MA 171 Course Outline as of Fall 2014

CATALOG INFORMATION

Dept and Nbr: MA 171   Title: ELECTRONIC HEALTH RECS
Full Title: Electronic Health Records in the Medical Office Setting
Last Reviewed: 4/27/2015

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	2.00		Lecture Scheduled	1.50	17.5	Lecture Scheduled		26.25
Minimum	2.00		Lab Scheduled	1.50	8	Lab Scheduled		26.25
			Contact DHR	0		Contact DHR		0
			Contact Total	3.00		Contact Total		52.50
			Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 52.50   Total Student Learning Hours: 105.00

Title 5 Category: AA Degree Applicable
Grading: Grade Only
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
Structural components of the interactive Electronic Health Record (EHR) and how it supports communication and continuity of care. Perspectives on how the EHR impacts work and workflow. Practical hands-on experience utilizing an educational version of an EHR to manage patient visit information, such as examination/assessment notes and treatment plans. Perform basic functions of practice management facilitating everyday financial operations in a medical practice.

Prerequisites/Corequisites:
Course Completion of ANAT 58 and HLC 160 and Course Completion of CS 60.11A; OR Course Completion of ANAT 140 and HLC 140 and HLC 160 and CS 60.11A

Recommended Preparation:
Eligibility for ENGL 1A or equivalent

Limits on Enrollment:

Schedule of Classes Information:
Description: Structural components of the interactive Electronic Health Record (EHR) and how it supports communication and continuity of care. Perspectives on how the EHR impacts work

and workflow. Practical hands-on experience utilizing an educational version of an EHR to manage patient visit information, such as examination/assessment notes and treatment plans. Perform basic functions of practice management facilitating everyday financial operations in a medical practice. (Grade Only)

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Recommended: Eligibility for ENGL 1A or equivalent

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:	Effective:	Inactive:	
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Demonstrate understanding of the transition from paper medical charts to EHR.
2. Demonstrate an understanding of privacy, confidentiality, and security as it relates to EHR.
3. List the major components of an EHR.
4. Discuss the functional components of an EHR framework, such as: architecture, human-computer-interface, data content and vocabulary standards, and security control.
5. Categorize EHR content, purpose, formats and type of data, record standard, and documentation practices.
6. Document the clinical encounter so that it captures charge and patient revenue.
7. Document medical problem by applying: subjective, objective, assessment, plan (SOAP) format, to medication, and allergy data.
8. Integrate functional and content standards into examination/assessment notes, graphics and charts.
9. Outline the workflow patterns, standards, reference information, and alerts and reminders for medication orders and administration.
10. Select appropriate diagnostic and procedural codes in the preparation of billing and practice reports.
11. Create and manage electronic patient files.
12. Compare and contrast the federal, state, and regional electronic record initiatives.

Topics and Scope:

1. Introduction to Electronic Health Records (EHR):
   A. The medical record
   B. The EHR
   C. Functions of a practice management program
   D. Advantages and disadvantages of the EHR
   E. Transition from paper to electronic health records
2. Overview of Electronic Health Records:
   A. Components within an EHR
   B. Data entry into various fields
   C. Printing and saving
   D. Privacy and security
   E. The EHR framework
   F. EHR initiatives
   G. Importance of the EHR
3. Health Care Regulation:
   A. Documentation of the medical record
   B. Federal regulations
   C. Health Insurance Portability and Accountablility Act (HIPAA) and EHR
   D. Security and maintaining privacy
   E. State and regional initiatives
4. Utilizing the EHR for reimbursement:
   A. Documentation of telephone messages and patient correspondence
   B. Documentation of E-visits (email from patients)
   C. Documentation of patient and family medical histories
   D. Create a patient letter with clinical information
   E. Documentation of vital signs and chief complaint
   F. Scheduling
   G. Consents, acknowledgements, advance directives, and authorizations
   i. Consents and notices.
   ii. Advance Directives.
   iii. Authorization for release of information.
   H. Documentation tools:
   i. Templates and free-text narrative.
   ii. Graphics and charts.
   iii. Results reporting.
I. Medication orders and administration

Assignment:

1. In-class oral discussions of required chapter readings (1-2 chapters per week).
2. Oral presentation on an Electronic Health Records (EHR) topic.
3. Write one (2-3 page) research paper.
4. Complete assigned written review questions (10-15 per chapter) from textbook.
5. Multiple choice quizzes (4) and final exam.
6. Weekly computer lab exercises.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Research paper,	Writing 20 - 25%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Review questions	Problem solving 10 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Computer exercises.	Skill Demonstrations 10 - 30%

Exams: All forms of formal testing, other than skill performance exams.

Quizzes and final exam	Exams 20 - 40%

Other: Includes any assessment tools that do not logically fit into the above categories.

Oral presentation	Other Category 20 - 30%

Representative Textbooks and Materials:
Practice Management & EHR with Connect Plus Access Card: A Total Patient Management, Sanderson, S., McGraw-Hill, 2011