



CLASS NUMBER AND NAME:

MDN308A Introduction to the Paperless Medical Office I

TOTAL HOURS/UNITS:

24 HOURS—2.0 UNITS

PREREQUISITES:

NONE

TEXTS AND MATERIALS:

The Paperless Medical Office Using Harris Care Tracker,
Ferrari and Heller (ISBN: 9781133278955)

CLASS DESCRIPTION:

To introduce the student to the components and requirements of the electronic health record. Students learn the principles of computer technology related to health care with emphasis on computerized medical billing, health care data collection, storage, retrieval, security arrangement, presentation, and verification. Students use the Harris Care Tracker, real practice management EHR software to simulate various activities in the medical office to gain proficiency.

CLASS OBJECTIVES:

To provide the student with a detailed knowledge of electronic health records.

To explain privacy policies in relation to sharing health information such as the HIPAA regulations.

To demonstrate how to notify patients of privacy practices.

To explain how a patient can access and amend their personal health information.

To provide the student with a basic knowledge of administrative and physical safeguards of health information.

CLASS FORMAT OVERVIEW:

The class is conducted in a computer lab with each student having the opportunity to access the Harris Care Tracker software online and follow step by step simulations. The practical work is set up as an imaginary job with the student working for a group practice. The student performs daily and end-of-week tasks for a medical office. Using realistic source documents as input the student records data and works with information in the patient files

METHODS OF INSTRUCTION: The student uses the text to complete exercises and work simulations. Each simulation is discussed thoroughly and the instructor corrects computer input as the student progresses.

CLASS ATTENDANCE: It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. 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 will be final.

TESTING: The student must satisfactorily complete all exercises, and work simulations within the allowed time limits of the class in order to pass the course.

LATE TESTING: **A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS.** If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a “B”) Late homework will receive 1% off the final grade per class period that it is late.

GRADING POLICIES: The final grade for the class is calculated by a cumulative point system. Mandatory homework assignments must be completed. (Pass/fail).

90 – 100% A
80 – 89% B
70 – 79% C
BELOW 70% Fail

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

1. Explain HIPAA and provide examples of HIPAA compliance versus non-compliance.
2. Explain when and how to share patient’s personal health information in compliance with privacy policies.
3. Produce a privacy policy document for potential disbursement.
4. Explain how a patient can access and amend their personal health information.
5. Know how to enter patient information and access the database for various administrative needs.

MDN308A – Introduction to the Paperless Medical Office

WEEK				
1	Read how to use the book and the preface	Read Chapter 1 Page 1 – 41	Continue Reading	Continue Reading
2	Continue Reading Do Check your knowledge Page 42-43 Turn in	Read Chapter 2, page 45-110 Complete Activities	Start working on the computer! Complete page 46 and log in to activity 2:1	Continue working on Activities and reading
3	Continue working Do check your knowledge page 111-112 Case Studies	Continue working on the computer	Continue working on the computer Read Chapter 3 Pages 113-152 Patient Demographics & Registration	Continue reading Chapter 3
4	Complete the Check your Knowledge pages 154-155 Case Studies	Continue working on the computer	Continue working on the computer	Read Chapter 4 Pages 157-221 Appointment Scheduling
5	Continue working on the computer	Continue working on the computer	Complete the Check your Knowledge pages 222-223 Case Studies	Read Chapter 5 Preliminary Duties in the EMR Pages 225-258
6	Continue working on the computer	Continue working on the computer	Complete the Check your Knowledge pages 259-261 Case Studies	Turn in all print outs

Homework includes familiarizing yourself with the Calendar and Syllabus, textbook reading assignments, and study guide homework plus reviewing skills videos at www.empirestudent.com, as well as completing quiz reviews when appropriate to augment learning. Expect homework study time to vary but it will be at least two hours per week for every credit hour. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time

Chapter 2: Page 112
Chapter 3: Page 159
Chapter 4: Pages 227-228
Chapter 5: Pages 264-265