

## Washtenaw Community College Comprehensive Report

### MBC 185 Health Information Management/Electronic Health Record Effective Term: Fall 2022

#### Course Cover

**College:** Health Sciences

**Division:** Health Sciences

**Department:** Health Science

**Discipline:** Medical Billing and Coding

**Course Number:** 185

**Org Number:** 15950

**Full Course Title:** Health Information Management/Electronic Health Record

**Transcript Title:** Hlth Info Mgmt/Elec Hlth Rec

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Course Change

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Course title**

**Course description**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** Course being changed to update relevancy and revamp content.

**Proposed Start Semester:** Winter 2022

**Course Description:** In this course, students will discover the profession of Health Information Management (HIM) as a contributing discipline to the healthcare industry. Topics will include format and content of health records, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), data access and analysis, financial management and leadership. Students will learn the design and function of the electronic health record (EHR) through lecture and hands-on opportunities using real EHR software. The title of this course was previously Medical Computer Skills and Electronic Health Records.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor: 45 Student: 45**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 45 Student: 45**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

No Level Required

## **Requisites**

### **General Education**

#### **General Education Area 7 - Computer and Information Literacy**

Assoc in Arts - Comp Lit  
Assoc in Applied Sci - Comp Lit  
Assoc in Science - Comp Lit

### **Request Course Transfer**

#### **Proposed For:**

### **Student Learning Outcomes**

1. Interpret and identify HIPAA Security and Privacy Rules.

#### **Assessment 1**

Assessment Tool: Outcome-related exam questions  
Assessment Date: Spring/Summer 2023  
Assessment Cycle: Every Three Years  
Course section(s)/other population: All  
Number students to be assessed: All  
How the assessment will be scored: Answer key  
Standard of success to be used for this assessment: 70% of students will score 70% or higher.  
Who will score and analyze the data: Departmental faculty

2. Create a patient visit from scheduling an appointment to posting payment.

#### **Assessment 1**

Assessment Tool: Simulation  
Assessment Date: Spring/Summer 2023  
Assessment Cycle: Every Three Years  
Course section(s)/other population: All  
Number students to be assessed: All  
How the assessment will be scored: Outcome-related rubric  
Standard of success to be used for this assessment: 70% of students will score 70% or higher.  
Who will score and analyze the data: Departmental faculty

3. Identify different medical coding and classification systems and their uses.

#### **Assessment 1**

Assessment Tool: Outcome-related exam questions  
Assessment Date: Spring/Summer 2023  
Assessment Cycle: Every Three Years  
Course section(s)/other population: All  
Number students to be assessed: All  
How the assessment will be scored: Answer key  
Standard of success to be used for this assessment: 70% of students will score 70% or higher.  
Who will score and analyze the data: Departmental faculty

4. Define methods of collecting and storing data, sources of data, and managing data.

#### **Assessment 1**

Assessment Tool: Outcome-related exam questions  
Assessment Date: Spring/Summer 2023  
Assessment Cycle: Every Three Years  
Course section(s)/other population: All  
Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 70% of students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

## **Course Objectives**

1. Explain the characteristics of a hybrid record and electronic record.
2. Discuss the advantages and disadvantages of paper records and electronic records.
3. Demonstrate the accurate input of patient data and other elements of a patient encounter into the EHR.
4. Explain healthcare data: collecting, storage, sources, retrieval, quality, and analysis.
5. Demonstrate identifying a problem and using data to improve outcomes.
6. Discuss the workflow of information in the HIM department.
7. Explain information requests and responding to the needs of internal/external customers through the query and audit process.
8. Explain a patient encounter (registration, appointment scheduling) and the contents of the patient chart (physician orders, treatment plans, and progress notes).
9. Discuss institutional statistics, such as length of stay (LOS), average length of stay (ALOS), percent occupancy (% occupancy), mortality rates and birth rates as well as how they are used in healthcare.
10. Discuss the principles of healthcare privacy, confidentiality, legal and ethical issues, and written policies as they apply to the patient record.
11. Differentiate between HIPAA's Privacy and Security Rules.
12. Examine the revenue cycle management (RCM) process and the role of medical coding in this process.
13. Discuss different reimbursement methodologies.
14. Discuss the organizational structure of an HIM department, management responsibilities, and staff development.
15. Discuss quality management efforts within the HIM department and organization.
16. Discuss performance improvement techniques.
17. Interpret a department organizational chart.
18. Develop a position description and assess performance.
19. Calculate LOS, ALOS and % occupancy from a census.
20. Access specific data as a query, accurately input orders, and edit existing information in the electronic health record.
21. Apply performance improvement techniques in HIM and EHR functions with quantitative and qualitative auditing.

## **New Resources for Course**

### **Course Textbooks/Resources**

#### Textbooks

Davis, Nadinia. *Foundations of Health Information Management*, Fifth ed. St. Louis: Elsevier, 2020, ISBN: 9780323636742.

#### Manuals

#### Periodicals

#### Software

Neehr Perfect/EHR Go. Neehr Perfect, 2021 ed.

It is an electronic health record simulation applicable to the entire health care industry spectrum.

Provides students with realistic experience from chart audit to clinical decision support.

### **Equipment/Facilities**

Level III classroom

#### **Reviewer**

**Faculty Preparer:**

*Suzanne Carvahlho*

#### **Action**

*Faculty Preparer*

#### **Date**

*Nov 19, 2021*



## Washtenaw Community College Comprehensive Report

### MBC 185 Medical Computer Skills and Electronic Health Records Effective Term: Fall 2016

#### Course Cover

**Division:** Health Sciences

**Department:** Health Science

**Discipline:** Medical Billing and Coding

**Course Number:** 185

**Org Number:** 15900

**Full Course Title:** Medical Computer Skills and Electronic Health Records

**Transcript Title:** Med Comp Skills/Elec Hlth Rec

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Course Change

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Course discipline code & number**

**Course description**

**Rationale:** Change in discipline: HIT became MBC effective Fall 2016. BOS 185 became HIT 185 and MBC 185 effective Fall 2016.

**Proposed Start Semester:** Fall 2016

**Course Description:** In this course, students will explore the ways in which modern computer technology such as electronic health records (EHRs), personal health records (PHRs), and health information management systems are being used to improve patient care and efficiencies. Students will learn strategies for the conversion of paper documents from legacy medical office systems to EHRs. Students will also gain hands-on practical experience in the use of an EHR system. Laws and ethical issues affecting the privacy of patient information will be examined. Best practices in the handling of healthcare and patient data will be discussed. This course was previously BOS 185.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor: 45 Student: 45**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 45 Student: 45**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

No Level Required

#### Requisites

#### General Education

## **General Education Area 7 - Computer and Information Literacy**

Assoc in Arts - Comp Lit

Assoc in Applied Sci - Comp Lit

Assoc in Science - Comp Lit

### **Request Course Transfer**

**Proposed For:**

### **Student Learning Outcomes**

1. Describe the process involved for the transition from paper-based medical records systems to Electronic Health Records (EHRs).

#### **Assessment 1**

Assessment Tool: Departmental Test

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All Sections

Number students to be assessed: All Students

How the assessment will be scored: Objective portions of the test will be scored using an answer key. Essay questions will be scored using a departmentally-developed rubric.

Standard of success to be used for this assessment: 80% of the students will score 75% or better on the exam.

Who will score and analyze the data: Program Director/Faculty

2. Identify laws regarding the accessibility and security of patient and healthcare data within EHR systems.

#### **Assessment 1**

Assessment Tool: Departmental Test

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All Sections

Number students to be assessed: All Students

How the assessment will be scored: Objective portions of the test will be scored using an answer key. Essay questions will be scored using a departmentally-developed rubric.

Standard of success to be used for this assessment: 80% of the students will score 75% or better on the exam.

Who will score and analyze the data: Program Director/Faculty

3. Create and log a patient visit from start to finish (from making an appointment to posting the payment) in an EHR system.

#### **Assessment 1**

Assessment Tool: Skills Summary Sheet

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All Sections

Number students to be assessed: All Students

How the assessment will be scored: Each skill performed will be evaluated and logged by the completion of the task.

Standard of success to be used for this assessment: 80% of students will successfully pass 100% of the skills checked off in class.

Who will score and analyze the data: Program Director/Faculty

4. Demonstrate the ability to access specific data when requested in the electronic record.

#### **Assessment 1**

Assessment Tool: Skills Summary Sheet

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All Sections

Number students to be assessed: All Students

How the assessment will be scored: Each skill performed will be evaluated and logged by the completion of the task.

Standard of success to be used for this assessment: 80% of students will successfully pass 100% of the skills checked off in class.

Who will score and analyze the data: Program Director/Faculty

5. Identify key data elements, quality issues, and the associated vocabulary.

**Assessment 1**

Assessment Tool: Departmental Test

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All Sections

Number students to be assessed: All Students

How the assessment will be scored: Objective portions of the test will be scored using an answer key. Essay questions will be scored using a departmentally-developed rubric.

Standard of success to be used for this assessment: 80% of the students will score 75% or better on the exam.

Who will score and analyze the data: Program Director/Faculty

**Course Objectives**

1. Examine various types of EHR systems for recording, sharing and storing patient and healthcare information.
2. List the advantages and disadvantages of Electronic Health Records.
3. Discuss the importance of written policies regarding access to information among users in a medical setting.
4. Identify strategies for implementing EHR systems in medical office settings to avoid the disruption of workflow.
5. List security vulnerabilities of Electronic Health Records.
6. Identify and demonstrate best practices in the handling of patient data and EHRs.
7. Describe the impact of the HIPAA security rule, and other rules and regulations regarding the handling of patient records.
8. Demonstrate the input of patient data, and all other elements of the visit into the EHR system.
9. Perform searches of patient records for the history of diagnoses and clinical care.
10. Explain the difference between Electronic Health Records (EHR) and Electronic Medical Records (EMR).
11. Explain the eligibility requirements for entering data using Computerized Provider Order Entry systems(CPOE) for the purpose of measuring meaningful use.

**New Resources for Course**

**Course Textbooks/Resources**

- Textbooks
- Manuals
- Periodicals
- Software

**Equipment/Facilities**

Level III classroom

**Reviewer**

**Faculty Preparer:**

*Michele O'Neil*

**Department Chair/Area Director:**

**Action**

*Faculty Preparer*

**Date**

*Mar 29, 2016*

**Dean:**

**Curriculum Committee Chair:**

**Assessment Committee Chair:**

**Vice President for Instruction:**