Washtenaw Community College Comprehensive Report

BOS 185 Medical Computer Skills and Electronic Health Records
Effective Term: Winter 2014

Course Cover

Division: Business and Computer Technologies
Department: Business Office Systems
Discipline: Business Office Systems
Course Number: 185
Org Number: 13300
Full Course Title: Medical Computer Skills and Electronic Health Records
Transcript Title: Med Comp Skills/Elec Hlth Rec
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Course Change
Change Information:
Consultation with all departments affected by this course is required.
Course description
Pre-requisite, co-requisite, or enrollment restrictions
Outcomes/Assessment
Objectives/Evaluation
Rationale: Objectives need to be updated to include CAAHEP required material.
Proposed Start Semester: Winter 2014
Course Description: In this course, students will explore the ways in which modern computer technology such as electronic health records (EHRs), personal health records (PHRs), and health information management systems are being used to improve patient care and efficiencies. Students will learn strategies for the conversion of paper documents from legacy medical office systems to EHRs. Students will also gain hands-on practical experience in the use of an EHR system. Laws and ethical issues affecting the privacy of patient information will be examined. Best practices in the handling of healthcare and patient data will be discussed.

Course Credit Hours

Variable hours: No
Credits: 3
Lecture Hours: Instructor: 45 **Student:** 45
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

No Level Required

Requisites

General Education

General Education Area 7 - Computer and Information Literacy

Assoc in Arts - Comp Lit
Assoc in Applied Sci - Comp Lit
Assoc in Science - Comp Lit

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Describe the process involved for the transition from paper-based medical records systems to Electronic Health Records (EHRs).
   Assessment 1
   Assessment Tool: Departmental Test
   Assessment Date: Fall 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All Sections
   Number students to be assessed: All Students
   How the assessment will be scored: Objective portions of the test will be scored using an answer key. Essay questions will be scored using a departmentally-developed rubric.
   Standard of success to be used for this assessment: 80% of the students will score 75% or better on the exam.
   Who will score and analyze the data: Program Director/Faculty

2. Identify laws regarding the accessibility and security of patient and healthcare data within EHR systems.
   Assessment 1
   Assessment Tool: Departmental Test
   Assessment Date: Fall 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All Sections
   Number students to be assessed: All Students
   How the assessment will be scored: Objective portions of the test will be scored using an answer key. Essay questions will be scored using a departmentally-developed rubric.
   Standard of success to be used for this assessment: 80% of the students will score 75% or better on the exam.
   Who will score and analyze the data: Program Director/Faculty

3. Create and log a patient visit from start to finish (from making an appointment to posting the payment) in an EHR system.
   Assessment 1
   Assessment Tool: Skills Summary Sheet
   Assessment Date: Fall 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All Sections
   Number students to be assessed: All Students
   How the assessment will be scored: Each skill performed will be evaluated and logged by the completion of the task.
   Standard of success to be used for this assessment: 80% of students will successfully pass 100% of the skills checked off in class.
   Who will score and analyze the data: Program Director/Faculty

4. Demonstrate the ability to access specific data when requested in the electronic record.
    Assessment 1
        Assessment Tool: Skills Summary Sheet
        Assessment Date: Fall 2015
        Assessment Cycle: Every Three Years
        Course section(s)/other population: All Sections
        Number students to be assessed: All Students
        How the assessment will be scored: Each skill performed will be evaluated and logged by the completion of the task.
        Standard of success to be used for this assessment: 80% of students will successfully pass 100% of the skills checked off in class.
        Who will score and analyze the data: Program Director/Faculty

5. Identify key data elements, quality issues, and the associated vocabulary.
    Assessment 1
        Assessment Tool: Departmental Test
        Assessment Date: Fall 2015
        Assessment Cycle: Every Three Years
        Course section(s)/other population: All Sections
        Number students to be assessed: All Students
        How the assessment will be scored: Objective portions of the test will be scored using an answer key. Essay questions will be scored using a departmentally-developed rubric.
        Standard of success to be used for this assessment: 80% of the students will score 75% or better on the exam.
        Who will score and analyze the data: Program Director/Faculty

Course Objectives

1. Examine various types of EHR systems for recording, sharing and storing patient and healthcare information.
    Matched Outcomes
        5. Identify key data elements, quality issues, and the associated vocabulary.
2. List the advantages and disadvantages of Electronic Health Records.
    Matched Outcomes
        5. Identify key data elements, quality issues, and the associated vocabulary.
3. Discuss the importance of written policies regarding access to information among users in a medical setting.
    Matched Outcomes
        2. Identify laws regarding the accessibility and security of patient and healthcare data within EHR systems.
        4. Demonstrate the ability to access specific data when requested in the electronic record.
4. Identify strategies for implementing EHR systems in medical office settings to avoid the disruption of workflow.
    Matched Outcomes
        4. Demonstrate the ability to access specific data when requested in the electronic record.
5. List security vulnerabilities of Electronic Health Records.
    Matched Outcomes
6. Identify and demonstrate best practices in the handling of patient data and EHRs.
    Matched Outcomes
        4. Demonstrate the ability to access specific data when requested in the electronic record.
        5. Identify key data elements, quality issues, and the associated vocabulary.
7. Describe the impact of the HIPAA security rule, and other rules and regulations regarding the handling of patient records.
    Matched Outcomes
        4. Demonstrate the ability to access specific data when requested in the electronic

record.
5. Identify key data elements, quality issues, and the associated vocabulary.

8. Demonstrate the input of patient data, and all other elements of the visit into the EHR system.
   Matched Outcomes
   4. Demonstrate the ability to access specific data when requested in the electronic record.
9. Perform searches of patient records for the history of diagnoses and clinical care.
   Matched Outcomes
   4. Demonstrate the ability to access specific data when requested in the electronic record.
10. Explain the difference between Electronic Health Records (EHR) and Electronic Medical Records (EMR).
    Matched Outcomes
    5. Identify key data elements, quality issues, and the associated vocabulary.
11. Explain the eligibility requirements for entering data using Computerized Provider Order Entry systems(CPOE) for the purpose of measuring meaningful use.
    Matched Outcomes
    2. Identify laws regarding the accessibility and security of patient and healthcare data within EHR systems.
    5. Identify key data elements, quality issues, and the associated vocabulary.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Level III classroom

Reviewer	Action	Date
Faculty Preparer:		
Neil Gudsen	*Faculty Preparer*	*Aug 20, 2013*
Department Chair/Area Director:		
Joyce Jenkins	*Recommend Approval*	*Aug 26, 2013*
Dean:		
Rosemary Wilson	*Recommend Approval*	*Aug 27, 2013*
Vice President for Instruction:		
Bill Abernethy	*Approve*	*Sep 20, 2013*