



Grande Prairie Regional College

Unit Clerk Certificate Program

Department: Nursing

UC 1208

Processing Client Records

Winter 2008

Developed:

Melanie Hamilton MN, RN

Shonda Klatt RN

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Office Hours	Monday and Wednesday		

Course Description

UC 1208 3 *Processing Client Records* (3-0-0) 45 hours

This course provides the knowledge and skill necessary to manage a client's/patient's chart. Topics include: basic medical records and charts; admission/transfer/discharge; drug nomenclature; laboratory and diagnostic procedures; supplies and requisitions; common medical/surgical/obstetrical procedures; and transcribing and processing physicians' orders.

Course Objectives

By the completion of UC 1208 the student should be able to:

1. Identify and define all medical charts and forms
2. Organize and coordinate appointments in the acute and community setting
3. Develop the ability to transcribe medical and surgical orders
4. Coordinate the admissions, discharges or transferring of patients
 - a. Procedures relating to patient deaths
5. Understand various drug nomenclature and pharmacy procedures
6. Identify various laboratory departments, the roles and responsibilities and those department and using requisitions for laboratory orders
7. Discuss various Diagnostic departments, requisitions and preparation for diagnostic procedures
8. Understand supply and inventory control for the unit or Physician's office

Required Resources:

LaFleur-Brooks, M., & Gillingham, E. A. (2004). *Health unit coordinating* (5th Ed.). Missouri: Saunders

Assignments and Evaluations

Skills book completion **25%**

It is vital that you attend class. You will be working with a patient chart and will be marked on completion of all tasks during this course. Each chapter will be marked for completion.

Chapter Quizzes **15%**

Tuesday classes will start with a short quiz covering material from the previous week.

Textbook Chapter Review Questions **30%**

You will be marked off for the completion of the Chapter Review Questions at the end of each chapter. Please do these each week and show instructor as completed.

Final Exam: Exam Week **30%**

Your final exam will consist of processing a chart and will be scheduled by the Registrar during the period of April 14- April 24. **DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.**

Schedule

	Topics
1	Orientation to Course/Chart Set up
2	Chapter 8
3	Chapter 9, 10
4	Chapter 11/ Thursday J131 @ 1130
5	Chapter 12/Thursday J131 @ 1130
6	Chapter 13
7	Chapter 14
8	Chapter 15
9	Reading Break
10	Chapter 16
11	Chapter 17
12	Chapter 18
13	Chapter 19
14	Chapter 21
15	Chapter 22
16	Review

Delivery Modes

The material will be presented in a lecture style with activities to practice the skills. Please communicate with the instructor any misunderstandings or uncertainties about the material covered in class.

Regular classroom attendance is required. Please do not be late. You are expected to read the assigned chapters before class.

Grading Conversion Chart

Alpha Grade	Designation
A+	Excellent
A	Excellent
A-	First Class Standing
B+	First Class Standing
B	Good
B-	Good
C+	Satisfactory
C	Satisfactory
C-	Satisfactory
D+	Minimal Pass
D	Minimal Pass
F	Fail

Plagiarism

The penalty for plagiarism is severe. It may result in expulsion of the program and the institution or may result in a failing grade.

Please refer to the GPRC website on plagiarism:

www.gprc.ab.ca/pdf/policies/academic/studentmisconduct-plagiarismandcheating.pdf