

HCA315 Fundamentals of the Electronic Health Record

Syllabus Overview

This syllabus contains all relevant information about the course: its objectives and outcomes, the grading criteria, the texts and other materials of instruction, and weekly topics, outcomes, assignments, and due dates. Consider this your roadmap for the course. Please read through the syllabus carefully and ask questions if you would like anything clarified. Please print a copy of this syllabus for reference.

Course Description

3 Credits

Prerequisites: NONE

This course will introduce the student to Integrated Electronic Health Records and allow them to apply their knowledge via simulation. Throughout this course students are going to be exposed to some hands-on software utilizing Prime Suite to demonstrate common software applications in a physician's office. The software will demonstrate how practice management (PM) software is utilized, how electronic health records (EHR) systems are utilized, and expose students to the world of health information management (HIM).

Course Outcomes

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

- Categorize Health Data Structure to include collection of data and standards.
- Identify the content of a health record to include administrative data, past medical, surgical, family, and social history, and the care provider's responsibility.
- Apply insurance and billing functions in a practice management system.
- Analyze privacy, security, confidentiality and legal issues.
- Evaluate management of information and communication.
- Interpret decision and compliance support.
- Relate the future of health information and informatics.
- Apply clinical functions to electronic health record software.

Communication with Your Instructor

You will receive a welcome email from your instructor prior to the start of class. This email will contain your instructor's contact information. Your instructor will also be communicating with you via several methods in the course, including:

1. **Announcements** – This communication tool, located on the navigation menu within your course in Canvas, contains important updates. Be sure to check for new announcements from your instructor each time you access your course.
2. **Q&A** – Use this discussion board, located on the Home screen in your course, to communicate with your instructor and classmates regarding general course questions (i.e. missing links, assignment clarification, etc.).
3. **Inbox** – Use the Inbox, located in the top right corner of Canvas, to send a message to your instructor or classmates.

Required Textbook:

Integrated Electronic Health Records: A Worktext for Greenway Prime Suite (Textbook with Connect) 3rd Edition. Shanholtzer. McGraw-Hill Education. ISBN 978-1-26-009154-0

Shanholtzer/Mbadu, *Integrated Electronic Health Records: A Worktext for Greenway Medical Technologies' PrimeSUITE, 2e*, McGraw-Hill Education, ISBN 9780077834845.

All required online assignments, including the simulated PrimeSUITE exercises, and the interactive eBook for this course are available in Connect Plus. To access and purchase Connect Plus, go to (*insert instructor URL*). Purchasing Connect Plus online is the best value for your required course materials – typically half the price of the printed textbook bundle, and usually cheaper than buying a rental or used book + Connect Plus access code separately.

In Connect Plus, every question links directly to the eBook. This means that when you are struggling with a question you can go directly to the explanation in the eBook for help without carrying around a heavy textbook! You can access the eBook from any computer, any time. If you change your mind and decide to purchase a printed text, you can buy a discounted loose leaf version of your book with the click on a button. Remember, Connect Plus is worth (*insert %*) of your total grade in this course.

Library Services

Detailed information about the eLibrary can be found in the Student Resource Center. This is a course that all students have access to during their academic career.

Canvas Help Desk and Technical Questions

If you experience technical issues in your course, please contact the Canvas Help Desk by clicking the Help link (top right corner within Canvas). There are 3 ways to contact them:

4. Phone (888-628-2749)
5. Live chat
6. Report a problem (submit a ticket)

Be sure to notify your instructor of any technical difficulties you are experiencing.

Additional resources are available in the Student Resource Center and the Canvas Guides website:

<http://guides.instructure.com>

Learner Success Guidelines

These guidelines are provided to help you succeed in your coursework :

- Participate in the class introduction activity on the first day of class.
- Submit ALL assignments by the posted due dates and times.
- Check your emails daily.
- Contact Portal Help for logon problems or Canvas Help for technical issues with Canvas.
- Participate fully in all threaded discussions.
- Contact your instructor if you have questions about an assignment or need additional help completing your work successfully.
- Academic dishonesty is grounds for dismissal from the program.

Weekly Schedule

Week 1	
Outcomes	<ul style="list-style-type: none"> Students will successfully orient themselves to IEHR and Connect Plus, how to log in, how to register, how to move around. Describe what Practice Management (PM) Software is and does Explain the importance of Electronic Health Records (EHR) Understand the proper flow of patient information from registration through the claim process
Learn Smart Reading	Chapter 1
Lecture	<p>Prime SUITE's Practice Management and Electronic Health Record Software</p> <hr/> <ul style="list-style-type: none"> Why EHR? Most research suggests that the adoption of an interoperable EHR will improve patient care and patient outcomes. What do you think? Is this true? In addition, of the various functions of an EHR, which is/are most beneficial, groundbreaking, timesaving, helpful to patient, helpful to staff. Be sure to provide data/ research to support your response. Please cite your references using APA style. Please respond to at least one classmate.
Discussion	
Assignment	Complete the Tutorial HW assignment in CONNECT for Chapter 1.
Quiz	Complete Chapter 1 Quiz - See Due Date in your course.
Week 2	
Outcomes	<ul style="list-style-type: none"> List the users and maintainers of health information Define Data and Information and compare Explain the concept Health Information Media and how it applies to the EHR Describe various Data Collection Tools Describe the Standards affecting the use of EHR in the US

Learn Smart Reading	Chapter 2
Lecture	Health Data Structure Collection and Standards
Assignment	Complete Tutorial HW in CONNECT for Chapter 2
Quiz	Complete Chapter 2 Quiz - See Due Date in your course
Week 3	
Outcomes	<ul style="list-style-type: none"> • Understand administrative data elements and explain their uses • Understand a Master Patient Index (MPI) • Learn and Apply: <ul style="list-style-type: none"> ○ Register a patient ○ Schedule a patient ○ Edit demographic information ○ Check-in a patient ○ Capture Insurance information ○ Locate the Help feature • Understand and explain how forms are used for data collection • Learn and apply in PrimeSUITE: <ul style="list-style-type: none"> ○ Document Past medical, surgical, family, and social Histories (PSFSH) ○ Understand why information needs to be clear and consistent and explain the dangers of inconsistent data
Learn Smart Readings	Chapters 3 and 4.
Lectures	Content: Administration Content: Medical History
Assignment	Complete Exercises 3.1 through 3.7 and 4.1 through 4.4 in CONNECT for Chapters 3 and 4
Quiz	Complete quizzes for Chapters 3 and 4

Week 4	
Outcomes	<ul style="list-style-type: none"> • Understand the SOAP note • Understand the elements of History of Present Illness (HPI) • Understand the elements of the Review of Systems (ROS) • Identify elements of Physical Exam (PE) • Understand traditional dictation and transcription • Understand the advantages of speech recognition technology • Understand Computerized Physician Order Entry CPOE).

	<ul style="list-style-type: none"> • Importance of Physicians Orders • Understand the importance of claims management process • Understand what is included in the Superbill • Learn and Apply updating patient information • Understand the correlation between documentation and coding • Understand information found on the Remittance Advice (RA) or Explanation of Benefits (EOB)
Learn Smart Readings	Chapters 5 and 6
Lectures	Content: Provider's Responsibility Financial Management: Insurance and Billing
Assignment	Complete Exercises 5.1 through 5.6 and 6.1 through 6.6 in CONNECT for Chapters 5 and 6
Quiz	Complete Quizzes for Chapters 5 and 6

Week 5	
Outcomes	<ul style="list-style-type: none"> • Describe HIPAA privacy and security standards • Evaluate EHR for HIPAA compliance and understand importance • Understand and explain the role of certification in EHR implementation • Learn and apply how to do the following in PrimeSUITE: <ul style="list-style-type: none"> ○ Security measures ○ Data integrity ○ Release of Information ○ Data disclosures • How to exchange information with outside healthcare providers for continuity of care • Understand the content of compliance plans
Learn Smart Reading	Chapter 7
Lecture	Legal Issues
Assignments	Complete Exercises 7.1 through 7.15 in CONNECT for Chapter 7
Quiz	Complete Quiz for Chapter 7

Week 6	
Outcomes	<ul style="list-style-type: none"> • Understand how to use software as an internal communication tool • Understand the different steps to import documents with scanning technology • Learn and Apply in PrimeSUITE <ul style="list-style-type: none"> ○ Build Master Files ○ Custom Screens ○ Create Task List ○ Create System Flags
Learn Smart Reading	Chapter 8
Lecture	
	Management of Information and Communication
Assignments	Complete Exercises 8.1 through 8.7 in CONNECT for Chapter 8
Quiz	Complete Quiz for Chapter 8

Week 7	
Outcomes	<ul style="list-style-type: none"> • Understand and Explain Dashboard use • Understand and Explain Meaningful use of data • Understand and explain how data and information are used for decision support • Learn and Apply in PrimeSUITE: <ul style="list-style-type: none"> ○ System Reports ○ Custom Reports • Illustrate an index • Understand uses for a registry
Learn Smart Reading	Chapter 9
Lecture	Compliance Support
Assignments	Complete Exercises 9.1 through 9.7 in CONNECT for Chapter 9
Quiz	Complete Quiz for Chapter 9

Week 8	
Outcomes	<ul style="list-style-type: none"> • Understand the difference between Information Management to Health Informatics • Understand some of the barriers to adopting EHR's • Explain three emerging technologies or models that are improving the care of patients through information technology • Understand and explain mobile devices that will make the collection and sharing of health information more timely and efficient
Learn Smart Reading	Chapter 10
Lecture	The Future of Health Informatics
Discussion	Reflection: What did you learn in Fundamentals Electronic Health Records? Choose two topics you learned in this course. How will this new knowledge be applied in your personal life and your current or future career?
Assignment	<ol style="list-style-type: none"> 1. Complete your post course self-evaluation, comparing what you knew at the beginning of class with what you know now. 2. Complete the course evaluation survey.

Grading and Evaluation

Your grades will reflect the way in which you present and support your topics and positions in the various learning activities used in this course. The grades will be based on the quality and quantity of your comments and responses in the various activities.

Be sure to review the discussion and assignment rubrics in the course for specific grading criteria.

The various graded activities are weighted as follows:

Course Element	% of Final Grade
Assignments	
Discussions	
Quizzes	
Interactive Learning Activities	
Total	100%

Students will be expected to meet all the deadlines of the class as indicated throughout the course and in the syllabus. This is primarily so we don't get behind in the course. In addition, discussions cannot overlap from one week to the next. This is to ensure that all discussions and submissions take place within the week they are scheduled in order to be of value to the entire class as well as to help you not get behind. If there are extenuating circumstances, you will need to communicate that to the instructor and make arrangements accordingly, if appropriate.

Late Assignments: Exceptions are to be determined by the instructor on a case-by-case basis. There will be no opportunities for extra credit.

Learner Success Guidelines

These guidelines are provided to help you succeed in your coursework:

- Participate in the class introduction activity on the first day of class.
- Submit ALL assignments by the posted due dates and times.
- Check your emails daily.
- Contact Portal Help for logon problems or Canvas Help for technical issues with Canvas.
- Participate fully in all threaded discussions.
- Contact your instructor if you have questions about an assignment or need additional help completing your work successfully. Academic dishonesty is grounds for dismissal from the program.

Academic Policies

The following Academic Policies can be found in the [Student Resource Center](#).

- Grading Criteria
- Reasonable Accommodations Policy
- Student Attendance Policy
- Academic Honesty and Integrity Policy

- Student Engagement and the Granting of Academic Credit
- Copyright Policy

Caveat

The above schedule, content, and procedures in this course are subject to change. All policies are superseded by the latest College Catalog available on our website:

<https://www.cambridgecollege.edu/student-rights-complaints-grievances/student-code-conduct>