



AHE172 - Processing Medical Documents

Document Type: District Master Course Outline

Proposal Type: New Course

Requester(s): Jennifer M Evans Cynthia Dodd Keith Marler Wendy J Price

Veronica Rojas-Valdez

College: South

Origination Approved: 11/17/2014 - 4:38 PM

BASIC INFORMATION

Requester(s): Jennifer M Evans

Cynthia Dodd

Keith Marler

Wendy J Price

Veronica Rojas-Valdez

College: South Seattle College

Division/Dept: Professional Technical

Dean: Wendy J Price

Peer Reviewer(s): Veronica Rojas-Valdez

COURSE INFORMATION

Proposed Course Number:

Prefix: **AHE**

Number: **172**

Request a new Prefix

This will be a common course

Full Title: Processing Medical Documents

Abbreviated Title: Word for Healthcare

Catalog Course Description:

Covers comprehensive word processing using Microsoft Word Software for a Medical environment. Includes basic skills such as tables, envelopes, templates and mail merge. Includes advanced formatting skills and transcribing medical documents such as operative reports, radiology reports, discharge summaries, H&P reports and other medical documents and forms.

Course Length: 11 Weeks

Request an Exception

Topical Outline:

1. Working with text
2. Proofreading tools
3. Creating bulleted and numbered lists
4. Mail Merge, Tables, form creation columns
5. WordArt and clip art, picture editing
6. Document themes and styles and templates

- 7. Medical Report creation including addition of tables of contents, indexes, headers and footers
- 8. Using Track Changes and comments
- 9. Integration with other Office applications
- 10. Creating, transcribing and editing medical documents, forms, and reports

COURSE CODING

Funding Source: 1.....State
Institutional Intent: 21.....Vocational Preparatory

This Course is a requirement for the following program(s):
 (No Programs Selected)

My Course Proposal is a requirement for a program not on this list
 Program Title/Description/Notes:
 Medical Office Professional

Will this course transfer to a 4-year university? **No**

Is this course designed for Limited English Proficiency? **No**

Is this course designed for Academic Disadvantaged? **No**

Does this course have a Workplace Training component? **No**

CIP Code: 51.0713 Request Specific CIP Code
EPC Code: 373 Request Specific EPC Code

Credits:
Will this course be offered as Variable Credit? **No**

List Course Contact Hours	No
Lecture (11 Contact Hours : 1 Credit)	33
Lab (22 Contact Hours : 1 Credit)	22
Clinical Work (33 Contact Hours : 1 Credit)	0
Other (55 Contact Hours : 1 Credit)	0
 Total Contact Hours	 55
Total Credits	4

COLLEGE SUPPLEMENTAL

Proposed Quarter of Implementation: NA Request Provisional Exception
 Fall Quarter 2014

Class Capacity: 25

Note: The following questions are being asked in order to fulfill [Seattle Colleges District VI and AFT Seattle, Local 1789 Agreement](#) language:

Have you discussed the class cap for the course with your unit administrator and with other unit faculty that will be teaching the course?

Yes, discussion has been held.

Is the class cap number that you have indicated mutually agreed upon by unit faculty and unit administrators?

Yes, agreement has been reached.

Modes of Delivery: (Check all that apply)

Fully On Campus Fully Online Hybrid Correspondence Credit by Exam
 Seminar Visual Media Other Explanation:

Class Schedule Description:

This course covers comprehensive word processing using Microsoft Word software for a Medical environment. Includes basic skills such as tables, envelopes, templates and mail merge, intermediate and advanced skills in transcribing medical documents, reports and creating forms.
BUS 169 or by instructor permission

Course Prerequisite(s):

BUS 169 or by instructor permission

AA Degree Outcomes: (If Applicable)

Student Learning Outcomes:

Communication

Read and listen actively to learn and communicate
1,6,7,9

Speak and write effectively for academic and career purposes
1,6,7,9.

Human Relations

Use social interactive skills to work in groups effectively
1,6,7,9

Have knowledge of the diverse cultures represented in our multicultural society
1,6,7,9

Critical Thinking and Problem-Solving

Think critically in evaluating information, solving problems, and making decisions
6,7,9

Technology

Select and use appropriate technological tools for academic and career tasks
1,2,6,7,8,9

Personal Responsibility

Uphold the highest standard of academic honesty and integrity
1,2,3,4,5,6,7,8,9

Respect the rights of others in the classroom, online and in all other school activities
1,2,3,4,5,6,7,8,9

Attend class regularly, complete assignments on time and effectively participate in classroom and online discussions, group work and other class-related projects and activities
1,2,3,4,5,6,7,8,9

Abide by appropriate safety rules in laboratories, shops and classroom
1,2,3,4,5,6,7,8,9

Information Literacy

Independently access, evaluate and select information from a variety of appropriate sources
8

Have knowledge about legal and ethical issues related to the use of information
3,8

Use information effectively and ethically for a specific purpose
3,8

Program Outcomes:

Prof tech outcome Included in Course Outcome Number AHE 172	Certificate Program Outcomes
3	1. Apply billing and coding rules to all incoming and outgoing claims
6	2. Apply correct ICD-9, ICD-10, CPT, and HCPCS codes to all claims
6	3. Apply correct ICD-9, ICD-10, CPT, and HCPCS codes to patient medical records
5,6, 7	4. Determine the HIPAA approved codes for claims and medical records by use of Anatomy/Physiology, pharmacology, and pathophysiology
1,2,3,4,5, 7	5. By applying correct codes, enable

students to successfully attain CCS-P, CCS-H, CPC-P or CPC-H certification

Course Outcomes / Objectives:

1. Apply basic, intermediate and advanced features in MS WORD.
2. Keyboard accurately to over 50 wpm.
3. Key medical documents according to established protocol.
4. Know and practice good proofreading techniques.
5. Maintain confidentiality of all drafts.
6. Apply correct format for reports, correspondence, tables, memos, minutes, physician notes, operative reports, discharge summaries and other medical documents.
7. Take accurate notes from dictation.
8. Proofread and re-create operative reports, hospital forms, patient consultation letters and correspondence.
9. Manage patient paperwork in an efficient and organized manner.

SLO #	Included in Course Objective Number AHE 172	SSCC Student Learning Outcomes
SLO 1.1	1,6,7,9	Communication - Read and listen actively to learn and communicate.
SLO 1.2	1,6,7,9	Communication - Speak and write effectively for academic and career purposes.
SLO 2.1		Computation - Use arithmetic and other basic mathematical operations as required by program of study.
SLO 2.2		Computation - Apply quantitative skills for academic and career purposes.
SLO 3.1	1,6,7,9	Human Relations - Use social skills to work in groups effectively.
SLO 3.2	1,6,7,9	Human Relations – Have knowledge of the diverse cultures represented in our multicultural society.
SLO 4.1	6,7,9	Critical Thinking—Think critically in evaluating information, solving problems, and making decisions.
SLO 5.1	1,2,6,7,8,9	Technology - Select and use appropriate technological tools for academic and career tasks.
SLO 6.1	1,2,3,4,5,6,7,8,9	Personal Responsibility – Uphold the highest standards of academic honesty and integrity.
SLO 6.2	1,2,3,4,5,6,7,8,9	Personal Responsibility – Respect the rights of others in the classroom, online, and in all other school activities.
		Personal Responsibility – Attend class

SLO 6.3	1,2,3,4,5,6,7,8,9	regularly, complete assignments on time, and effectively participate in classroom and online discussions, group work, and other class-related projects and activities.
SLO 6.4	1,2,3,4,5,6,7,8,9	Personal Responsibility – Abide by appropriate safety rules in laboratories, shops, and classrooms.
SLO 7.1	8	Information Literacy—Independently access, evaluate, and select information from a variety of appropriate sources.
SLO 7.2	3,8	Information Literacy – Have knowledge about legal and ethical issues related to the use of information
SLO 7.3	3,8	Information Literacy - Use information effectively and ethically for a specific purpose.

Explain the student demand for the course and potential enrollment:

Health care employers are facing the challenge of implementing ICD-10 codes. This new code set will encompass approximately 68,000 new codes. With hospitals and clinics planning to train, they are anticipating the need for additional staff to face reduced productivity, at least during the transition.

Explain why this course is being created:

AHIMA has reported a shortage of 30% for those entering the medical administrative field and for incumbent workers who need to transition from general administration positions into billing and coding positions.

This course is being offered in various modes to meet the needs of students.

What challenges, if any, do you foresee in offering this course:

Students will use Canvas and/or other applicable LMS. Instructor support will be given for these systems.

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

Jennifer M Evans	<i>Jennifer M Evans</i>	11/12/2014
Print Name	Signature	Date
Cynthia Dodd	<i>Cynthia Dodd</i>	11/12/2014
Print Name	Signature	Date
Keith Marler	<i>Keith Marler</i>	11/12/2014
Print Name	Signature	Date
Wendy J Price	<i>Wendy J Price</i>	11/12/2014
Print Name	Signature	Date
Veronica Rojas-Valdez	<i>Veronica Rojas-Valdez</i>	11/12/2014
Print Name	Signature	Date

Dean:

Wendy J Price	<i>Wendy J Price</i>	8/19/2014
Print Name	Signature	Date

Executive Workforce Dean

_____	_____	_____
Print Name	Signature	Date

Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval

Chairman, Curriculum Coordinating Council:

Diane Schmidt	<i>Diane Schmidt</i>	11/17/2014
Print Name	Signature	Date

Vice President for Instruction:

Donna Miller-Parker	<i>Donna Miller-Parker</i>	11/17/2014
Print Name	Signature	Date