



# Grande Prairie Regional College

**Unit Clerk Certificate Program**  
**Department: Nursing Education and Health Studies**

COURSE OUTLINE – WINTER 2009

UC 1208 - PROCESSING CLIENT RECORDS

T TH 1130-1250

A312

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## **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. (2009). *Health unit coordinating* (6<sup>th</sup> 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 for completion of all tasks during this course.

Chapter Quizzes **15%**

Thursday classes will start with a quiz to test your knowledge of the content presented that week. This quiz will include multiple choice questions as well as a physicians order to process. There will be no makeup quizzes.

Textbook Chapter Review Questions **30%**

Every Thursday class you will be marked for the completion of the Chapter Review Questions. Please complete these each week and show instructor as completed. You are eligible for only half marks if not completed on time.

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 16- April 27. **DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.**

**Course Schedule/Tentative Timeline:**

<b>WEEK</b>	<b>TOPIC</b>	<b>REQUIRED PREP Complete chapter review questions</b>
<b>Week 1</b>	The Patient Chart	CH 8
<b>Week 2</b>	Transcription of orders	CH 9
	Patient activity, position & nursing observation orders	CH 10
<b>Week 3</b>	Nursing intervention or treatment orders	CH 11
<b>Week 4</b>	Nutritional care orders	CH 12
<b>Week 5</b>	Medication Orders	CH 13
<b>Week 6</b>	Lab orders and recording telephone lab results	CH 14
<b>Week 7</b>	Diagnostic Imaging orders	CH 15
	Other diagnostic studies	CH 16
<b>Week 8</b>	Treatment orders	CH 17
	Miscellaneous orders	CH18
<b>Week 9</b>	Admission, pre-op and post-op procedures	CH 19
<b>Week 10</b>	Discharge, transfer, and postmortem procedures	CH 20
<b>Week 11</b>	Ordering supplies, daily diagnostic tests and filing	CH 21
<b>Week 12</b>	Reports, infection control, emergencies and special services	CH 22
<b>Week 13</b>	Review for final EXAM	

This schedule is a guideline and may be adjusted according to student needs

## Delivery Modes

The material will be presented in a lecture style with activities assigned from the Skills Practice Manual. 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](http://www.gprc.ab.ca/pdf/policies/academic/studentmisconduct-plagiarismandcheating.pdf)