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AHMS 291.01: Special Topics - Simulated Laboratory - Medical Support

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Course Number and Title: AHMS 291 Simulated Lab
Semester Credits: 2
Faculty: Michelle Boller
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Phone: 243-7877
Office: AD 11E
Prerequisite: Instructor Approval

COURSE DESCRIPTION:
Students participating in this course will gain professional skills required to complete the professional practice experience.

COURSE MATERIALS:
AHIMA Virtual lab Subscription

COURSE OBJECTIVES:
Given the need to understand the practices of health information management as applied in the professional practice setting, as measured by a course grade of "C" or better, the student will:

- Exhibit professional communication skills in oral, written and electronic formats including updating employment material, including current resume and letter of interest.

- Learn appropriate behavior for practicum, including professionalism in order to successfully interact professionally in the healthcare environment with healthcare providers, patients/clients and the public.

- Use computer applications and software in maintaining health information in medical records through practice utilizing HIT applications through the AHIMA Virtual Lab, to include the following applications:

  - Master Patient Index
  - Electronic Health Record
  - Encoder
  - Abstracting
  - Chart Tracking
  - Release of Information

- Use computer applications and software in maintaining health information in medical records.

- Research and rely on knowledge in medical terminology, anatomy and physiology, pharmacology and disease processes.

- Identify and apply accurate diagnostic and procedural codes for reimbursement.

- Exhibit professional communication skills in oral, written and electronic formats.

- Maintain confidentiality of health information and adhere to regulations pertaining to privacy laws and guidelines.

- Interact professionally in the healthcare environment with healthcare providers, patients/clients and the public.

COURSE OUTLINE:

WEEK	TOPIC	ASSIGNMENT
1	ORIENTATION	Login procedures, registration
2 & 3	VIRTUAL LAB - EHR	HER assignments
4 & 5	VIRTUAL LAB – Solcom EDMS	Solcom EDMS assignments
6 & 7	VIRTUAL LAB – Encoder	Encoder assignment
8 & 9	VIRTUAL LAB – Creating a Play Patient	Creating a Play Patient
SPRING BREAK 3-31 to 4-6	SPRING BREAK	SPRING BREAK
11 & 12	VIRTUAL LAB – Data Management	Data Management
13 & 14	VIRTUAL LAB – Chart Tracking	Chart tracking assignment
15	VIRTUAL LAB – MPI	MPI assignment
16 5-12 to 5-16		Final Project Due: **Friday May 16th 10:10-12:10**

COURSE EVALUATION:
Evaluation will consist of specific assignments and discussions. Use the course schedule found in the course content to prepare for each class.

ATTENDANCE
This class requires consistent attendance. You will be given points for the days you attend and will not be given points if you miss no matter what the circumstance.

ASSIGNMENTS:
Assignments are due on the date and time specified in the course outline above. Assignments are due on the date and time specified in the schedule

GRADING SCALE:
94 -100%   = A
88 - 93%   = B
80 - 87%   = C
Below 79%   = D

OTHER POLICIES:
All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). "Reasonable" means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult http://www.umt.edu/disability.