Brookhaven College
POFM 1370 Medical Records Management

On-Campus Syllabus – Spring 2013

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Course Description

The purpose of *Electronic Health Records* is to provide a practical bridge to span the gap between how medical records have been kept for the past several centuries and how they are kept today. By making available a hands-on textbook, doctors, physician assistants, nurses, medical assistants, clinical and medical clerical staff will make a comfortable journey across that bridge arriving with practical expertise with the EHR.

Course Focus

The course is designed to provide a practical bridge to span the gap between how medical records have been kept for the past centuries and how they are kept in today's electronic world. The practical, hands-on experience uses a popular electronic health records software that is used by a wide range of medical specialties and health-care professionals. Topics include electronic patient charts; office visits; clinical tools, such as creating a patient instruction sheet; electronic templates; and electronic bulletin boards and messages. (2 Lectures; 2 Labs weekly.)

Prerequisite:

Completion of Marketable Skills Achievement Award
The course introduces the student to the basics of medical records management and provides opportunities to put administrative skills learned in previous courses into practice in a simulated medical setting using electronic health records (EHR).

Textbook and Supplies

*Electronic Health Records* (latest edition)
Byron Hamilton, McGraw Hill Higher Education

Flash drive/USB drive
Basic Class Ground Rules

Expected CLASS performance Behaviors:

- Respect
- Attends class weekly
- Comes prepared for class
- Participates fully in discussions and assignments
- Keeps an open mind to new ideas or different viewpoints
- Works to solve problems
- Has goals and works to meet them
- Completes and submits assignments on time or before due dates
- Communicates with your class members
- Communicates with your instructor via email or telephone
- Asks questions, raises concerns when appropriate
- Turns off cell phone

Class Structure/Format-
Lecture, small group discussion, group activities, and simulation

Course Evaluation
Your instructor has given careful consideration to the grading components of this course.

Absences and Tardiness
One excused absence or tardiness per semester is acceptable. You receive 10 points for attendance per class. If you are late, you will only receive 5 out of the 10 points.
**Grading Scale**

Final course evaluation will be based upon:

<table>
<thead>
<tr>
<th>Course Components</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Chapter Projects with Spring Charts*</td>
<td>30%</td>
</tr>
<tr>
<td>Attendance + Quizzes (10 points each)</td>
<td>10%</td>
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<tr>
<td>Test** (3 tests that are multiple choice)</td>
<td>40%</td>
</tr>
<tr>
<td>Homework (Chapter reviews)</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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*Chapter Projects in Spring Charts are worth 100 points each. The last chapter project has been identified as the assessment related to the learning outcomes; it is worth 200 points.

**There will be a total of 3 tests that will be taken in class. They are multiple choice with an average of 40 questions on each test.

**Quizzes**

Quizzes are given at the *beginning of class* only.

**Notes:**

1. The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances so dictate.

2. To receive a grade (or CE certificate), you must complete **ALL** assignments as listed in the Assignment area.

**COLLEGE POLICIES**

**Absences Due to Religious Observance**

Students desiring to observe a religious holy day which will result in a class absence(s) must notify their instructor. Absences for observance of religious holy days are excused. The student is required to complete any assignments, turn in any work or take an examination within a reasonable time after the absence(s). Discuss the anticipated absence(s) with your instructor.

**Academic Integrity**

The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Your
enrollment indicates acceptance of the Dallas County Community Colleges Code of Student Conduct located in the Brookhaven College Catalog and the DCCCD Catalog.

**Americans With Disabilities Policy Statement/Disabilities Act Compliance**
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact your college Special Services Office in Room S-124 or call 972-860-4847 on the Brookhaven Campus.

**Class Attendance**
Students are expected to attend regularly all classes (classroom or online) in which they are enrolled. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. **Instructors will not automatically drop students who have stopped attending class.**

**Dallas TeleCollege Website**
Everything you need to know about the Dallas County Community Colleges and distance education can be found at the Dallas TeleCollege website: http://dallastelecollege.dcccd.edu

**Facilities, Equipment, and Resources**

- **Classroom Environment** - Because students and staff appreciate a clean and safe environment, *eating, drinking, and smoking are not allowed* in our classrooms or lab.
- Our learning environment is open only to adult students, *not to children.*
- **Disclaimer** - The Internet represents a new frontier in electronic “connectivity” and is used by many people for different purposes. Some material is offensive, explicit, and pornographic. While this material is certainly NOT a part of this class or endorsed in any way by Brookhaven College, you may accidentally come across it on your own.

- **Electronic Devices** - To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned off in the classroom. No calls are to be received or sent in the classroom or in the Business Studies instructional lab (M129). Cell phones, pagers, etc., should be turned off before entering the Business Studies instructional lab. **Only personal electronic devices being studied as part of the class will be allowed to be used in the classroom.**
- **Equipment** - Use of computers and equipment in M Building classrooms and lab are for the sole use of students enrolled in Brookhaven College courses.
Software License - As a student enrolled in a class, you are only authorized to use software required for completion of specific class assignments and tests. Because of Brookhaven College’s licensing agreement, you may not use this area for any other work, such as typing personal documents.

Student Code
Brookhaven College provides guidelines for a learning environment in which students are encouraged and invited to learn and grow independently. Such an environment presupposes both rights and responsibilities. Should such a situation occur during this course, your instructor will refer to the guidelines outlined in Brookhaven College's current catalog.

Instructor Communication
Communicate with your instructor in person, by phone or e-mail. Your instructor will provide information on ways to contact him/her and will provide the time of office hours, if applicable.
- E-Mail messages will be responded to within 48 hours.
- Telephone messages will be responded to within 24 hours.

Internal Transfer
A credit student may transfer to non-credit status after the refund period and on or before the final drop date of the semester. No student will be permitted to transfer after that date. Please consult with your instructor if you wish to utilize this transfer process.

Receiving Your Grades
End-of-semester grades will not be mailed to you by the college. Access your grades by completing the following steps.

Internet Access to Grades
1. Go to the Dallas County Community College District website (http://www.dcccd.edu)
2. Click on eConnect and then select Current Credit Students Menu.
3. Under the heading, My eConnect Account, select Log In.
4. Enter your seven-digit student ID number (not your Social Security number).
5. Enter your password or, if this is your first time to use the system, enter your date of birth (for example, for April 25, 1987, enter 042587), then click on Submit.
6. Under the heading My Personal Information, select Check My Grades.
7. Select the term and grade type that you wish to review, then click on Submit.

Student Services
Go to http://brookhavencollege.edu/onlinesvcs/students to learn about all the student services that are available.

Technical Requirements and Support
Online courses and some classroom courses require access to a computer, the Internet and e-mail. If you should have any technical difficulties, call 1-866-374-7169 or the eCampus Technical Support and Help Desk can be found at
http://dallastelecollege.dcccd.edu/techSupport.html. Also alert the instructor concerning any technical problems.

Withdrawal/Drop Policy
If you are unable to complete this course, it is your responsibility for withdrawing yourself from the class. If you are unable to complete this course, you must withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date. Withdrawing from this course is a formal procedure which you must initiate. The instructor or the instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw, you will receive a performance grade, usually an “F”. Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor first.

Stop Before You Drop
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Students Receiving Financial Aid
If you are receiving Financial Aid grants or loans, you must show participation in this class prior to the certification date as indicated on the Registration Summary Receipt by e-mailing or contacting the instructor or by logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and/or failing grades may have adverse consequences. Phone: 972-860-4110.

Repeating This Course
Effective with the Fall 2005 Semester, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any Dallas County Community Colleges since the fall 2002 Semester.