

Master Syllabus

MHT 1203 - Professional Documentation

Division: Health Sciences

Department: Human Services and Behavioral Health

Credit Hour Total: 3.0

Lecture Hrs: 3.0

Prerequisite(s): MHT 1101

Other Prerequisite(s): AND Restricted to Majors

Date Revised: January 2017

Course Description:

Functional, legal, and ethical aspects of documentation including behavioral observation, mechanics of writing problem statements, client assessments, and progress notation. Introduction to electronic record keeping.

General Education Outcomes:

- ▣ Critical Thinking/Problem Solving Competency
- ▣ Computer Literacy Competency
- ▣ Information Literacy Competency
- ▣ Written Communication Competency

Course Outcomes:

Functional, Legal and Ethical Aspects

Describe the functional, legal and ethical aspects of human service documentation.

Assessment Method: Locally developed exams

Performance Criteria:

70% or better on exams

Assessment Method: Written surveys and/or questionnaires

Performance Criteria:

70% or better on assignments

Documentation Systems

Describe current required documentation systems including electronic record-keeping.

Assessment Method: Locally developed exams

Performance Criteria:

70% or better on exams

Behavioral Observations

Produce accurate written records of behavioral observations.

Assessment Method: Locally developed exams

Performance Criteria:

70% or better on exams

Assessment Method: Written surveys and/or questionnaires

Performance Criteria:

Score of 70% or better on behavioral observation documents

Client Documentation

Produce accurate and complete problem statements, progress notation, and initial assessments.

Assessment Method: Written surveys and/or questionnaires

Performance Criteria:

Score of 70% or better on written assignments

Outline:

Samples and functions of documentation

Legal and ethical considerations in documentation including medical necessity and time management

Electronic record-keeping

Documenting behavioral observations

Writing problem statements

Writing progress notes and initial assessments