



DAKOTA COLLEGE COURSE SYLLABUS

Course Prefix/Number/Title: AH287 Computer Applications in Healthcare

Number of Credits: 3

Course Description:

This course is designed to introduce the student to the electronic health record (EHR), providing a hands-on, practical experience. The course provides the student with the experience of using an integrated EHR and practice management system to understand the medical clinic workflow process, including scheduling appointments and handling payment collection and refunds. The student will gain a thorough knowledge of EHR terminology and become proficient in the EHR software prior to encountering it in the workplace.

Pre-/Co-requisites: AH171 Medical Terminology

Course Objectives:

- Learn procedures for storing and retrieving patient health records and patient chart notes.
- Learn processes for transferring and importing documents to electronic format.
- Utilize a software application for creating patient health information records.
- Read and interpret health information records.
- Define basic terminology, key terms and abbreviations relative to health information technology.
- Define and understand how to enter patient demographics.
- Understand the ambulatory objectives for the federal government's Meaningful Use Act
- Understand and prioritize payer order in the clinic setting

Instructor: Kim McDaniel, MSN, RN, RNC-OB

Office: Online

Office Hours: Online by appointment

Phone: N/A

Email: Use the Course Messages tool on the left panel in Blackboard. A response from the instructor is usually expected within 24 hours Monday through Friday. Weekend emails should usually expect a response within 48 hours.

Lecture/Lab Schedule: Asynchronous – online

Textbook(s): Schanhals. Medical Clinic Workflow: Using the Electronic Health Record. 6th Ed. (2019)

NOTE: The textbook for this class is located online only. The student must purchase an access code/key from the Dakota College at Bottineau bookstore to participate in this course, to complete required assignments and to access needed resources.

(Janeen.pollman@dakotacollege.edu or 701-228-5458)

Course Requirements:

- Students are expected to read the assigned chapters and complete exercises within the MedTrak System.
- Students are responsible for checking email, course announcements, and course discussions on a regular basis.
- Students are expected to participate in any online class discussion related to the electronic health record.
- Students are required to complete all assignments, chapter quizzes and exams. Late or missing assignments/quizzes/exams receive a zero, unless prior arrangements have been made.
- Upon course completion, a letter grade is awarded. Final grade is based on the total number of points awarded for the course and is calculated using total points earned divided by total points available.
 - A = 90 – 100%
 - B = 80 – 89%
 - C = 70 – 79%
 - D = 60 – 69%
 - F = 0 – 59%

Tentative Course Outline:

- Housekeeping
- Introduction
- Administrative
 - Adding Patients
 - Payers
 - Scheduling
 - Patient Registration
- Clinical
 - Patient Intake
 - Physician – Initial Contact
 - Open Orders Processing
 - Out the Door – Overview
 - Physician – Additional Orders
 - Physician – Referrals
 - Physician – Diagnosing
 - Physician – Patient History and Exam
 - Physician – Prescribing
 - Physician – Aftercare Instructions
 - Physician – Evaluation and Management
 - Patient Discharge
- Billing
 - Payment Collection
 - Incomplete Charting
 - Unbilled Charges
 - Posting Charges to a Bill
 - Payment Processing
 - Accounts Receivable
 - Collection Activity

- Refunds
- Release of Information
- Chart Locator

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

Relationship to Campus Theme:

The student will learn technology as it applies to the electronic health record in the healthcare setting. The assignments will teach problem-solving skills and application of previous course materials.

Classroom Policies:

- All students have 8 weeks 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 (usually Saturday nights at 11:59 p.m. central time) or a grade of zero will be given for the uncompleted and/or late assignments.
- Exams are timed. When time has expired, the exam will shut off and be automatically submitted. Students should properly prepare for each exam and allow plenty of time to complete and submit the exam prior to the due date (generally 11:59 p.m. Saturday night). Anything received after 11:59 p.m. the night of the due date will be considered a 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 exams, 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.
- The instructor reserves the right to post additional assignments if she deems necessary for student learning.
- 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 within the first two weeks of the semester to line up accommodations.

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.