.
- The student may not use the textbook, notes, or other resources when taking tests, this includes receiving assistance from other students, family, friends or acquaintances. This is considered cheating and will be handled according to the *Academic Integrity* policy.
- All students are expected to complete an evaluation (survey) at the end of the course.

Student Email Policy:
Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:
According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:
Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:
Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:
Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	• Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. • Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. • In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	• Determine if the use of generative AI could enhance student learning in any assignment of project. • Clearly indicate in all course syllabi if generative AI is allowable for any academic work. • If allowable, give specific parameters for how and when generative AI may be used. • If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.