



## HRSC 231 - Electronic Medical Record

---

### Course Description:

In Electronic Medical Record, learners will be creating patient electronic medical records as they relate to medical office practices. Patient record security and access to patient information will also be discussed.

1.5 Credits

### Time Guidelines:

The standard instructional time for this course is 45 hours.

### Course Assessment:

Quizzes	30%
Exams	70%
<hr/>	
Total:	100%

### Other Course Information:

The School of Health and Public Safety (HPS) expects that students familiarize themselves with policies, procedures, and guidelines that are applicable to SAIT, HPS, and their program of study. All students should explore institutional, school, and program-specific information on [sait.ca](http://sait.ca) in order to ensure they are informed with regards to relevant policies, procedures, and guidelines.

### School of Health and Public Safety Attendance Guideline:

The School of Health and Public Safety (HPS) has expectations, consequences, and processes for excused and unexcused absences. The entire Attendance Guideline may be found on the HPS program orientation requirements resources website. This document is located under the General Resources section found on your Program page. **Students are expected to review the entire Attendance Guideline.** Students should also take note of the attendance expectations shown below.

### Attendance Expectations:

Students in the School of Health and Public Safety are expected to achieve 100% attendance for scheduled classes, and to participate in all learning activities. There is a positive correlation between attendance, participation, and grades. Attendance is required to achieve the necessary knowledge, skills, and abilities while attending both SAIT and workplace-integrated learning experiences, in order to become a successful, well-rounded, and job-ready Allied Health graduate. Failure to keep up with course work and/or repetitive and cumulative absences will result in a formal review of a student's progress.

### SAIT Policies and Procedures:

For information on the SAIT Grading Scale, please visit policy AC 3.1.1 Grading Progression Procedure, found on the SAIT

For information on SAIT Academic Policies, please visit: [www.sait.ca/about-sait/administration/policies-and-procedures/academic-student](http://www.sait.ca/about-sait/administration/policies-and-procedures/academic-student)

**Course Learning Outcome(s):**

1. Differentiate between the patient demographic information and the patient record components of an electronic medical record (EMR).

Objectives:

- 1.1 Identify the patient demographic components of an EMR.
- 1.2 Identify the patient record component of an EMR.
- 1.3 Summarize the program components of an EMR.
- 1.4 Explain the relationship between the program components of an EMR.

2. Manage patient demographic information in an electronic medical record (EMR).

Objectives:

- 2.1 Explain the importance of consistent and accurate demographic entry into an EMR.
- 2.2 Create a patient file in an EMR.
- 2.3 Locate client demographics in an EMR.
- 2.4 Alter a chart status in an EMR.
- 2.5 Create emergency contacts and family connections in an EMR.
- 2.6 Merge duplicate patient charts in an EMR.

3. Maintain clinic appointments in a scheduling platform in an electronic medical record (EMR).

Objectives:

- 3.1 Create appointments in the electronic medical record (EMR).
- 3.2 Change appointments in an EMR.
- 3.3 Collect client information for entry into an EMR.
- 3.4 Enter client information through the appointment scheduler in an EMR.
- 3.5 View multiple schedules in an EMR.
- 3.6 Use the blocked and template buttons in the appointment scheduler.
- 3.7 Outline the process for preparing for the following day's schedule.

4. Apply communication tools in an electronic medical record (EMR).

Objectives:

- 4.1 Use existing EMR templates when creating letters.
- 4.2 Insert patient information into letter templates.
- 4.3 Insert referral doctor information into an EMR.
- 4.4 Demonstrate interpersonal communication skills in a client care setting.

5. Use appointments and its components in an electronic medical record (EMR).

Objectives:

- 5.1 View doctor's appointment lists.
- 5.2 Use appointment list icons.
- 5.3 Retrieve patient appointment history information from an EMR.
- 5.4 Retrieve a patient change history from an EMR.
- 5.5 Schedule multiple physicians.

6. Demonstrate how to create and edit chart notes in patient records in an electronic medical record (EMR).

Objectives:

- 6.1 Explain the purpose of a patient chart note.
- 6.2 Collect patient clinical indicators.
- 6.3 Create a patient chart note in an EMR.
- 6.4 Edit a patient chart note in an EMR.
- 6.5 Insert diagrams into patient chart notes in an EMR.
- 6.6 Create a patient history in an EMR.

7. Create prescriptions within the patient record in an electronic medical record (EMR).

Objectives:

- 7.1 Define prescription options in an electronic medical record (EMR).
- 7.2 Create a new prescription in an EMR.
- 7.3 Create a prescription using EMR templates.
- 7.4 Discontinue prescription orders in an EMR.
- 7.5 Cancel prescription orders in an EMR.

8. Manage electronic medical record (EMR) requisitions and patient results.

Objectives:

- 8.1 Complete a medical requisition in an EMR.
- 8.2 Delete a medical requisition in an EMR.
- 8.3 Edit an existing medical requisition in an EMR.
- 8.4 Incorporate patient results into an electronic patient chart.
- 8.5 Review patient reports in the EMR.

9. Generate basic clinic statistical summary reports.

Objectives:

- 9.1 Create a basic clinical statistical summary report.
- 9.2 Explain the purpose of accurate data entry.

9.3 Explain the purpose of consistent data entry.

9.4 Explain the purpose of generating statistical clinic reports.

10. Incorporate scanned and faxed documents into patient records in an electronic medical record (EMR).

Objectives:

10.1 Add a scanned image to an EMR patient record.

10.2 Locate scanned medical documents in an EMR.

10.3 Link scanned documents in an EMR.

10.4 Unlink scanned documents in an EMR.

10.5 Demonstrate how to access and review scanned documents in an EMR.

---

© 2015 - 2024, Southern Alberta Institute of Technology (SAIT). All Rights Reserved.

This document and materials herein are protected by applicable intellectual property laws. Unauthorized reproduction and distribution of this publication in whole or part is prohibited.

---