

Montgomery County Community College
HCP 100
Medical Office Technologies and the EHR
3-3-0

COURSE DESCRIPTION:

This course provides the student with an overview of the use of computer systems and electronic health record (EHR) software in today's medical office environment. Students will learn skills, terminology, and theories to manage EHRs and utilize Microsoft Office and Microsoft Word. A hands-on approach will give students the opportunity to develop technology skills that are applicable to their career as a healthcare professional.

REQUISITE(S):Previous Courses

ESL 011 ESL Basic Writing or ENG 011 Basic Writing or ENG 010A Basic Writing

REA 011 Fundamentals of College Reading or ESL/ REA 017 Vocabulary & Reading Comprehension Development II

Previous or Concurrent Courses

HCP 224 Medical Terminology

Upon successful completion of this course, the student will be able to:

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
1. Explain the principles of and processes employed in the utilization of the EHR in a medical setting.	Lecture/Discussion Written Assignments Small Group/Individual Assignments Multimedia Demonstrations	Midterm and/or Final Exam Project Presentation
2. Use appropriate software technology and terminology to create and use an EHR.	Lecture/Demonstration Hands-On Software Applications Lab Projects	Midterm and/or Final Exam Assignments Creation of an EHR
3. Describe the ethical and legal implications associated with the use and application of an EHR.	Lecture/Discussion Case Studies Written Assignments Small Group/Individual Assignments Research Resources	Quizzes Assignments Software Applications Projects Midterm and/or Final Exam

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
4. Utilize word processing software and technology to create, format, edit, and manage documents relevant to working with patients and health care professionals in the medical office.	Lecture/Demonstration Hands-On Software Applications Lab Projects	Quizzes Assignments Software Applications Midterm and/or Final Exam Creation of Word Documents

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

SEQUENCE OF TOPICS:

1. Getting Started with Microsoft Office
2. Creating, Editing, and Formatting Documents with Word
3. Formatting Text, Paragraphs, and Tables
4. Developing Multipage Medical Documents
5. Building Medical Forms
6. Overview, terminology, and rationale of the EHR
7. Medical office management of the EHR
8. The administrative Chart
9. The clinical Chart

LEARNING MATERIALS:

Required textbook:

Duffy, Jennifer and Cram, Carol M.(2016) *Microsoft Office 365 and Word 2016 for Medical Professionals*. (1st edition) Boston, MA: Cengage Learning.

Pepper, Julie (2015) *The Electronic Health Record for the Physician's Office* (2nd Edition) St. Louis, MI: Elsevier

EHR software

Flash Drive 16g

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: Marion Bucci, HCP Assistant Professor and
Kathleen Schreiner, Director of Medical Office Professions
VPAA/Provost or designee Compliance Verification:

Date: 11/1/2018

Date: 12/19/2018



This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.