1. General Information

1a. Submitted by the College of: HEALTH SCIENCES

  Date Submitted: 4/15/2016

1b. Department/Division: Clinical Sciences

1c. Contact Person

  Name: Geza Bruckner

  Email: gbruckn@uky.edu

  Phone: 8592180859

  Responsible Faculty ID (if different from Contact)

  Name: Lynda Bennett

  Email: lkbenn2@uky.edu

  Phone: (859) 230-8140

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course?   No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?:   Yes [4]

2b. Prefix and Number: CLM 370

2c. Full Title: Electronic Health Records

2d. Transcript Title:

2e. Cross-listing: HHS 370

2f. Meeting Patterns

  LECTURE: 2.0

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 2.0

2i. Is this course repeatable for additional credit?   No

  If Yes: Maximum number of credit hours:

  If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: The Electronic Health Records course is an undergraduate level introduction to the concepts and trends in health care electronic health records in today's technology driven health care field. Several areas will be introduced that will provide baseline knowledge for EHRs. Topics include Meaningful Use, EHR Adoption, Quality of Care, Workflow, Implementation, Acute Care, Ambulatory Care, Specialty-specific EHRs, Health Information Exchange, and other related topics. It is highly recommended for students to either have experience working in a health care related field or have a health care major or minor. Some exceptions to being in a health care profession would be computer science or related majors in which the student plans to apply the profession in a health care organization or consent of instructor.

2k. Prerequisites, if any:

2l. Supplementary Teaching Component:

3. Will this course taught off campus?   No

   If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

   Will the course be offered every year?:   Yes

   If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?:   Yes

   If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?:   50

7. Anticipated Student Demand

   Will this course serve students primarily within the degree program?:   Yes

   Will it be of interest to a significant number of students outside the degree pgm?:   Yes

   If Yes, explain: The Electronic Health Records course can be used as an elective for many other healthcare related degree programs such as Pharmacy, Nursing, Medicine, Human Health Sciences, etc.

8. Check the category most applicable to this course: Relatively New – Now Being Widely Established,

   If No, explain:

9. Course Relationship to Program(s).

   a. Is this course part of a proposed new program?:   No

   If YES, name the proposed new program:

   b. Will this course be a new requirement for ANY program?:   Yes

   If YES, list affected programs: The affected programs are Clinical Leadership and Management (All tracks- A, B, and proposed C)

10. Information to be Placed on Syllabus.

   a. Is the course 400G or 500?:   No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: Yes

Distance Learning Form

Instructor Name: Lynda Bennett

Instructor Email: Bennett, Lynda K

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?   Yes the course syllabus conforms to the University Senate Syllabus Guidelines, specifically the Distance Learning considerations. This course will include assignments and group participation via Canvas and Discussion groups. Faculty and Student communication can take place via email or during separate meetings (online or in person) as needed. Students will have all of the information needed to be successful in the course.

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.   The course expectations and objectives will be the same for all students. The only difference is the delivery of the lessons and assignments. Students are required to purchase and complete tasks using the textbook and discussion groups center around topics from the course goals. Assessments for this course are completed through Canvas and students receive immediate feedback regarding their scores. The instructor will also be available to discuss any issues that may arise.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.   Assignments and assessments will be completed via Canvas. This will ensure that only the student, using their own profile and password information, can submit documents. All University guidelines on plagiarism and cheating are outlined in the syllabus and will be taken very seriously. The instructor will also be using the Turnitin tool featured in the Canvas platform for plagiarism and security.

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?   This course will be required for the Clinical Leadership and Management degree tracks and will count for 2.0 credit hours. The total credit hours of the program(s) equal 120 credit hrs.

If yes, which percentage, and which program(s)?   As stated above the course will only count for 2.0 credit hours within a 120 hour degree. The Clinical Leadership and Management degree tracks that will be affected are CLM-Track A, CLM-Track B, and the proposed CLM-Track C (HSE).

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?   Since the entire course will be offered online, all of the group discussions and assignments will be tailored to meet the needs of the DL students. The textbook as well as other online/community based resources will be used. If students need additional resources or assistance the instructor will be available to meet via Skype or with special arrangements. Students will also have the same access to tutoring and student services.

6.How do course requirements ensure that students make appropriate use of learning resources? The students will be required to read every email and view all new lectures each week. Other course resources will be discussed as part of the lecture or as needed. The syllabus clearly outlines all expectations and guidelines to find information.

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. The course will be set up on Canvas and the shell will contain all of the announcements, tasks, assignments, assessments, resources, and contact information needed.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)? The students will be directed to contact UK IT in the event of technical problems. The information to contact this group will be located on Canvas/syllabus.

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology. The students are familiar with the use of Canvas and other hybrid courses they have previously taken. Most students taking this course will be knowledgeable about the format and where to go if problems arise. Specific trainings on Canvas are available to the students.

10.Does the syllabus contain all the required components? YES

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Lynda K Bennett

SIGNATURE|PNASH|Phyllis J Nash|CLM 370 NEW Dept Review|20150826

SIGNATURE|SRSTEW01|Sharon R Stewart|CLM 370 NEW College Review|20150830

SIGNATURE|PNASH|Phyllis J Nash|CLM 370 ZCOURSE_NEW Approval Returned to Dept|20150904

SIGNATURE|SRSTEW01|Sharon R Stewart|CLM 370 NEW College Review|20160201

SIGNATURE|JMETT2|Joanie Ett-Mims|CLM 370 NEW Undergrad Council Review|20160418

From:	Bruckner, Geza
Sent:	Tuesday, April 26, 2016 2:01 PM
To:	Ellis, Janie
Subject:	RE: CLM 470

Since I am the director of the Health Sciences Education and Research Division and both the HHS and CLM programs reside in my division I approve the cross listing of CLM/HHS 370.

Be Aware of the Moment
Geza Bruckner, Professor Clinical Nutrition
Department of Clinical Sciences
Director of Clinical Nutrition
Director Health Sciences, Education and Research
    Programs: Human Health Sciences and Clinical Leadership and Management
Graduate Center for Nutritional Sciences
http://www.mc.uky.edu/healthsciences/index.html
http://www.mc.uky.edu/nutrisci/
900 S. Limestone
209A CTW Building
Lexington, KY 40536-0200
859-323-1100 ext 80859
Fax 859-257-2454

From: Ellis, Janie
Sent: Tuesday, April 26, 2016 1:41 PM
To: Bruckner, Geza; keith.knapp@ccc1884.org
Subject: CLM 470

You have requested to cross list this course with HSE 470 but as I understand it HSE no longer exists as an active prefix. Can you advise how you want to pursue this cross listing? If you need to make a change, I will return the course proposal to you to make changes and then it will come back to me.

Janie Ellis
Staff Support
Senate Council Office
257-5871
Janie.ellis@uky.edu

1

New Course Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate F

Attachments:

Browse...   Upload File

	ID	Attachment
Delete	6177	CLM 370 UGC Review Checklist.docx
Delete	6714	New 370 Syllabus.pdf

First | 1 | Last

(*denotes required fields)

1. **General Information**

   a. * Submitted by the College of: HEALTH SCIENCES   Submission Date: 4/15/2016

   b. * Department/Division: Clinical Sciences

   c.

      * Contact Person Name: Geza Bruckner   Email: gbruckn@uky.edu   Phone: 8592180859

      * Responsible Faculty ID (if different from Contact) Lynda Bennett   Email: lkbenn2@uky.edu   Phone: (859) 230-8140

   d. * Requested Effective Date: ⦿ Semester following approval OR ◯ Specific Term/Year [1]

   e.

      Should this course be a UK Core Course? ◯ Yes ⦿ No

      If YES, check the areas that apply:

   ☐ Inquiry - Arts & Creativity   ☐ Composition & Communications - II

   ☐ Inquiry - Humanities   ☐ Quantitative Foundations

   ☐ Inquiry – Nat/Math/Phys Sci   ☐ Statistical Inferential Reasoning

   ☐ Inquiry - Social Sciences   ☐ U.S. Citizenship, Community, Diversity

   ☐ Composition & Communications - I   ☐ Global Dynamics

2. **Designation and Description of Proposed Course.**

   a. * Will this course also be offered through Distance Learning? ⦿ Yes [1] ◯ No

   b. * Prefix and Number: CLM 370

   c. * Full Title: Electronic Health Records

   d. Transcript Title (if full title is more than 40 characters):

   e. To be Cross-Listed [2] with (Prefix and Number): HHS 370

   f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

2.0	Lecture		Laboratory[1]		Recitation		Discussion
	Indep. Study		Clinical		Colloquium		Practicum
	Research		Residency		Seminar		Studio
	Other	If Other, Please explain:					

   g. * Identify a grading system:
   ⦿ Letter (A, B, C, etc.)
   ◯ Pass/Fail
   ◯ Medicine Numeric Grade (Non-medical students will receive a letter grade)
   ◯ Graduate School Grade Scale

   h. * Number of credits: 2.0

   i. * Is this course repeatable for additional credit? ◯ Yes ⦿ No
   If YES: Maximum number of credit hours:
   If YES: Will this course allow multiple registrations during the same semester? ◯ Yes ◯ No

j. * Course Description for Bulletin:

The Electronic Health Records course is an undergraduate level introduction to the concepts and trends in health care electronic health records in today's technology driven health care field. Several areas will be introduced that will provide baseline knowledge for EHRs. Topics include Meaningful Use, EHR Adoption, Quality of Care, Workflow, Implementation, Acute Care, Ambulatory Care, Specialty-specific EHRs, Health Information Exchange, and other related topics. It is highly recommended for students to either have experience working in a health care related field or have a health care major or minor. Some exceptions to being in a health care profession would be computer science or related majors in which the student plans to apply the profession in a health care organization or consent of instructor.

k. Prerequisites, if any:

l. Supplementary teaching component, if any: ○ Community-Based Experience ○ Service Learning ○ Both

3. * Will this course be taught off campus?   ○ Yes ◉ No

If YES, enter the off campus address:

4. Frequency of Course Offering.

   a. * Course will be offered (check all that apply):   ☑ Fall   ☑ Spring   ☐ Summer   ☐ Winter

   b. * Will the course be offered every year?   ◉ Yes ○ No
      If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available?   ◉ Yes ○ No
   If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected?   50

7. Anticipated Student Demand.

   a. * Will this course serve students primarily within the degree program?   ◉ Yes ○ No

   b. * Will it be of interest to a significant number of students outside the degree pgm?   ◉ Yes ○ No
      If YES, explain:
      The Electronic Health Records course can be used as an elective for many other healthcare related degree programs such as Pharmacy, Nursing, Medicine, Human Health Sciences, etc.

8. * Check the category most applicable to this course:

   ☐ Traditional – Offered in Corresponding Departments at Universities Elsewhere
   ☑ Relatively New – Now Being Widely Established
   ☐ Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

   a. * Is this course part of a proposed new program?   ○ Yes ◉ No
      If YES, name the proposed new program:

   b. * Will this course be a new requirement [5] for ANY program?   ◉ Yes ○ No
      If YES [5], list affected programs::
      The affected programs are Clinical Leadership and Management (All tracks- A, B, and proposed C)

10. Information to be Placed on Syllabus.

   a. * Is the course 400G or 500?   ○ Yes ◉ No
      If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in **10.b.** You must include: (i) identification of add assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

   b. ☑ * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10** attached.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL
fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a fo educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requiremer are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent expe students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	CLM 370-201	Date:	2/25/2015
Instructor Name:	Lynda Bennett	Instructor Email:	Bennett, Lynda K <lkbenn2@uky.(

Check the method below that best reflects how the majority of the course content will be delivered.

Internet/Web-based ☑   Interactive Video ☐   Hybrid ☐

Curriculum and Instruction

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Syllabus Guidelines, specifically the Distance Learning Considerations?

Yes the course syllabus conforms to the University Senate Syllabus Guidelines, specifically the Distance Learning considerations. This course will include assignments and group participation via Canvas and Discussion groups.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, of student learning outcomes, etc.

The course expectations and objectives will be the same for all students. The only difference is the delivery of the lessons and assignments. Students are required to purchase and complete tasks using the textbook and

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academ policy; etc.

Assignments and assessments will be completed via Canvas. This will ensure that only the student, using their own profile and password information, can submit documents. All University guidelines on plagiarism and cheating are

4. Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any f as defined above?

This course will be required for the Clinical Leadership and Management degree tracks and will count for 2.0 credit hours. The total credit hours of the program(s) equal 120 credit hrs.

Which percentage, and which program(s)?

As stated above the course will only count for 2.0 credit hours within a 120 hour degree. The Clinical Leadership and Management degree tracks that will be affected are CLM-Track A, CLM-Track B, and the proposed CLM-Track C

*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery months from the date of approval.

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom settinç

Since the entire course will be offered online, all of the group discussions and assignments will be tailored to meet the needs of the DL students. The textbook as well as other online/community based resources will be used.

Library and Learning Resources

6. How do course requirements ensure that students make appropriate use of learning resources?

The students will be required to read every email and view all new lectures each week. Other course resources will be discussed as part of the lecture or as needed. The syllabus clearly outlines all expectations and

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

The course will be set up on Canvas and the shell will contain all of the announcements, tasks, assignments, assessments, resources, and contact information needed.

Student Services

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or r the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

The students will be directed to contact UK IT in the event of technical problems. The information to contact this group will be located on Canvas/syllabus.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?

○ Yes
◉ No

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said techn

The students are familiar with the use of Canvas and other hybrid courses they have previously taken. Most students taking this course will be knowledgeable about the format and where to go if problems arise. Specific

10. Does the syllabus contain all the required components, below? ☑ Yes

   • Instructor's *virtual* office hours, if any.

   • The technological requirements for the course.

   • Contact information for Distance Learning programs (http://www.uky.edu/DistanceLearning) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/Help/; 859-218-HELP).

   • Procedure for resolving technical complaints.

   • Preferred method for reaching instructor, e.g. email, phone, text message.

   • Maximum timeframe for responding to student communications.

   • Language pertaining academic accommodations:

- "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resourc- The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodatior details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."

- Specific dates of face-to-face or synchronous class meetings, if any.

- Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)

  - Carla Cantagallo, DL Librarian

  - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)

  - Email: dllservice@email.uky.edu

  - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:
Lynda K Bennett

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (http://www.uky.edu/UKIT/Help)

Revised 8/09

[1] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

[2] The chair of the cross-listing department must sign off on the Signature Routing Log.

[3] In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. La meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

[4] You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

[5] In order to change a program, a program change form must also be submitted.

Rev 8/09

Course: CLM/HHS 370   University Senate Syllabi Guidelines Review Checklist

General Course Information

☒ Full and accurate title of the course   ☒ Course prefix, number and section number

☐ Departmental and college prefix   ☐ Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

☒ Instructor name   ☐ Office address

☐ Contact information for teaching/graduate assistant, etc.   ☒ UK email address

☐ Preferred method for reaching instructor   ☒ Times of regularly scheduled office hours and if prior appointment is required

☐ Office phone number

Course Description

☒ Reasonably detailed overview of the course

☒ Student learning outcomes

☐ Course goals/objectives

☒ Required materials (textbook, lab materials, etc.)

☐ Outline of the content, which must conform to the Bulletin description

☒ Summary description of the components that contribute to the determination of course grade

☒ Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)

☒ Final examination information: date, time, duration and location

☒ For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students

☐ For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)

☒ Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)

☐ Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus

☒ Policy on academic accommodations due to disability. Standard language is below:

> If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

UGE Review (Date)

Course title does not match on eCATS form (item 2.c) and syllabus; item 2.c is also different from title as listed in the course description

Update Excused Absences, Academic Integrity, and Disabilities policies

Add midterm grading statement

Add DL information from eCATS form to syllabus

Course Policies

- ☒ Attendance
- ☒ Excused absences
- ☒ Make-up opportunities
- ☒ Verification of absences
- ☐ Submission of assignments
- ☒ Academic integrity, cheating & plagiarism
- ☐ Classroom behavior, decorum and civility
- ☐ Professional preparations
- ☐ Group work & student collaboration

Committee Review (Date)

Comments

Course: CLM/HHS 370　　　　**University Senate Syllabi Guidelines Review Checklist**

General Course Information

☒ Full and accurate title of the course　　　　☒ Course prefix, number and section number

☐ Departmental and college prefix　　　　☐ Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

☒ Instructor name　　　　☐ Office address

☐ Contact information for teaching/graduate　　　　☒ UK email address
assistant, etc.　　　　☒ Times of regularly scheduled office hours and if

☐ Preferred method for reaching instructor　　　　prior appointment is required

☐ Office phone number

Course Description

☒ Reasonably detailed overview of the course

☒ Student learning outcomes

☐ Course goals/objectives

☒ Required materials (textbook, lab materials, etc.)

☐ Outline of the content, which must conform to the Bulletin description

☒ Summary description of the components that contribute to the determination of course grade

☒ Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)

☒ Final examination information: date, time, duration and location

☒ For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to
　　letter grades for undergraduate students

☐ For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter
　　grades for graduate students. (Graduate students cannot receive a "D" grade.)

☒ Relative value given to each activity in the calculation of course grades (Midterm=30%; Term
　　Project=20%, etc.)

☐ Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm
　　date) of course performance based on criteria in syllabus

☒ Policy on academic accommodations due to disability. Standard language is below:
　　If you have a documented disability that requires academic accommodations, please see me as soon as possible
　　during scheduled office hours. In order to receive accommodations in this course, you must provide me with a
　　Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability
　　services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in
　　the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email
　　at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

UGE Review (Date)

Course title does not match on eCATS form (item 2.c) and
syllabus; item 2.c is also different from title as listed in the
course description

Update Excused Absences, Academic Integrity, and Disabilities
policies

Add midterm grading statement

Add DL information from eCATS form to syllabus

Course Policies

☒ Attendance
☒ Excused absences
☒ Make-up opportunities
☒ Verification of absences
☐ Submission of assignments
☒ Academic integrity, cheating & plagiarism
☐ Classroom behavior, decorum and civility
☐ Professional preparations
☐ Group work & student collaboration

Committee Review (Date)

Comments

CLM/HHS 370 2.0 credit hours
Electronic Health Records
Online Course

Instructor:	Lynda K. Bennett, MHI, RRT, CPHIMS
Office Address:	College of Health Sciences, Virtual Office
Email:	Lynda.Bennett@uky.edu
Office hours:	Virtual, or by appointment

Course Description
The Electronic Health Records course is an undergraduate level introduction to the concepts and trends in health care electronic health records in today's technology driven health care field. Several areas will be introduced that will provide baseline knowledge for EHRs.

Suggested - Prerequisites
It is _highly recommended_ **for students to either have experience working in a health care related field or have a health care major or minor.** Some exceptions to being in a health care profession would be computer science or related majors in which the student plans to apply the profession in a health care organization.

Student Learning Objectives
After completing this course, the student will be able to:
1. Describe concepts of EHRs and how they impact health care organizations
2. List challenges to EHR adoption
3. Describe goal setting and impact on quality of care
4. Understand the high level criteria for Meaningful Use in the American Recovery and Reinvestment Act (ARRA)
5. Be able to describe the challenges and advantages of EHR, system implementation, and ongoing maintenance
6. Understand the difference between Acute Care, Ambulatory Care, and Specialty-care EHRs

Required Materials
- **Dependable access to the internet; this is IMPERATIVE**
- **No text book required**

Course Structure
This course will be offered as an online course. All assignments and discussions will be completed using the Canvas platform. Please see course schedule as well as Canvas announcements for updated information. All assignments and exams will be submitted through Canvas as well. Lectures and emails will also be used to provide students with information regarding the course. In addition, students can schedule virtual office hours as needed. Please see the technical issues resource below.

Technical Requirements for Distance Delivery

General information on technical requirements and recommendations for a successful distance learning experience can be found at http://www.uky.edu/DistanceLearning/current/index.html

- All students should check their computer's software and hardware compatibility with the Distance Learning Platform via
http://wiki.uky.edu/Canvas/Wiki%20Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx
and to determine what hardware and software are required.

Distance Learning Assurances
Staying in touch with the course faculty
- Because the course will be delivered via designated Distance learning platform, students must have access to personal computers in order to access course materials. In the event that an enrolled student has technical problems with access or does not have access, support will be provided through the resources of the College of Health Sciences.

- The instructor will be available via telephone as noted and available via e-mail at other times. The instructor will respond to e-mail comments and questions within 24 hours of receiving a message, excluding weekends and holidays.

- Assignments and exams will be graded and scores posted to platform within 5 working days after the due date.

Help with Delivery and/or Receipt of the Course
- Faculty/Students appreciate the flexibility afforded via distance classes and at the same time acknowledge that technology can sometimes fail or be frustrating to work with. Should students encounter difficulties relating to ANY aspect of the technological delivery of this contact, please DO NOT PANIC! Simply email (preferred) or phone the instructor and he/she will work with you and UKIT to resolve problems. You will not be penalized for a breakdown in technology.

- The following UK resources are also available for any questions or technical problems that may arise.

    o Teaching and Academic Support Center: http://www.uky.edu/TASC/index.php

        - 859.218.4357

    o Information Technology Customer Service Center: http://www.uky.edu/UKIT

        - 859.218.4357

Information on Distance Learning Library Services
- Information on library services for distance learning can be found at Distance Learning Library Services

- The Distance Librarian is Carla Cantagallo and she can be reached at 859.218.1240; Email carla@uky.edu

Distance Learning Interlibrary Loan services: Distance Learning ILL

Description of Course Activities and Assignments

CLM/HHS 370 Syllabus

- You are required to check new lectures and assignments every week
- Please read every e-mail and online announcement carefully
- It is highly recommended that students do not wait until the last minute to submit online tasks in the event that there are technical issues
- Once online tasks and assignments pass the due date, the student will no longer be able to submit the material online so please make sure discussion posts, assignments, and exams are submitted before the due date/time
- Late submissions will only be allowed either with a valid excuse; or if the student reaches out to the instructor within a day of the due date, late submissions will be accepted up to 3 days late with a 15% deduction per day
- This 300 level online course covers just as much content as a traditional course and will take discipline to keep up with the material; that being said, it is a great course that offers autonomy and opportunity to those who are dedicated

Course Assignments

The course grade will be based upon the student's mastery of the objectives as measured by class participation and performance on discussion board, assignments, and the exam as weighted below:

Exams	40%
Assignments	40%
Discussions	20%
TOTAL	100%

Summary Description of Course Assignments

- PowerPoints and taped lectures will be posted intermittently to support the course material

- Exams could include any information covered in any posted course materials or references

- Online discussions will only be available for a week at a time and require an initial post by mid-week and at least 2 well stated responses to other posts by the end of the week; references are required for discussions; a rubric will be provided with requirements; this is to encourage participation amongst the online students in place of attending class in person

- Assignments will encourage research and practical application of the course material

- Topics, Assignment Due Dates, and Examination Date will be posted in the Course Calendar

Course Outline/ Schedule
The specific course calendar is not included in the syllabus since this course could potentially be offered as a full semester course or a late start condensed course; however, planned lecture and potential assignment topics are included below:

Planned topics to meet learning objectives:
- Intro to Electronic Health Records
- Meaningful Use
- Challenges to EHR Adoption
- Goal Setting and Impact on Quality of Care
- Healthcare Workflow and Process Mapping
- EHR System Implementation and Ongoing Maintenance
- Acute Care EHR Applications
- Ambulatory Care EHR Applications
- Specialty-specific EHRs
- Health Information Exchange

Potential Assignment Topics:
- Outline Meaningful Use core and menu items
- Outline barriers to EHR use
- Pre and Post Workflow diagrams including a gap analysis
- Several healthcare related assigned discussion topics to encourage critical thinking

Course Grading

Grading scale for undergraduates:
90 – 100% = A
80-89% =   B

CLM/HHS 370 Syllabus

70-79% =   C
60-69% =   D
<60% =   E

Final Exam Information

Final Exam will be posted on the second weekday of finals week. Although it is available for a full day, it is a timed exam and you once you open the exam you will have to complete it within the designated time.

Midterm Exam

Mid-term Grade (for 100-400 level courses, and for undergrads in 500-level courses)
Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar
(http://www.uky.edu/registrar/calendar).

Currently ALL EXAMINATIONS are CLOSED BOOK on the **Honor System** i.e., there will be NO use of supporting materials, class or lecture notes, PowerPoint presentations, websites, and/or handouts allowed during either of the examinations. Also, once the exam is begun, there is no stopping and restarting allowed. Examination make-ups will be given ONLY if the student has a written excuse of illness or other excused absence as defined in the University Bulletin and noted below. Midterm Examination will be provided by the midterm date to provide feedback to undergraduate students as per UK Policies
http://www.uky.edu/Ombud/Descriptions.php

Course Policies

Participation/ Attendance Policy

Attendance guidelines are set forth by Senate Policy.
With the online course format students manage their own time, and do not have to come to the campus. There is not a traditional attendance policy but since there will be no face-to-face interaction and both sides won't be able to get real-time feedback, it is very important to keep up with the weekly readings and assignments. Because of this, emphasis is placed on discussions and participation instead of attendance.

Excused Absences

Students need to notify the professor of absences prior to class when possible. Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.
Per Senate Rule 5.2.4.2, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.
Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity
Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them

via phone at (859) 257-2754 and via email at drc@uky.edu.

Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

Discussion Board Evaluation
You will be graded on your discussion board activity. This is not merely a matter of how often you post, but the quality of the content. A useful posting will be one that contributes to the topic -- whether you are originating a thread, supporting someone else's thread, or arguing against an idea suggested by another student. Please be considerate when posting but feel free to disagree! Posts may include personal experience.

Changes to the Syllabus
A course calendar with specific dates, topics, and assignments will be provided at the beginning of the semester; changes to the syllabus or course calendar are not likely but could be made secondary to current events or unforeseen circumstances.

Course Schedule

Week 1- Intro to Electronic Health Records

Week 2- Meaningful Use

Week 3- Challenges to EHR Adoption, Assignment 1 (10%)

Week 4- Goal Setting and Impact on Quality of Care,

Week 5- Healthcare Workflow and Process Mapping

Week 6- EHR System Implementation and Ongoing Maintenance, Assignment 2 (10%)

Week 7- Acute Care EHR Applications and Review

Week 8- Midterm Exam (20%)

Week 9- Acute Care EHR Applications

Week 10- Ambulatory Care EHR Applications, Assignment 3 (10%)

Week 11- Specialty-specific EHRs

Week 12- Health Information Exchange

Week 13- Pre and Post Workflow diagrams including a gap analysis

Week 14- In class Assignment 4 (10%)

Week 15- Review for Final Exam

Week 16- Final Exam (20%)

Percentage shown is in reference to the overall weighted total for the course.