Computer Applications in Health Care
AH 287

Credits: 2 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:
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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 now 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, 2nd Edition;   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.
- Exams are to be closed book, closed notes, and closed neighbors. 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 544 points for this course. There are several assignments to be completed by the posted due dates.
490 to 544 points / 90% to 100% = A
435 to 489 points / 80% to 89% = B
381 to 434 points/ 70% to 79% = C
327 to 380 points / 60% to 69% = D
326 points and below/59% and below = FAIL

Course Outline
Chapter 1: Introduction to the Electronic Health Record
Chapter 2: Medical Office Workflow
Chapter 3: Adding Patients
Chapter 4: Helpful Tips and Navigation
Chapter 5: Attaching Payers to a Patient
Chapter 6: Scheduling
Chapter 7: Patient Registration
Chapter 8: Clinic Status Screen
Chapter 9: Patient Intake
Chapter 10: Initial Contact (Physician)
Chapter 11: Open Orders Processing
Chapter 12: Out the Door (Overview)
Chapter 13: Additional Orders (Physician)
Chapter 14: Referrals (Physician)
Chapter 15: Diagnosing (Physician)
Chapter 16: Patient History and Physical Exam (Physician)
Chapter 17: Prescribing (Physician)
Chapter 18: Aftercare Instructions (Physician)
Chapter 19: Evaluation and Management (Physician)
Chapter 20: Patient Discharge
Chapter 21: Payment Collection
Chapter 22: Pending Results
Chapter 23: Unbilled Charges
Chapter 24: Posting Charges to a bill
Chapter 25: Printing Bills
Chapter 26: Payment Processing

Chapter 27: Accounts Receivable
Chapter 28: Collection Activity
Chapter 29: Refunds

General Education Goals/Objectives:
- Critical thinking in the completion of EHR assignments (Gen Ed #2)
- Knowledge and application of EHR technology (Gen Ed #3)

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: All students are expected to adhere to the highest standards of academic integrity and honesty. Dishonesty in the online classroom assignments, quizzes, and exams is a serious offense and is subject to disciplinary action by the instructor and college administration. For more information, refer to the Student Handbook.

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.