

Reviewed by: K. Ward
Reviewed by: K. Bandy
Date Reviewed: May 2024
C & GE Approved: May 2024
Board Approved: June 2024
Semester Effective: Fall 2025

Medical Assisting (MEDA) 1104 Electronic Health Record (1.5 Units)

Prerequisite: Admission to the Taft College Medical Assisting Program

Co-Requisite: None

Advisory: Eligibility for ENGL 1500 or 1501, completion of BIOL 2250, and a transfer level math course are strongly recommended.

Hours and Unit Calculations:

24 hours lecture. 48 Outside-of-class hours (72 Total Student Learning Hours) 1.5 Units

Catalog Description: This course covers concepts and techniques for managing and maintaining manual and electric health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of health care data. The focus of this course is system-wide clinical documentation guidelines and regulatory standards.

Type of Class/Course: Degree Credit

Text: Booth, K., Whicker, L., & Wyman, T. (2024). *Medical assisting: Administrative and clinical procedures* (8th ed.). McGraw-Hill.

Pepper, J. (2024). *The electronic health record for the Elsevier Physician's Office for SimChart for the medical office* (4th ed.). Elsevier.

Course Objectives:

At the end of the course, a successful student will be able to

1. Describe the functions of electronic health records and explain the advantages they offer over paper-based records.
2. Demonstrate how paper records are converted to an electronic health record system.
3. Discuss how electronic health records are used in physician practices and other outpatient settings.
4. Articulate the different types of personal health records and explain how personal health records differ from electronic health records.
5. Analyze the challenges that electronic health information poses to the privacy and security of patient's health information.
6. Assess the Health Insurance Portability and Accountability Act of 1996 (HIPPA) privacy rules and apply them to privacy protection in today's health care environment.

Student Learning Outcomes:

1. Demonstrate proficiency in Electronic Health Records which includes navigating the system and effective use of various features of an Electronic Health Record to include patient demographics, medical history, progress notes, medication lists, and laboratory results.

2. Demonstrate the data entry process into the Electronic Health Record system, ensuring that data is up-to-date, complete, and correctly categorized.
3. Elaborate on the legal and ethical considerations related to Electronic Health Record use, including patient consent, Health Insurance Portability and Accountability Act of 1996 (HIPAA) as it relates to privacy, record retention policies, and potential liabilities associated with electronic health record (EHR) management.

Course Scope and Content:

Unit I. Introduction to Electronic Health Record

- A. What is a Health Record
 1. Personal Health Record
 2. Medical Record
- B. Advantages of Electronic Health Record
- C. Disadvantages of Electronic Health Record

Unit II. Role of the Health Care Professional Using the Electronic Health Record

- A. Administrative
- B. Clinical

Unit III. Functions of the Health Record

- A. Patient Registration, Billing, Preventive Screenings, and Checkups
- B. Patient Appointment and Scheduling
- C. Tracking Patient Over Time
- D. Quality of Care

Unit IV. Contents and Structure of the Health Record

- A. Paper-based Health Record
- B. Electronic Health Record
- C. Computerized patient records

Unit V. Documentation and Guidelines

- A. Patient's Name and Identification (ID) Number
- B. Biographical Data
- C. Author's Identification
- D. Entry Dates
- E. Legible
- F. Illness and Medical Condition
- G. Allergies
- H. Past Medical History
- I. History and Physical Examination
- J. Laboratory and Other Studies
- K. Diagnoses
- L. Treatment Plan
- M. Encounter Forms and Notes

Unit VI. Data and Information Management

- A. Communication with Patients and Colleagues
- B. Patient Outcomes
- C. Preventive Measures
- D. Simplify Diagnostics

E. Informed Decisions

Unit VII. Health Care Data Sets

- A. Data Quality
- B. Artificial Intelligence (AI) Outcomes
- C. Predictive Analysis and Future Implications
- D. Data Privacy Concerns
- E. Dataset Diversity
- F. Predictive Health Dataset
- G. Data Updating
- H. Quality over Quantity
- I. Ethical Considerations and Transparency

Unit VIII. Health Care Delivery Systems

- A. Health Maintenance Organization (HMO)
- B. Preferred Provider Organization (PPO)
- C. Point of Service (POS)
- D. Exclusive Provider Organization (EPO)
- E. Private Fee-for-Service (PFFS)
- F. Special Needs Plan (SNP)
- G. Accountable Care Organizations (ACO)

Unit IX. Legal and Ethical Issues in Health Information Management

- A. Protection of Private Patient Information
- B. Patient Safety
- C. Risk Assessment
- D. Reporting Design and Data Display
- E. System Implementation
- F. Curriculum Development
- G. Research Ethics
- H. Social Media

Unit X. Regulatory and Compliance Issues

- A. Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
- B. Centers for Medicare and Medicaid Services (CMS)
- C. Occupational Safety and Health Administration (OSHA)
- D. Food and Drug Administration (FDA)
- E. Center for Disease Control and Prevention (CDC)

Unit XI. Privacy, Confidentiality, and Security

- A. Health Insurance Portability and Accountability Act of 1996 (HIPPA) and Compliance
- B. Confidentiality vs Privacy
- C. Access to Protected Health Information

Unit XII. Reimbursement Methodologies

- A. Healthcare Reimbursement
- B. Revenue Cycle
- C. Coding Systems
- D. Superbill
- E. Patient Ledger
- F. Health Insurance Portability and Accountability Act of 1996 (HIPPA) 5010 Claim Processing

- G. Medical Necessity
 - 1) Fraud and Abuse
 - 2) Patient Statements

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 hours per week outside of regular class time doing the following:

- 1. Reading Assignments
- 2. Writing Assignments
- 3. Watch Videos

Methods of Instruction:

- 1. Lecture
- 2. Discussion
- 3. Videos

Methods of Evaluation:

- 1. Exams/Quizzes/Tests
- 2. Projects
- 3. Homework
- 4. Assignments
- 5. Online exercises

Laboratory Category: None; N/A

Supplemental Data:

TOP Code:	1208.00 Medical Assisting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Applicable
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable

Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	No
Discipline:	Healthcare Ancillaries