

# Washtenaw Community College Comprehensive Report

## DEN 120 Patient Records Effective Term: Fall 2023

### Course Cover

**College:** Health Sciences

**Division:** Health Sciences

**Department:** Allied Health

**Discipline:** Dental Assisting

**Course Number:** 120

**Org Number:** 15100

**Full Course Title:** Patient Records

**Transcript Title:** Patient Records

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Course description**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** Update language to better reflect student assessment.

**Proposed Start Semester:** Winter 2023

**Course Description:** In this course, students will recognize and record diagnostic data for patient assessment. Students will demonstrate the ability to obtain vital signs as well as practice common charting techniques. Students will also discuss the legal and ethical responsibilities of dental record management.

### Course Credit Hours

**Variable hours:** Yes

**Credits:** 0 – 1

**Lecture Hours: Instructor:** 15 **Student:** 15

**Lab: Instructor:** 15 **Student:** 15

**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 0 to 30 **Student:** 0 to 30

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** YES (separate sections)

### College-Level Reading and Writing

College-level Reading & Writing

### College-Level Math

No Level Required

### Requisites

**Prerequisite**

DEN 102 minimum grade "C"

and

**Prerequisite**

DEN 107 minimum grade "C"

and

**Prerequisite**

DEN 110 minimum grade "C"

**General Education**

**Request Course Transfer**

**Proposed For:**

**Student Learning Outcomes**

1. Recognize and record diagnostic findings and clinical notes using charting software.

**Assessment 1**

Assessment Tool: Outcome-related lab activities

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 90% or more of students will score at 85% or higher.

Who will score and analyze the data: Departmental faculty

2. Obtain and record vital signs.

**Assessment 1**

Assessment Tool: Performance validation

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Performance validations have numerical scores which are added to obtain a total.

Standard of success to be used for this assessment: 90% or more of students will score at 85% or higher on their first attempt.

Who will score and analyze the data: Departmental faculty

**Assessment 2**

Assessment Tool: Outcome-related final exam questions

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Blackboard answer key

Standard of success to be used for this assessment: 80% or more of the students will score 80% or higher on the outcome-related questions.

Who will score and analyze the data: Departmental faculty

3. Identify the importance of a patient record, its legal significance, and how the dentist uses the record to manage patient treatment.

**Assessment 1**

Assessment Tool: Outcome-related final exam questions

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Blackboard answer key

Standard of success to be used for this assessment: 80% or more of the students will score 80% or higher on the outcome-related questions.

Who will score and analyze the data: Departmental faculty

### **Course Objectives**

1. Identify oral diagnostic aids.
2. Identify the examination and diagnostic techniques for patient assessment.
3. Chart a patient's existing conditions.
4. Demonstrate the use of dental software for charting and clinical notes.
5. Explain the importance of obtaining vital signs.
6. Demonstrate the procedure for obtaining vital signs.
7. Identify the legal and ethical responsibility of the dental team in treatment and with records management.
8. Identify the importance of a complete and updated personal and medical history and its relevance to dental treatment.
  
9. Identify each aspect of the patient record and ensure the accuracy of the information found within.
  
10. Demonstrate professional interpersonal communication.
  
11. Obtain, review and update/record medical and dental histories.

### **New Resources for Course**

#### **Course Textbooks/Resources**

Textbooks

Bird and Robinson. *Modern Dental Assisting*, 13th ed. Elsevier, 2021

Manuals

Periodicals

Software

#### **Equipment/Facilities**

Other: WCC Dental Clinic

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Kristina Sprague</i>	<i>Faculty Preparer</i>	<i>Oct 17, 2022</i>
<b>Department Chair/Area Director:</b> <i>Kristina Sprague</i>	<i>Recommend Approval</i>	<i>Oct 17, 2022</i>
<b>Dean:</b> <i>Shari Lambert</i>	<i>Recommend Approval</i>	<i>Nov 03, 2022</i>
<b>Curriculum Committee Chair:</b> <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Mar 24, 2023</i>
<b>Assessment Committee Chair:</b> <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Mar 30, 2023</i>
<b>Vice President for Instruction:</b> <i>Victor Vega</i>	<i>Approve</i>	<i>Apr 07, 2023</i>

## Washtenaw Community College Comprehensive Report

### DEN 120 Patient Records Effective Term: Winter 2020

#### Course Cover

**Division:** Health Sciences

**Department:** Allied Health

**Discipline:** Dental Assisting

**Course Number:** 120

**Org Number:** 15100

**Full Course Title:** Patient Records

**Transcript Title:** Patient Records

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Course title**

**Course description**

**Objectives/Evaluation**

**Other:**

**Rationale:** Change in the course title to reflect the content of the course.

**Proposed Start Semester:** Winter 2020

**Course Description:** In this course, students gain an understanding of how diagnostic data is obtained and recorded for patient assessment. Students will practice common charting techniques and records management. The title of this course was previously Oral Diagnosis.

#### Course Credit Hours

**Variable hours:** Yes

**Credits:** 0 – 1

**Lecture Hours: Instructor:** 15 **Student:** 15

**Lab: Instructor:** 15 **Student:** 15

**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 0 to 30 **Student:** 0 to 30

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** YES (separate sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

#### Requisites

**Prerequisite**

DEN 102 minimum grade "C"

and

**Prerequisite**

DEN 107 minimum grade "C"

and

**Prerequisite**

DEN 110 minimum grade "C"

**General Education****Request Course Transfer**

**Proposed For:**

**Student Learning Outcomes**

1. Recognize and record dental examination and diagnostic techniques using written documentation and charting software.

**Assessment 1**

Assessment Tool: Performance validation

Assessment Date: Spring/Summer 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 90% or more of students will score 90% or higher on their first attempt.

Who will score and analyze the data: Departmental faculty will score and analyze the data.

**Assessment 2**

Assessment Tool: Final exam

Assessment Date: Spring/Summer 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% or more of the students will correctly answer each item. Items with scores lower than 80% will be targeted for review.

Who will score and analyze the data: Departmental faculty will score and analyze the data.

2. Obtain and record vital signs.

**Assessment 1**

Assessment Tool: Performance validation

Assessment Date: Spring/Summer 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 90% or more of students will score 90% or higher on their first attempt.

Who will score and analyze the data: Departmental faculty will score and analyze the data.

3. Identify the importance of a patient record, its legal significance, and how the dentist uses the record to manage patient treatment.

**Assessment 1**

Assessment Tool: Final exam

Assessment Date: Spring/Summer 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% or more of the students will correctly answer each item. Items with scores lower than 80% will be targeted for review.

Who will score and analyze the data: Departmental faculty will score and analyze the data.

### **Course Objectives**

1. Identify oral diagnostic aids.
2. Identify the examination and diagnostic techniques for patient assessment.
3. Chart a patient's existing conditions using various charting symbols and clinical abbreviations.
4. Demonstrate the use of dental software for charting.
5. Explain the importance of obtaining vital signs.
6. Demonstrate the procedure for obtaining vital signs.
7. Identify the legal and ethical responsibility of the dental team in treatment and records management.
8. Identify the importance of a complete and updated personal and medical history and its relevance to dental treatment.
9. Prepare for use each form in the patient's dental record.

### **New Resources for Course**

#### **Course Textbooks/Resources**

Textbooks

Bird and Robinson. *Modern Dental Assisting*, 12th ed. Elsevier, 2018

Manuals

Periodicals

Software

#### **Equipment/Facilities**

Level III classroom

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Kristina Sprague</i>	<i>Faculty Preparer</i>	<i>Jul 23, 2019</i>
<b>Department Chair/Area Director:</b> <i>Kristina Sprague</i>	<i>Recommend Approval</i>	<i>Jul 23, 2019</i>
<b>Dean:</b> <i>Valerie Greaves</i>	<i>Recommend Approval</i>	<i>Jul 29, 2019</i>
<b>Curriculum Committee Chair:</b> <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Aug 23, 2019</i>
<b>Assessment Committee Chair:</b> <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Sep 10, 2019</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Sep 11, 2019</i>

# Washtenaw Community College Comprehensive Report

## DEN 120 Oral Diagnosis Effective Term: Winter 2015

### Course Cover

**Division:** Math, Science and Health

**Department:** Allied Health

**Discipline:** Dental Assisting

**Course Number:** 120

**Org Number:** 15100

**Full Course Title:** Oral Diagnosis

**Transcript Title:** Oral Diagnosis

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Pre-requisite, co-requisite, or enrollment restrictions**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** Outcomes need to be more clearly defined in order to better assess the students.

**Proposed Start Semester:** Winter 2015

**Course Description:** In this course, students are provided with the necessary knowledge and tools to obtain diagnostic data and the recording of this data. The student gains practical experience in common charting techniques and records management.

### Course Credit Hours

**Variable hours:** Yes

**Credits:** 0 – 1

**Lecture Hours: Instructor:** 15 **Student:** 15

**Lab: Instructor:** 15 **Student:** 15

**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 0 to 30 **Student:** 0 to 30

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** YES (separate sections)

### College-Level Reading and Writing

College-level Reading & Writing

### College-Level Math

#### Requisites

**Prerequisite**

DEN 102 minimum grade "C"

and

**Prerequisite**

DEN 107 minimum grade "C"

and

**Prerequisite**

DEN 110 minimum grade "C"

## General Education

### Request Course Transfer

Proposed For:

### Student Learning Outcomes

1. Identify the examination and diagnostic techniques used for patient assessment.

#### **Assessment 1**

**Assessment Tool:** Final exam

**Assessment Date:** Spring/Summer 2017

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** all

**Number students to be assessed:** all

**How the assessment will be scored:** answer key

**Standard of success to be used for this assessment:** 80% or more of the students will correctly answer each item. Items with scores lower than 80% will be targeted for review.

**Who will score and analyze the data:** Departmental faculty will score and analyze the data.

2. Record the dental examination using written documentation as well as using electronic charting software.

#### **Assessment 1**

**Assessment Tool:** Performance validation

**Assessment Date:** Spring/Summer 2017

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** all

**Number students to be assessed:** all

**How the assessment will be scored:** departmentally-developed rubric

**Standard of success to be used for this assessment:** 90% or more of students will score 90% or higher on their first attempt.

**Who will score and analyze the data:** Departmental faculty will score and analyze the data.

#### **Assessment 2**

**Assessment Tool:** Final exam

**Assessment Date:** Spring/Summer 2017

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** all

**Number students to be assessed:** all

**How the assessment will be scored:** answer key

**Standard of success to be used for this assessment:** 80% or more of the students will correctly answer each item. Items with scores lower than 80% will be targeted for review.

**Who will score and analyze the data:** Departmental faculty will score and analyze the data.

3. Obtain and record vital signs.

#### **Assessment 1**

**Assessment Tool:** Performance validation

**Assessment Date:** Spring/Summer 2017

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** all

**Number students to be assessed:** all

**How the assessment will be scored:** departmentally-developed rubric

**Standard of success to be used for this assessment:** 90% or more of students



will score 90% or higher on their first attempt.

**Who will score and analyze the data:** Departmental faculty will score and analyze the data.

4. Identify the importance of a patient record, its legal significance, and how the dentist uses the record to manage patient treatment.

#### **Assessment 1**

**Assessment Tool:** Final exam

**Assessment Date:** Spring/Summer 2017

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** all

**Number students to be assessed:** all

**How the assessment will be scored:** answer key

**Standard of success to be used for this assessment:** 80% or more of the students will correctly answer each item. Items with scores lower than 80% will be targeted for review.

**Who will score and analyze the data:** Departmental faculty will score and analyze the data.

#### **Course Objectives**

1. Identify oral diagnostic aids.

##### **Matched Outcomes**

2. Identify the examination and diagnostic techniques for patient assessment.

##### **Matched Outcomes**

3. Identify various charting symbols and clinical abbreviations.

##### **Matched Outcomes**

4. Demonstrate charting procedures for a variety of situations.

##### **Matched Outcomes**

5. Demonstrate the use of dental software for charting.

##### **Matched Outcomes**

6. Explain the importance of obtaining vital signs.

##### **Matched Outcomes**

3. Obtain and record vital signs.

7. Demonstrate the procedure for obtaining vital signs.

##### **Matched Outcomes**

3. Obtain and record vital signs.

8. Identify the legal and ethical responsibility of the dental team in treatment and records management.

##### **Matched Outcomes**

9. Identify the importance of a complete and updated personal and medical history and its relevance to dental treatment.

##### **Matched Outcomes**

10. Identify the purpose of each form in the patient's dental record.

##### **Matched Outcomes**

#### **New Resources for Course**

##### **Course Textbooks/Resources**

Textbooks

Bird and Robinson. *Modern Dental Assisting*, 11th ed. Elsevier, 2015

Manuals

Periodicals

Software

##### **Equipment/Facilities**

Level III classroom

**Reviewer**

**Action**

**Date**

**Faculty Preparer:**

<i>Kristina Sprague</i>	<i>Faculty Preparer</i>	<i>Jun 26, 2014</i>
<b>Department Chair/Area Director:</b> <i>Connie Foster</i>	<i>Recommend Approval</i>	<i>Jul 17, 2014</i>
<b>Dean:</b> <i>Kristin Brandemuehl</i>	<i>Recommend Approval</i>	<i>Jul 18, 2014</i>
<b>Vice President for Instruction:</b> <i>Bill Abernethy</i>	<i>Approve</i>	<i>Sep 16, 2014</i>