

DE ANZA COLLEGE
BIOLOGICAL, HEALTH, AND ENVIRONMENTAL SCIENCES AND WORKFORCE
EDUCATION DIVISION
COURSE OUTLINE – ELECTRONIC HEALTH RECORDS HTEC-D075.61Z CRN#47833

INSTRUCTOR: Marjorie Guanzon, CPC, CPC-H, CPCO guanzonmarjorie@fhda.edu

DAYS/HOURS: HTEC 75 will be held online synchronous Mondays 6:00 pm to 8:50 pm using Zoom (see Canvas for Zoom link).

Office Hours: Mondays 5:15pm to 6:00pm via Zoom

ADVISORIES: Can be taken concurrently with other HTEC courses.

DESCRIPTION: Throughout this course you are going to be exposed to some hands-on software utilizing EHR clinic to show you common software applications in a physician's office. The software will show you how practice management (PM) software is utilized and how electronic health records (EHR) systems are utilized. The class will be using the EHR system with Connect accessed through Canvas.

OBJECTIVES FOR CLASS:

The overall goal of this course is to help you achieve an understanding of PM and EHR systems used in the medical field. By becoming comfortable with and familiar with this system, you should find yourself a little more at ease with learning systems you may encounter in a physician's office.

STUDENT LEARNING OUTCOME (SLO): Illustrate competence in the implementation of EHR, creating new documentation in an EHR, setting up EHR software using clinical and administrative tools.

COURSE REQUIREMENTS:

- Attend Zoom meetings.
- Complete all assignments (exercises). Go to your Portal, click Canvas, click HTEC75 Electronic Health Records, then click Modules to see assignments (exercises) accessed through Canvas.
- Complete all 9 open book quizzes (accessed through Canvas)
- Complete the open book final exam (accessed through Canvas)

ATTENDANCE:

Attend scheduled Zoom meetings. Complete all exercises. Weekly open book quizzes completed on date required. Complete the final on the required date. As this is an online class, if you do not complete the weekly assignments and open book quiz on time for 2 consecutive weeks, and have not contacted the instructor as to the reason for late assignments, the instructor will need to drop you from the class; or if the date has gone beyond the date to drop, the student will need to withdraw from the class to prevent the student from receiving a failing grade.

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COURSE MATERIAL (MANDATORY-MUST PURCHASE CONNECT ACCESS CODE):

Purchase the CONNECT Online Access code from McGraw-Hill “Integrated Electronic Health Records 4e” by M. Beth Shanholtzer, Amy L. Ensign. ISBN-13: 9781264155026.

STUDY EACH WEEK'S ASSIGNMENTS:

The primary course content comes from the textbook readings, chapter exercises and quizzes.

GRADING POLICY:

Each student's grade will be determined by the percentage of accumulated points.

1. 46 EHR clinic exercises 20 points	920 points
2. 10 Open Book Quizzes 50 points	500 points
3. Final – Open Book 9 assessment exercises, 50 points each	450 points
Total	1870 points

A	95-100%
A-	90-94%
B+	87-89%
B	84-86%
B-	80-83%
C+	76-79%
C	70-75%

69 and below – No Pass

ACADEMIC HONOR CODE:

The Academic Honor Code was adopted in 1993. It is assumed that all students will pursue their studies with integrity and honesty; however, all students should know that incidents of academic dishonesty are taken very seriously. When students are caught cheating or plagiarizing, a process is begun which may result in severe consequences.

STUDENT SUCCESS CENTER

Need help? De Anza’s Student Success Center offers free online and on-campus tutoring and workshops!

Visit <http://www.deanza.edu/studentsuccess> for our hours and information.

Student Success Center Resources are available online to all De Anza students on Canvas:

<https://deanza.instructure.com/enroll/MAF7Y8>

INSTRUCTOR INFORMATION:

Marjorie Guanzon, CPC, CPC-H, CPCO - Marjorie has over 20 years experience at various medical facilities and health care organizations, including medical office management, healthcare documentation management, and implementation of electronic health record systems in medical facilities.

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Weekly Schedule

Chapter Exercises, Quizzes and Final In Canvas - Access to Connect

Class Week	Schedule For The Week	Completion/Due Dates
Week 1 4/8/2024	Zoom Meeting on Monday at 6:00pm Review Syllabus Watch Video: Instructions for Canvas to Connect Purchase Connect Online Access Code Pair your Canvas to Connect Read Chapter 1	4/15/2024 By 6pm
Week 2 4/15/2024	Zoom Meeting on Monday at 6:00pm Chapter 1 Discussion Take the Open Book Chapters 1 Quiz Read Chapter 2	4/22/2024 by 6pm
Week 3 4/22/2024	Zoom Meeting on Monday at 6:00pm Chapter 2 Discussion Take the Open Book Chapters 2 Quiz Read Chapter 3	4/29/2024 by 6pm
Week 4 4/29/2024	Zoom Meeting on Monday at 6:00pm Chapter 3 Discussion Complete Chapter 3 Exercises Take the Open Book Chapter 3 Quiz Read Chapters 4 & 5	5/6/2024 by 6pm
Week 5 5/6/2024	Zoom Meeting on Monday at 6:00pm Chapter 4 & 5 Discussion Complete Chapter 4 Exercises Take the Open Book Chapter 4 Quiz Re-Read Chapter 5	5/13/2024 by 6pm
Week 6 5/13/2024	No Zoom Meeting Complete Chapter 5 Exercises Take the Open Book Chapter 5 Quiz Read Chapter 6	5/20/2024 by 6pm
Week 7 5/20/2024	Zoom Meeting on Monday at 6:00pm Chapter 6 Discussion Complete Chapter 6 Exercises Take the Open Book Chapter 6 Quiz Read Chapter 7	5/27/2024 by 6pm

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Week 8 5/27/2024	No Zoom Meeting – Memorial Day Watch Chapter 7 Lecture in Canvas Complete Chapter 7 Exercises Take the Open Book Chapter 7 Quiz Read Chapter 8	6/3/2024 by 6pm
Week 9 6/3/2024	Zoom Meeting on Monday at 6:00pm Chapter 8 Discussion Complete Chapter 8 Exercises Take the Open Book Chapter 8 Quiz Read Chapters 9 & 10	6/10/2024 by 6pm
Week 10 6/10/2024	Zoom Meeting on Monday at 6:00pm Chapters 9 & 10 Discussion Complete Chapter 9 Exercises No Chapter 10 Exercises Take the Open Book Chapters 9 & 10 Quiz	6/17/2024 by 6pm
Week 11 6/17/2024	Zoom Meeting on Monday at 6:00pm Review Instructions for Final – Can start Final after class. Final – Open Book. Complete the assigned exercises. Chapter 11 Additional Practice.	6/24/2024 by 11:59pm
Week 12 6/24/2024	No Zoom Meeting – FINALS WEEK Final – Open Book. Complete the assigned exercises. Chapter 11 Additional Practice.	