NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Electronic Medical Records Mgt   **Course #:** HIM* 155

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 Greeenway Prime Suite, and Practice Fusion 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:

- 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.