Electronic Health Records

HOC150.l50

Number of Credits: 3

Days Class Meets: N/A

Meeting Times: N/A

Location/Venue: Internet Based

Instructor: Ariel Maturine, CMA(AAMA), B.A.S., A.A.S

Contact Phone: (734) 249-8302

Contact Email: MaturinArielT@jccmi.edu

Online Office Hours: Zoom meetings by appointment **https://calendly.com/amaturine/office-hours**

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 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:

- Enter various patient information into the electronic health record

- Create and maintain patient medical records

- 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.

Course Objectives
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

Textbook (chose appropriate options below, delete what does not apply)

- Integrated Electronic Health Records (Textbook with Connect), 4th Edition.   Shanholtzer/Ensign. McGraw-Hill Education.   ISBN 978-1-260-08226-5

All required online assignments, including the simulated EHRclinic exercises, the interactive SmartBook, and the end-of-chapter exercises for this course are available in Connect. To access and Connect, go to the JetNet course page. Connect online is the best value for your required course materials because Connect includes EHRclinic, SmartBook, interactive assignments, individualized progress reports, and text access via the Read Anywhere app. Your instructor has considered the most effective instructional options and recommended products to aid in achieving your course goals.

SmartBook creates a personalized reading experience by highlighting the most impactful concepts a student needs to learn at that moment in time.

As a student engages with *SmartBook*, the reading experience continuously adapts by highlighting content based on what the student knows and doesn't know. This ensures that the focus is on the content he or she needs to learn, while simultaneously promoting long-term retention of material. To access your assignments in SmartBook, go to the JetNet Course page.

In Connect, every question links directly to SmartBook. This means that when you are struggling with a question you can go directly to the explanation in SmartBook for help without carrying around a heavy textbook! You can access SmartBook from any computer, any time. If you change your mind and decide to purchase a printed text, you can buy a discounted loose-leaf version of your book with the click on a button

☒**Textbook Zero.** This text is available in a digital format to rent or purchase through the JC Bookstore. Please see the links posted on our class Jet Net site.

This course uses OER! *Optional* resources are available in electronic format as a direct download from the publisher and/or the JetNet shell.

Follett Access

- Please [review the cost of your required materials](#) to determine the best option for you to purchase your materials.

- For more information on the Follett ACCESS Program, you can view the [view the frequently asked questions](#).

If after reviewing the costs, if you choose to opt out, you may do so here: [www.jccmi.edu/optout](#).

Please note your opt out selection is for your *entire* semester schedule. You cannot opt out/opt in to individual courses. And you must opt out by the due date of your first class, which is the 3rd day after the start of your earliest course.

If you have questions about materials, please contact the Jackson College Follett bookstore at [jackson@bkstr.com](#)

For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](#)

Extras
N/A

Exam Process- Proctorio
Proctorio is a Learning Integrity resource

This course will use Proctorio, a browser-locking and remote proctoring solution designed to protect the integrity of this course's assessments, within some of your Connect assignments. As your instructor, I've chosen the secure exam settings required by this course, and only I will make a judgment as to any potential academic integrity violation.

Assignments with Proctorio

You'll be able to see which assignments in Connect include Proctorio settings because they will be clearly labeled with "Proctoring Enabled" in the assignment title. The settings that I use may vary depending on the assignment. When you start a proctored assignment, the settings in use will be indicated.

Equity and Fairness

The reason I've chosen to enable Proctorio settings for specific assignments in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

Privacy

Proctorio is a trusted resource for remote proctoring because of the company's commitment to student privacy. Proctorio uses single sign-on through Connect, and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students, and Proctorio will never sell your data to third parties. Read more about Proctorio's approach to privacy.

Security

Proctorio only runs as an extension in your Chrome browser. This means that Proctorio works within a sandbox and has limited access to your computer system, unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.

Proctorio does not continuously run in Connect. Proctorio only runs while you are taking your proctored Connect assignment. After your proctored assignment ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, if you choose to do this, you'll need to reinstall the extension again before starting your next proctored assignment.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Proctorio cannot see your proctored assignment data. Read more about Proctorio security.

Getting Started

Before getting started on your first proctored assignment, please watch the Student Orientation Video on Proctorio, and then make sure to follow the instructions in Proctorio's Quick Start Test Taker Guide for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the proctored assignment.

If, after reading the Quick Start Test Taker Guide, you have any trouble while using Connect & Proctorio, you can access quick help guides or reach out to Connect or Proctorio support for troubleshooting. Support can assist in troubleshooting any extension related issues before, during, and after your proctored assignment.

Grading Procedure

Your grade will be calculated based on the following percentages:

15%- Chapter Assignments

15%- Chapter Assessments

25%- EHRclinic Exercises

35% - Final Exam

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 (i.e. EHRclinic Exercises) (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
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

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.

LATE ASSIGNMENTS

Late assignments will NOT be accepted. If you know you will be unable to complete an assignment on a due date, please hand in homework early.

CELL PHONES
Students whose phone rings or vibrates during a quiz or exam will have 2% subtracted from their grade on the quiz/exam.

Exceptions to the phone policy will be underlined 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, 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.

COMMUNICATION
Communicating in this course is imperative. It is important to remain professional and courteous when communicating with other students and the instructor.

The instructor has **48 business hours** to respond to any communications from student. Business hours include Monday- Friday.

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
See program handbook for program reentry process. Contact instructor/program director for further information.

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

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

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

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.

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. Late assignments will not be accepted.

Help

Academic Advising

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

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 7-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- Participation 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 of 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

Revisions may be necessary during the course.

Calendar

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

Calendar timelines and assignments are an approximation and could be changed.

Course Schedule: Assignments

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

WEEK #	DATE	TOPIC	ASSIGNMENTS (DUE WEDNESDAY OF EVERY WEEK) ASSESSMENTS (DUE FRIDAY OF EVERY WEEK)
1	06/07/2021	Orientation Syllabus Review Read Chapters 1 & 2. Chapter 1 – *An Overview of EHRclinic's Practice Management and Electronic Health Record Software* Chapter 2 – *Health Data Structure, Collection, and Standards*	Syllabus Quiz (via JetNet) Weekly Forum (via JetNet) Week 1 Assignments (via Connect) • Connect Orientation Videos • SmartBook 2.0 Orientation Video • Succeeding in your Online Course • Orientation Assignment • Proctorio- Student Orientation Assignment • Proctorio Practice Assessment
2	06/14/2021	Read Chapters 3 & 4. Chapter 3 – *Content of the Health Record – Administrative Data* Chapter 4 – *Content of the Health Record – The Past Medical, Surgical, Family, and Social Histories*	Weekly Forum (via JetNet) Week 2 Assignments (via Connect) • SmartBook Chapter 1 • Chapter 1 Assignment • Chapter 1 Assessment • SmartBook Chapter 2 • Chapter 2 Assignment • Chapter 2 Assessment

		Complete Simulated Exercises in Connect for Chapters 3 and 4 Demo and Practice. (Remember to practice often!)	
3	06/21/2021	Read Chapters 5 & 6. Chapter 5 – *Content of Health Record – the Care Provider's Responsibility* Chapter 6 – *Financial Management: Insurance and Billing Functions* Complete Simulated Exercises in Connect for Chapters 5 and 6 Demo and Practice. (Remember to practice often!)	Weekly Forum (via JetNet) Week 3 Assignments (via Connect) • SmartBook Chapter 3 • Chapter 3 Assignment • Chapter 3 EHRclinic Exercises- Demo, Practice, and Assessment Modes • Chapter 3 Assessment • SmartBook Chapter 4 • Chapter 4 Assignment • Chapter 4 EHRclinic Exercises- Demo, Practice, and Assessment Modes • Chapter 4 Assessment
4	06/28/2021	Read Chapter 7 & 8. Chapter 7 – *Privacy, Security, Confidentiality, and Legal Issues* Chapter 8 – *Management of Information and Communication* Complete Simulated Exercises in Connect for Chapter 7 and 8 Demo and	Weekly Forum (via JetNet) Week 4 Assignments (via Connect) • SmartBook Chapter 5 • Chapter 5 Assignment • Chapter 5 EHRclinic Exercises- Demo, Practice, and Assessment Modes • Chapter 5 Assessment • SmartBook Chapter 6 • Chapter 6 Assignment • Chapter 6 EHRclinic Exercises- Demo, Practice, and Assessment Modes • Chapter 6 Assessment

		Practice. (Remember to practice often!)	
5	07/05/2021	Read Chapter 9 & 10. Chapter 9 – *Promoting Interoperability and Compliance Support* Chapter 10 *Looking Ahead – The Future of Health Information and Informatics* Complete Simulated Exercises in Connect for Chapter 9 and Demo and Practice. (Remember to practice often!)	Weekly Forum (via JetNet) Week 5 Assignments (via Connect) • SmartBook Chapter 7 • Chapter 7 Assignment • Chapter 7 EHRclinic Exercises- Demo, Practice, and Assessment Modes • Chapter 7 Assessment • SmartBook Chapter 8 • Chapter 8 Assignment • Chapter 8 EHRclinic Exercises- Demo, Practice, and Assessment Modes • Chapter 8 Assessment
6	07/12/2021	Chapter 11 – *Simulation Exercises (Practical Exam)*	Weekly Forum (via JetNet) Week 6 Assignments (via Connect) • SmartBook Chapter 9 • Chapter 9 Assignment • Chapter 9 EHRclinic Exercises- Demo, Practice, and Assessment Modes • Chapter 9 Assessment • SmartBook Chapter 10 • Chapter 10 Assignment • Chapter 10 Assessment
7	07/19/2021	Final Skills Assessment	Weekly Forum (via JetNet) Week 7 Assignments (via Connect) • Chapter 11 EHRclinic Exercises- Demo, Practice, and Assessment Modes.

			• <mark>Please note that for the Practice and Assessment modes for Chapter 11 EHRclinic there are only 2 attempts.</mark>
			• Final Exam
			• <mark>**The final exam is due Sunday July 25th at 11:59 p.m.**</mark>

Important Dates:

MONDAY 05/31/2021	MEMORIAL DAY HOLIDAY-NO CLASSES
MONDAY 07/05/2021	INDEPENDENCE DAY HOLIDAY-NO CLASSES
MONDAY 08/09/2021	END OF SPRING SEMESTER