

**COURSE NAME:** Electronic Medical Records Management

**COURSE NUMBER:** MED 216

**CREDITS:** 3 credits

**CATALOG DESCRIPTION:** This course is designed to introduce the student to the basics of electronic medical records management in both inpatient and outpatient settings. This course provides the student with the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. The course provides experience with actual office practice duties including payments, claims, patient entries, patient billing statements, production of health care claims and management of electronic health care records using Medisoft™, Springcharts, Greenway Prime Suite and Practice Partner billing and accounting software programs. We will cover the medical billing process, including the flow of information from preregistering patients through recording office visit transaction to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system.

**PREREQUISITES:** MED\* 125, CSA\* 105

**HCC General Education Requirement Designated Competency Attribute Code(s):**

None

**Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:**

None

**Embedded Competency(ies):**

None

**Discipline-Specific Attribute Code(s):**

SCI                      Science elective

**Course objectives:**

**General Education Goals and Outcomes:**

None

**Course Specific Objectives:**

**Goals:**

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

- To develop the administrative competencies necessary to be a knowledgeable Medical Assistant.
- To apply logical, critical and analytical processes in identifying problems and alternate solutions related to records management in the healthcare environment.
- To recognize and use different types of EMR and EHR management systems for medical office management.
- To develop verbal and nonverbal communication skills and promote a positive image as a healthcare team member

**Outcomes:**

With the satisfactory completion of this course, the student will be able to

**Administrative Functions**

**V.11C** Discuss principles of using Electronic Medical Record (EMR)

**V.12C** Identify types of records common to the healthcare setting

**V.31C** Identify time management principles

**Other**

- Identify common types of computers
- Describe computer hardware and software components and explain the function of each
- Describe the types of computer software commonly used in the medical office
- Explain how to select computer equipment for the medical office
- Identify applications of electronic technology in effective communication
- Use simulated office hardware and software to maintain office systems
- Use the internet to access information related to the medical office
- Describe the factors that led to the emergence of electronic health records.
- Explain how paper records are converted to an EHR system.
- Describe the functions of EHR's and explain the advantages they have over paper-based records.
- Explain the importance of clinical standards in the development of EHR's .
- Compare and contrast how EHR's are used in outpatient and inpatient settings.
- Describe the different types of personal health records and explain how PHR's differ from EHR's.
- Identify the challenges to maintaining information privacy and security .
- Describe how the HIPAA privacy and security rules may not provide adequate protection in today's healthcare environment.
- Compare and contrast various types of EMR/EHR systems
- Effectively utilize information technology and medical terms as they apply to EHR/EMR.

Taken from the 2008 *Standards and Guidelines for the Medical Assisting Educational Programs*

### **Types of Assessments meeting Core Competencies**

Online electronic medical record and practice management software using Medisoft, Springcharts and Greenway software  
Online Quizzes  
Discussion Board  
Unit tests, Final exam

**MEDICAL ASSISTING STUDENTS - 74% is an estimated figure which is considered a minimum level of achievement. Any student who receives a final grade score below 74% WILL NOT PASS the course. Failure to receive a grade of 'C' or better will necessitate this course being repeated and passed successfully.**

### **COURSE CONTENT:**

#### Unit 1 Introduction and Information System Fundamentals

- Introduction to EHR/EMR - Review terminology, medical records, HIPAA. History of EHR/EMR.
- Computer basics – Hardware and Software - Explore the problems in today's health care system records management; including security, efficiency, and costs. Discuss both the advantages and disadvantages of EHR/EMR in healthcare organizations today.
- Converting paper records to an electronic format. The computer hardware required for an electronic health record system. Explain barriers to EHR/EMR use. Clinical standards for EHR interoperability, and overview of the common standards for clinical health information.

#### Unit 2 Electronic Medical Records and Security

- Medical data – Privacy and security of EHI, HIPAA, HITECH and CCHIT. Standards, taxonomy and core functions of the EHR/EMR
- The use of electronic health records in outpatient settings, and the impact of EHRs on office workflow. Certification Commission for Health Information Technology, Stark III Law. Regional Health Information Organization
- EHR's in the inpatient setting – Hospitals and how they interact with other hospital information systems.

Unit 3 Patient Care Applications Prime Suite

- Practice Management and Personal Health Records
- Data Collection and Telemedicine
- Master Patient Index and Administrative and Clinical uses of Data

Unit 4 Current and Future Issues in Health Informatics

- Forms, Templates, e-Rxing and CPOE
- Financial Management

Unit 5 Information Systems Acquisition, Implementation, Support and Post-Implementation Audit

- Privacy, Security, Communication
- Looking ahead  
Where are we now? EHR/EMR incentives. Where are we going?
- What will your EHR/EMR be able to do? How do you know what you need?

Unit 6 Putting it all together  
Introduction to Prime Suite and Fusion

**Grading Policy for all cognitive domain objectives/competencies**

The semester grade will be determined as indicated on individual course syllabi. Cognitive domain will be assessed by a variety of assignments, homework, projects, quizzes, and tests.

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*With permission of Jane O'Grady at NWCC.*

Date Course Created: 4/2014

Date of Last Revision: 03/31/2017