Dakota College at Bottineau
Course Syllabus
AH287 Computer Applications in Health Care (16-week course)

Credits: 3 credits

Course Description: This course is designed to be a practical, hands-on introduction for students 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 – Medical Terminology

Course Objectives:
- The student will learn procedures for storing and retrieving patient health records and patient chart notes.
- The student will learn the processes for transferring and importing documents to electronic formats.
- The student will utilize a software application for creating patient health information records.
- The student will learn how to read and interpret health information records.
- The student will learn key terms and abbreviations relative to health information technology.
- The student will learn how to enter patient demographics.
- The student will learn topics such as problem lists, assessments, prescription/medication management, exam notes, transcription, coding, and diagnostic/laboratory orders and results.

Instructor: Kim McDaniel MSN, RNC-OB
Office: online
Office Hours: online
Email: *Use course email*
The instructor checks course email at least once a day, Monday-Friday, excluding holidays. A response can be expected within 24 hours, except on weekends. A response to weekend emails should be expected on Monday.

Lecture/Lab Schedule: This course does not have a required lab. Any lecture notes and instruction are online.

Textbook(s): *Medical Clinic Workflow: Using the Electronic Health Record (5th edition)* by Rick Schanhals
NOTE: The textbook for this class is located online only. You must purchase an access code/key from the Dakota College at Bottineau bookstore to participate in this course, to complete the

required assignments and to access needed resources. (janeen.pollman@dakotacollege.edu or 701-228-5458)

Course Requirements:
- The student is expected to read the assigned reading material and complete assignments.
- The student is expected to participate in any online class discussions related to the electronic health record.
- The student is required to complete all assignments and chapter quizzes. If prior arrangements have not been made, **late assignments are worth half-credit**.
- A letter grade will be awarded upon the completion of the course.

> A = 90% to 100%
> B = 80% to 89%
> C = 70% to 79%
> D = 60% to 69%
> F = 59% and below

Tentative Course Outline:
Week 1:
- Chapter 1: Introduction
- Chapter 2: Logging into MedTrak
Week 2:
- Chapter 3: Adding Patients
- Chapter 4: Helpful Tips and Navigation
Week 3:
- Chapter 5: Attaching Payers to a Patient
- Chapter 6: Scheduling
Week 4:
- Chapter 7: Patient Registration
- Chapter 8: Clinic Status Screen
Week 5:
- Chapter 9: Patient Intake
- Chapter 10: Physician - Initial Contact
Week 6:
- Chapter 11: Open Orders Processing
- Chapter 12: Out the Door - Overview
Week 7:
- Chapter 13: Physician – Additional Orders
- Chapter 14: Physician - Referrals
Week 8:

- Chapter 15: Physician – Diagnosing
- Chapter 16: Physician - Patient History and Exam

Week 9:

- Chapter 17: Physician – Prescribing
- Chapter 18: Physician - Aftercare Instructions

Week 10:

- Chapter 19: Physician – Evaluation and Management
- Chapter 20: Patient Discharge

Week 11:

- Chapter 21: Payment Collection
- Chapter 22: Incomplete Charting

Week 12:

- Chapter 23: Unbilled Charges
- Chapter 24: Posting Charges to a Bill

Week 13:

- Chapter 25: Printing Bills
- Chapter 26: Payment Processing

Week 14:

- Chapter 27: Accounts Receivable
- Chapter 28: Collection Activity

Week 15:

- Chapter 29: Refunds
- Chapter 30: Release of Information

Week 16:

- Chapter 31: Chart Locator
- Final Exam
- Course Evaluation

General Education Goals/Objectives: This course is not a general education course.

Relationship to Campus Theme: The student will learn up-to-date technology as it applies to the electronic health record in the healthcare setting. These assignments will require problem solving, application of previous course materials, and interaction with other students.

Classroom Policies: Attendance in the online course, completion of assignments and quizzes, and respect for the instructor and other students are expected.

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: Respect for fellow students and the instructor is required. All students are expected to adhere to the highest standards of academic integrity. Dishonesty with assignments, quizzes and exams is a serious offense and is subject to disciplinary action by the instructor and college administration. Refer to the Student Handbook for more information.

Disabilities and Special Needs: Students who have a disability for which accommodations are necessary are encouraged to contact the instructor and the Learning Center (701-228-5479 or 1-888-918-5623) to request disability support services as early as possible during the beginning of the semester.