

Part II Syllabus 2025FS-MED 180S

Electronic Health Records

Instructor: Yvonne Koors, MHA, B.S., RMA[AMT]

Faculty Class qualifications: Master's in Healthcare Administration (The Ohio University) 2019 & Associate of Science: Medical Assisting (South College, Knoxville, TN) 2001.

Office Location: Room 104, Troy Campus

Office Hours: Fall 2026: Mondays 1 pm-3 pm, Tuesdays (Virtual) 9 am to 10 am, Wednesdays 12 pm to 3 pm

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Phone: 937-778-7947

Class will meet from 8/24/2026 to 10/12/2026 in room 119 on Mondays from 10:00 am to 12:30 pm

Due Dates	Required Assignments
Week 1 Due: 8/30/2026	Discussion: Electronic Health Records Week 1-Work place application Practice Fusion Scavenger Hunt Introduction to Electronic Health Records Medical Coding and Medical Assisting Certifications and Their Role in Electronic Health Records (EHRs)
Week 2 Due: 9/6/2026	Quiz: Introduction to EHR Discussion: Practice Fusion Workplace application Entering Patient Demographics
Week 3 Due: 9/13/2026	Quiz New Patient Record Creation in Practice Fusion HER Discussion: Patient Scheduling Scavenger Hunt: Patient Scheduling Patient Scheduling
Week 4 Due: 9/20/2026	Discussion: Accessing New Encounters from the scheduling Scavenger Hunt: Accessing New Encounters from the scheduling Accessing New Encounters from the Schedule in Practice Fusion and Entering Vitals & Chief Complaint
Week 5 Due: 9/27/2026	Quiz: Accessing New Encounters from the scheduling Discussion: Importance of lab and referral ordering Practice Fusion Scavenger Hunt: Order Entry and Referrals Order entry assignments
Week 6 Due: 10/4/2026	Quiz: Importance of Lab and Referral Orders in Practice Fusion and the Medical Assistant's Role Discussion: Importance of creating templates Scavenger Hunt: Creating Templates in Practice Fusion Creating templates assignments

Due Dates	Required Assignments
Week 7 Due: 10/11/2026	Quiz: Templates Discussion: Billing Patient Billing Assignments
Week 8 Due: 10/12/2026	Final Exam

Classroom Policies

DISCUSSION FORUMS	1. If you have course related questions be sure to click on the discussion forum where you will see the Q&A link. Type your name, and state your question(s). Keep in mind this section is designed for all students and the instructor to see. That way a student may respond to the question before the instructor may have a chance to respond. By the way, I will respond to all questions within 24 - 48 hours Monday through Saturday. If you post a question on Sunday, I will respond to you by noon on Monday; as I like to reserve Sundays for family time. 2. If you have a personal question(s), please forward those questions to my in an email at ykoorsedisonohio.edu, and you can expect a response as soon as possible. For more urgent queries that need an immediate response, please feel free to text me on my cell at 937-825-9325.
ARTIFICIAL INTELLIGENCE STATEMENT	AI Mixed Policy For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities: • Brainstorming and refining your ideas • Drafting an outline to organize your thoughts • Checking grammar and style The use of AI tools is not permitted in this course for the following activities: • Writing a draft of an assignment • Writing entire sentences, paragraphs, or papers to complete class assignments Your use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

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MISSED EXAMS OR COMPETENCIES*	Due to the quick pace and hands-on demonstrations and practice that occurs in class; good attendance is a requirement. Many of the learning experiences and competencies are not easy to set up and repeats may not happen. *Refer to the MA Handbook regarding attendance. If an exam is missed, it must be made up in the Library. There will be an automatic 10% deduction for missed exams, regardless of the circumstance. Make-up exams may be different than the original exam. An exam must be made-up within 1 week of the original exam. Instructor must be notified prior so that arrangements can be made. ALL make-up exams will be taken as proctored exams in the Testing Services Center in the Edison Library. *Photo I.D. is required to take the exam. The Library's proctored exam schedule is as follows: Monday 2:00PM-8:00PM Tuesday 8:00AM-2:00PM Thursday 2:00PM-8:00PM Saturday 10:00AM-2:00PM
LABS:	Participation in lab practice sessions is required. Due to time constraints, labs CANNOT be made-up. If a student misses a lab, it is the students' responsibility to catch up with a classmate.

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GENERAL:	Assignments not turned in on the due date, will not be accepted. If a student is absent, homework will be accepted on the day the student returns to class. It is the students' responsibility to obtain missed material due to his/her absence. If you need to speak with me about the course or personal issues, email me to set up a time or see me during break. If you need to see the Director, please make arrangements to do so during normal office hours. Please keep cell phones on vibrate or silent during class. There is to be NO texting during class. If I see you texting, I will ask you to turn your phone OFF. If you must take a call during class, then you must excuse yourself from class and you are responsible for obtaining the information that you missed from a fellow classmate.
ACADEMIC HONESTY:	The Academic Honesty Policy of Edison Community College will be upheld. Academic dishonesty will not be tolerated. Please refer to the Student Handbook. www.edisonohio.edu/handbook

You can locate Edison's college-wide policies through the following links:

Edison homepage:	www.edisonohio.edu	
Link to the Library:	www.edisonohio.edu/library	• Hours • Borrowing Policies • Library Catalog • OhioLINK • Books, databases, newspapers, other Library materials

Edison homepage:	www.edisonohio.edu	
Link to the Learning Center:	www.edisonohio.edu/learningcenter	• Place for "Study Groups" to meet • Individual Study • Computer Lab Work • Tutoring Assistance • Individual Academic Counseling
Link to Career Development	: www.edisonohio.edu/career	• Clarify Career Goals • Explore Educational Options • Acquire Job Search Skills

SUPPORT SERVICES PROVIDED by the COLLEGE

COMPUTERS	If you are working on campus, computers with internet access are available in the internet café. The Tutoring Center has computers and printers available for your use.
ADVISING SERVICES	Edison State's career pathways advisors are your partners in success. A career pathways advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathways advisor will • Identify the right academic major to set you on your desired career path. • Identify the courses you'll need to accomplish your academic goals. • Help you develop a student educational plan (SEP) tailored to your lifestyle and work schedule. • Prepare you to navigate your first semester at Edison State. If you have questions, contact your career pathways advisor. You can find their email at https://www.edisonohio.edu/Advising/ or contact your faculty advisor.
BOOKSTORE SERVICES	The eCampus bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at (859) 209-6958, hours are Monday-Friday from 8:30 am to 6:00 pm EST or check us out online at https://edisonohio.ecampus.com/help/help-desk

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CAREER AND JOB SERVICES	Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.
DISABILITY SERVICES	Disability Services prevents discrimination on the basis of disability and ensures students with disabilities are accommodated in accordance with the ADA while at Edison State, Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Disability Services by emailing disabilities@edisonohio.edu or by calling 937.778.8600. Disability Services is located on the Piqua Campus in Room 160.
HEALTH AND WELLNESS SERVICES	Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff. Contact Darlene Francis RN, BSN at Room 060, Monday-Thursday 10am-3pm, call 937-778-7840, or email dfrancis@edisonohio.edu
TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying	It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/ .
TESTING YOUR FAITH ACT POLICY	Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/services-support/registrationrecords , located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources .

