

ARIZONA WESTERN COLLEGE  
SYLLABUS

BHS 103 Case Documentation

Credit Hours: 1, Lec 1

PREREQUISITE:

COURSE DESCRIPTION

Maintaining clinical records in various community behavioral health settings necessitates using observation and documentation procedures. Therefore, terms, technical forms, and legal concerns in case reports are included. Also included is an overview of the sorts of clinical cases that behavioral health personnel encounter throughout the continuum of care, such as substance abuse and mental health problems.

1. COURSE GOALS

- 1.1 Demonstrate objective vs. subjective documentation to communicate information about a client's symptoms, progress in treatment, and interactions with other providers.
- 1.2 Demonstrate the creation of legal records of services provided that may be used in court cases and or insurance disputes.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 Demonstrate knowledge of appropriate terminology and describe common forms/documents within the behavioral health setting.
- 2.2 Describe how to document on a variety of scenarios observed in behavioral health settings.
- 2.3 Explain how to maintain confidentiality including regulatory compliance related to documentation.
- 2.4 Demonstrate objective documentation.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multimedia (audio-visual) Presentation
- 3.3 Class Discussion & activities
- 3.4 Course Materials

#### 4. LEARNING ACTIVITIES

- 4.1 Class discussions
- 4.2 Assignments
- 4.3 Activities

#### 5. EVALUATION

- 5.1 Quizzes and Exams
- 5.2 Assignments
- 5.3 Activities

#### STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or loose-leaf book, pens, pencils, dictionaries, and purchase textbook required for class.
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.  
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course