**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: MDAS 1609

Course Title: Healthcare Professional Development

Credit Hours: 2

Prerequisite: Medical Transcription I & II

Division/Discipline: Workforce Training and Community Education/Healthcare Documentation and Transcription

Course Description: Reviews the role and function of the Healthcare Documentation & Transcriptionist. The student will discuss development of professional work behaviors, analysis of the dynamics of the work environment, and exploration of professional development and career opportunities.

# **CLASSROOM POLICY**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton County Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services. Additional information about academic integrity can be found at the following link:

<http://academicintegrity.bartonccc.edu/>

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course builds upon previous curriculum content and should be taken near the end of their course work, ideally would be done at the same time as the Healthcare Documentation Practicum.

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes and Competencies:

1. The student will identify and analyze current trends and advancements in medicine.
   1. Describe the characteristics of various work settings (e.g., hospital-, service-, and home-based offices).
   2. Relate procedures and requirements for practicing as an independent contractor (e.g., business licensing, contracts, taxes, space, equipment pricing).
2. Students will apply correct ergonomic habits.
   1. Identify and implement time and stress management techniques.
3. The student will appropriately use electronic references and other resources for research and practice.
   1. Identify and use appropriate references and resources.
4. The student will apply the AHDI Code of Ethics.
   1. Explain the importance of flexibility and adaptability in the workplace.
   2. Define components of a professional image and demonstrate professionalism.
   3. Analyze the importance of ethical conduct in the workplace.
   4. Demonstrate the value of affiliating with professional organizations, such as AHDI
   5. Recognize the value of AHDI and other professional credentials.
5. The student will describe the functions, operations, and dynamics of healthcare documentation work environments.
   1. Differentiate among features (e.g., compensation, benefits, schedules) of different work environments and display skill in negotiating terms of employment, incorporating the differences in compensation methods.
   2. Illustrate the basic differences among employee, statutory employee, and independent contractor status, as well as the potential tax, insurance, and liability implications of each.
   3. Practice networking skills such as face-to-face meetings, social media, and webinars of AHDI component associations, etc.
6. The student will practice professionalism in the workplace.
   1. Demonstrate effective interpersonal communication and teamwork skills in problem solving and/or conflict management.
   2. Explain the importance of flexibility and adaptability in the workplace.
   3. Delineate career and alternative career paths in the healthcare documentation industry that build on a core healthcare documentation education.
   4. Prepare a resume, complete an employment application, and participate in a job interview.
   5. Identify and prioritize work-related obligations.
7. The student will appraise and articulate opportunities in the healthcare documentation and related careers.
   1. Delineate career and alternative career paths in the healthcare documentation industry that build on a core healthcare documentation education.
   2. Relate procedures and requirements for practicing as an independent contractor (e.g., business licensing, contracts, taxes, space, equipment, pricing.)
   3. Use varying techniques for measurement of outcomes (e.g., quality, turnaround time, productivity).
   4. Formulate a plan to implement successful continuing education.
8. The student will appraise, and articulate awareness of, the value of continuing education and professional credentials relevant to healthcare documentation practice.
   1. Formulate a plan to implement successful continuing education.
9. The student will appropriately evaluate the reliability of and use all resources for research and practice.
   1. Practice networking skills such as face-to-face meetings, social media, and webinars of AHDI component associations, etc.
   2. Identify and use appropriate references and resources.
10. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

1. **COURSE OUTLINE**