PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

DATABASE & ELECTRONIC RECORDS
ADMN 2340

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0  Date Revised: Fall 2014

Catalog Course Description:
A study of database applications including creating and maintaining a database, querying a database, and creating forms and reports with emphasis on electronic health records.

Entry Level Standards:
The entering student is expected to be familiar with the basic terminology surrounding a microcomputer including the Windows operating system and have basic word processing skills using Word 2010/2013.

Prerequisites:
ADMN 1005

Textbook(s) and Other Course Materials:
2. Saunders HIPAA Online, Elsevier, online access code. ISBN 9781455756254
4. Flash drive—must be at least 2GB for installation of Spring Charts.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Course and MS Access 2013</td>
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<tr>
<td>2</td>
<td>Creating a Database Using MS Access 2013</td>
</tr>
<tr>
<td>3</td>
<td>Building a Database and Defining Table Relationships</td>
</tr>
<tr>
<td>4-5</td>
<td>Maintaining and Querying a Database</td>
</tr>
<tr>
<td>5-6</td>
<td>Creating Forms and Reports</td>
</tr>
<tr>
<td>7</td>
<td>Examination 1 (Access Tutorials 1-4)</td>
</tr>
<tr>
<td>8-9</td>
<td>Introduction to HIPAA (Modules 1, 2, and 3)</td>
</tr>
<tr>
<td>10</td>
<td>The Electronic Health Record Standards and Features of the EHR</td>
</tr>
<tr>
<td>11</td>
<td>Introduction and Setup of Spring Charts</td>
</tr>
</tbody>
</table>
II. Course Goals*:

The course will:

A. Expand the student’s understanding of basic terminology and concepts of electronic records management. (I, II)

B. Increase the understanding of the basic features of the Windows 7, Access 2010 database software, and Spring Charts electronic health records software. (I, III, IV)

C. Emphasize mastery of the structure and features of HIPAA and other regulations as they pertain to the office. (II)

D. Expand the student’s understanding of the importance of records management in the automated office, and apply this understanding by learning to use information management software packages to enable rapid and complete clinical and clerical documentation. (I, III, IV)

E. Provide the student with hands-on experience using realistic database and EHR applications and strengthen the student’s ability to proofread, explore associated electronic records concepts, and use decision-making skills. (III, V)

*Roman numerals after course objectives reference goals of the Administrative Professional Technology program.

III. Expected Student Learning Outcomes*:

Students will be able to:

1. Recognize the meaning and the power of a database. (A)
2. Distinguish between data and information. (A)
3. Consider what is needed to set up a database. (A)
4. Identify the components of a database. (A)
5. Identify the features of a relational database. (A)
6. Create and modify a database structure and table and input fields. (B, E)
7. Save a database, edit a database, and retrieve selected data from a database. (B, E)
8. Sort data in a database. (B)
9. Print objects in a database. (B)
10. Use the Access Help system. (B)
11. Import and replace data into a table. (B)
12. Backup a database. (B)
13. Define record selection and multiple selection criteria. (B, E)
14. Create, save, and open a query. (B, E)
15. Perform query calculations. (B, E)
16. Add relationships between tables. (B)
17. Design and create a form using a wizard. (B, D, E)
18. Save and open a form. (B)
19. Design and create a report using a wizard. (B, D, E)
20. Modify form and report controls and properties. (B, D, E)
21. Identify the goal of HIPAA. (C)
22. Identify HIPAA privacy and security standards. (C)
23. Identify HIPAA enforcement agencies, fraud and abuse regulations, and strategies for compliance. (C)
24. Identify the methods of entering information in an EHR program. (A, E)
25. List the acronyms for EHR’s. (A)
26. Explain the barriers to and benefits of EHR. (A, E)
27. Create a description of the basic features of SpringCharts EHR. (B)
28. Setup SpringCharts user preferences, setup and edit addresses, setup and edit patients, setup and edit insurance companies. (B, D, E)
29. Learn the features of SpringCharts EHR as it relates to clinic administration, patient charts, the office visit and clinical tools. (B, D, E)
30. Learn to create and customize templates and pop-up text in SpringCharts EHR. (B, D, E)
31. Identify the components of managing an electronic records system. (A, D)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

**IV. Evaluation:**

A. Testing Procedures: 70% of grade

There will be two (2) exams, each consisting of hands-on application problems over software and objective questions. Missed exams CANNOT be made up. If you are absent on one of the days a test is given, you will take a comprehensive final exam at the end of the semester to
replace the test you have missed.

B. Laboratory Expectations: **Homework assignments, cases, and quizzes 30 percent**

This college-level course is structured as a lecture-format class. You will be expected to do lab work in addition to class time to complete assignments. Open labs with required software are available at all campuses. Check posted hours. **Late work will not be accepted.** Some assignments will be completed and submitted during class time only. For these assignments, you must be present in the class on the date that the work is submitted. **Inclass assignments cannot be made up.** However, one hundred points will be dropped at the end of the semester on this portion of the grade.

C. Field Work:

N/A

D. Other Evaluation Methods:

N/A

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 - 100</td>
</tr>
<tr>
<td>B+</td>
<td>89 - 91</td>
</tr>
<tr>
<td>B</td>
<td>82 - 88</td>
</tr>
<tr>
<td>C+</td>
<td>79 - 81</td>
</tr>
<tr>
<td>C</td>
<td>72 - 78</td>
</tr>
<tr>
<td>D</td>
<td>65 - 71</td>
</tr>
<tr>
<td>F</td>
<td>64 or below</td>
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V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly
quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.

• Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.

• Taking an exam for another student.

• Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.

• Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sssdl/.

D. Other Policies:

Assignments:
In order for grades to be calculated, all assigned work must be submitted in a timely fashion. Assigned work must be turned in by date designated. Late work will not be accepted unless prior approval from instructor has been given.

Students must have a valid PSCC ID to be presented on demand to gain access to PSCC facilities.

Facebook, Computer Games, Cell Phones:
Once class begins, please logout of Facebook and any computer games or Internet sites you may be visiting. During class lecture, I will have access to your computers so you will not be able to access these sites, or you will be completing inclass assignments on the computer. Classroom disruptions during lecture or any other form of behavior that may prove distracting to others will not be tolerated. Cell phones must be in the off or vibrate mode and should not be visible during class time. Students are expected to work on exercises pertaining to this class during the time this class meets in this computer lab.

Computer Usage Guidelines: College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner.