**MA 189 Electronic Health Records**  
Section 79925  
Instructor: Leslie Schneider  
Spring 2013

| Office:  
HW room 2207 Aptos  
Room 08 Scotts Valley  
Room Watsonville 150A | “Best Way to Contact Me”  
Message me on Blackboard  
I check this on an almost daily basis | Second Best Way To Contact Me  
leschnei@cabrillo.edu  
Checked WEEKLY during my office hours  
Worst Way to Contact Me  
477-3700 Ext. 1517  
This is an answering machine that I rarely check. |
|---|---|---|
| **Office Hours:**  
Starting September 16: Monday 4:30 – 5:00 PM Aptos  
After October 2: Monday 4:00 – 5:00 PM Aptos  
Wednesday 10:45 – 11:15 Aptos  
Starting September 4 through December 11: 5:00 – 6:00 PM Scotts Valley | **Teaching Hours**  
MA 189 Monday and Wednesday 11:15 – 1:40  
Oct. 2 through December 11 Aptos  
MA 189 Monday 5:00 – 8:30 September 16 – December 9 Aptos  
MA 70 Wednesday 6:00 – 9:00 September 4 – December 18 Scotts Valley |

**REQUIRED TEXT**  
Electronic Health Records, Understanding and Using Computerized Medical Records with Student Access Card, 2nd edition, by Richard Gartee

**COURSE DESCRIPTION**  
This course is designed to provide healthcare professionals with a practical experience to build an understanding and a level of comfort with computerized medical records that can be applied directly to the clinical setting.

**MA 189 Electronic Health Records**  
Teaches the use of electronic health records documenting patient encounter from scheduling to recording medical information.  
**Recommended Preparation**

- Eligibility for ENGL 100 and READ 100

**Core Cabrillo Competencies**  
Communication - reading, writing, listening, speaking and/or conversing

Critical Thinking and Information Competency - analysis, computation, research, problem solving

Personal Responsibility and Professional Development - self-management and self-awareness, social and physical wellness, workplace skills

**Learning Outcomes** 1. Enter and retrieve patient data electronically.

**Objectives**

1. Demonstrate accurate use of electronic health records software.
2. Record patient information in an electronic health record.
3. Describe types of patient encounters and enter into the electronic health record.
4. Record codes into patient encounters in an electronic health record.
5. Describe the flow of patient information in an electronic health record.
6. Describe work flow of physician orders and results.
7. Compare electronic health records in an inpatient versus outpatient setting.
8. Analyze physician orders.
9. Create a graph of lab results using electronic health records.
10. Discuss triage by a nurse.
11. Apply Health Insurance Portability and Accountability Act (HIPAA) privacy policy and security requirements to the electronic health record.
13. Describe the differences between provider-to-patient email, secure messaging, and e-visits.
Content
1. Electronic records software.
2. Patient information.
3. Inpatient and outpatient encounters.
5. Electronic health record work flow.
7. Graphing patient results.
8. Using patient medical records to triage patients.
9. Health Insurance Portability and Accountability Act (HIPAA) policy applications.
10. Electronic signatures.
11. E-visits, emails, secure messaging.
12. Queries to access information.

COMPETENCIES REQUIRED FOR COMPLETION
Complete course including tests and other assignments with a 70% grade or better.

GRADING
Grading is based on quizzes, tests, timely completion of lab assignments, attendance, and class participation. Students are responsible for the material covered in lecture, textbook, lab and in handouts. Class participation is expected.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
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<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>F</td>
<td>78 - below</td>
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</tbody>
</table>

Non-majors may elect to take the course for Pass/No Pass. You must maintain an F average to receive a No Pass and a C average for a Pass.

REPETITION OF COURSES
Please read the Cabrillo College Catalog for details. Radiologic Technology students need a “B” in MA 70 to apply for the RT Program. If you receive a “C” in MA 70 you MAY NOT be allowed to repeat the class. You may repeat the class if you receive a “No Pass” or an “F”. This class may only be taken 3 times.

EXPECTATIONS REGARDING STUDENT CONDUCT:

<p>| Participation: | <strong>Attendance/Participation:</strong> This course requires active participation every day of class so it is important for you: 1. to attend every class session, 2. arrive on time, and come prepared. Your participation not only enhances your own learning, it benefits other students in the class, especially when the class is doing group work. Your level of participation is reflected in your grade and since you can’t participate if you are not in class, absences will also be reflected in your grade. Students are expected to participate in class every week and be present for the entire class. Leaving class after the exam and skipping lecture is considered being absent and will be counted as such. <strong>Do not schedule appointments during this class.</strong> Each session will include in-class EHR exercises. |
| Preparation:   | You are expected to arrive to class prepared. Assignments and expectations are clearly identified in the syllabus and will be emphasized repeatedly in class. You and you alone are responsible for your level of preparation, and the instructor has no obligation to accommodate you. <strong>PREPARATION FOR TEST INCLUDES:</strong> YOU LECTURE NOTES, |</p>
<table>
<thead>
<tr>
<th>Behavior:</th>
<th>READINGS FROM THE TEXTBOOK AND THE STUDY GUIDES.</th>
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</thead>
<tbody>
<tr>
<td><strong>NO CELL PHONES:</strong> You are expected to behave appropriately in class. This means you must pay attention and participate to the best of your ability. You may not use your cell phone during class for talking, texting, taking pictures, playing games, reading your email, or any other activity. If you must have your cell phone for emergency purposes or issues around childcare, the phone must be on a silent or vibrate setting, and you should warn me that you might be expecting a call. Emergency means emergency! The Lap tops used in class many only be used for in class assignments. You are expected to be respectful of the instructor and your fellow classmates. We will not use indecent language nor display unprofessional behavior. The class often considers issues of some delicacy and requires due respect of these issues.</td>
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| Cheating and Plagiarism: | Cheating and plagiarism **will absolutely not be tolerated**. MA classes prepare students to enter healthcare professions; therefore, students are to conduct themselves as professionals. A student who cheats on any assignment or exam or any student who assists another in cheating on any assignment or exam will receive an F for the assignment or exam, an F in the course, dismissal from the class, and potentially, dismissal from the program and/or the College. Cheating can be defined as using someone else’s work as your own, looking at another person’s paper, using cheat sheets, obtaining answers from other students in class or via electronic means. Plagiarism is the conscious or inadvertent failure to identify the contributions of others', this includes using the textbook to answer questions. |

| Adult Responsibilities: | You are taking a college class and are expected, regardless of age, to act as an adult and to exhibit awareness of adult responsibilities. This syllabus provides a detailed account of class expectations. If you are unable to meet these expectations for any reason, it is the assumption of the instructor that you will make the instructor aware of this. The onus is upon the student to ensure that work is completed competently and is not the burden of the instructor to accommodate the student, unless notice of official accommodation is received. **DO NOT COME TO CLASS SAYING THAT YOU DID NOT KNOW WE WERE HAVING A TEST! DO NOT COME TO CLASS SAYING YOU DID NOT KNOW THE TEST WOULD BE GRADED!** Exchange contact information with several people in class in order to ensure that you can get assignments and any course changes in the event you are going to miss a class unexpectedly. *It is the student's responsibility to arrange the makeup during the instructor's office hours.* |
**HEALTH CARE ETHICS**

The medical profession is based on accuracy and integrity. Complex laws have been established to protect the confidentiality of the patient record, and to protect against fraud and abuse of the reimbursement system (HIPAA). Violation of these laws may result in severe penalties involving fines and/or imprisonment. Falsifying medical documents in any way is both unethical and illegal, and may result in harm to the patient.

As a student of MA 189, you are expected to practice the ethics of a health care professional. (Refer to the American Health Information Management Association (AHIMA) Standards for Ethical Coding). Cheating in any form in this class will not be tolerated, and may result in termination of enrollment in this class and the Medical Assisting program. (Refer to the Cabrillo Medical Assisting Department Policy on Cheating).

**MAKEUP OF MISSED EXAMS AND LAB EXERCISES**

If you are absent on exam day the makeup exam MUST be completed before the next class meeting unless special arrangements are made with the instructor. Twenty percent of total possible points are deducted for late exams regardless of reason for absence. It is the student's responsibility to arrange the makeup during the instructor's office hours or by other arrangement. Pop quizzes may NOT be made up. The makeup exam may be different and more difficult than the original exam. If you do not make up the exam within one week of the date of the exam, then you will receive an "F" or "0" points for that quiz. This is a short term class, so please come prepared to class.

Students are expected to attend all lecture/lab time for full credit. Makeup of lab exercises may be completed at home using the student Access Card or at the computer lab. Late assignments will be deducted 30 percent for each week it is late and will not be accepted if more than two weeks late.

**EXTRA CREDIT**

- THERE IS NO EXTRA CREDIT. PREPARE CAREFULLY FOR CLASS. Pay attention in class and do what the class is doing. Class work helps you learn the material and prepare for the exams.

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**CLASSROOM RULES**

**Break Time:** Other classrooms are in session during our scheduled break time. Please be courteous and quiet when in the hallways.

**Drinks:** NO DRINKS OR FOOD ARE ALLOWED AROUND THE LAPTOPS!!!

**Learning Differences and DSPS Statement:** I highly encourage students with learning differences to get tested as soon as possible. Accommodations are tools for students to use to help them to be successful in their classes and life. Students needing accommodations should contact the instructor ASAP. As required by the American with Disabilities Act (ADA), accommodations are provided to insure equal opportunity for students with verified disabilities. If you need assistance with an accommodation, please contact Disabled Student Services, Room 810, (479-6379) or Learning Skills Program, Room 1073 (479-6220).

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<table>
<thead>
<tr>
<th>Week/Date</th>
<th>ALL ASSIGNMENTS ARE SUBJECT TO CHANGE DUE TO INSTRUCTORS DISCRETION</th>
<th>Possible Points</th>
<th>Your Points</th>
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<tbody>
<tr>
<td>Wk 1 09/16</td>
<td>Lecture: Chapter 1 and Chapter 2.</td>
<td>C1&amp;2 20</td>
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<td></td>
<td>Homework: Read Preface, Chpts 1 &amp; 2. Complete Chpt 1 test, page 34 and Chpt 2 test, page 76. Due 9/23</td>
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<td>10</td>
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<td>Wk 2 9/23</td>
<td>Lecture: Chapter 3. Lab: Exercises 8-27 Turn in Chapter 1 and 2 tests</td>
<td>C3 30</td>
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<td></td>
<td>Homework: Read Chpt 3. Complete Chpt 3 test, page 117 Due 9/30</td>
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<td>10</td>
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<tr>
<td>Wk 3 9/30</td>
<td>Lecture: Chapter 4. Lab: Exercises 28-31 Turn in Chapter 3 test</td>
<td>C4 30</td>
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<td></td>
<td>Homework: Read Chpts 4 and Complete Chpt 4 test, page 151 Due 10/7</td>
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<td>10</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Assignments</td>
<td>Notes</td>
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| Wk 4 | 10/07 | Lecture: Chapter 5. Lab: Exercises 32-35  
Turn in Chapter 4 test |  
Homework: Read Chpt 5. Complete Chpt 5 test, page 195. Due 10/14  
C5  
30  
10 |
| Wk 5 | 10/14 | Lecture: Chapter 6. Lab: Exercises 36-42  
Turn in Chapter 5 test |  
Midterm next week Chpts 1-6, Study pages 254-260  
C6  
30  
10 |
| Wk 6 | 10/21 | Midterm Chapters 1-6: Written and software exam  
Turn in Chapter 6 test |  
100 |
| Wk 7 | 10/28 | Lecture: Chapter 7. Lab: Exercises 44-49  
Chapter 7 test page 300. Due 11/4 |  
C7  
30  
10 |
| Wk 8 | 11/4 | Lecture: Chapter 8 Lab: Exercises 50-53  
Turn in Chapter 7 test Due: 11/18 |  
C8  
30  
10 |
| Wk 9 | 11/18 | Lecture: Chapter 9 & 11. Lab: Exercises 54-59  
Turn in Chapter 8 test, page 374  
C9 & 11  
30  
10 |
| Wk 10 | 11/25 | Lecture: Chapter 10. Lab: Student Presentations  
Homework: Study For Final  
Turn in Chapter 9 and 11 tests |  
20 pts |
| Wk 11 | 12/2 | Lecture: Chapter 12. Lab: Exercise 69-74  
Homework: Read Chapter 12. Complete Chapter 12 test, page 518. Due 12/9 |  
C12  
30  
10 |
| Wk 11 | 12/9 | Written and Software Final Chapters 7-12: |  
100 pts |

Presentation Requirements:

Find an article in the newspaper, magazine or information from your job about the new healthcare reform changes. It can be about how it affects the patient, healthcare providers or insurance companies.

You must read the information and write at least a two paragraph summary. The information you learned must then be presented to the class.

**Format For All Homework:**

In the upper right hand corner of the paper:  
Last Name, First Name  
Date  
Name of Assignment (example: Chapter 3 Test)

Questions must either be restated in your answer or the question written out with answer below it.

Homework must be neat!!! This mean legible, no binder tabs, and STAPLED before class.