



Grande Prairie Regional College

Unit Clerk Certificate Program
Department: Nursing

UC 1208

Processing Client Records

Developed:

Melanie Hamilton MN, RN
Shonda Klatt RN

Instructor	Shonda Klatt	Phone	539-2438 (office) 538-4834 (home)
Office	C413	E-mail	sklatt@gprc.ab.ca
Office Hours	Monday and Wednesday 9:00 – 11:00 AM Or by appointment		

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

Class participation: 10%

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

Test #1: February 19, 2007 30%

Test #2: March 19, 2007 30%

All tests will occur during scheduled class time and may consist of multiple choice, fill in the blank, and matching

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

Week	
1 (January 4)	Chapter 8
2 (January 8-12)	Chapter 9
3(January 15-19)	Chapter 10, 11,12
4 (January 22-26)	Chapter 13
5 (January 29-Feb 2)	Chapter 14, 15
6 (February 5-9)	Test #1, February 5
7 (February 12-16)	Chapter16,17
8 (February 19-23)	Reading Break
9 (February 26-Mar 2)	Chapter 18,
10 (March 5-9)	Chapter 19
11 (March 12-16)	Chapter 20
12 (March 19-23)	Test #2, March 19
13 (March 26-30)	Chapter 21
14 (April 2-6)	Chapter 22
15 (April 9-13)	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