

University of the Incarnate Word Course Syllabus/Outline

Course: HSCI 2327 Introduction to Electronic Health Records

Term: Spring 1, 2015

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Introduction and General Information:

This course and your text provides students with the knowledge and skills required to work with electronic health records (EHRs) in today's rapidly changing health care environment. The text is not intended as a source of in-depth training on a specific EHR software program, although students do have an opportunity for hands-on experience with a physician practice EHR. The text focuses on teaching students how the adoption of electronic health record affects them as future health care professionals. Whether planning a career as a medical assistant, a technician, a billing specialist, a medical coder, or as any other allied health professional, students need to know why EHRs are important, how they are used, and the advantages they offer to providers, facilities, and patients.

Please plan on reading the ANNOUNCEMENTS area a couple of times a week. Each week may have a general announcement to start, but if I have anything that you all need to know comes up, I will post it there.

Make sure to read this COURSE OUTLINE carefully. It has answers to a many of your questions. Print it for future reference. **However, weekly assignments can change so always look at Blackboard for the week's assignments and due dates. These will be posted each Sunday night.**

The required software for this course is Microsoft Office Professional 2003, 2007 or 2010. If you do not have this loaded on your computer you can purchase an education discounted copy from UIW. **The software can also be purchased at the UIW Business Office for \$10 per copy. Call 210-829-6099 or eapbo@uiwtx.edu.**

You must be a member of an academic institution to qualify for purchase. The products offered on this storefront are not for the general public. You will be requested to provide proof of academic affiliation prior to your product shipping in order to take advantage of these special offers. Delivery of this software takes several weeks. Ordering after the course starts will place you behind in your assignments.

In order to send me your assignments each week, you will go into the Assessment area and use the Drop Box to send your attachments for that week's work. I will grade them and grades will automatically be posted in the GRADEBOOK area. You may also receive a note when the grade is entered. Please read the note I place in the Feedback area of the Assignments area.

You may find small lectures/presentations each week in the media links area.

The term "week" used in the syllabus/outline refers to the span of seven days from Monday to Sunday. All assignments will have specific due dates throughout the week. BE SURE to verify the due date with each assignment.

Required Course Materials:

- Your text book – see below,
- MS Office Professional 2010 (or earlier version)
- Student files (see instructions above)

- Computer with basic system requirements (Pentium or higher system and 28.8 or higher speed modem connection.)
- Microsoft Office XP or higher on a Windows operating system or comparable Mac system, and
- an Internet Service Provider (ISP)

Required Text:

TITLE: *Electronic Health Records for Allied Health Careers*

AUTHOR: S. Sanderson

PUBLISHER: McGraw-Hill Higher Education

ISBN: 978-0-07-340197-3

Catalog Description:

This course will provide students with an overview of all the information entered into and extrapolated from an electronic health record (EHR). Students will examine specific sections of the EHR in relation to health information management. Topics included in this course are information storage and imaging, organizing data exchanges through web databases, and real-time data collection.

How Course Fits Within Curriculum:

Satisfies specific requirement for Associate of Science in Health Sciences degree program.

Assessments:

- A. Weekly homework assignments
- B. Discussion which demonstrates knowledge
- C. Weekly Journal Article Review/Blog/SLP Update
- E. Mid Term and Final Exam (Service Learning Project Paper)

Academic Dishonesty:

University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The University expects its students to pursue and maintain truth, honesty, and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms, which define an academic community. For details on what constitutes academic dishonesty and its consequences, go to the following web address: <http://www.uiw.edu/ugcat01-03/05.html#grades>.

Study Objectives/Expectations:

This online course is not self-paced, nor is it open-ended. There is a beginning and ending date for each course, and assigned deadlines for homework, reading, quizzes, and on-line discussion. Our online class will be taught in a somewhat informal lecture and discussion format. Open-ended discussion is highly encouraged and students are invited to ask questions or raise points for discussion at any time. All of our discussion and person-to-person contact will be done through the website to maintain the integrity of the learning process. Questions or comments regarding grades or other personal matters should be sent directly to me.

This course is eight weeks long. We cannot possibly cover all aspects of this course in that short period of time. You will do most of your work off-line, but you will be expected to access the website area at least five out of the seven days per week to submit work, retrieve assignments, read, and participate in posted group discussion. Participation is critical to your successful completion of this class and will have a major bearing on your final grade. Let me be clear that this does

not mean you will not pass the course if you are on less than five days, but it makes it harder for you to complete the course because you will spend more time when you are on less often.

Finally, you cannot learn scientific concepts unless you practice them regularly. There will be weekly homework assignments. Discussion will also be based around the concepts in order for all of the students in the class to support each other in learning the course material.

Professionalism:

Your assignments reflect your abilities to articulate your thoughts in writing. Be mindful of your spelling, presentation and organizational skills when writing in discussion and completing your assignments. A good way to think of this is to treat each assignment as though you are submitting it to your boss. All homework papers and your Service Learning Project will be completed in APA format. In Blackboard you will find a sample perfect paper, links to the APA website and links to the UIW Online Writing Center. Please use all of these resources.

Lectures:

At the beginning of each week (Monday), there will be a lecture link(s) and PowerPoint Presentations posted in the Media Links section if applicable. It will be on the subject(s) we are studying for that week. I may also include a variety of resources in the in this area of the class. Do not hesitate to ask questions as we work through the material. I am here to help.

Homework (15 % of final grade):

The due date for all homework is midnight (CST) on Saturday of the week. (The term “week” used in the syllabus/outline refers to the span of seven days from Monday to Sunday.) All homework must be turned in by the designated due date or a grade of Zero (0) will be issued. If you foresee a problem, or have trouble with the software, need help, etc., notify me as soon as possible before the deadline. If you encounter any other problems with meeting a given deadline, contact me and I will evaluate your situation on an individual basis. I understand you are all Adult learners with busy lives. However, this is an 8-week semester and it moves quickly.

Journal Article Review/Blog/SLP Update (20% of final grade):

For the first four weeks of the course you will be required to post a blog to the discussion area. The blogs are your own comments concerning an article you read pertaining to the week’s topic(s). Students are encouraged to read each other’s blogs throughout the week. Your blog post must be submitted NLT midnight (CST) on Friday of each week. The blog must be a minimum of 150 words in length. Make this fun and enjoyable to read. This is your free expression about the article and the week’s topic.

From week’s five through seven, you will upload an update on the progress of your SLP. The update must be posted NLT midnight (CST) on Friday of the week. The upload must be a minimum of 150 words in length.

Finally, on week eight, you will post a blog on what you learned in this class. The upload must be a minimum of 150 words in length.

Each of the blog and SLP updates will be worth 100 points.

Mid Term Exam (10% of final grade):

At the end of week 4 there will be a midterm exam covering the first half of the semester.

Graded Discussion/Weekly Admission Ticket (30% of final grade):

Interacting is an important part of the online learning environment. Each week we will have a discussion topic related to our weekly course material and a weekly admission ticket. Each week you will post to the discussion board what topic you found the most interesting and the most difficult from the previous week. You will also tell us why. You will be required to post your initial posts NLT midnight (CST) on Tuesday and throughout the semester I will tell you how many responses to your classmates' posts you will require. The responses must be posted NLT midnight (CST) on Thursday. The discussion area is our "classroom" conversation. Your participation is very important unless you want to make a minimum grade. Your discussion posts should be respectful and substantive. The initial post is worth 50 points and the subsequent posts are worth 50 points for a total of 100 points for the week. REMEMBER, minimum work receives a minimum grade. No points will be given for missing the deadlines for submission. This would be like you never interacted in the classroom discussion.

Service Learning Project (25% of final grade):

This semester you will be required to complete a service-learning project (SLP) specifically related to Electronic Health Records. The objectives of the course have been designed to provide you the knowledge and skills to be successful in this area of the health care industry. This will require you to go into the community and observe/interact/interview activities and professionals/public officials related to healthcare and public health.

Definition

Service-learning is a structured learning experience that combines community service with preparation and reflection. Students engaged in service-learning provide community service in response to community-identified concerns and learn about the context in which service is provided, the connection between their service and their academic coursework, and their roles as citizens.

Project Guidelines

The following guidelines will be followed when completing your SLP:

- Submit SLP for instructor approval NLT Friday of the fourth week of the semester.
- Starting in week 5 of the semester, you will need to submit weekly SLP updates, more to follow on format.
- SLP will be due NLT midnight (CST) Thursday of the last week of the semester.
- You must use APA format when submitting your SLP paper. Utilize the grading rubric and example of a perfect paper given for your case study to make sure that you get as many points as you can. The minimum length is 750 words. More than 1,000 words are too much.
- Your SLP paper must include the following:
 - Establishment of your learning outcome(s) as a result of the SLP. In other words, what did you expect to get out of the SLP you chose?
 - The mechanics of how the SLP was conducted
 - Summary of community relationships as a result of your SLP
 - How did the established learning outcomes effect you personally

Grading Evaluations

Assessment	Description	Weight
Homework	Instructions correctly followed and all work completed and	15%

Assignments	successfully submitted by the designated due date. Possible 100 points each.	
Journal Article Review/Blog/SLP Update	Students will be expected to read a journal, website or magazine article about a current topic/event concerning material covered each week and share that posting in the discussion area.	20%
General Discussion	Each week students will be expected to do one original post on an assigned topic each week and a designated number of replies to classmate posts.	30%
Midterm Exam	Instructions correctly followed and all work completed and successfully submitted by the designated due date. Possible 100 points each.	10%
SLP	Instructions correctly followed and all work completed and successfully submitted by the designated due date. Possible 100 points each.	25%
Total Grade		100%

Grading Scale:

A	93 – 100	B-	80-82	D+	67-69
A-	90 – 92	C+	77-79	D	63-66
B+	87 – 89	C	70-76	D-	60-62
B	83 – 86	There is no C-		F	< 60

A and A- indicates a superior grasp of the subject matter of the course, initiative and originality in attacking problems, and ability to relate knowledge to new situations.

B+, B, and B- indicates better than average grasp of the subject matter of the course and ability to apply principles with intelligence.

C+ and C indicates an acceptable grasp of the essentials of the course.

D+, D, and D- indicates less than average performance in the course.

F indicates failure to master the minimum essentials of the course. The course must be repeated.

Course Outline

The term “week” used in the syllabus/outline refers to the span of seven days from Monday to Sunday. All homework assignments are due at the appropriate time of the week indicated on the course outline.

Each week you will notice a number in parenthesis. This is the Alternative Learning Equivalencies for this course. It is an expectation for the minimum amount of time (hours) you will spend on each topic each week. Its primary purpose is for accreditation.

Week	Chapter Readings	Page	Homework Assignments
Week #1	Chapter 1 – Introduction to Electronic Health Records	1	Weekly Outline: <ul style="list-style-type: none"> - Post your autobiography in the Week One Autobiography link (0.5) - Review Presentation/links (1.5) - Navigate BB (2) - Take part in Week One General Discussion (1)

			<ul style="list-style-type: none"> - Complete APA tutorial and Quiz (1)
Week #2	Chapter 2 – Transitioning to an Electronic Health Record and the Need for Clinical Information Standards	40	Weekly Outline: <ul style="list-style-type: none"> - Review Presentation/links (2.5) - Take part in Week Two General Discussion (1.5) - Post weekly blog (1) - Complete weekly Admission Ticket (1)
Week #3	Chapter 3 - Electronic Health Records in the Physician Office	70	Weekly Outline: <ul style="list-style-type: none"> - Review Presentation/links (2.5) - Take part in Week Three General Discussion (1.5) - Post weekly blog (1) - Complete Weekly Admission Ticket (1)
Week #4	Chapter 4 – Electronic Health Records in the Hospital	108	Weekly Outline: <ul style="list-style-type: none"> - Review Presentation/links (2.5) - Take part in Week Four General Discussion (1.5) - Post weekly blog (1) - Complete Weekly Admission Ticket (1) <p>Mid-term Exam</p>
Week #5	Chapter 5 – Personal Health Records	137	Weekly Outline: <ul style="list-style-type: none"> - Review Presentation/links (2.5) - Take part in Week Five General Discussion (1.5) - SLP Update (1) - Complete Weekly Admission Ticket (1)
Week #6	Chapter 6 - The Privacy and Security of Electronic Health Information	172	Weekly Outline: <ul style="list-style-type: none"> - Review Presentation/links (2.5) - Take part in Week Six General Discussion (1.5) - SLP Update (1) - Complete Weekly Admission Ticket (1)
Week #7	Chapter 7 – Introduction to Practice Partner	204	Weekly Outline: <ul style="list-style-type: none"> - Review Presentation/links (2.5) - Take part in Week Seven General Discussion (1.5) - SLP Update (1) - Complete Weekly Admission Ticket (1)
Week #8	Finals Week	391	Weekly Outline: <ul style="list-style-type: none"> - SLP Work (5) - Blog on what you learned in the course (1) <p>Final Examination Submit SLP paper NLT midnight (CST) Thursday.</p>