**Revised: Spring 2017**

HIM 233

**ELECTRONIC HEALTH RECORDS MANAGEMENT**

**COURSE OUTLINE**

**Prerequisites:**

HIM 130 and HIM 230

**Course Description:**

Studies new trends in management and processing of health information with emphasis on the electronic health record (EHR). Covers the definition, benefits, standards, functionality, confidentiality and security, and impact of the EHR in the healthcare environment. Explores implementation of the EHR including infrastructure required, project management techniques, information technology systems, workflow processes and redesign in various health care settings. Discusses legal issues created by implementation of the EHR.

**Course Objective**

This purpose of this course is to examine how electronic health records are manipulated and utilized to their best ability through a manager’s point of view. The students will complete a term project in this course where they will be given a variety of complex problems and topics to research and explain how they would handle as the Chief Intelligence Officer of a large hospital. The core focus will be to further the develop knowledge students obtained regarding how health professionals use electronic health records through HIM 130 and HIM 233 and think critically about the issues managers face while implementing, maintaining, and updated Electronic Health Records Systems, along with the benefits from using these systems from quality improvement, patient safety, and government reimbursement perspectives.

Semester Credits: 3 Lecture Hours: 3 Lab/Recitation Hours: 3

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**Course Outcomes**

**At the completion of this course, the student should be able to comprehend and work through some of the more complex topics dealing with Electronic Health Records. They should be able to comprehend the problems that arise for managers in the health care settings and how Electronic Health Records may ameliorate or contribute to those types of issues. Some of the specific areas they will cover include:**

**Chapter 1-Health Care Delivery Fundamentals-This chapter discusses the different types of health care facilities and how they function from an administration standpoint.**

**Chapter 2-Health Information Professionals-Discusses the different roles of HIM professionals and how they can work together for a successful implementation, maintenance, and upgrade of Electronic Health Records Systems.**

**Chapter 3-Accreditation, Regulation, and HIPAA-Discusses the various regulatory organizations and laws that affect health professionals.**

**Chapter 4-Fundamentals of Information Systems-This chapter is about the hardware, software, and interoperability needs within health care organizations.**

**Chapter 5-Healthcare Records-Discusses common clinical documentation standards and procedures in detail.**

**Chapter 6-Organization, Storage, and Management of Health Records-Explains how paper and electronic records are organized, filed, circulated, and stored; including the legal standards for these topics.**

**Chapter 7-Electronic Health Records-This chapter is about the evolution of Electronic Health Records, their functional benefits, and how the overall workflow of an office may change when using an Electronic Health Records system.**

**Chapter 8-Additional Health Information Systems-Discusses various other Information Systems such as Lab Information Systems, Radiology Information Systems, Pharmaceutical Systems and Transcription Systems.**

**Chapter 9-Healthcare Coding and Reimbursement-An overview of billing and coding terminology and how they are utilized in the United States Healthcare System.**

**Chapter 10-Health Care Transactions and Billing-Discusses the billing cycle and all of the steps needed for completion in order for a health care organization to be paid for their services.**

**Chapter 11-Health Statistics and Quality Improvement-Discusses the various ways health care organizations collect data and analyze it to make improvements for functionality and patient care.**

**Chapter 12-Management and Decision Support Systems-The chapter is about how Decision Support Systems can improve patient care and how Administrative Systems are used for financial practice management and HR utilization.**

**HIM 233 ELECTRONIC HEALTH RECORDS MANAGEMENT**

Required Materials:

Textbook

Textbook:

Health Information Technology and Management

Author-Richard Gartee

Pearson 2011

ISBN-9780131592674

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Topical Description: (Outline chapters and sections to be covered in the book – may include timeline; dates to be changed for 2017)

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| Topics Covered | Assignments Due |
| Review Chapter 1 & 2 of textbook and Read the syllabus | Read Chapter 1 and 2 of your textbook. Participate in the discussion forum by January 17th |
|  | Quiz 1 is due-January 24th |
|  | Project 1 is due through Blackboard January 31st |
| Chapter 3, 4, 5 | Read Chapters 3, 4, and 5  Participate in Discussion Forum by February 7th |
|  | Quiz 2 is due February 14th |
|  | Work on Project 2 |
|  | Project 2 is due February 28th |
| Chapter 6, 7  Discuss Midterm | Quiz 3 is due March 6th |
| Spring Break | Spring Break |
|  | March 19th Midterm is due Proctored in Testing Center |
|  | Project 3 is due March 27th |
| Chapter 8, 9, 10 | Read Chapters 8, 9, 10  Participate in Discussion Forum by April 3rd |
|  | Quiz 4 is due April 10th |
|  | Project 4 is due April 17th |
| Chapter 11, 12 | Participate in Discussion Forum by April 24th |
|  | Quiz 5 is due May 1st |
|  | Final Exam is proctored in the learning center this week. You must take the final exam no later than Saturday, May 7th. |

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Notes to Instructors

(List information about optional topics, departmental exams, etc)