

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: COMPUTERS IN HEALTH CARE H

COPE NO.: MST111

SEMESTER: 2

PROGRAM: MASSAGE THERAPY PROGRAM

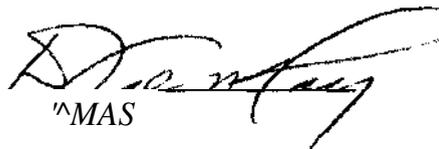
AUTHOR: RUTH WILSON

REVISED: FAYE SMEPLEY. FEBRUARY. 1997

DATE: SEPT./96

PREVIOUS OUTLINE DATED: N/A

APPROVED:


^MAS


DATE ^

TOTAL CREDITS: 2

PREREQUISITE(S): MST 101

LENGTH OF COURSE: 1 HRAVK IN CLASS TOTAL CREDIT HOURS: 32
1 HRAVK SELF DIRECTED STUDY \

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COMPUTERS IN HEALTH CARE H

MST 111

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COURSE DESCRIPTION: This course is intended to assist students to use their basic computer literacy skills in health related applications. It is designed to expand communication skills and to increase technological skills. The focus of this course will be on health-related software packages and integration of computers in health care areas. Students will develop a greater understanding of the functions of word processing, the basics of spreadsheets and various dimensions of medical records.

n. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

A. Learning Outcomes

Upon successful completion of this course the student will be able to:

1. Apply functions of word processing to a variety of uses within the health care system.
2. Manage data using a medical records system.
3. Explain ethical issues arising from computer use in health care.
4. Utilize communication technology relevant to business and research practice.

B. Elements of Performance

1. Apply functions of word processing to a variety of uses within the health care system.
 - a) Become familiar with Microsoft Office programmes:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - b) Review the use of the mouse and know mouse terminology
 - c) Know the parts of the main Word window. (See checklist A)
 - d) Use the main menu. (See checklist B)

n. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued)

- e) Utilize Microsoft Word to:
 - create a document (see checklist C for formatting, checklist D for page setting, margins, page numbers)
 - open an existing document
 - save a document
 - print a document (see checklist E for printing)
 - close a document
 - quit Word
- f) Use word processing command features to improve appearance of documents. See checklist F)
- g) Create a table for use in your work. (See checklist G)
 - example: calendar for the week
- h) Create a document with columns using Excel. (See checklist I)
 - example: inventory/price/quantity/names/listings
 - example: policy/procedure/reference/statement/steps
 - determine # rows and # columns required for the data
 - work the formula for each cell
 - enter data
 - execute command to obtain final columns information
- i) Create a form to use in health care. (See checkUst H)
- j) Create a presentation using Powerpoint. (See checklist L)
- k) Use E-Mail to send a message or assignment to teacher. (See checkUst K)

2. Manage **data** using a medical records system.

- a) work through software package on Hosphal Information System
 - ex. TLC General Hospital

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n. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued)

- b) complete data entry for MRI medical records package
 - complete/correctly enter data for 1 pt chart - history
 - assessment
 - response to massage therapy
 - search for pt - name; procedure; problem list; recall date; age; drug list
 - complete spreadsheet information on MRI program package
 - ex. user flow sheet
3. Explain ethical issues arising from computer use in health care.
- a) Outline specific ethical issues arising from computer use in health care.
 - b) Outline responsibilities of government and professional associations in maintaining effective control.
 - c) Explain possible areas of abuse of computers and of the remedies available.
4. Utilize information technology relevant to business practice and research.
- a) Use a CD ROM of your choice to reinforce learning for some aspect of your courses. (See checklist J)
 - b) Examine the use of the Internet.
 - World Wide Web
 - E-Mail
 - c) Use netscape to research topics in health care - alternate therapies, massage therapy.
 - d) Review available local services that assist you to use data communications world wide.
 - e) Examine how information technology can be of assistance to your massage practice and your business.

COMPUTERS IN HEALTH CARE D

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HL TOPICS:

1. Basic Commands for Word Processing
2. Tables
3. Columns
4. Fonts
5. Formatting
6. Creating a Form
7. Spreadsheets
8. Medical Records
9. Ethics and Legalities
10. Information Technology

IV. EVALUATION PROCESS/GRADING SYSTEM:

1. The pass mark for the course is 60%. The letter grades for this course will be assigned in accordance with those established by Sault College.
2. The evaluation methods will be determined and discussed with students within the first two weeks of the course.

SPECIAL NOTES:

Computer Availability

A-Wing computer rooms: A2020, A2040, A2140, A2050 and student workroom

- open between hours of 0800 - 2300

- days of week

- weekends

F-Wing Computer Room: available through Health Sciences Lab Technologist or Security

Learning Assistance Centre Computers: E-Wing

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V. SPECIAL NOTES (Continued)

B. Rules for Use of Health Sciences Computers

1. You must be a student registered in one of the Health Science Programmes. No guests due to United space.
2. No eating or drinking at or near the computers - leave outside door.
3. No smoking at or near the computer - Health Sciences is a smoke-free environment.
4. No playing games on the computers.
5. Do not remove any computer equipment from machines or cabinets.
6. Non-college use of computers is not allowed.
7. Disks may be signed out from lab technologist. You must leave your ID card and sign the log. Record date/time/name of software/signature. Lab tech will record time/date returned and initial.

C. Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

D. Students with special needs are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office.

VIL PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult the instructor/Coordinator. A challenge exam will also be available for students in this course seeking prior learning assessment.