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## INTRODUCTION TO PAPERLESS MEDICAL RECORDS AT VISTA ADULT SCHOOL

### FALL 2023 ONLINE COURSE SYLLABUS

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#### **Mission Statement:**

Vista Adult School will prepare all students with the knowledge and skills necessary to achieve their career, academic and personal goals in a high quality and accessible learning environment.

#### **Student Learning Outcomes (SLO's):** Our students will:

Develop a **VISION** for their future  
Identify and achieve short & long term goals; Demonstrate perseverance in their pursuit of education, Pursue lifelong learning experiences  
**ACHIEVE** academic and personal growth  
Show a measurable increase in knowledge and skills, Increase 21<sup>st</sup> century skills; Gain self-confidence and awareness of their abilities  
Experience **SUCCESS** in all post-secondary transition  
Career obtainment and growth; College admission and completion; Enhancement of their personal life and involvement in the community

#### **SYLLABUS:**

**COURSE NAME:** ONLINE INTRODUCTION TO PAPERLESS MEDICAL RECORDS

**SEMESTER YEAR:** FALL 2023

#### **CLASS DATES AND TIMES**

- August 21- November 9, 2023

#### **CLASS LOCATION:**

- Online

**INSTRUCTOR:** Anna Weirather, RN, MSN

**SCHOOL PHONE NUMBER:** (760) 758-7122

**INSTRUCTOR'S EMAIL:** [annaweirather@vistausd.org](mailto:annaweirather@vistausd.org)

**If you are not able to access the course online for any reason you must contact me within 48 hours.**

#### **COURSE DESCRIPTION:**

Learn the fundamentals of managing Electronic Health Records (EHR) on the computer. Ninety percent of our medical records are now being kept electronically. This course will introduce students to the field of Electronic Health Records by learning the steps to EHR implementation, EHR framework, content, visit management, problem/medication/allergy management, examination/graphic/chart notes, treatment plans/orders, patient communication, reports,

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registry, and continuing care of the patient. Students must have intermediate computer skills, be able to type 25+ wpm and have an email account.

**PREREQUISITES REQUIRED:** [Healthcare Essentials](#), [Patient Service Representative](#), [Email Account](#), and [minimum 25 words per minute](#)

### LEARNING OUTCOMES/COURSE OBJECTIVES for this course:

- Develop communication skills using correct grammar, style, punctuation, and spelling when writing and speaking. Includes handling electronic health records, and confidentiality.
- Develop front desk skills such as greeting patients and family members, verify personal patient data, explain fees/ services, collect payments, and guide patients through medical office encounters.
- Develop electronic health record skills including tools for customizing the EHR system, document patient intake information, attach documents and images to the EHR, generate and document a prescription and a patient referral, facilitate secure and confidential communication with a patient, generate claim for services, generate a report from patient database and impacts.
- Develop communication skills using correct grammar, style, punctuation, and spelling when writing and speaking. Includes handling electronic health records, and confidentiality.
- Develop front desk skills such as greeting patients and family members, verify personal patient data, explain fees/ services, collect payments, and guide patients through medical office encounters.
- Develop electronic health record skills including tools for customizing the EHR system, document patient intake information, attach documents and images to the EHR, generate and document a prescription and a patient referral, facilitate secure and confidential communication with a patient, generate claim for services, generate a report from patient database, impact on
- Graphic display capabilities, generate billing/coding, and generate patient return visit notification.
- Identify core functions/capabilities and primary sources for standards and guidelines.
- Describe/Define activities associated with successful EHR projects, maintaining currency and completeness of summary list, root causes of medication errors, billing/coding workflow, relationship between (PHR) personal health record and (CCR) continuity of care record, and requirements of external reporting impact.
- Remaining course objectives are found in your textbook

### PERSONAL OBJECTIVES The student will:

- Attend online class sessions
- Prepare for online class sessions
- Complete assignments per online requirements
- Demonstrate a high level of responsibility and time management skills
- Display respect for other members of the online class

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- Participate in online class discussion

#### ATTENDANCE POLICY:

- You are allowed no more than 3 absences. Online attendance is calculated by missed assignments for the week. Example (1 missed assignment = 1 Absence).
- Vacations, trips out of town, and or family events are not excusable absences. **If you have an emergency and must miss a day of class you must contact the instructor as soon as possible.**
- Consequences for absences: You are allowed a maximum of 3 absences, you will receive a written warning with 2 absences on the 3<sup>rd</sup> absence/tardy you will receive your final written notice.
- **The first week has 3 assignments due. If you do not complete all 3 in the first week you will be dropped from the course**
- Beyond 3 absences you will be asked to leave the program and return the next term.

#### SCHOOL RULES/ CLASSROOM POLICY

1. When meeting in your instructional setting there will be absolutely no eating allowed during your scheduled meeting
2. No drinks except for a water bottle with a closing cap are allowed in the classroom when meeting with your instructor.
3. This is a smoke-free campus- no smoking allowed- however, you can smoke outside the gated area if you come to the school for a meeting
4. Please do not bring family, children, or pets to school unless it is an approved function
5. No use of profanity
6. Vista Adult School prohibits possession of or being under the influence of drugs or alcohol: you will be asked to leave the school for the day and receive a zero, 2<sup>nd</sup> occurrence final warning with possible expulsion
7. Vista Adult School prohibits any weapons on campus this including mace: you will be asked to leave the school for the day and receive a zero, 2<sup>nd</sup> occurrence final warning with possible expulsion
8. Cheating is prohibited in an online/classroom setting: First occurrence will be a written warning and you will be given a zero for the week, 2<sup>nd</sup> occurrence final written warning with possible expulsion from the online class/classroom
9. No chewing gum while in a classroom setting: Consequences 1<sup>st</sup> & 2<sup>nd</sup> written warning will be given, then a 3<sup>rd</sup> and final written warning will be given, and the student will be sent home and given a zero.

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10. Please handle the computers with care when in the classroom setting
11. Please be sure to turn on the computer and turn off the computer properly when your meeting is over
12. If you do not know how to turn on or shut down the computer, please ask the instructor
13. Please sign the sign-in sheet upon arrival to the mandatory class meeting
14. During your meeting please come prepared with questions/computer and textbook
15. Do not leave wrappers, tissues, and other items lying around; clean up your computer/desk area when you leave

### STUDENT RESPONSIBILITY/ ONLINE CLASSROOM POLICY

1. The training is designed to meet the needs of the students and employers.
2. Training will be in groups and individualized.
3. **You will be expected to complete homework, take test, and pass the test with 80% accuracy, and participate in all projects.**
4. Treat your online time as if you were going to work or school.
5. You are allowed **no more than 3 absences**. Online attendance is calculated by missed assignments for the week. Example (1 missed assignment = 1 Absence). Consequences for absences: You are allowed a maximum of 3 absences. You will receive a written (via email) warning for 2 absences on the 3<sup>rd</sup> absence you will receive your final written (via email) notice. Beyond 3 absences you will be asked to leave the program and return the next term.
6. You **must** send a message through Canvas or email the instructor if you are absent for a meeting.
7. All required assignments must be completed on a weekly basis, emailed, and turned in through Canvas by the due date given by the instructor.
8. If the instructor does not hear from you, she/he will assume you are not coming back to the online class. Your seat will be filled by someone on the waitlist.
9. **All assignments, tests, portfolios, mid-term, and final must be turned in/taken on time to successfully complete this course.**
10. Assignment submission grades will be posted within 2 weeks of the assignment submission closing date\*
11. **Each week's Assignment and Test are due anytime from Monday midnight to Sunday 11: 55 pm, No late assignments will be accepted.**
12. Quizzes are to be taken and submitted weekly, there will be no quiz retakes OR late submissions. Missing assignments and quizzes will result in a lower overall grade.
13. Should you miss the assignment submission date, please move on to the next week
14. **You must turn in all assignments for the current week to receive credit for the week. Should you not turn in an assignment for the week, you will be given a zero for the week. Three zeros will constitute the instructor dropping you from the course.**

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15. If you need help from your instructor or have a question regarding your current course assignment, you need to **communicate** this to the instructor via Canvas or email.
16. Your instructor will return messages sent through Canvas or emails within 48 hours Monday – Thursday.
17. It is your responsibility to complete all required coursework.
18. Certificates will be mailed 2 weeks after the close of the term.

### ONLINE ETIQUETTE:

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before posting
- **Discussion Board posts can be viewed at any time by all students, Teachers, and School Administrators that are enrolled in the course.**
- Do not share any personal information in a discussion board post that you do not want to be viewed by students, teachers, and school administrators who have access to the course.
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Do not use all capital letters. This makes it appear that you are yelling
- Do not post pictures, links to websites, or videos in your discussion board post or reply unless asked to do so by the instructor.
- **Use of vulgar or offensive language and comments will not be tolerated. This type of behavior will be reported immediately to Vista Adult School**
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of other's opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way

### GRADING EVALUATION:

Your Grade/Percentage Total possible= 100%. 93%=A, 92.99%-90%=A-, 89.99%-87%=B+, 86.99%-83%=B, 82.99%-80%=B-, 79.99%-77%=C+, 76.99%-73%=C, 72.99%-70%=C-, 69.99%-67%=D+, 66.99%-60%=D, 59.99%-0%=F. You will receive the grade/percentage that

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you earn by completing the work stated in this syllabus. Each assignment and test requires an 70% or better.

You will receive the grade/percentage that you earn by completing the work stated in this syllabus. Each assignment and test requires 70% or better.

If you are having difficulty, it is your responsibility to reach out to your teacher. Ultimately you are the main factor in the outcome of your grade

**Exam grading: Test items will be evaluated by the instructor. Changes in percentage value will be at the discretion of the instructor based on an analysis of the test item.**

#### **COURSE MATERIALS NEEDED:**

- Textbook for sale here at Vista Adult School:
- EHR for the Physician's Office 3<sup>rd</sup> Ed **ISBN: 978032364651**
- You will need to have the textbook by the **first day** of class.
- SimChart Access and Workflow book
- MS WORD or Google Docs
- Some power points may use ADOBE to play videos or sound
- Ability to have more than 1 browser

#### **Computer/Software Guidelines for All Online Classes:**

You need access to a computer with the following:

- A high speed internet connection (Cable, DSL, FIOS) with a connection speed of 1.5 MB/s or better.
  - *The use of satellite and cellular connections may result in slowness or errors (timeouts, access problems) when accessing the classroom and course materials.*
  - *The use of public access computers and internet (for example, at restaurants and public institutions such as libraries) may result in slowness or errors (timeouts or access problems) when accessing the classroom and course materials. **Public access computers may not permit any access to certain course materials or systems due to security limitations.***
- Speakers/Headphones

#### **ADDITIONAL RESOURCES:**

- This course will utilize Canvas for online learning/assignments
- This course will utilize SimChart to complete simulation exercises

**Assignments/Schedule may be subject to change**

#### **INSTRUCTIONAL UNITS:**

Each topic will be covered in your textbook and summarized in a PowerPoint. You will be instructed to use the computer for exploration, data files, student activities/ projects, review questions, simulations, and quizzes.

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<b>Week 1</b>	Introduction to the Course
<b>Week 2</b>	Chapter 1: Introduction to Electronic Health Records
<b>Week 3</b>	Chapter 2 : Overview of SimChart for the Medical Office
<b>Week 4</b>	Chapter 3: Privacy, Confidentiality, and Security
<b>Week 5</b>	Chapter 3: Privacy, Confidentiality, and Security
<b>Week 6</b>	Chapter 4 : Administrative Use of the Electronic Health Record
<b>Week 7</b>	Chapter 5: Clinical Use of the Electronic Health Record
<b>Week 8</b>	Chapter 5 : Clinical Use of the Electronic Health Record
<b>Week 9</b>	Chapter 6 : Using the Electronic Health Record Reimbursement
<b>Week 10</b>	Chapter 7 : The Personal Health Record and Patient Portals
<b>Week 11</b>	Final Project
<b>Week 12:</b>	Course Review

### Assignments/Schedule may be subject to change

DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Sunday
<b>Week 1</b> <b>8/21-8/27</b>	Read Syllabus Read Chapter Discussion Board Practice Submission SimChart Registration						<b>Due 8/27/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• Practice Submission</li> <li>• Writing Assignment</li> <li>• SimChart Registration</li> </ul>
<b>Week 2</b> <b>8/28-9/3</b>	Read Chapter 1 Discussion Board SimChart Exercises						<b>Due 9/3/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• SimChart Exercise</li> <li>• Learning Activity</li> <li>• Quiz Chp. 1</li> </ul>



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	Learning Activity Quiz- Chp. 1						
<b>Week 3</b> <b>9/4- 9/10</b>	Read Chapter 2 Discussion Board SimChart Exercises						<b>Due 9/10/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• SimChart Exercises</li> </ul>
<b>Week 4</b> <b>9/11-9/17</b>	Read Chapter 3 Discussion Board SimChart Exercises						<b>Due 9/17/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• SimChart Exercises</li> <li>• Chapter 3 Quiz</li> </ul>
<b>Week 5</b> <b>9/18-9/24</b>	Read Chapter 3 Discussion Board SimChart Exercises						<b>Due 9/24/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• SimChart Exercises</li> </ul>
<b>Week 6</b> <b>9/25-10/1</b>	Read Chapter 4 Discussion Board SimChart Exercises						<b>Due 10/1/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• SimChart Exercises</li> <li>• Course Survey</li> </ul>
<b>Week 7</b> <b>10/2- 10/8</b>	Read Chapter 5 Discussion Board SimChart Exercises						<b>Due 10/8/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• SimChart Exercises</li> </ul>
<b>Week 8</b> <b>10/9- 10/15</b>	Read Chapter 5 Discussion Board SimChart Exercises						<b>Due 10/15/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• SimChart Exercises</li> </ul>
<b>Week 9</b> <b>10/16- 10/22</b>	Read Chapter 6 Discussion Board SimChart Exercise						<b>Due 10/22/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• SimChart Exercise</li> </ul>



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<b>Week 10</b> <b>10/23- 10/29</b>	Read Chapter 7 Discussion Board SimChart Exercise						<b>Due 10/29/23 by 11:55 pm:</b> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• SimChart Exercise</li> </ul>
<b>Week 11</b> <b>10/20-11/5</b>	<b>Discussion Board</b> <b>SimChart</b> <b>Exercises</b>						<b>Due 6/11/23 by 11: 55pm:</b> <ul style="list-style-type: none"> <li>• <b>Discussion Board</b></li> <li>• <b>SimChart Exercises</b></li> </ul>
<b>Week 12</b> <b>11/6- 11/9</b>							<b>Final Project due TBD by 11:55pm</b> <ul style="list-style-type: none"> <li>• <b>Final Project</b></li> </ul>