Montgomery County Community College
HCP 228
Electronic Health Records Management
3-3-0

COURSE DESCRIPTION:
The course provides the student with a comprehensive understanding of electronic health record management and utilization. Emphasis on the creation, use, and maintenance of electronic health records, along with an introduction to the terminology and technology associated with the operational use of these records provides the student with the necessary skills to perform these operations in a medical office setting.

REQUISITES:
Previous Course Requirements
- HCP 224 Medical Terminology
- REA 011 Fundamentals of College Reading <u>or</u> REA 017 Vocabulary and Reading Comprehension Development II

Concurrent Course Requirements
None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Explain the rationale for the use of electronic health records.	Lecture/Discussion Written Assignments Small Group/Individual Assignments Multimedia Demonstrations Exams	Midterm and/or Final Exam Project Presentation
2. Describe the process of utilizing electronic health records in a medical setting.	Lecture/Discussion Written Assignments Small Group/Individual Assignments Exams	Midterm and/or Final Exam Assignments
3. Identify the steps of the flow of information into the electronic health record.	Lecture/Discussion Software Applications Written Assignments Exams	Midterm and/or Final Exam Assignments
4. Integrate appropriate terminology with electronic health record management.	Lecture/Discussion Software Applications Case Studies Exams	Midterm and/or Final Exam

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
5. Use appropriate software and technology to perform electronic health record functions.	Lecture/Discussion Software Applications Case Studies	Creation of an Electronic Health Record Using Software Applications
6. Describe the ethical and legal implications associated with the use and storage of an electronic health record.	Lecture/Discussion Case Studies Written Assignments Small Group/Individual Assignments Multimedia Demonstrations Research Resources Student Presentations Exams	Assignment Midterm and/or Final Exam
7. Utilize the appropriate diagnostic and procedural codes used in the electronic health record.	Lecture/Discussion Software Applications	Creation of an Electronic Health Record Using Software Applications
8. Incorporate HIPAA guidelines in managing the electronic health record.	Lecture/Discussion Case Studies Multimedia Demonstrations	Quizzes Midterm and/or Final Exam
9. Discuss the role of electronic health records in improving patient care.	Lecture/Discussion Written Assignments Small Group/Individual Assignments Student Presentations Research Resources	Quizzes Assignment Midterm and/or Final Exam

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

SEQUENCE OF TOPICS:
1. Overview of the Electronic Health Record
2. History of the Electronic Health Record
3. User Preferences
4. The Clinic Administration
5. The Patient Chart
6. The Office Visit
7. Clinical Tools
8. Creating Templates
9. Tests, Procedures, and Codes

10. Productivity Center and Utilities
11. Applying Your Knowledge

LEARNING MATERIALS:
Text:
Hamilton, Byron (2018). Byron Hamilton's Electronic Health Record 3rd edition. New York: McGraw Hill.
Other learning materials may be required and made available directly to the student and/or via the College's libraries and/or course management system.

COURSE APPROVAL:
Prepared by: Marion Bucci   Date: 7/2009
Revised by: Kathleen Schreiner   Date: 1/2011
Revised by: Kathleen Schreiner   Date: 7/2012
VPAA/Provost or designee Compliance Verification:
              Victoria L. Bastecki-Perez, Ed.D.   Date: 7/16/2012

Revised by: Kathleen Schreiner   Date: 12/4/2017
VPAA/Provost or designee Compliance Verification: Date: 12/7/2017

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.