**Introduction to Health Information Technology:**

**A Guide for Entry Level Healthcare Professionals**

**Module 1:**

**Basic Computer Skills to Navigate Electronic Health Records *Student Handout***

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**Syllabus**

* Hardware
  + Desktop/PC (Personal Computer)/Modem
  + Laptop/Notebook
  + Tablet
  + Handheld/Smart Phone
* Accessories
  + Monitor/Screen
  + Mouse
  + Keyboard
  + Printer
  + Headphones
  + Speakers
* Network
  + Hardwired
  + Wireless
* Operating System/Platform
  + Basic Computer Software Function/Programs
  + Microsoft Products (i.e. Word, Excel, Office)
  + Macintosh Products (i.e. Pages)
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* Documentation Terminology
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* Patient Care Documentation Entry
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  + Narrative Text
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* Documentation Editing
  + Delete
  + Backspace
  + Editing
* Logging Off

Security of Patient Information

**Module 1: Basic Computer Skills to Navigate Electronic Health Records**

**Glossary of Terms**

**Accessories:** Devices that work with a computer such as a key board, mouse, or printer.

**Applications:** “Apps” or computer programs that are designed to perform specific groups of activities for the user. Some examples of apps include word processors, spreadsheets, and computer games.

**Backspace:** A key on the computer that causes the curser to move backwards. The backspace key erases any entries to the left of the curser.

**Basic Computer Software Function/Programs:** System software controls the basic functions of the computer and is invisible to the user; the user to perform specific tasks activates Application software.

**Browser:** A computer program that provides a way to interact with information on the Internet.

**Check Box:** A small box that can be selected to represent a choice.

**Close:** To close the view/window.

**Cursor:** A moveable symbol that marks a position on the computer display screen.

**Delete:** A command on a keyboard that erases text to the right of the curser.

**Desktop/PC (Personal Computer)/Modem:** A stationary computer that sits on a table or desk and is not portable.

**Drop Down Menu:** A list of choices that can be activated when selected by the user.

**Editing:** Changing, correcting, or modifying a computer entry.

**Ergonomics:** The science of designing and arranging equipment to maximize efficiency and safety.

**Files/Folders:** A place within a computer where information is stored and available for use.

**Handheld/Smart Phone:** A computer that is small enough to be operated in the hand.

**Hardware:** A collection of physical parts of a computer system.

**Hardwired:** A device that needs to be connected to wires in order to be used.

**Icons:** A picture or symbol on a computer display that represents a location or command.

**Internet:** A global communication network that allows computers to connect and exchange information.

**IP Internet Protocol Address:** A code that identifies a computer.

**Keyboard:** A set of typewriter like keys used to type data into a computer.

**Laptop/Notebook:** A computer that is portable and can run on a battery.

**Links:** A word or group of words or picture, usually highlighted, that connect to text in an electronic document or to another webpage or website.

**List Box:** A list of choices that can be activated when selected by the user.

**Menu Bar:** The bar below the title bar that lists commands that can be selected.

**Minimize:** To hide from view/window without closing.

**Modem/PC:** A device that enables a computer to transmit data.

**Monitor/Screen:** A display screen used to provide visual output from a computer.

**Mouse:** An accessory device used to interact with a computer.

**Move:** To move the view/window.

**Narrative Text:** A computer entry that allows the reader to enter information in their own words as opposed to selecting from choices to enter information. Narrative texting is also known as “Free Texting”.

**Network:** A set of computers connected together for the purpose of communicating and sharing resources. An example of a network is a patient’s health record. The internet is another example.

**Note Pad:** Basic computer software that allows the user to enter text to create an informal document.

**On-Line:** Connected to another computer or to a network of computers.

**Operating System/Platform:** The software that supports a computer’s basic function, such as running applications, managing storage, or entering documentation.

**Radio Button:** A round circle that represents a choice from a list to select from.

**Refresh:** To update or renew the display on the computer monitor by sending a new signal.

**Resize:** To change the height and/or width of the view/window.

**Restore:** To return the view on the monitor to its previous size.

**Server:** A computer program that allows the user access to locations on the Internet.

**Scroll Bar:** A narrow strip on the side of a window or document that identifies position and allows movement up and down.

**Software:** The computer programs used to direct the function of a computer.

**Tablet:** A wireless, portable computer that used “touch-screen” technology to interact with and communicate with the user.

**Text Box/Text Field:** A box-shaped area used to enter text information.

**Text:** Words, numbers, or other symbols or graphics.

**Title Bar:** The bar at the top of the screen/window; states the name of the program of document that is currently running.

**Tool Bar:** A strip of words or icons that perform specific computer functions.

**Touch-Screen:** A display device that allows a user to interact with a computer by touching areas on the screen.

**URL / Uniform Resource Locator Address:** An electronic address that identifies and locates an Internet resource.

**Username and Password:** A set of words, numbers, or characters that identify the user of a shared computer network.

**Webpage:** An electronic display on a computer monitor when connected to the Internet

**Website:** A central location on the Internet that contains more than one webpage.

**Wireless:** Any computer network where wires are not necessary to connect to the system to send and receive information.

**Exam**

**Module 1: Basic Computer Skills to Navigate Electronic Health Records**

1. What types of computers use a keyboard and mouse as opposed to touching the screen to interact?
2. Name three main accessories to a computer system.
3. What is the difference between a hardwired system and wireless system?
4. True or False: A computer’s operating system allows the computer to communicate with the user without knowing how to speak computer language.
5. True or False: Proper body alignment and posture will help to reduce strain and health problems associated with using computers.
6. True or False: Some computers require a username and password to identify the person who is using it.
7. What are some common icons or pictures that computers use to identify locations?
8. What Windows bar identifies position and allows up and down movement?
9. What Windows function allows the user to hide the view from the screen without closing?
10. What is the computer program that provides a way to interact with information on the Internet by typing in a URL address called?
11. List three common documentation options that have set choices to select from.
12. True or False: Clicking the left side of the mouse lets the user make a selection.
13. Name two different ways to edit a computer entry.
14. True or False: Logging off of a computer can protect both information and user.