Nashville State Community College
Business, Management, and Hospitality
Healthcare Management Program
Master Course Syllabus
HCMT 2370-W01 Electronic Healthcare Apps

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course information:

Healthcare Management Program – Medical Coding Concentration
Healthcare Management Program – Medical Management Concentration
Medical Legal Issues
HCMT 2370 – all sections, 202310
Spring 2023

Course Description:

HCMT 2370 – Electronic Healthcare Apps

3 Credit Hours

This course covers EMR/EHR systems, design, implementation, and application. Topics include EHR, Health Informatics, information/network security, troubleshooting, medical office hardware and software applications, and on- and off-site medical record storage. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

Semester Availability: Fall, Spring

Not part of a Tennessee Transfer Pathway

Instructor Information

Name:
NSCC eMail:
Phone:
Office Location:
Office Hours:
Zoom URL:

Required Textbook(s) & Other Materials:

Textbook Information

Before courses begin, you should make sure you have the correct textbook and materials for each course. You can look up your courses on the bookstore's website using your A# or by entering your course information.

Textbook(s): Exploring Electronic Health Records, 3rd edition, including simulation access
ISBN: 9798765743126

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website (https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.

Navigator Simulation Software:
- The Navigator Software includes Readings, Exercises, and Tutorials/Practice/Assessments for you to experience hands-on use of an HER
- READING: Includes closed captioned reading of the Chapters by a ROBOT!
- EXERCISES: Exercises are based on the reading and included to help clarify information you have read in the Chapter.
- SIMULATIONS: include Tutorials, Practice Exercises, and Assessments for you to have hands-on practice using the EHR.
- ENJOY and LEARN!!

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Program Outcomes: At the end of the semester, this is what you should know and/or be able to do:

1. Demonstrate an understanding of federal, state, and local laws and regulations affecting medical office technologies.
2. Identify various types of healthcare delivery systems and items unique to each.
3. Demonstrate an understanding of medical reimbursement practices and how to conduct a chart audit for both quality review and billing practices.
4. Apply critical thinking skills to real world strategies in the healthcare industry.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

1. Describe parts of the EHR and their importance to Revenue Cycle Management
2. List and describe administrative functions of the EHR performed by Front Desk personnel
3. Identify possible impact of incorrect or incomplete information added during Scheduling/Registration of patients
4. Describe legal ramifications related to HIPAA Privacy & Security and responsibilities of medical personnel in compliance.
5. List and describe clinical functions of the EHR performed by clinical personnel.
6. Identify possible legal and ethical impact of incorrect or incomplete information added during clinical documentation and medical decision making.
7. List the steps in using the EHR for reimbursement and the possible impact of each step being incomplete or inaccurate.
8. Describe benefits of having a Patient Portal and Personal Health Record

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills.

This course is based on a backward design with authentic assessment. This means that the Course Learning Objectives listed at the beginning of the course, the Module Learning Objectives at the beginning of each Module, and the Weekly Learning Objectives at the beginning of each Week are what you are expected to learn during the course and are very important for you to keep in mind. You can expect Feedback on your Learning Activities to be based on the Objectives. Your job is to prove that you know the Content of the Course through the Discussions and Case Studies. The Learning Activities – Vocabulary, Websites, Chapter Review - are tasks to assist you in learning the Objectives. You will receive Feedback on all Learning Activities, including the Discussions and Case Studies which is where you show me that you know the information taught in that Week. The Tests / Quizzes are Open Book and meant to be practice to learn the Learning Objectives. Authentic assessment will be done throughout the Learning Activities.

Grading Policy:

Percentage	Assessment
10%	Quizlet
20%	Readings
30%	Exercises
40%	TUTORIALS

Grading Scale:

Letter Grade	Percentage Range
A	91 - 100
B	81 - 90
C	71 - 80
D	61 - 70
F	60 and below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

All work is due on December 8, 2022.

Attendance Policy

General Policy

If you have been exposed to COVID-19 or have tested positive, you must email virusinfo@nscc.edu.

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
    - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
    - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course is: The student should pace work throughout the term; specifically, due dates are set for a smooth and regular pace throughout the term for best student success. Stay in regular communication with the instructor.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:
- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email/text/phone call
- posting to a discussion board

- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the access to internet and technology website.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage

you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the semester grade.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Academic Alert through your @my.nscc.edu email. This eMail will go to your Academic Advisor and Student Success advisor, as well. If you get an Academic Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Academic Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Academic Alert to your advantage and as an opportunity to improve your grade; it is not as a form of punishment, rather an encouragement to do better work in your class.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: https://www.getrave.com/login/nscc. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring provides assistance beyond the classroom to help you make the most of your college education.

- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nscc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.