

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
STANDARD COURSE SYLLABUS  
ELECTRONIC HEALTH RECORDS- BOT 2763**

**COURSE TITLE:** Electronic Health Records- BOT2763

**COURSE DESCRIPTION:** (3 hours credit) This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings..

**COURSE GOALS:** This course is designed to teach students the technical infrastructure, regulation requirements, design and implementation of electronic health records through particle application.

**PREREQUISITE:** None.

**OUTCOME COMPETENCIES:**

Students will be able to:

1. Distinguish among various Electronic Health Records (EHR).
2. Describe the technical infrastructure required for EHRs including the security design.
3. Identify governmental regulations related to EHR including:
  - a. Meaningful Use requirements.
  - b. Understanding of HITECH standards to maintain compliance in EHR environments.
  - c. Definition and application of HIPPA Privacy and Security rules.
4. Demonstrate proper design and implementation of risk management, contingency planning, and data recovery procedures.
5. Apply practical experience with EHR tools and applications.

**COURSE REQUIREMENTS:**

1. Students must meet the requirements of the NWCC attendance policy.
2. Students are required to take the final exam.
3. Students must have a final average that is passing as defined by the grading scale listed in the Instructor's Course Outline.

**METHODS OF INSTRUCTION:**

The methods of instruction used for this course may include any or all of the following:

1. Lecture/Discussion
2. Outside Assignments
3. Class Demonstrations
4. Assigned Projects
5. Canvas Assignments

**EVALUATION TOOLS:**

Evaluation tools used for this course may include any or all of the following:

1. Chapter Tests (multiple choice, matching, fill-in-the-blank, true/false, short answer)
2. Final Exam
3. Homework

**REQUIRED TEXTBOOKS:**

*Students should refer to Instructor's Course Outline for the specific textbook(s) to purchase.*

**REQUIRED EQUIPMENT/MATERIALS/SUPPLIES:**

*Students should refer to Instructor's Course Outline for the specific equipment/materials/supplies to purchase.*

**GRADING POLICY:**

NWCC does not have a standard grading scale for all classes. *Students should refer to the Instructor's Course Outline for the specific grading scale used for this class.*

**NWCC'S OFFICIAL ATTENDANCE POLICY:**

**ABSENCES:** Regular and punctual attendance at all scheduled classes is required of all students and is regarded as essential to course credit. Regardless of the nature of the absence, students are allowed two weeks of absences (six for a class meeting three days a week, four for a class meeting two days a week, and two for a class meeting one day a week). If a student's absences exceed the allowed number, that student will be automatically withdrawn from the class with a grade of F. "Excused" absences such as school trips and illnesses with a doctor's note do count. The terms "excused" and "unexcused" actually apply only to make-up work and are determined by the instructor; they do not affect the rule. **TARDIES:** Students are expected to be prompt in class attendance. If students miss more than 10 minutes of a class meeting, they will be marked absent for that meeting. Three tardies will count as one absence.

**ONLINE CLASSES:** In the Fall/Spring Semesters, three (3) absences = instructor drop (removal of student from course with a grade of "F"). In the Summer Semester, two (2) absences = instructor drop. A grade of "F" will be recorded and student will no longer be able to participate in class. A student may officially withdraw and receive a "W".

**PLAGIARISM AND CHEATING/ACADEMIC HONESTY:**

Both cheating and plagiarism are prohibited. Plagiarism is the presentation of another person's ideas, words, or work as one's own. Alleged violations involving cheating, plagiarism, and other academic misconduct will be handled according to the procedures outlined in the *NWCC Student Guide*. These procedures are as follows: Students involved in cheating or plagiarizing will be reported to a five-member Ad Hoc Committee on Cheating and Plagiarism. The chairman of this committee will be the Academic or Career-Technical Dean as determined by the student's major. Other committee members will be the division director/chairman of the department in which the alleged dishonesty occurred, the student's faculty advisor, and two SGA members. The committee will review the alleged act and may assign sanctions ranging from imposing a failing grade in the course to withdrawal from the College.

**STATEMENT OF AUTHORITY:**

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

**ADA STATEMENT:**

Students with disabilities are encouraged to notify their instructors of their condition at the beginning of the semester. The college and your instructors will make reasonable accommodations for persons with documented disabilities.

**ADDITIONAL POLICIES (COURSE OUTLINE):**

Individual instructors and specific programs may have policies and requirements in addition to those listed here. Any additional course information that is particular to a given teacher or program will be included in the Course Outline attached to this syllabus. **Note:** *The instructor reserves the right to make any necessary changes to the information provided in the syllabus and the course outline during the semester.*