

## Course Syllabus

**Course Title:** Electronic Health Records

**Course Description:**

Examine the emerging technology of the Electronic Health Record through conceptual theory and hands-on application needed to work in today's medical office.

**Instructor:**

**Course Objectives:**

1. Introduce students to the Electronic Health Record.
2. Discuss established standards and protocols for electronic health records.
3. Establish proficiency in creating patient charts through online exercises.
4. Identify clinical tools needed to create and maintain records.

**Textbook(s):**

*Electronic Health Records*, Byron Hamilton, BA, MA, McGraw-Hill  
(Contact bookstore for current edition and cost)

**Lesson Plan:**

- Session 1: Welcome, review syllabus and class website on WebCT. Post your student bio to the Discussion thread on the class website, send your instructor an email via the Mail feature on the class website that acknowledges that you have accessed the course.
- Session 2: Read Chapter 1 – An Introduction to Electronic Health Records  
Respond to Chapter 1 Discussion Question  
Complete Chapter 1 Quiz
- Session 3: Reach Chapter 2 – Standards for Electronic Health Records  
Respond to Chapter 2 Discussion Question  
Complete Chapter 2 Quiz
- Session 4: Read Chapter 3 – Introduction and Setup for SpringCharts  
Electronic Health Records (EHR) software program  
Complete Exercises 3.1 through 3.3  
Respond to Chapter 3 Discussion Question  
Complete Chapter 3 Quiz
- Session 5: Read Chapter 4 – The Clinic Administration  
Complete Exercises 4.1 through 4.4  
Respond to Chapter 4 Discussion Question  
Complete Chapter 4 Quiz

## **Lesson Plan** *(continued)*:

- Session 6:           Read Chapter 5 – The Patient’s Chart  
                      Complete Exercises 5.1 through 5.7  
                      Respond to Chapter 5 Discussion Question  
                      Complete Chapter 5 Quiz
- Session 7:           Read Chapter 6 – The Office Visit  
                      Complete Exercises 6.1 through 6.8  
                      Respond to Chapter 6 Discussion Question  
                      Complete Chapter 6 Quiz
- Session 8:           Read Chapter 7 – Clinical Tools  
                      Complete Exercises 7.1 through 7.2  
                      Respond to Chapter 7 Discussion Question  
                      Complete Chapter 7 Quiz
- Session 9:           Read Chapter 8 – Customizing Templates and Pop-up Text  
                      Complete Exercises 8.1 through 8.5  
                      Respond to Chapter 8 Discussion Question  
                      Complete Chapter 8 Quiz
- Session 10:          Read Chapter 9 – Tests, Procedures, and Diagnosis Codes  
                      Complete Exercises 9.1 through 9.8  
                      Respond to Chapter 9 Discussion Question  
                      Complete Chapter 9 Quiz
- Session 11:          Read Chapter 10 – Productivity Center and Utilities  
                      Complete Exercises 10.1 through 10.8  
                      Respond to Chapter 10 Discussion Question  
                      Complete Chapter 10 Quiz
- Session 12:          Chapter 11 – Applying Your Knowledge  
                      Complete Exercises 11.1 through 11.22  
                      Respond to Chapter 11 Discussion Question
- Session 13:          Chapter 12 – Electronic Recording  
                      Complete Exercises 12.1 through 12.18  
                      Respond to Chapter 12 Discussion Question  
                      Final Paper/Exam due no later than midnight

### Method of Evaluation

20% - Discussion Question Responses

50% - Quizzes

30% - Final Paper/Exam

Students must achieve a minimum of 70% final average in order to Pass Competencies.