NORTHWESTERN CONNECTICUT COMMUNITYCOLLEGE

COURSE SYLLABUS

Course Title: Electronic Medical Records Mgt   **Course #:** HIM* 155/MED* 216

Course Description: 3 credits
            This course is designed to introduce the student to the basics of electronic medical records management and informatics in both inpatient and outpatient settings. This course provides the student with the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. The course provides experience with office practice duties including payments, claims, patient entries, patient billing statements, production of health care claims and management of electronic health care records using Medisoft™, Springcharts , Greeenway Prime Suite, Practice Fusion and Practice Partner billing and accounting software programs . We will cover the medical billing process, including the flow of information, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system.

Pre-requisite/Co-requisite: Pre-requisites: MED* 125, CSA* 105
Goals:

- To apply logical, critical and analytical processes in identifying problems and alternate solutions related to records management in the healthcare environment.
- To differentiate among and use different types of EMR, EHR and practice management systems in the Healthcare setting.
- To develop verbal and nonverbal communication skills and promote a positive image as a healthcare team member

Outcomes:
            With the satisfactory completion of this course, the student will be able to
 Administrative Functions
V.11C Discuss principles of using Electronic Medical Record (EMR)
V.12C Identify types of records common to the healthcare setting

- Identify common types of computers
- Describe computer hardware and software components and explain the function of each
- Describe the types of computer software commonly used in the medical office
- Explain how to select computer equipment for the medical office
- Identify applications of electronic technology in effective communication
- Use simulated office hardware and software to maintain office systems ▪ Use the internet to access information related to the medical office ▪ Describe the factors that led to the emergence of electronic health records.
- Explain how paper records are converted to an EHR system.

- Describe the functions of EHR's and explain the advantages they have over paper-based records.
- Explain the importance of clinical standards in the development of EHR's.
- Compare and contrast how EHR's are used in outpatient and inpatient settings.
- Describe the different types of personal health records and explain how PHR's differ from EHR's.
- Identify the challenges to maintaining information privacy and security.
- Describe how the HIPAA privacy and security rules may not provide adequate protection in today's healthcare environment.
- Compare and contrast various types of EMR/EHR systems
- Effectively utilize information technology and medical terms as they apply to EHR/EMR.

Types of Assessments meeting Core Competencies
Online electronic medical record and practice management software assignments using Medisoft, Springcharts and Greenway software
Online Quizzes
Discussion Board
Project/Paper
Unit tests, Final exam

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your "Student Handbook" under "Policy on Student Rights," the Section entitled "Student Discipline," or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College's website at www.nwcc.edu. Students may also call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

Use of Electronic Devices: Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Sexual Assault and Intimate Partner Violence Resource Team: NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.
Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim's needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The NCCC team members are:

Ruth Gonzalez, Ph.D.	860-738-6315	Green Woods Hall Room 207
Susan Berg	860-738-6342	Green Woods Hall Room 223
Kathleen Chapman	860-738-6344	Green Woods Hall Room 110
Michael Emanuel	860-738-6389	Founders Hall Annex Room 308
Seth Kershner	860-738-6481	Library
Jane O'Grady	860-738-6393	Founders Hall Annex Room 212
Robin Orlomoski	860-738-6416	Business Office Room 201
Patricia Bouffard, Ex-Officio	860-738-6319	Founders Hall Room 103
Savannah Schmitt		Student Representative
Jacob Wujcik		Student Representative

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.