



Electronic Health Records

HOC150

Winter 2020

Number of Credits: 3

Days Class Meets: Mondays

Meeting Times: 10:00 a.m.

Location: Zoom

Instructor: Ariel Maturine BAS, CMA(AAMA)

Office: N/A

Contact Phone: (734) 249-8302

Contact Email: maturinarielt@jccmi.edu

Office Hours: By appointment

Online: Harris CareTracker and JetNet courses

Course Description

This course provides students with skills necessary to work with Electronic Health Records. This course is ideal for those currently working in the health field or those looking to enter into a health-related program who are hoping to learn more about key concepts and the use of Electronic Health Records in the medical setting. Topics include the cost and needs to consider when implementing an EHR system, how to utilize an EHR system to meet government requirements and medical practice needs, and practical application of various EHR tasks. The course will also cover basic medical terminology and basic medical coding principles. Students who complete this course with a passing grade will be eligible to sit for the Certified Electronic Health Record Specialist exam.

Prerequisite(s)

CIS095

Course/Program Goals

Individuals graduating from Medical Assisting programs accredited by CAAHEP must demonstrate knowledge of the subject matters required for competence in the profession. They must incorporate the cognitive (C) knowledge in performance of the psychomotor (P) and affective (A) competencies in this class and future courses in the program.

This course will prepare all students (not just MA students) to do the following in the healthcare setting:

- Create and maintain patient medical records.
- Enter various patient information into the electronic health record

- Schedule patients using learned reasoning for the most appropriate appointment time based upon scheduling policies and availability.
- Assign CPT, ICD-10, and HCPCS codes
- Register patients by checking them in and out of the computer system and accurately completing paperwork.
- Input charges and post payments received in the computer.

Textbook

The Paperless Medical Office **Second Edition**: Using Harris CareTracker, V. Ferrari, 2019 (Cengage)

ISBN: 978-1-337-61419-1

- PLEASE NOTE: **If you are purchasing a used version of this book make sure it comes with an access code to allow you to sign in to the Harris CareTracker software.

Required Extras

N/A.

Grading Procedure

Your grade will be calculated based on the following percentages:

50% - Computer Simulations

40% - Final Competency / Psychomotor Competencies

10% - Other (Professionalism, Participation)

** You must achieve a minimum of 2.5 overall on the lecture portion and 85% on the Final Competency and all Psychomotor Competencies (with a max of two attempts) **in order to pass the class!** If you do not achieve the required percentage on the theory (lecture) portion of the class, you must repeat the class, regardless of your total overall average for the course.

Grading Scale

GPA	GRADE RANGE		
		2.0	75-79%
4.0	94-100%	1.5	70-74%
3.5	89-93%	1.0	65-69%
3.0	85-88%	0.5	60-64%
2.5	80-84%	0.0	0-59%

Course Objectives/Competencies

The following outcomes will be met in this course.

Psychomotor Competencies

VI Administrative Functions
VI.P.1. Manage appointment schedule using established priorities
VI.P.2. Schedule a patient procedure
VI.P.3. Create a patient's medical record
VI.P.4. Organize a patient's medical record
VI.P.6 Utilize an EMR
VI.P.7. Input patient data utilizing a practice management system
VII. Basic Practice Finances
VII.P.1. Perform accounts receivable procedures to patient accounts including posting: a. Charges b. Payments c. adjustments

Student Responsibilities

1. Students must attend each class session. You will fall behind quickly if you miss this class.
You are only allowed one absence for this 6-week course.
2. Students are expected to conduct themselves in a professional manner and utilize class time efficiently for practicing skills or completing assigned work.
3. Students are required to read the textbook and follow the instructions. It is to your advantage to read and re-read all instructions.
4. All assignments are expected to be turned in on time. Even if an assignment is late, it is still required to be completed and handed in, but you will only receive a grade of "1" to demonstrate that it has been completed.
5. **All chapter assignments must be achieved with 85% accuracy or better.**
6. A skills competency will be evaluated through a final assignment which will include each of the skills listed in the Psychomotor Competencies list. The competency must be achieved with 85% accuracy or better with two attempts maximum. If the competency must be repeated, a score of 85% is required.

NOTE: Repeat competencies may have to be scheduled outside of class time.

Attendance Policy

See MA Program Handbook for program attendance policy

For online sections:

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate *within the first couple days of the term* to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

If for some reason the college is closed on a class day, we will need to make up the material as necessary.

Schools closings for inclement weather postings can be found at:

<https://www.jccmi.edu/about/weather-closings-cancellations/>

Professional Standards

BEHAVIOR

- Any behavior that is distracting, disrespectful, or inconsiderate to others will not be tolerated and may result in dismissal from the course or expulsion from the College.
- Food is not allowed in the classroom. You can bring water or any closed drink container to classrooms, but drinks are NOT permitted in laboratory areas.
- **You are NOT permitted to work on assignments for other classes during HOC150 class periods.**

LATE ASSIGNMENTS

- Assignments are due at the beginning of class.
- Late assignments will NOT be accepted. If you know you will be absent, please hand in homework early.

CELL PHONES

- Cell phones must be turned OFF during class.
- Students whose phone rings or vibrates during a quiz or exam will have 2% subtracted from their grade on the quiz/exam.

Students making or accepting calls or text messages during class will be asked to leave.

Exceptions to the phone policy will be considered by the instructor on an individual basis.

HONOR CODE VIOLATIONS

- Students caught plagiarizing or cheating on an assignment, quiz, or exam will receive a zero for the assignment, quiz, or exam. Cheating a second time or on the final exam will result in failure of the class and could result in expulsion from the College.

COLLABORATION

- Students are expected to work on assignments and homework on their own unless they are given as group projects. If it is found or suspected that students are working together on assignments, a zero will be given. If it continues, the student may be given a failing grade in the class.

PARTICIPATION

- A large portion of your grade is based on your participation in the course. This includes adhering to the dress code, *actively* participating in the class, handing assignments in on time, and acting in a professional manner. If any of these course requirements are not met, participation points will be deducted at the discretion of the instructor.

OTHER POLICIES

- The student is responsible for information and assignments given in class even if they were not present.
- The instructor will reconsider any question that was marked incorrect if the student can demonstrate that the answer is correct, based either on what was presented in class or in the textbook. Appeals of this nature must be made no later than the class period after the item has been returned to the student.

Failure of Course

See program handbook for program reentry process.

Additional Course/Program Requirements

Students may not miss more than one class or will receive a failing grade.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Course Management and Makeup Policy

If a student feels they are struggling or may be unable to complete the course, they must contact the instructor/program director as soon as possible to discuss options for moving forward in the program.

Help

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not

automatically carry over to the next semester. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](#) web page

Important Dates: Spring 2020

Spring 2020

Event	Dates	Notes
REGISTRATION BEGINS FOR ALL STUDENTS <i>New students must contact Admissions at 517.796.8425 prior to registering for classes.</i>	April 10, 2020	Register - Spring 2020
Semester Dates	May 18 - Aug. 10, 2020	
Day and evening classes begin	May 18, 2020	
Memorial Day	May 25, 2020	No classes
Independence Day Holiday	July 3-5, 2020	No classes
End of Spring Semester	Aug. 10, 2020	

Course Calendar/Schedule

See attached schedule which is subject to change.

Course Schedule: Assignments

Additional assignments may be given that are not listed here. Weekly assignments are listed in the JetNet Course site. This course is set up so that students who wish to work ahead may do so.

	LECTURE	ASSIGNMENTS
WEEK 1 Date:	Syllabus Review Chapter 1: Introduction to the Paperless Medical Office (In Class) Begin Chapter 2 in class	Syllabus Quiz <ul style="list-style-type: none">• Complete CareTracker Activities in Chapter 2• Ch 2 case studies 2-1 & 2-2• Build your proficiency activities 2-1 through 2-7 • Ch 3 CareTracker Activities• Ch 3 Case Studies 3-1 & 3-2• Build Your Proficiency 3-1 through 3-10
WEEK 2 Date:	Chapter 2 & 3 Assignments due Begin Chapter 4 & 5	<ul style="list-style-type: none">• Ch 4 CareTracker activities• Ch 4 Case Studies 4-1 & 4-2• Build Your Proficiency 4-1 through 4-4 • Ch 5 CareTracker activities• CH 5 Case Studies 5-1 & 5-2• Build Your Proficiency 5-1 through 5-2

<p>WEEK 3</p> <p>Date:</p>	<p>Chapters 4 & 5 due</p> <p>Begin Chapter 6 & 7</p>	<ul style="list-style-type: none"> • Ch 6 CareTracker Activities • Ch 6 Case Studies 6-1 through 6-3 • Build Your Proficiency 6-1 through 6-2 • Ch 7 CareTracker Activities • Ch 7 Case Studies 7-1 through 7-3 • Build Your Proficiency 7-1 through 7-4
<p>Week 4</p> <p>Date:</p>	<p>Chapter 6 & 7 due</p> <p>Begin Chapter 8 & 9</p>	<ul style="list-style-type: none"> • Ch 8 CareTracker Activities • Ch 8 Case Studies 8-1 through 8-4 • Build Your proficiency 8-1 through 8-6 • Ch 9 CareTracker Activities • Ch 9 Care Studies 9-1 through 9-2 • Build Your Proficiency 9-1 through 9-3
<p>Week 5</p> <p>Date:</p>	<p>Chapter 8 & 9 due</p> <p>Begin Chapter 10</p> <p><u>Chapters 2-10 must be completed in order to pass this class!! Make sure you have uploaded all assignments!</u></p> <p>Begin Chapter 11 competency</p>	<ul style="list-style-type: none"> • Ch 10 CareTracker Activities • Ch 10 Case Studies 10-1 through 10-3 • Build Your Proficiency 10-1 through 10-2 • Case Studies 11-1 through 11-5

<p>Week 6</p> <p>Date:</p>	<p>Complete Chapter 11</p> <p>This chapter is your competency and must be finished before the end of class.</p>	<p>You made it! 😊😊</p>
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Course Agreement

I have received the syllabus for HOC150 and have read and understand the course requirements.

- I have also been told that no late work will be accepted and understand that it is my responsibility to complete all assignments by their given due date. I also understand that there are no make-up quizzes, assignment extensions, or extra credit and any assignment not completed by the due date will result in a zero grade for that assignment. ALL CHAPTER WORK MUST BE COMPLETED IN ORDER TO RECEIVE A PASSING GRADE IN THIS CLASS.
- I have been told and understand that if I miss more than one (1) class TOTAL during the semester (lab or lecture) I will be given a failing grade in the class.
- I have been told and understand that I must receive an 85% or better on all competencies and a **2.0** or better on a cumulative grade of the lecture portion of the course to be given a minimum passing grade of 2.0 in the course. If I do not meet these requirements, I will be given a grade of 1.5 or my current grade in the course if my overall grade is lower than a 1.5.

Student

Date

Witness – Program Director/ Instructor

Date

