Course Title: Electronic Medical Records Mgt   **Course #:** MED* 216
Instructor: Dawn Surridge
Email: DSurridge@trcc.commnet.edu
Course Description:

3 semester hours, this course is designed to introduce the student to the basics of electronic medical records management 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 actual office practice duties including payments, claims, patient entries, patient billing statements, production of health care claims and management of electronic health care records using Springcharts and Prime suite software applications.

The course covers the medical billing process, including the flow of information from preregistering patients through recording office visit transaction to collecting on overdue accounts, 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.

Required Text:

Author: Shanholtzer
Title: Integrated Electronic Health Records (w/Connect)
Publisher: McGraw-Hill
Edition: 3rd
ISBN: 9781260091540
Required: REQUIRED

Pre-requisite/Co-requisite: Pre-requisites: MED* 125, CSA* 105, Eng 101, Eng 102, Med 111, Med 112, Med 170, Mat 137, Bio 115, MED 170
 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 and EHR and office management systems in the Healthcaresetting.
- 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

1. Identify common types of computers
2. Describe computer hardware and software components and explain the function of each
3. Describe the types of computer software commonly used in the medical office
4. Explain how to select computer equipment for the medical office
5. Identify applications of electronic technology in effective communication
6. Use simulated office hardware and software to maintain office systems
7. Use the internet to access information related to the medical office
8. Describe the factors that led to the emergence of electronic health records.
9. Explain how paper records are converted to an EHR system.
10. Describe the functions of EHR's and explain the advantages they have over paper-based records.
11. Explain the importance of clinical standards in the development of EHR's.
12. Compare and contrast how EHR's are used in outpatient and inpatient settings.
13. Describe the different types of personal health records and explain how PHR's differ from EHR's.
14. Identify the challenges to maintaining information privacy and security.
15. Describe how the HIPAA privacy and security rules may not provide adequate protection in today's healthcare environment.
16. Compare and contrast various types of EMR/EHR systems
17. Utilize information technology and medical terms as they apply to EHR/EMR.
18.

Types of Assessments and Grading

TRCC uses the following academic grading system:

Grade	Points	Explanation	Grade	Points	Explanation
A (93-100)	4.0	Excellent	C (73-76)	2.0	Satisfactory
A- (90-92)	3.7	Excellent	C- (70-72)	1.7	Below Average
B+ (87-89)	3.3	Good	D+ (67-69)	1.3	Poor
B (83-86)	3.0	Good	D (63-66)	1.0	Poor
B- (80-82)	2.7	Good	D- (60-62)	0.7	Poor
C+ (77-79)	2.3	Satisfactory	F (below 60)	0.0	Fail

Grading Policy:

The assessment and grading of student performance in this course is based on the following activities.

Test/ Quizzes	15%
Homework	15%
Class Participation	10%
Mid Term	15%
Case Studies	10%
Assignments	15%
Final	20%
Total	100%

Tutoring and Academic Success Center (TASC) C117
www.trcc.commnet.edu/learning-resources/tutoring-tasc

TASC provides free academic support to TRCC students primarily through face-to-face tutoring. Additionally, handouts, books, and other academic resources are available for loan. Visit TASC's website for information about hours and online workshops.

Tutoring Center

The Tutoring Center provides free one-to-one and group tutoring for most courses and is available by appointment or walk-in; appointments are suggested and can be made in person or by phone. Contact us at **TASC@threerivers.edu**.

Writing Center

Writing reviews are available on a walk-in basis, by appointment, or by e-mail. Services are intended to help students learn to improve their writing, edit, and revise their own work successfully. Send questions or paper submissions to: **TRWritingCenter@threerivers.edu**.

Online tutoring is also available! Ask TASC consists of two components: the Ask TASC discussion board and a link to the Writing Center's e-mail instructions. All currently-enrolled students can access "Ask TASC" by logging into "Blackboard" and selecting "Ask TASC" from their course list.

Library Services C119
Please refer to the following link:
www.threerivers.edu/Div_IT/Library/Library.shtml

Monday - Thursday, 8:30 am – 8:00 pm; Friday, 8:30 am – 3:00 pm The Donald R. Welter Library is committed to supporting the research and information needs of

faculty, staff and students and providing quality library services and resources for the diverse community of TRCC.

Counseling Services / Student Support Services

 Please refer to the following link:
www.threerivers.edu/student-life/support-services/disability-servicesaccommodations/

Academic Integrity
The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to the Student Code of Conduct and Discipline Policy, as provided by the Connecticut State Colleges and Universities (CSCU) - Board of Regents for Higher Education. Since collaboration is central to the 54 learning community, Three Rivers wishes to emphasize that this policy is not intended to discourage collaboration when appropriate, approved, and disclosed.
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