

## ADMM1110 - Medical Documentation I

Credits:	4 (2/2/0)
Description:	This course covers the fundamentals of healthcare documentation and medical record production, legal and ethical issues and responsibilities, software usage and utilization of medical references in healthcare-related communication and research.
Prerequisites:	
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"> <li>1. Explain the various reports found in medical records.</li> <li>2. Examine legal issues pertaining to health information and documentation practices.</li> <li>3. Utilize various medical and English references such as dictionaries, medical word books and online pharmaceutical resources.</li> <li>4. Analyze ethical issues pertaining to health information and documentation practices.</li> <li>5. Demonstrate the ability to differentiate content of the seven basic report types.</li> <li>6. Explain the importance of healthcare documentation.</li> <li>7. Utilize computer technology to accomplish tasks in a medical office.</li> <li>8. Display the ability to communicate in written medical language.</li> <li>9. Display professional work habits.</li> <li>10. Demonstrate proper grammar and punctuation in healthcare-related communication.</li> <li>11. Demonstrate methods of entering information in an electronic health record.</li> <li>12. Retrieve information from medical records.</li> </ol>
MnTC goal areas:	None

\*Can be taking as a Prerequisite or Corequisite.