South Central College

CHW 1045  Coordination, Documentation and Reporting

Common Course Outline

Course Information

Description
This course focuses on the importance and ability of the community health worker to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate and clear documentation with consideration of legal and agency requirements. It is offered online. (Prerequisite: CHW 1035: Legal and Ethical Responsibilities)

Total Credits 1.00
Total Hours 16.00

Types of Instruction

Instruction Type Credits/Hours
Lecture 1/16

Pre/Corequisites

Prerequisite CHW 1035: Legal and Ethical Responsibilities

Institutional Core Competencies

Critical and creative thinking: Students will develop the disposition and skills to strategize, gather, organize, create, refine, analyze, and evaluate the credibility of relevant information and ideas.

Ethical reasoning and action: Students will develop ethical and social responsibility to self and others, and will collaborate with others to address ethical and social issues in a sustainable manner.

Course Competencies

1  Gather appropriate client information.

   Learning Objectives
   List types of forms that comprise client record.
   Create a record with the kinds of information that must be included in the client record.
   Describe reasons for timeliness of documentation and it's practical applications.
   Follow legal principles when documenting.

2  Demonstrate knowledge of potential resources in the community.

   Learning Objectives
   Identify sources for locating community resources.
   Show classmates examples of resource materials.
   Network with peers to enlarge bank of resources.
   Compile a quick reference system for all known resources.
3  **Demonstrate effective tracking of clients throughout the process.**

   Learning Objectives
   Initiate record with correct forms.
   Correctly record information according to agency forms and policies.
   Include any issues around building rapport and compliance specific to particular client.

4  **Use health care terminology correctly when recording in client record.**

   Learning Objectives
   Reflect correct use of health care terminology in record.
   Identify appropriate health care vocabulary for reporting.

**SCC Accessibility Statement**

If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. This information will be made available in an alternative format, such as Braille, large print, or cassette tape, upon request. If you wish to contact the college ADA Coordinator, call that office at 507-389-7222.

Disabilities page [http://southcentral.edu/academic-policies/disability-rights.html](http://southcentral.edu/academic-policies/disability-rights.html)