

College: WEST LOS ANGELES COLLEGE  
Subject Name: Computers in Health Occupations  
Course Number: 057

West Los Angeles Community College  
Department of Pharmacy Technology  
COURSE OUTLINE

ALDHTH 57: COMPUTERS IN HEALTH OCCUPATIONS

PREPARED BY: PHARMACY TECHNOLOGY FACULTY

REVISED FOR: SPRING 2010

HOURS: TUESDAY 1:30pm-4:50pm

INSTRUCTOR: LISETTE ARRIOLA

OFFICE EMAIL: ARRIOLL@WLAC.EDU

OFFICE HOURS: 20 MINUTES AFTER CLASS & BY APPOINTMENT

COURSE DESCRIPTION:

This course will introduce students to the use of computers in a variety of healthcare settings, primarily the pharmacy setting.

REQUIRED TEXTS:

*Pharmacy Management Software for Pharmacy Technicians* ISBN 978-0-323-04958-0

Institutional Student Learning Outcomes addressed in this course:

A Technical: students will be familiar with basic setup of pharmacy equipment, will be able to read prescription, enter them into the computer system, check the status of the prescription, navigate through the different queues in the system, perform inventory, returns, and system backup.

B Communication: Students will be evaluated on exams and quizzes on their retention of the information and on their ability to work in small groups.

<b>COURSE CONTENT AND SCOPE - Lecture:</b> Outline the topics included in the lecture portion of the course ( <i>Outline reflects course description, all topics covered in class</i> ).	<b>COURSE OBJECTIVES - Lecture:</b> Upon successful completion of this course, the student will be able to..( <i>Use action verbs - see <a href="#">Bloom's Taxonomy</a> for 'action verbs requiring cognitive outcomes.'</i> )
Course Introduction Basic Computer Literacy Hardrive, software, discs, copiers, scanners, USB drive, internet access, work ergonomics	Discuss the use of software and downloading to hardrive. List ways that discs and USB jump drives are used. Distinguish the role of copiers and

<p>Role of computer programs in Healthcare settings</p> <p>Electronic client information &amp; management Confidentiality of medical records</p> <p>Introduction to basic procedure &amp; diagnostic codes Tracking medical information</p> <p>Management reports Back up and storage of system Problem solving techniques and use of resources</p>	<p>scanners</p> <p>Discuss how computers are used in healthcare settings.</p> <p>Discuss the data entry fields and how they relate to the medical history and insurance information.</p> <p>Recognize the importance of confidentiality of patient record</p> <p>Describe the types of services, procedure and diagnostic codes and how they are integrated into software system.</p> <p>Identify the different fields of medical information</p> <p>Identify the different types of reports generated by the software system</p> <p>List the steps to backing up information.</p> <p>Describe role of support services and how to contact for assistance.</p>
<p>COURSE CONTENT AND SCOPE - <b>Lab:</b> Outline the topics included in the laboratory portion of the course (<i>Outline reflects course description, all topics covered in class</i>).</p>	<p>COURSE OBJECTIVES - <b>Lab:</b> Upon successful completion of this course, the student will be able to..(<i>Use action verbs - see <a href="#">Bloom's Taxonomy</a> for 'action verbs requiring cognitive outcomes.'</i>)</p>
<p>Basic Computer Literacy Hardrive, software, discs, copiers, scanners, USB drive.</p> <p>Internet and downloading information Storing information on hardrive and external sources</p> <p>Software Programs in Healthcare</p> <p>Electronic patient information &amp; management Confidentiality of patient records Tracking medical information</p> <p>Midterm</p> <p>Management reports Back up and storage of system Problem solving techniques and use of resources</p>	<p>Identify and demonstrate software icons.</p> <p>Demonstrate use of discs and USB options.</p> <p>Link copiers &amp; scanners to hardrive.</p> <p>Demonstrate downloading of information needed for operations of software system.</p> <p>Identify all of the components of the healthcare software system.</p> <p>Demonstrate data entry of patient information into system.</p> <p>Identify the categories and fields.</p> <p>List the data source and how the information will be used.</p> <p>Demonstrate skill competency in lab of topics covered in the previous</p>

	laboratory sessions. Generate reports in each of the following categories: Billing, scheduling, medications, health history, insurance information. Demonstrate technique of system backup and safety/confidentiality is obtained. Demonstrate steps to problem solve basic computer problems. Select resources available for support services for selected software systems.
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METHODS OF INSTRUCTION:

Lecture, and lab activities supplemented by appropriate media.

METHODS OF EVALUATION:

Lab Assignments	45%
Homework Assignments	45 %
Final Practical	10 %

COURSE LETTER GRADE WILL BE BASED ON THE FOLLOWING SCALE:

90-100% = A
80-89% = B
70-79% = C
60-69% D
59% and below= F

Student Responsibilities, policies, procedures, and advice

- Students are required to abide with the Student Code of Conduct and all College Policies at all times. These policies may be found in the schedule of classes, course catalog, or online. Remember any disruptive behavior may result in exclusion from the class.
- Students are required to abide with all policies in the pharmacy technician handbook. If you do not have a copy of the handbook please see your instructor. If you do not understand the policies please see instructor.
- Electronic devices, such as cell phones, recording devices, Ipods, etc. are NOT allowed in the classroom. If you are expecting an emergency call, please inform the instructor before class, set your phone in quiet mode, and leave the classroom silently when you receive the call.
- You are expected to be present, on time, and ready to participate at every class meeting.
- Examination/quiz items will come from anything and everything we cover in this course. Any information in the book, lecture materials, assigned articles and handouts, presentations, videos, etc are all fair game. Quizzes and final exams are the property of the instructor. Copying questions from an

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exam, quiz, etc. is an act of cheating. Plagiarism is an act of cheating. Please use references for any ideas, words, sentences, phrases, and paragraphs that you borrow from another source.

- Students requiring modifications/special accommodations should see the instructor to make appropriate arrangements as soon as possible. Please note that make-ups will be at the discretion of the instructor, when suitable documentation is available, and only in essay format. If you know you will be absent please inform the instructor ahead of time.
- **Special Instructional Accommodation**

If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services.

**Tape recording of lectures and discussions will not be permitted without the consent of the instructor.**

Disabled Students Programs & Services (DSPS):  
Student Services Building, 3<sup>rd</sup> Floor (SSB 320)  
(310)287-4450  
[dsps@wlaac.edu](mailto:dsps@wlaac.edu)

Hours\*:

Monday and Thursday: 9:00am – 5:00pm

Tuesday and Wednesday: 9:30am – 6:30pm

Friday: 9:00am – 1:00pm

Saturday: Closed

- **Tape recording of lectures and discussions will not be permitted without the consent of the instructor.**