

Cerro Coso College
Course Outline of Record Report
10/11/2021

HCRSC132 : Electronic Health Record

General Information

Author:	-
Course Code (CB01) :	HCRSC132
Course Title (CB02) :	Electronic Health Record
Department:	Allied Health
Proposal Start:	Fall 2013
TOP Code (CB03) :	(1208.00) Medical Assisting
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000532291
Curriculum Committee Approval Date:	05/04/2012
Board of Trustees Approval Date:	06/14/2012
External Review Approval Date:	07/23/2012
Course Description:	This course covers concepts and techniques for managing and maintaining manual and electronic 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.
Submission Type:	New Course
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none">Health Care Ancillaries (Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skills Status (CB08) Course is not a basic skills course. <input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Course Special Class Status (CB13) Course is not a special class. Allowed Number of Retakes 0	Grade Options <ul style="list-style-type: none">Letter Grade Methods Course Prior To College Level (CB21) Not applicable.
---	--	---

Rationale For Credit By Exam/Challenge

No value

Retake Policy Description

Type:|Non-Repeatable Credit

 Allow Students To Audit Course**Course Support Course Status (CB26)**

No value

Associated Programs Course is part of a program (CB24)**Associated Program****Award Type****Active**

CC HCRS Administrative Medical Assisting

Certificate of Achievement

Spring 2018

CC HCRS Clinical Medical Assisting-

Certificate of Achievement

Spring 2018

CC HCRS Medical Assisting

A.S. Degree Major

Spring 2018

Medical Coding

Certificate of Achievement

Fall 2020

Medical Billing

Certificate of Achievement

Fall 2020

Transferability & Gen. Ed. Options**Course General Education Status (CB25)**

No value

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours:**Summary****Minimum Credit Units (CB07)** 1.5**Maximum Credit Units (CB06)** 1.5**Total Course In-Class (Contact) Hours** 27

Total Course Out-of-Class Hours 54

Total Student Learning Hours 81

Faculty Load 0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	1.5	3
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	0
Activity	0
Total	27
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Activity	0
Total	54

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours: - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
---------------	------	----------	--------------

No Value

No Value

No Value

No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entrance Skills

Entrance Skills

Description

No value

No value

Limitations on Enrollment

Limitations on Enrollment

Description

Writing - 1 Level Prior to Transfer

ENG C070 skills prepare the students to succeed in HCRS C132 by ensuring they are able to write short essays and communications that are free from major spelling and grammatical errors. The students are required to write a 5 page paper on the electronic health record from research completed on the internet regarding documentation in the health care field.

Content Review

The students are required to read a college level textbooks; perform research on the internet regarding the documentation in the electronic health record; and relate ethical issues to the practice of medical assisting.

Specifications

Methods of Instruction

Methods of Instruction

Written work

Rationale

No value

Methods of Instruction

Problem Solving

Rationale

No value

Methods of Instruction

Discussion

Rationale

No value

Methods of Instruction	Group Work			
Rationale	No value			
Methods of Instruction	Instruction through examination or quizzing			
Rationale	No value			
Methods of Instruction	Lecture			
Rationale	No value			
Methods of Instruction	Audiovisual			
Rationale	No value			
Methods of Instruction	Demonstration			
Rationale	No value			
Assignments				
<ol style="list-style-type: none"> 1. The student will read the assigned text chapters prior lecture 2. The student will outline the chapters and incorporate lecture notes with chapter outlines 3. The student will answer assigned questions from homework assignments 4. The student will write a 5 page research paper discussing the importance of HIPPA in reference to the electronic Health Record 				
Methods of Evaluation	Rationale			
Participation	Discussion			
Tests	Quizzes/Tests			
Research Paper	No value			
Other	Demonstration			
Equipment				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
	DeVore, Amy. (2012) The Electronic Health Record for the Physician's Office with MED			

TRAK Systems , , Elsevier/
Saunders

Other Instructional Materials

No Value

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Describe the functions of electronic health records and explain the advantages they offer over paper-based records. Expected SLO Performance: 70.0

Allied Health
Administrative Medical Assisting
Certificate of Achievement

3. Achieve entry level Administrative Medical Assisting competencies, such as verbal communication, basic banking procedures, and medical insurance which satisfy industry needs.

ISLOs
Core ISLOs

Students who are completing a program will be able to communicate ideas, perspectives, and values clearly and persuasively while listening to others openly

Demonstrate how paper records are converted to an electronic health record system. Expected SLO Performance: 70.0

ISLOs
Core ISLOs

Students who are completing a program will be able to access, evaluate, and effectively use information.

Allied Health
Administrative Medical Assisting
Certificate of Achievement

3. Achieve entry level Administrative Medical Assisting competencies, such as verbal communication, basic banking procedures, and medical insurance which satisfy industry needs.

Evaluate and demonstrate how electronic health records are used in physician practices and other outpatient settings. Expected SLO Performance: 70.0

Describe the different types of personal health records and explain how personal health records differ from electronic health records. Expected SLO Performance: 70.0

Allied Health
Administrative Medical Assisting
Certificate of Achievement

2. Perform Administrative Medical Assisting procedures competently, such as Occupational Safety and Health Administration (OSHA) standards, electronic technologies, and medical records.

Analyze the challenges that electronic health information poses to the privacy and security of patient's health information. Expected SLO Performance: 70.0

ISLOs
Core ISLOs

Students who are completing a program will be able to think critically and creatively and apply reasoning.

Assess the HIPPA privacy and security rules and apply them to privacy protection in today's health care environment. Expected SLO Performance: 70.0

Allied Health
Administrative Medical Assisting
Certificate of Achievement

2. Perform Administrative Medical Assisting procedures competently, such as Occupational Safety and Health Administration (OSHA) standards, electronic technologies, and medical records.

4. Identify State of California regulations that govern the healthcare industry for Medical Assistants.

ISLOs
Core ISLOs

Students who are completing a program will be prepared to engage in responsible citizenship at various levels.

Outline

Course Outline

1. Introduction to Electronic Medical Record
 - a. Administrative
 - b. Clinical
2. Functions of the Health Record
3. Contents and Structure of the Health Record
 - a. Paper-based health records
 - b. Computerized patient records
 - c. Electronic medical records
4. Documentation Guidelines
5. Data and Information Management
6. Health Care Data Sets
7. Health Care Delivery Systems
8. Legal and Ethical Issues in Health Information Management
9. Regulatory Legislation
10. Regulatory and Compliance Issues
 - a. Joint Commission on Accreditation of HealthCare Organizations
 - b. Centers for Medicare and Medicaid Services
 - c. Occupational Safety and Health Administration
 - d. Food and Drug Administration
 - e. Centers for Disease Control
11. HIPAA and Compliance
12. Evaluation of Health Care Services
13. Reimbursement Methodologies
14. Nomenclature and Classifications Systems
15. Information Systems and Security
16. Emerging Information Technologies

Delivery Methods and Distance Education

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face
Online
Hybrid
Interactive

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

No Value

Effective Student-Instructor Contact: Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

contact_moodle_forums
contact_moodle_message
contact_chat
contact_email
contact_discussion
contact_phone
contact_itv

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

No Value

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

s508_itv
s508_moodle
s508_publisher

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

No