Hagerstown Community College

Master Syllabus

COURSE: HIM 101 Fundamentals of Electronic Health Records   **DATE:** Fall, 2017
INSTRUCTOR: Michele Buzard

COURSE DESCRIPTION:
This course focuses on the utilization, functionality, confidentiality, and security of the electronic health record. Types of electronic management systems and their implementation will be explored along with their impact on various areas of healthcare systems.

TEXTBOOK:
Gartee, R. (2017). Electronic Health Records: Understanding and Using Computerized Medical Records. 3rd ed. Boston, Massachusetts: Pearson Education Inc.

STUDENT LEARNING OUTCOMES:
1. To prepare competent entry-level electronic health records technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To demonstrate knowledge of the definition, purpose, functions, content, format and agencies involved in the health record.
3. To develop the administrative competencies necessary to be a knowledgeable electronic health records technician.
4. To apply logical, critical and analytical processes in identifying problems and alternate solutions related to EHR, EMR and data sets in the healthcare environment.

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE:

	On-line Instruction (37.5 hours required)	Student Work Off-Line (75 hours required)
Reading		45
Weekly Quizzes & Discussion Boards	37.5	37.5
Preparing for Exams		10
Research Project		15
Examinations		5
TOTAL	37.5	112.5

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.