

College: WEST LOS ANGELES COLLEGE
Subject Name: Computers in Health Occupations
Course Number: 057
Section: 1905

ALDHTH 57: COMPUTERS IN HEALTH OCCUPATIONS

PREPARED BY: Adjunct Faculty

REVISED FOR: Fall 2015

HOURS: TUESDAYS, 11:30am-12:20pm at **CE 104**
TBA

INSTRUCTOR: Christine Tannious

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Phone #: (310) 287- 7289

OFFICE HOURS: 20 MINUTES AFTER CLASS & BY APPOINTMENT, Office: SC 104

COURSE DESCRIPTION:

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

REQUIRED TEXTS:

Elsevier/Mosby Pharmacy Management Software for Pharmacy Technicians
ISBN-13: 978-0323075541

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.

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<p>COURSE CONTENT AND SCOPE - Lecture: Outline the topics included in the lecture portion of the course (<i>Outline reflects course description, all topics covered in class</i>).</p>	<p>COURSE OBJECTIVES - Lecture: Upon successful completion of this course, the student will be able to..(<i>Use action verbs - see Bloom's Taxonomy for 'action verbs requiring cognitive outcomes.'</i>)</p>
<p>Course Introduction Basic Computer Literacy Harddrive, software, discs, copiers, scanners, USB drive, internet access, work ergonomics Role of computer programs in Healthcare settings Electronic client information & management Confidentiality of medical records Introduction to basic procedure & diagnostic codes Tracking medical information Management reports Back up and storage of system Problem solving techniques and use of resources</p>	<p>Discuss the use of software and downloading to harddrive. List ways that discs and USB jump drives are used. Distinguish the role of copiers and scanners Discuss how computers are used in healthcare settings. Discuss the data entry fields and how they relate to the medical history and insurance information. Recognize the importance of confidentiality of patient record Describe the types of services, procedure and diagnostic codes and how they are integrated into software system. Identify the different fields of medical information Identify the different types of reports generated by the software system List the steps to backing up information. Describe role of support services and how to contact for assistance.</p>
<p>COURSE CONTENT AND SCOPE - Lab: 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 - Lab: Upon successful completion of this course, the student will be able to..(<i>Use action verbs - see Bloom's Taxonomy for 'action verbs requiring cognitive outcomes.'</i>)</p>
<p>Basic Computer Literacy Harddrive, software, discs, copiers, scanners, USB drive. Internet and downloading information Storing information on harddrive and</p>	<p>Identify and demonstrate software icons. Demonstrate use of discs and USB options. Link copiers & scanners to</p>

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external sources	hardrive.
Software Programs in Healthcare	Demonstrate downloading of information needed for operations of software system.
Electronic patient information & management	Identify all of the components of the healthcare software system.
Confidentiality of patient records	Demonstrate data entry of patient information into system.
Tracking medical information	Identify the categories and fields.
Midterm	List the data source and how the information will be used.
Management reports	Demonstrate skill competency in lab of topics covered in the previous laboratory sessions.
Back up and storage of system	Generate reports in each of the following categories: Billing, scheduling, medications, health history, insurance information.
Problem solving techniques and use of resources	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.

METHODS OF INSTRUCTION:

Computer 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

You must pass with C or higher

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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 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.