



COURSE DESCRIPTION, OUTLINE, TEACHING PROCEDURES,
OUTCOMES

MASTER COURSE LISTING : MED-3006F

COURSE TITLE: Online Electronic Health Records

Fall 09 **ONLINE** Course Contract Numbers: **13808 and 13807**

TOTAL CONTACT HOURS: 48

CEU'S: X YES _____ NO 4.8 # CEU'S (10% of total class hours)

Online Medical Coding Course Registration instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

Contacts for **Online Medical Coding Program:** ceonline@durhamtech.edu

Cynthia Davis, Program Assistant and Becky Roehrs, Program Director

COURSE DESCRIPTION: With the explosive growth of electronic health records, medical support personnel need to understand and attain practical knowledge of the electronic health records field. We review the field's history and standards and provide practical training in patient scheduling, tracking patient activity, ordering tests, charting patient vitals, and documenting office visits. [Registration procedures for online courses.](#)

Textbook required. Recommended skills include the following: comfortable with keyboarding, word processing software, and file management.

Online RESOURCES AND MATERIALS:

Required Text: *Electronic Health Records for Allied Health Careers*

By Susan Sanderson, Publisher: Chestnut Hill Enterprises, Copyright year: 2009

The **textbook will be available** at the Durham Tech Bookstore at least one week before classes start. The textbook can be located in the Continuing Education area using the course/contract number listed at the beginning of this document. Here is the link to the location and hours for the **DTCC bookstore:** <http://www.durhamtech.edu/html/prospective/bookstore.htm>

You can also order your textbooks online, please refer to the registration procedures for instructions: [Registration procedures for online courses](#)

To logon to your class, after returning your registration and payment, please refer to the registration procedures for logon instructions: [Registration procedures for online courses](#)

Online TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Exercises Role-Playing Small Group Discussion
 Reports Tutorials Audio Visual Programmed Instruction
 Modeling Field Work Performance Select Teachable Moments
 Lab Video Tapes Demonstration

Does your course require completing a special project or assignment or passing a certain test?

Yes No **(If yes, please explain.)** The final exam is 25% of the overall grade.

Online COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. Describe the factors that led to the emergence of electronic health records.
 2. Describe the functions of electronic health records and explain the advantages they offer over paper-based records.
 3. Demonstrate an understanding of how paper records are converted to an electronic health record system.
 4. Explain the importance of clinical standards in the development of interoperable electronic health records.
 5. Demonstrate an understanding of how electronic health records are used in physician practices and other outpatient settings.
 6. Demonstrate an understanding of how electronic health records are used in hospitals.
 7. Describe the different types of personal health records and explain how personal health records differ from electronic health records.
 8. Demonstrate an understanding of the challenges that electronic health information poses to the privacy and security of patient's health information.
 9. Demonstrate an understanding of how the HIPAA privacy and security rules may not provide adequate protection in today's health care environment.
 10. *Based on hands-on experience*, describe the benefits of using Practice Partner, a physician practice electronic health record.
 11. *Effectively utilize information technology* and medical terms as they apply to electronic health records.
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Online METHODS OF EVALUATING OUTCOMES: (Please check all that apply)

Assignments Oral Tests Demonstration Skills
 Written Tests Oral Reports Instructor Assessment & Observation
 Class Participation Projects Other

THE PRIMARY METHOD OF EVALUATION IS Written Tests

If students are able to accomplish 80% of the course objectives, they will receive a grade of S for Satisfactory, otherwise they will receive a grade of NG for No Grade if they could not meet 80% of the course objectives. Each week there are due dates for assignments.

ATTENDANCE: Attendance is monitored primarily with due dates for assignments.

Online COURSE OUTLINE: **9 Week Semester**

**Week 1: Course and Blackboard Orientation
 Discussion Forum, Edit Personal Information, Quiz**

**Week 2: Chapter Overview, Summary and Flash Cards
 Reading Assignment
 PowerPoint Presentation
 Textbook Exercise
 Quiz, Discussion Forum and Exam**

**Week 3 Chapter Overview, Summary and Flash Cards
 Reading Assignment
 PowerPoint Presentation
 Textbook Exercise
 Quiz, Discussion Forum and Exam**

**Week 4 Chapter Overview, Summary and Flash Cards
 Reading Assignment
 PowerPoint Presentation
 Textbook Exercise
 Quiz, Discussion Forum and Exam**

**Week 5: Chapter Overview, Summary and Flash Cards
 Reading Assignment
 PowerPoint Presentation
 Textbook Exercise
 Quiz, Discussion Forum and Exam**

- Week 6:** Chapter Overview, Summary and Flash Cards
Reading Assignment
PowerPoint Presentation
Textbook Exercise
Quiz, Discussion Forum and Exam
- Week 7:** Chapter Overview, Summary and Flash Cards
Reading Assignment
PowerPoint Presentation
Textbook Exercise
Quiz, Discussion Forum and Exam
- Week 8:** Chapter Overview, Summary and Flash Cards
Reading Assignment
PowerPoint Presentation
Textbook Exercise
Working In Practice Manager
Discussion Forum
- Week 9:** Review and Final Exam
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DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:

Online Medical Coding Program Registration, Online Textbook Order Instructions and Online Course Logon Instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

DTCC Continuing Education Policies and Procedures:

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentsservicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentsservicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentsservices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208 or by visiting the Student Development Office, Wynn Center, Room 1309.