



MEDICAL DOCUMENTATION — MDAS 1150

A. Course Description

- **Credits:** 2.00
- **Lecture Hours/Week:** 2.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course is designed to give Medical Assistant students the skills necessary to document in medical records appropriately. Emphasis will be on grammar, punctuation, sentence structure, capturing patient intake, and an electronic health record program. Other topics included in this course will be confidentiality, general computer skills, medical documents, and paper charts. Prerequisites: Admission to Medical Assisting Program. Co-Requisites: HEAL 1502 Medical Terminology

B. Course Effective Dates: 8/22/16 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. Create, organize, and file a patient's medical record.
2. Describe the particular issues that require documentation in the medical record
3. Determine documenting do's and don'ts
4. Discuss importance of electronic health records
5. Discuss issues of privacy and security of electronic health records
6. Document appropriately
7. Explain the importance of accurate documentation
8. Identify basic information that is required when documenting in the medical record
9. State the characteristics of satisfactory documentation
10. Utilize an EMR

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted