

Computer Applications in Health Care AH 287

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

Instructor Information:

Melissa Coleman, CMT, AHDI-F

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1-701-228-5642

Course Objectives:

- The student will learn procedures for storing and retrieving patient health records and 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.

Textbook/Materials: Electronic Health Records; Understanding the Medical Office Workflow; ISBN-13: 978-1-4557-5022-1

Course Requirements:

- The student is expected to read the assigned reading material and complete assignments.
- The student will be expected to participate in any online class discussions related to the electronic health record.

- The student will be required to complete all assignments, chapter quizzes, and final exam. If prior arrangements have not been made, late assignments are worth half credit.
- Make-up exams are not allowed unless prior arrangements have been made in advance with the instructor. Once the due date has passed, the exam cannot be made up.
- A letter grade will be awarded upon the completion of the course.

Grading Scale: There are a total of 646 points for this course. There are several assignments and quizzes to be completed by the posted due dates.

581 to 646 points - 90% to 100% = A

516 to 580 points - 80% to 89% = B

452 to 515 points - 70% to 79% = C

388 to 451 points - 60% to 69% = D

387 points and below/59% and below = FAIL

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.

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.

Academic Integrity: Plagiarism: To plagiarize is to "steal and pass off the ideas or words of another as one's own" (*Webster's Dictionary*). **Plagiarism will not be tolerated in this course.** When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. **Students found plagiarizing material will receive a "0" for the assignment.**

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