**1. COURSE TITLE\*:** Electronic Health Records

**2. CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*:** ALTH 1160

**3. PREREQUISITE(S)\*:** None

**CO-REQUISITE(S)\*:** None

**4. COURSE TIME/LOCATION/MODALITY: *(See Course Syllabus – Individual Instructor Specific)***

|  |  |
| --- | --- |
| Course Time: | Course Location: |

**5. CREDIT HOURS\*:** 2 **LECTURE HOURS\*:** 2

 **LABORATORY HOURS\*:** 0 (contact hours) **OBSERVATION HOURS\*:** 0

**6. FACULTY CONTACT INFORMATION: *(See Course Syllabus – Individual Instructor Specific)***

|  |  |
| --- | --- |
| Instructor: | Phone: |
| Email: | Term: |
| Office Hours:  | Days/Time: |
| Office Campus/Room: | Course Campus/Room: |
| Course Webpage/Login: |

**7. COURSE DESCRIPTION\*:**

This course is designed to be an interactive, competency-based approach to learning electronic health records. The student will develop skills used in electronic health records through the introduction of theory as well as the application of medical electronic health records through the use of Medcin Software. It includes using the computer to: 1) navigate the medical health record, 2) record various patient health information such as history and findings, 3) Order diagnostic tests and writing prescriptions, 4) use EHR software to understand E&M code, 5) use ICD-10-CM codes to justify billing and orders based on diagnosis, 6) graph lab results, 7) use EHR to improve patient care.

**8. LEARNING OUTCOMES\*:**

* To achieve proficient entry-level medical assisting skills for safe and effective performance of patient/client care in the ambulatory setting, with the understanding of their application to real life and/or on-the-job situations.

Medical assistant students will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession. They will incorporate cognitive knowledge in performance of psychomotor and affective domains in their practice as medical assistants and in effective communication, both orally and written.

**Upon successful completion of this course, the student will be able to:**

**8A. COURSE LEARNING OBJECTIVES:**

This course follows the minimum standards of quality used in awarding accreditation to programs that prepare individuals to enter the medical assistingprofession.

CAAHEP/MAERB 2022 Entry Level Medical Assistant core curriculum:

* Cognitive Objectives: Example: *II.C.1. Define the basic units of measurement: a. the metric system, b. the household system.* (“C” represents Cognitive).
* Psychomotor Competencies: Example: *II.P.2.* *Record laboratory test results into the patient’s record.* (“P” represents Psychomotor).
* Affective Competencies: Example: *A.2. Reassure patients.* (“A” represents Affective).

**FOUNDATIONS FOR CLINICAL PRACTICE**

|  |
| --- |
| **CONTENT AREA VI: Administrative Functions** |
| **Psychomotor (Skills)****VI.P. Administrative Functions** |
| VI.P.3 | 3. Input patient data using an electronic system |
| **CONTENT AREA VII: Basic Practice Finances** |
| **Psychomotor (Skills)****VII.P. Basic Practice Finances**  |
| VII.P.2 | 2. Input accurate billing information in an electronic system |
| **CONTENT AREA X: Legal Implications** |
| **Psychomotor (Skills)****X.P. Legal Implications**  |
| X.P.3 | 3. Document patient care accurately in the medical record |

**9.** **ADOPTED TEXT(S)\*:**

*SimChart for the Medical Office: Learning the Medical Office Workflow*

*2023 Edition* (or most recent edition)

By: Elsevier

Elsevier, 2023

www.elsevier.com

**ISBN:** 978-0-443-10883-9 – Printed Paperback Textbook

Explore your favorite internet search engine or the publisher website for additional textbook options.

**10. OTHER REQUIRED MATERIALS:**

**Online Course/Supplemental Course Requirements**:

* My Canvas LMS - will be utilized as a classroom supplement (per instructor).
* Daily access to personal desktop PC, laptop or tablet (see Southern State Community College (SSCC) website minimum computer requirement recommendations); iOS/Android (cell phone) will not meet all requirements/recommendations)
* A working printer
* High speed internet access for access to course supplemental materials (not all required software/online resources are compatible with iOS/Android)
* A medical dictionary
* Other as determined by instructor to meet course objectives (refer to instructor syllabus)

Required learning resources from previous program courses may be utilized.

Review and consider immediate enrollment in the free online offering of **CRDW 1100 Student Canvas Orientation**, for best success using your LMS.

**11. GRADING SCALE\*\*\*:**

To satisfactorily complete this course, the student must achieve a grade of C or above according to the following system:

A (4.0) = 90% - 100%

B (3.0) = 80% - 89%

C (2.0) = 70% - 79% **\***

D (1.0) = 60% - 69%

F = 0 – 59%

***\*****A minimum final grade of C is required to apply toward Medical Assistant Technology (MAST) and/or Allied Health Technology (ALTH) program completion.*

**12.** **GRADING PROCEDURES OR ASSESSMENTS:** ***(See Course Syllabus – Individual Instructor Specific)***

This course maintains a no extension, no make-up policy for all course content (i.e., no make-up tests will be given). If you do not complete the course requirements as outlined, exceptions will not be made. The medical professional charged with care of others must remain diligent to meet career responsibilities and deadlines daily.

Students must earn a passing *average exam score* of 75% on exams to progress in health science program. A minimum final grade of C is required for this course to apply toward MAST/ALTH program completion (refer to **11. GRADING SCALE,** see above, and Sample Final Grade Percentage Calculation below).

Knowledge of content is evaluated through performance of outlined core curriculum objectives by written examination (may be comprehensive), competency-based examination, performance of assignments, work projects, etcetera, to meet core curriculum objectives, per instructor (refer to table below).

* Textbook Reading: Students are to come to class prepared for lecture. Read all assigned chapters before coming to class.
* Examination: All exams may be comprehensive; quizzes are not. Quizzes may be utilized at the discretion of the instructor. Students must earn a passing *average score* of 75% on examinations. Failure to obtain the required 75% *average* will result in failure to progress in health science programs (refer to **11. GRADING SCALE,** seeabove, and Sample Final Grade Percentage Calculation below).
* Written Communication: Accurate spelling is required and will be graded. Spelling exams/quizzes may be administered at the discretion of the instructor. Points will be deducted on all course related work, exams, correspondence, assignments, quizzes, etcetera (including text and email), for incorrect spelling, punctuation and/or grammar.
* Participation: Evaluated by contribution(s) to discussion board; come prepared.
* Exercises/Assignments: Reinforce course content, cognitive objectives, and critical thinking skills. As assigned by the course instructor (refer to instructor syllabus/rubric).
* Professionalism: Professionalism is required in online behavior and communication.

**Sample Coursework, Sample Final Grade Percentage Calculation:** (assignments may be added/graded to meet core objectives):

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **TOTAL POINTS** | **% OF FINAL GRADE****Passing Score required as above** |
| Discussion Board, other assigned (1) |  100 points | 20% |
| EHR Unit Exercises (110 x 100) | 11000 points | 30% |
| Post Case Quiz (110 x 100) | 11000 points | 30% |
| Attendance/Professionalism (1) |  100 points | 20% |
| TOTAL | 22200 points | 100% |

**13. COURSE METHODOLOGY: *(See Course Syllabus – Individual Instructor Specific)***

This course may include a variety of learning experiences which may include, but is not limited to: lecture, class discussion and/or online discussion board, journaling, audio-visual materials, critical thinking exercises, chapter and workbook assignments, computer assisted learning, publisher supplemental materials, student projects/ presentations, group exercises/projects, research paper, skill demonstration, lab skills and peer practice, practical scenarios, human patient/client simulation, competency based examination (CBE), cognitive examinations (exams), and other as assigned by the instructor, may be utilized as appropriate to meet the course objectives.

Following procedure lecture, the instructor will demonstrate the psychomotor skill, and students will practice for return demonstration at required competency level. CBE will be utilized for skill competency in the lab and in the practicum site setting. Students must successfully pass 100% of the psychomotor and affective competencies, with a score of 80% or higher, within two demonstration attempts in order to pass the course and/or progress in the program (see **12. GRADING PROCEDURES OR ASSESSMENTS**).

|  |  |  |
| --- | --- | --- |
| **CAMPUS COURSE** | **CAMPUS HYBRID** | **ONLINE/****INDEPENDENT STUDY**  |
| NA | NA | Attend/participate in online course as scheduled  |
| NA | NA | For each course credit hour (approximately 50 minutes) plan on approximately 2 hours outside class study/work |
| NA | NA | Classroom lecture, online skill video and skills practice, with supplemental resources (see schedule) |
| NA | NA | Complete all assignments and examinations within the due dates  |
| NA | NA | Complete assigned discussion activities |

Students are expected to apply information and knowledge gained in this course to other health science courses, including practicum assignments.

**14. COURSE OUTLINE: *(See Course Syllabus – Individual Instructor Specific)***

Textbook Outline:

SimChart for the Medical Office: Learning the Medical Office Workflow

UNIT 1 Navigating SimChart for the Medical Office

UNIT 2 Front Office

UNIT 3 Clinical Care

UNIT 4 Coding & Billing

**SAMPLE COURSE SCHEDULE \***

|  |  |  |  |
| --- | --- | --- | --- |
| **WEEK** | **TOPIC/CONTENT** | **EVALUATION** | **LEARNING OBJECTIVE** |
| 1 | * **Topic: Course Orientation** – Explore your My ELearn course – become familiar with tools and navigation in the course. Review and consider enrolling in the free online offering of **CRDW 1100 Student Canvas Orientation**, enrolling today, for best success using your LMS.
* SimChart: Navigating SimChart – Before you begin working on exercises, read **TO THE STUDENT** page viii.
* Begin reading/looking ahead to enroll in SimChart online resources via My ELearn Course Link. Once the online resource is open, and you are enrolled through the My eLearn course link, begin exercises (link and exercises will open on Thursday). The exercises are divided up over the course of the term for even distribution and may not ‘fall under units’ as outlined, AND, the exercises listed may not fall in the best spot for your personally to save/backup for the next module. Use your best judgement of where you wish to stop, but do not let yourself fall behind or let the ‘rough outline division below’ confuse you. It is better to work a little ahead than to fall behind.
* **Topic**: Navigating SimChart for the Medical Office (U1) – 24 Medical Office Workflow Tasks.
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, X.P.3 |
| 2 | * **Topic:** Front Office (U2) – Read chapter, follow chapter instructions to complete EHR exercises 1-9.

**\*\*Make sure you take the time to learn the system (much like knowing how to use Microsoft Word, i.e., ‘where do you go on the toolbar to change margins’, etc. Exam questions will test you on knowledge working with/in the software.*** SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, X.P.3 |
| 3 | * **Topic:** Front Office (U2) – Read chapter, follow chapter instructions to complete EHR exercises 9-16.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, X.P.3 |
| 4 | * **Topic:** Front Office (U2) and Clinical Care (U3) – Read chapter, follow chapter instructions to complete EHR exercises 17-24.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, X.P.3 |
| 5 | * **Topic:** Clinical Care (U3) – Read chapter, follow chapter instructions to complete EHR exercises 25-32.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, X.P.3 |
| 6 | * **Topic:** Clinical Care (U3) – Read chapter, follow chapter instructions to complete EHR exercises 33-49.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, X.P.3 |
| 7 | * **Topic:** Clinical Care (U3) – Read chapter, follow chapter instructions to complete EHR exercises 50-59.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, X.P.3 |
| 8 | * **Topic:** MIDTERM REVIEW
* SimChart: Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, X.P.3 |
| 9 | * **Topic:** Clinical Care (U3) and Coding & Billing (U4) – Read chapter, follow chapter instructions to complete EHR exercises 60-69
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, X.P.3 |
| 10 | * **Topic:** Coding & Billing (U4) – Read chapter, follow chapter instructions to complete EHR exercises 70-77.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, VII.P.2, X.P.3 |
| 11 | * **Topic:** Coding & Billing (U4) – Read chapter, follow chapter instructions to complete EHR exercises 78-85.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, VII.P.2, X.P.3 |
| 12 | * **Topic:** Coding & Billing (U4) – Read chapter, follow chapter instructions to complete EHR exercises 86-93.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, VII.P.2, X.P.3 |
| 13 | * **Topic:** Coding & Billing (U4) – Read chapter, follow chapter instructions to complete EHR exercises 94-102.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, VII.P.2, X.P.3 |
| 14 | * **Topic:** Coding & Billing (U4) – Read chapter, follow chapter instructions to complete EHR exercises 102-110.
* SimChart Quiz/Review Test as directed
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, VII.P.2, X.P.3 |
| 15 | * **Topic:** Unit 1-4 Review
* SimChart Quiz/Review for Final
 | * Cognitive Objectives: Exam Questions
 | VI.P.3, VII.P.2, X.P.3 |
| FINAL | * Complete Final exercises, activities, quizzes as directed
 | * Cognitive Objectives: Exam Questions
 |  |

*\*The instructor reserves the right to adjust, rearrange, and/or maintain a different schedule of work (assignments, projects, exercises, exams/quizzes) to fulfill the objectives of the course and/or to revise course syllabus as needed according to circumstances during the semester. Changes will be announced/posted 24 hours prior to implementation; students are advised to read all announcements as they arrive.*

**15. SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

* Instructor Responsibilities: 1). To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. 2). To prepare graduates for successful completion of appropriate credentialing examinations available to graduates of accredited Medical Assistant Technology programs. To this end, the instructor will develop a course of instruction to create a learning environment conducive to the achievement of professional competency. The student will develop information and insights that fill in this matrix. The instructor will highlight main points of the assigned text. The instructor will sensitize him/herself to individual student’s educational needs and make him/herself available for assistance.
* Student Responsibilities: 1). The student is responsible for reading, and being familiar with, the assigned material, prior to class presentation and/or discussion. 2). The student is responsible for bringing any misunderstandings they may have regarding the course content to the attention of the instructor in class. Participation in class discussion is mandatory.

**Classroom Policies:**

* Academic Honesty Statement: Academic honesty is expected of all students in institutions of higher learning. Academic dishonesty includes (but is not limited to) cheating, plagiarism, or helping another student engage in academic dishonesty. If a student engages in academic dishonesty, at the discretion of the instructor, the student may receive an automatic failing grade for the assignment and/or course.

Honesty and integrity are a must in professional behavior and are expected of each Health Science Division student. Students observed or found to be cheating in any Health Science Division course will be given a failing grade for the test/assignment and/or the course. A written report of the incident, signed by the instructor and the student, will be placed in the student’s permanent program file. This notice will remain on file and in effect for the remainder of the student’s enrollment in the Health Science Division. Should a second incident of cheating occur in any Health Science Division course, the student will be dismissed from the Health Science Division for one year (all re-application guidelines apply; acceptance is not guaranteed).

The failing grade for dishonesty will not be used as the drop grade in a course in which a drop grade option is given. If a student allows another student to copy or cheat from their work, or assists a student to cheat, the same ramifications will be given to that student as well. The student witnessing cheating is morally obligated to report the incident to the instructor.

* Online/hybrid: Students registered for the online course must visit the Online Information Webpage and comply with the Online Course Requirements, Instructor Requirements and complete the Online Readiness Checklist available on the SSCC website. Students are strongly advised to complete the Online Success Workshops. To meet the objectives of the online/hybrid course, students must login to the online course the first day of the semester and complete the attendance assignment, or be dropped from the course.
* Attendance: To meet the objectives of each course students must attend online classes and complete course assignments. The class schedule is passed out the first day of the term. There are no excused absences, only absences.

There is no penalty for the first three (3) class absences. A fourth (4) absence will result in a drop of one full letter grade from the final grade; a fourth (4) absence will reduce a final grade of A to a B, a B to a C (therefore impacting MAST/ALTH program progress) and a D to an F.

The student is responsible for missed lecture and/or notes, assignments, handouts, etcetera, due to failure to login into class.

The fall and spring terms are on a 16-week schedule: 15 class weeks and a final exam week.

15 weeks x 2 classes/week = 30 class days less holidays/closings (approximately 28-30 class days/term).

Five to six (5-6) absences equals 20% missed scheduled class time.

Summer term is 10-week schedule: 10 class weeks and a 2-day final exam week. With holidays, one to two (1-2) absences equal 20% missed scheduled class time.

Faculty may withdraw students who have missed 20% of the total scheduled classes of a course and issue a grade of WI to the student (refer to SSCC College Catalog). If you intend to drop the course you must complete the drop process (refer to SSCC College Catalog). *Do not* assume the instructor will drop you from the course should you stop attending class.

* Reading: To be prepared to participate fully in class, students are expected to complete the assigned reading before attending class lecture. Examination may cover 100% of presented content in the assigned readings.
* Quizzes: May cover spelling, medical abbreviations, course content, other as needed.
* Examination: Exams may be timed, fill-in-the-blank, true/false, oral, multiple choice, and/or essay.
* Missed Examination: This course maintains a no extension, no make-up policy. You will earn a zero for missed exams. If you need to complete an exam early, contact your instructor at least one week prior to the due date (refer to instructor syllabus).
* Missed Midterm: This course maintains a no extension, no make-up policy. You will earn a zero for missed midterm. If you need to complete an exam early, contact your instructor at least one week prior to the due date (refer to instructor syllabus).
* Missed Final: This course maintains a no extension, no make-up policy. You will earn a zero for missed final. If you need to complete an exam early, contact your instructor at least one week prior to the due date (refer to instructor syllabus).
* Missed Due Date: This course maintains a no extension, no make-up policy. You will earn a zero for the assignment (refer to instructor syllabus).
* Disruptive Behavior: Any behavior that distracts other students from learning and participating is disruptive. If you are disruptive, you will be directed to leave class, and you will be marked absent.
* Plagiarism: Copying someone else’s ideas and/or words and passing them off as yours. This includes copying and pasting material from your group/peer work, books, the Internet, videos, and all copyrighted material without express permission and proper documentation (use quotation marks and citations/footnotes).
* See Three, Before Me (C3B4Me): To encourage students on the path to becoming self-directed learners, we endeavor to create an environment that will empower and encourage students, throughout their journey, to become more self-directed in their approach to learning.

Before contacting the instructor/professor, search three resources to determine if you can find the answer to your question on your own. Start with three of the following suggestions:

* + Think it through; you may know the answer.
	+ Read the textbook.
	+ Read the course syllabus and course handouts.
	+ Read/review the information posted in the online course.
	+ Search the internet/website.
	+ Ask a classmate to see if they know the answer.
	+ If available, post the question to a class forum to see if a classmate responds with the answer.
	+ If you do not locate the answer you need, it is time to contact the course instructor/professor (not support staff or another instructor). Most likely, at that point, it is a question that needs addressed with the whole class, and the instructor will determine the best way to share the information with everyone.

**16. FERPA\*:**

Students need to understand that their work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**17. ACCOMMODATIONS\*:**

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431 X-2604.

Students seeking a religious accommodation for absences permitted under Ohio’s Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first.  For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431 X 2604.

**18. OTHER INFORMATION\*\*\*:**

* Classroom Conduct: Civility in the classroom is very important. As professionals, we expect students to conduct themselves in a courteous and respectful manner. Disruptive, rude, sarcastic, obscene or disrespectful speech or behavior have a negative impact on everyone, and will not be tolerated. Students need to remember that the online discussion boards and chat rooms in the online courses are considered classrooms and the same rules apply. Students will use these tools in the online classroom for information that pertains to the class; it is not to be used for personal exchanges of a social nature. If you engage in any such conduct you will be asked to leave and you will receive a “zero” for any work completed that day. The instructor reserves the right to permanently remove a student from the class for inappropriate conduct after consultation with the Department Coordinator and Academic Dean.

**SUPPORT SERVICES:**

* Student Success/Tutoring Services: Students seeking support in computer fundamentals, using the online LMS, or available learning resources for course success may contact the Student Success Office, Central Campus, at 800-628-7722 or 937-393-3431, extension 2281; or visit the SSCC website and search Student Success/Tutoring Services.
* Accommodation: Students in need of accommodations may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431, extension 2604; or visit the SSCC website and search Disability Services.
* Career Services: Students and alumni seeking guidance with resume and employment resources may contact Career Services, Central Campus, at 800-628-7722 or 937-393-3431, extension 2713; or visit the SSCC website and search Career Services.
* Counseling Services: Students seeking guidance with career counseling and counseling services may contact Career Services, Central Campus, at 800-628-7722 or 937-393-3431, extension 2713; or visit the SSCC website and search Counseling Services.
* Campus Library:Students seeking assistance with reference and study materials may contact any campus library, at 800-628-7722 or 937-393-3431; or visit the SSCC website and search Library for online resources, hours of operation and contact information.

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.