



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-requisites: AH 171

Course Objectives:

Students are expected to

- Show the processes for storing and retrieving patient health records and patient chart notes.
- List the processes for transferring and importing documents to electronic formats.
- Utilize a software application for creating patient health information records.
- Name key terms and abbreviations relative to health information technology.
- Demonstrate how to enter patient demographic information.
- Recall topics such as problem lists, assessments, prescription/medication management, exam notes, transcription, coding, and diagnostic/laboratory orders and results.

Instructor: Heidi Hauf

Office: Old Main

Office Hours: MWF 11 am-12 pm  
TuTh 9-10 am, 11:15-11:45 am

Phone: 1-701-228-5453

Email: Messages within Blackboard is preferred. [heidi.hauf@dakotacollege.edu](mailto:heidi.hauf@dakotacollege.edu)

Lecture/Lab Schedule: TuTh 9-10:15 am

Textbook(s):

***Medical Clinical Workflow, EIGHTH EDITION***, Rick Schanhals CHTS-CP, CHTS-PW

Course Requirements:

**Independent Practice:** Read each chapter & review course PowerPoints.

**Attendance:** Attendance is required.

**Lectures/Presentations:** Be an active listener during lectures/presentations.

**Discussions:** Open discussions on course-related topics are encouraged during class.

**Assignments:** The textbook provides real-life scenario assignments. The percentage you receive on your first attempt will be your grade for the assignment. The assignments allow for multiple

attempts and provides steps to correct the error. The assignments do built on the patients record, so it is vital that you have 100% for each task before you move on to the next section.

**Quizzes/Exams:** Tests are proctored during class time. No books, phones, or any outside sources are allowed during test times.

Tentative Course Outline:

Week	Chapters/Exams
1	1, 2, 3
2	4, 5, Quiz 1
3	6, 7
4	8, 9, 10, Quiz 2
5	11, 12, 13, 14, 15
6	16, 17, Quiz 3
7	18, 19, 20, 21
8	22, Midterm Exam
9	23, 24, 25
10	26, Quiz 4
11	27, 28, 29
12	30, 31, Quiz 5
13	Case Studies
14	Case Studies, Quiz 6
15	Case Studies
16	Final Exam

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

Grading Scale:

100-90%	<b>A</b>
89-80%	<b>B</b>
79-70%	<b>C</b>
69-60%	<b>D</b>
Less than 60%	<b>F</b>

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

1. Employ industry-specific skills in preparation for workplace readiness.

Relationship to Campus Focus: The student will learn 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:

- Regular participation is expected.
- The student is expected to complete all assignments and tests.

- **Late assignments will be docked 10% per day late.** I do understand that sometimes emergencies do occur. In this case, arrangements can be made with instructor for a new due date, but **ONLY** if arrangements are made before the original due date.
- The student is expected to communicate with other students and instructor in a professional and effective manner.

#### 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.