

EDISON STATE COLLEGE

Division of Health Professions

COMMON COURSE SYLLABUS

PROFESSOR: DEBORAH HOWARD

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OFFICE HOURS: MONDAYS

SEMESTER: SPRING 2010

TUESDAYS

WEDNESDAYS

THURSDAYS

FRIDAYS

I. HIM1211 Electronic Health Records – 3 Credits

This course is designed to provide the HIM student with the foundational knowledge of how an electronic health record (EHR) is used in the ambulatory care setting. Direct hands-on experience using an educational version of an EHR will be provided.

II. PREREQUISITES FOR THE COURSE: None

CO-REQUISITES: None

III. GENERAL COURSE INFORMATION: Topic Outline

- Unit I: Foundational Knowledge About the Electronic Health Record
 - Electronic Health Record Description
 - Successful Electronic Health Record Implementation
 - The Electronic Health Record Framework
 - The Electronic Health Record and Record Content
- Unit II: How the Electronic Health Records Supports Clinical Workflow
 - Patient Visit Management
 - Problem, Medication and Allergy Lists
 - Examination/Assessment Notes, Graphics and Charts
 - Treatment Plan, Orders and Results
 - Medication Orders and Administration
 - Patient Communications
 - Coding, Billing and Practice Reports
 - Research, Registries, and Reportable Events
- Unit II: Personal Health Records

EDISON STATE COLLEGE

Division of Health Professions

IV. LEARNING OUTCOMES AND ASSESSMENT:

GENERAL EDUCATION COMPETENCIES:

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

- *Communication (COM):* To communicate effectively using standard English (written or oral).
- *Critical Thinking (CT):* To demonstrate skills necessary for analysis, synthesis, and evaluation.
- *Technology/Information Management (TIM):* To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.
- *Global Socio-cultural Responsibility (GSR):* To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.
- *Scientific and Quantitative Reasoning (QR):* To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
<ol style="list-style-type: none"> 1. Describe the basic aspects of the electronic health record. 2. Describe the steps in the successful implementation of an electronic health record. 3. Describe the framework of an electronic health record. 4. Describe content requirements of an electronic health record. 5. Describe the process of patient visit management. 6. Describe and create problem, medication, and allergy lists. 7. Describe and create notes, graphics, and charts. 8. Describe and create treatment plans, orders and results. 9. Describe and create medication orders and administration records. 10. Describe the patient communication process. 11. Describe and apply coding, billing, and practice reports. 12. Describe and apply research, registries and reportable events. 13. Describe and create personal health records and continuing care records. 	<p>Students will demonstrate competency in these outcomes by successfully completing one or more of the following assessments:</p> <p>Computer Explorations</p> <p>Chapter Review Questions</p> <p>Chapter Tests</p> <p>Comprehensive Final Exam</p>	<p>COM, CT, TIM</p> <p>COM, CT, TIM</p> <p>COM, CT, TIM</p> <p>COM, CT, TIM</p>

EDISON STATE COLLEGE

Division of Health Professions

V. DISTRICT-WIDE POLICIES

PROGRAMS FOR STUDENTS WITH DISABILITIES

Edison State College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI. REQUIREMENTS FOR THE STUDENTS:

- Learning methodologies include reading, group discussions, case studies, lab assignments, writing assignments and tests.
- PREPARATION
 - Students are expected to complete the assigned reading prior to class as indicated.
 - Students are expected to be able to discuss information contained in the assigned readings.
 - In addition, chapter lab assignments will be given each week and checked for completion.
- All assignments must be submitted in Microsoft Word. Any assignments submitted in rich text, Word Perfect, Word Pad, or any other format will not be accepted and will be returned ungraded. If you are currently using the new Microsoft VISTA operating system, please convert your document to Microsoft Word before submitting any electronic files.
- LATE SUBMITTALS will be downgraded.
 - Grades for late assignments will be reduced a minimum of one letter grade, if received within one week of the due date. **No work will be accepted more than one week past the due date unless there is documented proof of an extraordinary event outside of the control of the student.** In this event, it is the decision of the professor as to how much time, if any, will be allowed to complete the late assignments.
 - If the assignment is not submitted within one week past the due date, the student will receive a zero for the assignment. Students failing to complete all required assignments and examinations will not receive credit for the course.

VII. ATTENDANCE POLICY:

- Attendance is taken each week.
- Students are responsible for obtaining missed lecture information due to absence.
- **Absences totaling more than three sessions will result in a failing grade.**

EDISON STATE COLLEGE

Division of Health Professions

VIII. GRADING POLICY:

1.	Computer Explorations	20%
2.	Chapter Review Questions	20%
3.	Chapter Tests	35%
3.	Final Exam	25%

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

Due dates as specified in the Class Schedule are to be followed. Failure to submit the assignment on the specified due date will result in a downgrade of 10 points off the score.

All required components must be completed in order to receive a final grade in this course.

IX. REQUIRED COURSE MATERIALS:

Eichenwald-Maki, Shirley and Petterson, Bonnie (2008). *Using the Electronic Health Record in the Health Care Provider Practice*. Clifton Park, N.Y.: Delmar

Microsoft Office (Word, PowerPoint, Excel, Access)

X. RESERVED MATERIALS FOR THE COURSE:

None at this time.

XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.

None

XII. CLASS SCHEDULE:

Date	Topic	Homework	Due Date
Week 1 1/7/2010	Chapter 1 – Electronic Health Records: An Overview	Read Chapter 1 Chapter Review Questions MedWare Software Installation – Appendix A Chapter Test Read chapter 2	1/14/2010
Week 2 1/14/2010	Chapter 2 – Taking Steps Toward a Successful E.H.R. Implementation	Chapter Review Questions MedWare Setup Exercises 1-3 Appendix B Computer Exploration Assignments for Chapter 2 Chapter Test Read Chapter 3	1/21/2010
Week 3 1/21/2010	Chapter 3 – The E.H.R. Framework	Chapter Review Questions Computer Exploration Assignments for Chapter 3 Chapter Test Read Chapter 4	1/28/2010

EDISON STATE COLLEGE

Division of Health Professions

Week 4 1/28/2010	Chapter 4 – The E.H.R. and Record Content	Chapter Review Questions Computer Exploration for Chapter 4 Chapter Test	2/4/2010
Week 5 2/4/2010	Unit I Exam – Chapters 1-4	Read Chapter 5	2/11/2010
Week 6 2/11/2010	Chapter 5 – Patient Visit Management	Chapter Review Questions Computer Exploration Assignments for Chapter 5 Chapter Test Read Chapter 6	2/18/2010
Week 7 2/18/2010	Chapter 6 – Problem, Medication, and Allergy Lists	Chapter Review Questions Computer Exploration Assignments for Chapter 6 Chapter Test Read Chapter 7	2/25/2010
Week 8 2/25/2010	Chapter 7 Examination/Assessment Notes, Graphics, and Charts	Chapter Review Questions Computer Exploration Assignments for Chapter 7 Chapter Test Read Chapter 8	3/4/2010
Week 9 3/4/2010	Chapter 8 – Treatment Plan, Orders, and Results	Chapter Review Questions Computer Exploration Assignments for Chapter 8 Chapter Test	3/18/2010
Week 10 3/11/2010	SPRING BREAK – NO CLASSES	Read Chapter 9	3/18/2010
Week 11 3/18/2010	Chapter 9 – Medication Orders and Administration	Chapter Review Questions Computer Exploration Assignments for Chapter 9 Chapter Test	3/25/2010
Week 12 3/25/2010	Unit II Exam – Chapters 5-9	Read Chapter 10	4/1/2010
Week 13 4/1/2010	Chapter 10 – Patient Communications	Chapter Review Questions Computer Exploration Assignments for Chapter 10 Chapter Test Read Chapter 11	4/8/2010
Week 14 4/8/2010	Chapter 11 – Coding, Billing, and Practice Reports	Chapter Review Questions Computer Exploration Assignments for Chapter 11 Chapter Test Read Chapter 12	4/15/2010
Week 15 4/15/2010	Chapter 12 – Research, Registries, and Reportable Events	Chapter Review Questions Computer Exploration Assignments for Chapter 12 Chapter Test Read Chapter 13	4/22/2010
Week 16 4/22/2010	Chapter 13 – Personal Health Records and Continuing Care Records Review for Final Exam	Study for Final Exam	4/29/2010
Week 17 4/29/2010	Comprehensive Final Exam		

EDISON STATE COLLEGE

Division of Health Professions

XIII. OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

HIM Associate Degree Entry-Level Competencies

Domains, Subdomains, and Tasks

For 2006 and beyond

I. Domain: Health Data Management

A. Subdomain: Health Data Structure, Content and Standards

1. Collect and maintain health data (such as data elements, data sets, and databases).
4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

B. Subdomain: Healthcare Information Requirements and Standards

1. Monitor and apply organization-wide health record documentation guidelines.
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.
3. Report compliance findings according to organizational policy.
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.

C. Subdomain: Clinical Classification Systems

1. Use and maintain electronic applications and work processes to support clinical classification and coding.

II. Domain: Health Statistics, Biomedical Research, and Quality Management

A. Subdomain: Healthcare Statistics and Research

1. Abstract and maintain data for clinical indices/databases/registries.
4. Apply Institutional Review Board (IRB) processes and policies.
5. Use specialized databases to meet specific organization needs such as medical research and disease registries.

III. Domain: Health Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems

1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.
2. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
3. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues

1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.
2. Apply policies and procedures for access and disclosure of personal health information.

EDISON STATE COLLEGE

Division of Health Professions

IV. Domain: Information Technology and Systems

A. Subdomain: Information and Communication Technologies

1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
4. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.

B. Subdomain: Data, Information, and File Structures

1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing) to meet departmental needs.

C. Subdomain: Data Storage and Retrieval

1. Use appropriate electronic or imaging technology for data/record storage.
2. Query and generate reports to facilitate information retrieval.
3. Design and generate reports using appropriate software.
4. Maintain archival and retrieval systems for patient information stored in multiple formats.
5. Coordinate, use, and maintain systems for document imaging and storage.

D. Subdomain: Data security

1. Apply confidentiality and security measures to protect electronic health information.
2. Protect data integrity and validity using software or hardware technology.
3. Apply departmental and organizational data and information system security policies.
4. Use and summarize data compiled from audit trail and data quality monitoring programs.
5. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.

E. Subdomain: Healthcare Information Systems

1. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.
2. Use the principles of ergonomics and human factors in work process design.

B. Subdomain: Financial and Physical Resources

5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.