

Discipline: Medical Assisting

Date Submitted: June 29, 2007

ARTICULATION TEMPLATE

General Course Title: Electronic Health Record

College of Marin course MEDA 164, The Electronic Health Record (EHR), 2.0 units, and MEDA 164L, The Electronic Health Record Lab, 0.5 unit, will articulate with Terra Linda High School's Medical Assisting internship.

General Course Description:

Course teaches current use, policies and regulation about electronic records in the medical field.

College Prerequisite(s): None

HS/ROCP Prerequisite(s): None

Advisories/Recommendations: Terra Linda students acknowledge the high school course is held from August to August and includes a required summer semester for an internship in medical facilities. Terra Linda students acknowledge College of Marin credit for MEDA 164 and 164L is granted upon successful completion of their high school course and required summer semester internship.

Course Content:

- Introduction to the electronic health record: EHR models, history of the EHR, EHR terminology, government involvement in the EHR, healthcare processes and the EHR, benefits of the EHR.
- Patient data set-up: new patient data set up, editing patient records
- Insurance company data set up: new insurance company, editing insurance information
- Patient Chart construction: Overview of the patient chart, creating a face sheet
- Patient chart management: procedures in a patient's chart, new activities in a patient's chart
- Administrative functions: the appointment calendar, the patient tracker, to-do lists and reminders, internal messages, urgent messages and e-mails.

Measurement Methods (include any industry certification or licensure):

On the job and final evaluation by clinical supervisor of the required internship.

Sample Textbooks or Other Support Materials (including Software):

High school text: Lippencott, Williams and Wilkins' Comprehensive Medical Assisting, fourth edition, 2013

COM text: Electronic Health Records, Hamilton, Byron, New York: McGraw-Hill, 2011.

Discipline Work Group (DWG) Comments:

DWG Facilitator's Signature:

Date:

[Office use only.]

[Office use only.]

TOPs Code:

Internal Tracking Number:


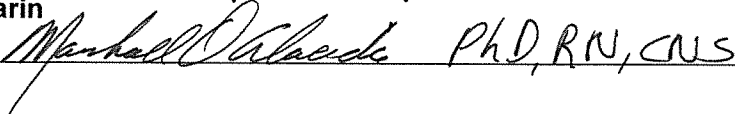
Date Accepted by Steering Committee:

Marin County Office of Education

Mary Jane Bruno

Date

1/14/16

Terra Linda High School		Date 1/7/2016
College of Marin	 Ph.D, RN, CNS	Date 12/15/15

Purpose of This Articulation Agreement

The purpose of this agreement is to identify high school/ROP courses and which articulate with College of Marin courses. This document is written for students, parents, instructors, counselors and administrators who need detailed information about what articulation is and how it is implemented.

This Articulation Agreement works to ensure that faculty from the Marin County Schools/ROP and the College of Marin Medical Assisting Program coordinate instruction and student learning to help students transition from high school to community college without course duplication. The Agreement is created with the goal of helping prepare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experiences in the Medical Assisting field.

Faculty from Marin County High School/ROP programs and College of Marin have collaborated in comparing the curricula for this course and believe that successful completion of the courses will give students many of the job competencies essential for workforce success. Students taking approved articulated courses will be eligible to receive college credit via "Credit by Examination," as mentioned below under Process.

Process

A student may receive **college credit** for the articulated course at the College of Marin by following these steps:

1. The student must achieve a grade of "B" or higher in the high school course. Two high school semesters of this course will equal 2.5 units of college credit. The College of Marin instructor determines the student's final grade.
2. The student must enroll at the College of Marin, www.marin.edu, and obtain a student ID number.
3. The student must complete a "College Credit Program Parent/Guardian Consent Form" and obtain the appropriate signatures. The form can be accessed here: <http://www.marin.edu/WORD-PPT/CollegeCreditProgramFormCCP.pdf>
Return the completed card to your high school instructor
4. The student must complete a "Petition for Credit by Examination" form. The form can be accessed here: <http://www.marin.edu/WORD-PPT/PetitionforCreditbyExmaination.pdf>
Return the completed form to your high school instructor.

Implementation Plan

Marin County High School ROP Programs and the College of Marin will implement the Articulation Agreement using the plan below:

1. Instructors from both the high school and college programs will evaluate course outlines, curricula, and competency standards for the courses considered for articulation.
2. Any high school/ROP instructor may request that a course or program be considered for articulation by contacting the full-time College of Marin instructor who teaches the articulated course or the Dean of Career and Technical Education. The College of Marin may initiate articulation with a high school/ROP instructor.
3. The content and integrity of the courses articulated must be agreed upon and maintained and is subject to review at the request of either party. Curriculum may be revised to maintain up-to-date content and assure articulation. Participating faculty and administrators will have orientation on and access to the curriculum of the articulated courses, as well as the articulation process itself.
4. Instructors of articulated courses will meet annually with their Advisory Committees to keep the committees informed of the progress and maintenance of articulation.
5. Articulation agreements will be valid for three years from the date signed unless voided by one of the parties.
6. The Dean of Career and Technical Education will ensure that the articulation process is in place and assure that appropriate faculty is participating in good faith.