

**Elmira Business Institute**  
**Student Syllabus: Electronic Medical Records (MED131)**

**Prerequisites:** Medical Terminology (MED110), Anatomy & Physiology (MED120), Introduction to Computers (MIC110), Word Processing Applications (MIS101), Computerized Keyboarding (OFF110)  
**Course Credits/ Clock Hours:** 3/60

**Course Delivery Mode:** Residential

**Course Description**

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This course provides a thorough introduction to the history, theory, and potential benefits of electronic health records. The combination of text and EMR software provide a complete learning system. Hands-on exercises provide practical experience that leads to an understanding and a level of comfort with computerized medical records that can be applied directly to the healthcare workplace. Critical thinking and hands-on exercises build confidence by allowing students to apply what they have learned. This course will increase the likelihood that the student's knowledge will transfer easily to a commercial medical record system in use at any clinic or medical facility. (Lec/Lab/Ext/Total) (30/30/0/60).

**Student Learning Outcomes**

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Upon completion of this course, students will be able to:

- Define the concept of an electronic medical record
- Describe key issues related to privacy and security of Electronic Health Records
- Schedule new patients, export patient lists, and edit patient information
- Discover new insurance companies
- Compose professional correspondence utilizing electronic technology
- Apply patient notes to the schedule
- Describe the layout of an electronic chart
- Create office visit notes including SOAP note documentation
- Describe how to order laboratory, imaging, and diagnostic tests
- Perform accounts receivable procedures to patient accounts including charges, payments, and adjustments

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**Required Course Texts & Course Materials**

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*SimChart for the Medical Office; Learning the Medical Office Workflow*. 2018. St Louis: Elsevier. (ISBN 9780323696470)

Electronic Health Record for the Physician's Office (Devor)  
Textbook: 9780323696463

**Assessment**

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Medical Assisting students are allowed two attempts to pass each competency. A minimum score of 85 percent is necessary to pass the individual competency. The student must pass every competency in order to pass the course. A minimum grade of a "C" is required to pass the course. Documentation will be housed in the student's academic file.

***Student Homework Policy Statement***

Elmira Business Institute (EBI) syllabi contain assignments in alignment with the federal government's definition of appropriate assigned homework for each credit hour. For each one credit hour of classroom or direct faculty instruction, two hours of out-of-class student work will be assigned. (For example, a three credit course will include an average of 6 hours of homework each week for 15 weeks). For classes with lab or clinical work, a three credit, four-hour class will include an average of 6 hours of homework each week. For externships, each credit hour will include an average of 3 hours of homework per week. Assignments are directly relevant to course objectives and learning outcomes and are included at the end of the syllabi. Each assignment will be graded and recorded by the instructor.

***Calculation of a Semester Credit Hour***

All coursework at Elmira Business Institute is measured in semester credit hours.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of externship.

***Definition of a Contact Hour***

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is required to devote appropriate time to preparation and study outside the classroom.

**Evaluation**

Assessment Type	% of Grade
Attendance/Professionalism	15%
Midterm/Final Examination	20%
Quizzes/Tests	20%
Homework	25%
Competencies	20%
<b>Total</b>	<b>100%</b>

**Grading Scheme**

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
68-69	D+	1.3
66-67	D	1.0
65	D-	0.7

Numerical Average	Letter Grade	Quality Points
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	----
Incomplete	I	----
Test Out	TO	----
Transfer of Credit	T	----

### **Course Policies**

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#### ***Behavioral Standards***

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization's dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate.

No eating or drinking in EBI's classroom laboratories (medical, business or technology) and Library.

#### ***Attendance Policy***

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of fellow students. One of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the College. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

***Make-Up Policy***

When a student is absent, that student is responsible for making up missed class work. Make-up tests or quizzes may be offered at the instructor's discretion via ONE-STOP at the Library, and it is the student's responsibility to arrange a time at the librarian's convenience. One-Stop tests and quizzes must be taken within one week of the date of absence; failure to make up work, quizzes, or exams in a timely manner may result in a 0 grade. There is no charge for make-up work.

Mid-term or Final Examinations may only be made up with approval from the Campus Director/Dean and appropriate documentation.

***Academic Integrity/Plagiarism Rules***

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

***Please keep in mind that plagiarism includes:***

- Copying another person's work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

**Students will be given a complete policy the first day of class to review and sign.**

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

***Academic Support******Private Instruction***

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction
- Mandatory private instruction scheduled by an Administrator when necessary.

***Faculty Office Hours***

The Faculty Office Hours are posted outside the classroom door. This the first stop for help for assignments, study skills, or writing for any course.

***Academic Advising/Mentoring***

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

***The Library***

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools. Information is also available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students' use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students 24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required

coursework without attempting more than 150% of the credits/hours in the program.

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

A minimum of a “C” is required to pass the course. Documentation will be housed in the student’s academic file. Although, this is the minimum passing grade. Students will need to meet the **Satisfactory Academic Progress** requirements.

### Course Schedule

<i><b>Lesson #</b></i>	<i><b>Topic(s)</b></i>
1	<ul style="list-style-type: none"> <li>• Introduction and Guidelines for Appointment Scheduling</li> <li>• Types of Scheduling</li> <li>• Scheduling Referral Appointments, Diagnostic Tests, Procedures, and Admissions</li> </ul>
2	<ul style="list-style-type: none"> <li>• Maintaining Patient Accounts</li> <li>• Banking Activities</li> <li>• Accounts Payables</li> <li>• Petty Cash</li> </ul>
3	<ul style="list-style-type: none"> <li>• Billing Cycle and the Process</li> <li>• Billing Problems</li> <li>• Account Aging</li> <li>• Collection Activities</li> </ul>
4	<ul style="list-style-type: none"> <li>• Maintaining the Office</li> <li>• Routine Maintenance</li> <li>• Patient and Employee Safety</li> <li>• Maintaining Equipment</li> <li>• Preparing Payroll</li> <li>• Managing Schedules.</li> </ul>
5	<b>Sim Chart for the Medical Office Lessons 1-10</b> <ul style="list-style-type: none"> <li>• Schedule patient appointments,</li> <li>• Prepare appointment reminder letters,</li> <li>• Prepare return to work certificates,</li> <li>• Complete medical records release forms, incident reports, and office memorandums.</li> </ul>
6	<b>Sim Chart for the Medical Office Lessons 16, 18, 21-23</b> <ul style="list-style-type: none"> <li>• Review scheduling, and create new patient forms.</li> <li>• Practice ordering x rays and procedures.</li> </ul>
7	<b>Sim Chart for the Medical Office Lessons 31-33, 35, 37-38</b> <ul style="list-style-type: none"> <li>• Document immunizations and schedule follow up appointments.</li> <li>• Document allergies and medications, prepare prescription refills, and document patient education. .</li> </ul>
8	<b>Midterm Examination</b>

9	<b>Sim Chart for the Medical Office Lessons 45, 47-52</b> <ul style="list-style-type: none"> <li>• Document in progress notes and create orders,</li> <li>• Document lab results and preventative services,</li> <li>• Document a phone encounter.</li> </ul>
10	<b>Sim Chart for the Medical Office Lessons 62-64, 66-67</b> <ul style="list-style-type: none"> <li>• Document chief complaint in progress notes and submit superbill.</li> <li>• Update patient ledgers, submit claim forms, and submit insurance claims tracer.</li> </ul>
11	<b>Sim Chart for the Medical Office Lessons 72-76</b> <ul style="list-style-type: none"> <li>• Document orders</li> <li>• Complete superbills</li> <li>• Complete claims and post payments to patient ledgers.</li> <li>• Prepare patient statements, and update day sheets.</li> </ul>
12	<b>Sim Chart for the Medical Office Lessons 85-90</b> <ul style="list-style-type: none"> <li>• Review of documentation, superbills, ledgers, and payment posting.</li> <li>• Post insurance payments to ledger.</li> </ul>
13	<b>Sim Chart for the Medical Office Lessons 96-99</b> <ul style="list-style-type: none"> <li>• Complete superbill and payment process. Complete referral form, and review documentation. Create bank deposit slips, and record transactions on the day sheet.</li> </ul>
14	<b>Sim Chart for the Medical Office Lessons 105-110</b> <ul style="list-style-type: none"> <li>• Document Neurological status exam and patient education. Generate a prior authorization, document tests, prescriptions, and create superbills.</li> </ul>
15	<b>Review for Final Examination – CEHRS NHA Examination (tba.)</b>
16	<b>Final Examination</b>

**Please note: Changes to lessons may be made at the discretion of the instructor throughout the semester.**

*Revised February 2016 mzt, Revised July 2017 klp, Revised August 2019 em, Revised December 2019 drg.*

Student Name \_\_\_\_\_

Semester \_\_\_\_\_ Instructor \_\_\_\_\_

**Electronic Medical Records Competency (2015 Standards)**

Comp	SIMCHART Assignment Numbers	Description of comp	CAAHEP	Date Achieved	Grade	Instructor sign off
1	7, 9	Complete a patient related incident report	X.P.7			
2	4, 10	Compose professional correspondence using electronic technology	V.P.8			
3	3, 16	Establish a scheduling matrix	VI.P.1			
4	11	Perform an inventory and create a purchase order	VI.P.9			
5	12, 15	Register new patients using electronic software	VI.P.3 VI.P.7			
6	14, 18	Schedule a new patient	VI.P.1			
7	22, 23	Schedule a patient procedure	VI.P.1			
8	24, 43	Schedule an established patient	VI.P.1			
9	21, 31	Manage appointment schedule	VI.P.1			
10	19, 25, 47	Upload patient documents to the medical record	VI.P.4			
11	53, 101	Document telephone messages correctly	V.P.6			
12	62, 67	Perform accounts receivable: Charges	VII.P.1.a			
13	80, 82	Perform accounts receivable: Payments and Adjustments	VII.P.1.b, c			
14	57, 109, 110	Utilize an EMR	VI.P.6			
15	98, 99, 100	Perform bank deposits	VII.P.2			

All Competencies listed must have had a maximum of two attempts and have been completed with a grade of 85 or better.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Medical Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_



Student Name : \_\_\_\_\_ Course   MED 131   Semester \_\_\_\_\_

The Electronic Health Record for the Physician's Office for Julie Pepper 2<sup>nd</sup> edition 2018  
 SimChart for the Medical Office 2019 Learning the Medical Office Workflow  
 ABHES 2018 Skills Correlations

Instructor \_\_\_\_\_

Competencies	Text Chapter	EVALUATION INSTRUMENT: (Textbook/Study Guide Procedure Numbers)	Course	Date	Grade	Faculty Initials	PD Approval
<b>1. General Orientation</b>							
b. Compare and contrast the allied health professions and understand their relation to medical assisting	<b>Assignment 31</b>	Document Immunizations and Schedule Follow Up Appointment for Daniel Miller	<b>MED 131</b>				
<b>2. Anatomy and Physiology</b>							
c. Identify diagnostic and treatment modalities as they relate to each body system	<b>Assignment 47</b>	Document Lab Results, Preventative Services, and Order for Walter Biller	<b>MED 131</b>				
	<b>Assignment 109</b>	Document Rapid Strep Test, Prescription and Superbill for Daniel Miller	<b>MED 131</b>				
<b>3. Medical Terminology</b>							
a. Define and use the entire basic structure of medical terminology and be able to accurately identify the correct context (i.e., root, prefix, suffix, combinations, spelling and definitions)	<b>Assignment 21</b>	Schedule Appointment and Order X-Ray for Mora Silver	<b>MED 131</b>				
	<b>Assignment 23</b>	Prepare Order and Medical Release From for Norma Washington	<b>MED 131</b>				
	<b>Assignment 57</b>	Document Problem List, Chief Complaint, Medications and Allergies for Carl Bowden	<b>MED 131</b>				
	<b>Assignment 67</b>	Submit Superbill and Post Charges to Ledger for Amma Patel	<b>MED 131</b>				
d. Define and use medical abbreviations when appropriate and acceptable	<b>Assignment 31</b>	Document Immunizations and Schedule Follow Up Appointment for Daniel Miller	<b>MED 131</b>				
	<b>Assignment 57</b>	Document Problem List, Chief Complaint, Medications and Allergies for Carl Bowden	<b>MED 131</b>				
	<b>Assignment 67</b>	Submit Superbill and Post Charges to Ledger for Amma Patel	<b>MED 131</b>				

<b>4. Medical Law and Ethics</b>								
a. Follow documentation guidelines	<b>Assignment 9</b>	Complete Incident Report for Medical Office Evacuation	<b>MED 131</b>					
	<b>Assignment 12</b>	Complete New Patient Registration for Malcolm Little	<b>MED 131</b>					
	<b>Assignment 23</b>	Prepare Order and Medical Release From for Norma Washington	<b>MED 131</b>					
	<b>Assignment 31</b>	Document Immunizations and Schedule Follow Up Appointment for Daniel Miller	<b>MED 131</b>					
	<b>Assignment 43</b>	Document Encounter and Schedule Appointment for Walter Biller	<b>MED 131</b>					
	<b>Assignment 57</b>	Document Problem List, Chief Complaint, Medications and Allergies for Carl Bowden	<b>MED 131</b>					
	<b>Assignment 62</b>	Document Progress Note and Submit Superbill for Walter Biller	<b>MED 131</b>					
	<b>Assignment 101</b>	Generate Phone Message and Physical Activity Order for Amma Patel	<b>MED 131</b>					
b. Institute federal and state guidelines when: 1) Releasing medical records or information 2) Entering orders in and utilizing electronic health records	<b>Assignment 7</b>	Complete Incident Report for Celia Tapia	<b>MED 131</b>					
	<b>Assignment 9</b>	Complete Incident Report for Medical Office Evacuation	<b>MED 131</b>					
	<b>Assignment 12</b>	Complete New Patient Registration for Malcolm Little	<b>MED 131</b>					
	<b>Assignment 14</b>	Schedule Appointment and Prepare New Patient Forms for Al Neviaser	<b>MED 131</b>					
	<b>Assignment 18</b>	Complete New Patient Registration and Schedule Appointment for Lisa Rae	<b>MED 131</b>					
c. Follow established policies when initiating or terminating medical treatment								
e. Perform risk management procedures	<b>Assignment 7</b>	Complete Incident Report for Celia Tapia	<b>MED 131</b>					
	<b>Assignment 9</b>	Complete Incident Report for Medical Office Evacuation	<b>MED 131</b>					
	<b>Assignment 57</b>	Document Problem List, Chief Complaint, Medications and Allergies for Carl Bowden	<b>MED 131</b>					
f. Comply with federal, state, and local health laws and regulations as they relate to healthcare settings 1) Define the scope of practice for the medical assistant within the state where employed 2) Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings	<b>Assignment 31</b>	Document Immunizations and Schedule Follow Up Appointment for Daniel Miller	<b>MED 131</b>					
	<b>Assignment 43</b>	Document Encounter and Schedule Appointment for Walter Biller	<b>MED 131</b>					
	<b>Assignment 62</b>	Document Progress Note and Submit Superbill for Walter Biller	<b>MED 131</b>					
	<b>Assignment 101</b>	Generate Phone Message and Physical Activity Order for Amma Patel	<b>MED 131</b>					

3) Comply with meaningful use regulations							
g. Display compliance with the Code of Ethics of the profession	<b>Assignment 12</b>	Complete New Patient Registration for Malcolm Little	<b>MED 131</b>				
	<b>Assignment 14</b>	Schedule Appointment and Prepare New Patient Forms for Al Neviaser	<b>MED 131</b>				
	<b>Assignment 18</b>	Complete New Patient Registration and Schedule Appointment for Lisa Rae	<b>MED 131</b>				
h. Demonstrate compliance with HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology for Economic and Clinical Health (HITECH) Act	<b>Assignment 14</b>	Schedule Appointment and Prepare New Patient Forms for Al Neviaser	<b>MED 131</b>				
	<b>Assignment 15</b>	Schedule Appointment and Prepare New Patient Forms for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 23</b>	Prepare Order and Medical Release From for Norma Washington	<b>MED 131</b>				
<b>5. Human Relations</b>							
a. Respond appropriately to patients with abnormal behavior patterns	<b>Assignment 82</b>	Post Insurance Payment and Adjustments to Ledger for Casey Hernandez	<b>MED 131</b>				
c. Assist the patient in navigating issues and concerns that may arise (i.e., insurance policy information, medical bills, and physician/provider orders)	<b>Assignment 47</b>	Document Lab Results, Preventative Services, and Order for Walter Biller	<b>MED 131</b>				
	<b>Assignment 100</b>	Update Ledger, Create Deposit Slip, and Prepare Patient Statement for Norma Washington	<b>MED 131</b>				
	<b>Assignment 109</b>	Document Rapid Strep Test, Prescription and Superbill for Daniel Miller	<b>MED 131</b>				
f. Demonstrate an understanding of the core competencies for Interprofessional Collaborative Practice i.e. values/ethics; roles/responsibilities; interprofessional communication; teamwork	<b>Assignment 7</b>	Complete Incident Report for Celia Tapia	<b>MED 131</b>				
	<b>Assignment 53</b>	Document Phone Encounter for Ella Rainwater	<b>MED 131</b>				

h. Display effective interpersonal skills with patients and health care team members	<b>Assignment 3</b>	Prepare Scheduling Matrix	<b>MED 131</b>				
	<b>Assignment 14</b>	Schedule Appointment and Prepare New Patient Forms for Al Neviaser	<b>MED 131</b>				
	<b>Assignment 15</b>	Schedule Appointment and Prepare New Patient Forms for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 16</b>	Schedule Appointment and Prepare Appointment Reminder Letter of Anna Richardson	<b>MED 131</b>				
	<b>Assignment 18</b>	Complete New Patient Registration and Schedule Appointment for Lisa Rae	<b>MED 131</b>				
	<b>Assignment 21</b>	Schedule Appointment and Order X-Ray for Mora Silver	<b>MED 131</b>				
	<b>Assignment 22</b>	Schedule Appointment and Order Procedures for Aaron Jackson	<b>MED 131</b>				
	<b>Assignment 31</b>	Document Immunizations and Schedule Follow Up Appointment for Daniel Miller	<b>MED 131</b>				
	<b>Assignment 53</b>	Document Phone Encounter for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 67</b>	Submit Superbill and Post Charges to Ledger for Amma Patel	<b>MED 131</b>				
	<b>Assignment 100</b>	Update Ledger, Create Deposit Slip, and Prepare Patient Statement for Norma Washington	<b>MED 131</b>				
	<b>Assignment 109</b>	Document Rapid Strep Test, Prescription and Superbill for Daniel Miller	<b>MED 131</b>				
<b>6. Pharmacology</b>							
a. Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications	<b>Assignment 109</b>	Document Rapid Strep Test, Prescription and Superbill for Daniel Miller	<b>MED 131</b>				
c. Prescriptions 1) Identify parts of prescriptions 2) Identify appropriate abbreviations that are accepted in prescription writing 3) Comply with legal aspects of creating prescriptions, including federal and state laws	<b>Assignment 31</b>	Document Immunizations and Schedule Follow Up Appointment for Daniel Miller	<b>MED 131</b>				

d. Properly utilize the Physician's Desk Reference (PDR), drug handbooks, and other drug references to identify a drug's classification, usual dosage, usual side effects, and contraindications	<b>Assignment 43</b>	Document Encounter and Schedule Appointment for Walter Biller	<b>MED 131</b>				
	<b>Assignment 82</b>	Post Insurance Payment and Adjustments to Ledger for Casey Hernandez	<b>MED 131</b>				
<b>7. Administrative Procedures</b>							
a. Gather and process documents	<b>Assignment 7</b>	Complete Incident Report for Celia Tapia	<b>MED 131</b>				
	<b>Assignment 10</b>	Prepare Office Memorandum	<b>MED 131</b>				
	<b>Assignment 12</b>	Complete New Patient Registration for Malcolm Little	<b>MED 131</b>				
	<b>Assignment 18</b>	Complete New Patient Registration and Schedule Appointment for Lisa Rae	<b>MED 131</b>				
	<b>Assignment 19</b>	Prepare Referral Form for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 21</b>	Schedule Appointment and Order X-Ray for Mora Silver	<b>MED 131</b>				
	<b>Assignment 25</b>	Upload Test Results and Prepare Lab Results Letter for Julia Berkley	<b>MED 131</b>				
	<b>Assignment 43</b>	Document Encounter and Schedule Appointment for Walter Biller	<b>MED 131</b>				
	<b>Assignment 47</b>	Document Lab Results, Preventative Services, and Order for Walter Biller	<b>MED 131</b>				
b. Navigate electronic health records systems and practice management software	<b>Assignment 4</b>	Schedule Appointment and Prepare Appointment Reminder Letter for Amma Patel	<b>MED 131</b>				
	<b>Assignment 11</b>	Complete Office Inventory Form	<b>MED 131</b>				
	<b>Assignment 10</b>	Prepare Office Memorandum	<b>MED 131</b>				
	<b>Assignment 12</b>	Complete New Patient Registration for Malcolm Little	<b>MED 131</b>				
	<b>Assignment 16</b>	Schedule Appointment and Prepare Appointment Reminder Letter of Anna Richardson	<b>MED 131</b>				
	<b>Assignment 18</b>	Complete New Patient Registration and Schedule Appointment for Lisa Rae	<b>MED 131</b>				
	<b>Assignment 19</b>	Prepare Referral Form for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 21</b>	Schedule Appointment and Order X-Ray for Mora Silver	<b>MED 131</b>				
	<b>Assignment 22</b>	Schedule Appointment and Order Procedures for Aaron Jackson	<b>MED 131</b>				
	<b>Assignment 24</b>	Schedule Appointment and Update Problem List for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 25</b>	Upload Test Results and Prepare Lab Results Letter for Julia Berkley	<b>MED 131</b>				

	<b>Assignment 31</b>	Document Immunizations and Schedule Follow Up Appointment for Daniel Miller	<b>MED 131</b>				
	<b>Assignment 47</b>	Document Lab Results, Preventative Services, and Order for Walter Biller	<b>MED 131</b>				
	<b>Assignment 53</b>	Document Phone Encounter for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 57</b>	Document Problem List, Chief Complaint, Medications and Allergies for Carl Bowden	<b>MED 131</b>				
	<b>Assignment 67</b>	Submit Superbill and Post Charges to Ledger for Amma Patel	<b>MED 131</b>				
	<b>Assignment 82</b>	Post Insurance Payment and Adjustments to Ledger for Casey Hernandez	<b>MED 131</b>				
	<b>Assignment 99</b>	Prepare Bank Deposit Slip and Document transaction on Day Sheet	<b>MED 131</b>				
	<b>Assignment 100</b>	Update Ledger, Create Deposit Slip, and Prepare Patient Statement for Norma Washington	<b>MED 131</b>				
	<b>Assignment 101</b>	Generate Phone Message and Physical Activity Order for Amma Patel	<b>MED 131</b>				
	<b>Assignment 109</b>	Document Rapid Strep Test, Prescription and Superbill for Daniel Miller	<b>MED 131</b>				
c. Perform billing and collection procedures	<b>Assignment 12</b>	Complete New Patient Registration for Malcolm Little	<b>MED 131</b>				
	<b>Assignment 18</b>	Complete New Patient Registration and Schedule Appointment for Lisa Rae	<b>MED 131</b>				
	<b>Assignment 62</b>	Document Progress Note and Submit Superbill for Walter Biller	<b>MED 131</b>				
	<b>Assignment 80</b>	Post Payments to Ledger for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 82</b>	Post Insurance Payment and Adjustments to Ledger for Casey Hernandez	<b>MED 131</b>				
	<b>Assignment 98</b>	Create Bank Deposit Slip for Walter Biller	<b>MED 131</b>				
	<b>Assignment 99</b>	Prepare Bank Deposit Slip and Document transaction on Day Sheet	<b>MED 131</b>				
	<b>Assignment 100</b>	Update Ledger, Create Deposit Slip, and Prepare Patient Statement for Norma Washington	<b>MED 131</b>				

d. Process insurance claims	<b>Assignment 15</b>	Schedule Appointment and Prepare New Patient Forms for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 21</b>	Schedule Appointment and Order X-Ray for Mora Silver	<b>MED 131</b>				
	<b>Assignment 22</b>	Schedule Appointment and Order Procedures for Aaron Jackson	<b>MED 131</b>				
	<b>Assignment 23</b>	Prepare Order and Medical Release From for Norma Washington	<b>MED 131</b>				
	<b>Assignment 24</b>	Schedule Appointment and Update Problem List for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 31</b>	Document Immunizations and Schedule Follow Up Appointment for Daniel Miller	<b>MED 131</b>				
	<b>Assignment 57</b>	Document Problem List, Chief Complaint, Medications and Allergies for Carl Bowden	<b>MED 131</b>				
	<b>Assignment 62</b>	Document Progress Note and Submit Superbill for Walter Biller	<b>MED 131</b>				
	<b>Assignment 67</b>	Submit Superbill and Post Charges to Ledger for Amma Patel	<b>MED 131</b>				
	<b>Assignment 80</b>	Post Payments to Ledger for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 82</b>	Post Insurance Payment and Adjustments to Ledger for Casey Hernandez	<b>MED 131</b>				
	<b>Assignment 101</b>	Generate Phone Message and Physical Activity Order for Amma Patel	<b>MED 131</b>				
	<b>Assignment 109</b>	Document Rapid Strep Test, Prescription and Superbill for Daniel Miller	<b>MED 131</b>				
e. Apply scheduling principles	<b>Assignment 3</b>	Prepare Scheduling Matrix	<b>MED 131</b>				
	<b>Assignment 4</b>	Schedule Appointment and Prepare Appointment Reminder Letter for Amma Patel	<b>MED 131</b>				
	<b>Assignment 14</b>	Schedule Appointment and Prepare New Patient Forms for Al Neviasser	<b>MED 131</b>				
	<b>Assignment 15</b>	Schedule Appointment and Prepare New Patient Forms for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 16</b>	Schedule Appointment and Prepare Appointment Reminder Letter of Anna Richardson	<b>MED 131</b>				
	<b>Assignment 21</b>	Schedule Appointment and Order X-Ray for Mora Silver	<b>MED 131</b>				
	<b>Assignment 22</b>	Schedule Appointment and Order Procedures for Aaron Jackson	<b>MED 131</b>				
	<b>Assignment 24</b>	Schedule Appointment and Update Problem List for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 43</b>	Document Encounter and Schedule Appointment for Walter Biller	<b>MED 131</b>				

f. Maintain inventory of equipment and supplies	<b>Assignment 11</b>	Complete Office Inventory Form	<b>MED 131</b>				
g. Display professionalism through written and verbal communications	<b>Assignment 4</b>	Schedule Appointment and Prepare Appointment Reminder Letter for Amma Patel	<b>MED 131</b>				
	<b>Assignment 10</b>	Prepare Office Memorandum	<b>MED 131</b>				
	<b>Assignment 14</b>	Schedule Appointment and Prepare New Patient Forms for Al Neviaser	<b>MED 131</b>				
	<b>Assignment 19</b>	Prepare Referral Form for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 21</b>	Schedule Appointment and Order X-Ray for Mora Silver	<b>MED 131</b>				
	<b>Assignment 23</b>	Prepare Order and Medical Release Form for Norma Washington	<b>MED 131</b>				
	<b>Assignment 47</b>	Document Lab Results, Preventative Services, and Order for Walter Biller	<b>MED 131</b>				
	<b>Assignment 53</b>	Document Phone Encounter for Ella Rainwater	<b>MED 131</b>				
	<b>Assignment 101</b>	Generate Phone Message and Physical Activity Order for Amma Patel	<b>MED 131</b>				
<b>8. Clinical Procedures</b>							
c. Assist provider with general/physical examination	<b>Assignment 47</b>	Document Lab Results, Preventative Services, and Order for Walter Biller	<b>MED 131</b>				
d. Assist provider with specialty examination, including cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures	<b>Assignment 47</b>	Document Lab Results, Preventative Services, and Order for Walter Biller	<b>MED 131</b>				
h. Teach self-examination, disease management and health promotion	<b>Assignment 47</b>	Document Lab Results, Preventative Services, and Order for Walter Biller	<b>MED 131</b>				
	<b>Assignment 109</b>	Document Rapid Strep Test, Prescription and Superbill for Daniel Miller	<b>MED 131</b>				
i. Identify community resources and Complementary and Alternative Medicine practices (CAM)	<b>Assignment 24</b>	Schedule Appointment and Update Problem List for Ella Rainwater	<b>MED 131</b>				
<b>9. Medical Laboratory Procedures</b>							
d. Collect, label, and process specimens 1) Perform venipuncture 2) Perform capillary puncture 3) Perform wound collection procedures 4) Obtain throat specimens for microbiologic testing	<b>Assignment 57</b>	Document Problem List, Chief Complaint, Medications and Allergies for Carl Bowden	<b>MED 131</b>				



10. Career Development							
b. Demonstrate professional behavior	<b>Assignment 7</b>	Complete Incident Report for Celia Tapia	<b>MED 131</b>				
	<b>Assignment 21</b>	Schedule Appointment and Order X-Ray for Mora Silver	<b>MED 131</b>				
	<b>Assignment 22</b>	Schedule Appointment and Order Procedures for Aaron Jackson	<b>MED 131</b>				
	<b>Assignment 24</b>	Schedule Appointment and Update Problem List for Ella Rainwater	<b>MED 131</b>				

All Competencies listed must have had a minimum of two attempts and have been completed with a grade of 85% or better.

Instructor Signature: \_\_\_\_\_ Date\_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date\_\_\_\_\_

## Career Readiness Assessment “CRA”   ☐Midterm   ☐Final

Student Name: \_\_\_\_\_ Course ID: \_\_\_\_\_ Instructor: \_\_\_\_\_

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
<b>Attendance</b>		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 85% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 75% of the class.	The student generally arrives late for the course, or stays for fewer than 65% of the class.
<b>Class Engagement (Initiative)</b>		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
<b>Listening Skills</b>		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
<b>Behavior</b>		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
<b>Professionalism</b>		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: \_\_\_\_/100

### Professionalism Grade

**15%**