

CLASS NUMBER AND NAME:	MDN307 ELECTRONIC HEALTH RECORDS
TOTAL HOURS/UNITS:	24 HOURS—2 UNITS
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	Electronic Health Records by Byron R. Hamilton 2 nd edition (ISBN 9780077477554) www.mhhe.com/hamiltonehr2e Thumb drive
CLASS DESCRIPTION:	Electronic Health Records (EHR) is the most commonly accepted term for the software with a full range of functionalities to store, access, and use patient medical information. This class devoted to practical, hands-on experience with Spring charts a popular electronic health records program used by medical professionals. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is taught in detail.
CLASS OBJECTIVES:	After taking this course the students will have a better understanding of how to function in an administrative role within the clinic by utilizing several managerial features including patient scheduling, tracking patient activity, sending and receiving reminders, messages, and emails. The student will learn how to build the patient's electronic face sheet, order tests, document phone calls, create letters, chart a patient's vitals, and import documents and images into the patient's chart.
CLASS FORMAT OVERVIEW:	The student will by the end of the class setup new patients, insurance companies, and clinical addresses, as well as set up clinical tests, how to create, edit and use procedure and diagnosis codes.
METHODS OF INSTRUCTION:	Each chapter has a power point presentation as well as hands on exercises each student will be using a thumb drive and accessing online information,
CLASS ATTENDANCE:	It is expected that each student will be in class <u>when class begins</u> . It will then be up to the instructor to decide if the student had arrived in time to be counted, as present-the instructor's decision is final. It will be the student's responsibility to learn of any assignments given in class when absent.

TESTING:

Assignments will be scheduled for both in class and outside of class completion. Quizzes are given throughout each section at the instructor's discretion and make-ups must be completed immediately upon return to school.

The student must be complete all class work, homework quizzes, and final project with a passing grade of (70% or better).

Quizzes, as well as in class assignments, are given at the end of each chapter and include a final project is given at the end of each mod.

The final grade for the class will be the average scores of the assignments, quizzes, and final project.

GRADING POLICIES:

The final grade for the class will be calculated by averaging the assignments, quizzes, and final project. The final letter grade is issued based on the following percentages.

90-100% = A

80-89% = B

70-79% = C

69% and below = F

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. After completing chapter 1 you will be able to identify methods of entering information in an HER program. Explain the barriers of HER program.
2. You will be able to identify the basic HIPAA regulations for HER and summarize the basic CCHIT standards for an HER program.
3. You will set up user preferences and edit addresses, set up and edit patients, and insurance companies.
4. Set up your user preferences, new patients, demographics, and new addresses.
5. Understand the concept of electronic records, chart face sheet, how to edit the face sheet. Explanation of a chart's care tree and navigating through the chart's file menu, action menu and new menu.
6. Understand the concept of the office visit note, learn to create a new office visit record, how to activate a diagnosis code, how to activate a new drug/medication, as well as discontinuing medications for patients. Office visit notes and how to add an

addendum and create a routing slip.

7. Create a chart evaluation item, how to order a test, understand the function of E&M coder, how to add items to a super bill, patient instruction sheet, how to add a care plan to an office visit, perform a drug allergy check, understanding the purpose of the draw program, how to import a document to a patient's chart.
8. Customizing templates and pop-up text
9. Process reference lab results, process and chart tests manually, create a test report, understanding test status alerts, create and document procedures and diagnoses.
10. You will know how to post items on the internal bulletin board, use the time clock feature, understand the use of various calculators, perform a search of the medical database, create form letters and reports, how to archive old patient's records, and understand the data export feature.
11. You will apply the knowledge learned from the previous chapters to do the simulations in the next two chapters.

MDN307 HIPAA AND ELECTRONIC HEALTH RECORDS

WEEK				
1	Read Intro Chapter 1 Pages 2-12 Do the questions on pages 13-15 Also Concept Checkup Turn in HW: 1 hour	Read Chapter 2 Pages 17-26 Do the questions on pages 27-29 Also Concept Checkup Turn in HW: 1 hours	Webinar Read Chapter 3 Pages 31-44 Do the questions on pages 45-46 Also Concept Checkup Turn in HW: 1 hour	Read Chapter 4 Pages 48-70 Do the questions on pages 71-72 Also Concept Checkup Turn in HW: 1 hour
2	Read Chapter 5 Pages 74-105 Do the questions On pages 106-107 Also Concept Check up Turn in HW: 1 hour	Read Chapter 5 Page74-105 Do the questions On pages 106-107 Also Concept Check up Turn in HW: 1 hour	Read Chapter 6 Pages 109-138 Do the questions On pages 139-140 Also Concept checkup Turn in HW: 1 hour	Read Chapter 6 Pages 109-138 Do the questions on pages 139-140 Also Concept checkup Turn in HW: 1 hour
3	Read Chapter 7 Pages 142-163 Do the questions on Pages 164-165 Also Concept Check up Turn in HW: 1 hour	Read Chapter 7 Pages 142-163 Do the questions on pages 164-165 Also Concept check up Turn in HW: 1 hour	Read Chapter 8 Pages 167-179 Do the questions on pages 180-181 Also Concept Check up Turn in HW: 1 hour	Read Chapter 8 Pages 167-179 Do the questions on pages 180-181 Also Concept Check up Turn in HW: 1 hour
4	Read Chapter 9 Pages 183-207 Do the questions on pages 208-209 Also Concept check up Turn in HW: 1 hour	Read Chapter 9 Pages 183-207 Do the questions on pages 208-209 Also Concept check up turn in HW: 1 hour	Read Chapter 10 Pages 211-227 Do the questions on pages 228-229 Also Concept check up turn in HW: 1 hour	Read Chapter 10 Pages 211-227 Do the questions on pages 228-229 Also Concept check up turn in HW: 1 hour
5	Read Chapter 11 Pages 231-256 Final Project HW: 1 hour	Read Chapter 11 Pages 231-256 Final Project HW: 1 hour	Read Chapter 11 Pages 231-256 Final Project HW: 1 hour	Read Chapter 11 Pages 231-256 Final Project HW: 1 hour
6	Read Chapter 12 Pages 258-260 Final Project HW: 2 hour	Read Chapter 12 Pages 258-260 Final Project HW: 2 hour	Read Chapter 12 Pages 258-260 Final Project	Read Chapter 12 Pages 258-260 Final Project

HW: indicates the amount of homework for each assignment.

This schedule is subject to change at the discretion of the instructor to meet the learning objectives of the course