BUTTE COLLEGE
COURSE OUTLINE

I. CATALOG DESCRIPTION

BCIS 76 - Managing Electronic Health Records   **3 Unit(s)**

Prerequisite(s): BCIS 63 and BCIS 75
Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU
51 hours Lecture

This advanced-level course introduces students to electronic health records (EHRs) and their place in a physician's office. The curriculum reinforces the relationship between all of the components needed for a complete patient medical record including the clinical, administrative, and reimbursement components. Topics in this class are based on the national curriculum competencies developed by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:
A. Create an effective medical practice management system using Electronic Health Records (EHRs).
B. Evaluate the transition from paper-based records offices to EHR offices.
C. Assess the accuracy of records after being converted from a manual to an EHR format.
D. Describe the relationship between the Health Insurance Portability and Accountability Act (HIPAA) and electronic health records.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture

Topics	Hours
1. Introduction to Electronic Health Records	3.00
2. Overview of Electronic Health Records Software	3.00
3. Privacy, Confidentiality, and Security	6.00
4. Transitioning from Paper Charts to Electronic Health Records	3.00
5. Administrative Use of the Electronic Health Record	9.00
6. Clinical Use of the Electronic Health Record	9.00
7. Using the Electronic Health Record for Reimbursement	9.00
8. Health Promotion, Patient Education, and Clinical Decision Support	6.00
9. Using Electronic Health Record for Patient Education	3.00
Total Hours	51.00

IV. METHODS OF INSTRUCTION

A. Lecture
B. Collaborative Group Work
C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
D. Discussion
E. Problem-Solving Sessions
F. Reading Assignments

V. **METHODS OF EVALUATION**
 A. Exams/Tests
 B. Projects
 C. Homework
 D. Written Assignments

VI. **EXAMPLES OF ASSIGNMENTS**
 A. Reading Assignments
  1. Review the information on Evaluation and Management (E/M) from the Current Procedural Terminology (CPT) manual. Be prepared to discuss why you think the amount of time spent with the patient does not weigh as heavily as the other three factors in determining the proper E/M code?
  2. Examine five different EHR software programs for doctors' offices. Pick the one you feel is best and be prepared to discuss your findings in class.
 B. Writing Assignments
  1. You are investigating the problem of missed test results. In your reading, you discover that 15% of physicians report experiencing two or more instances in which such oversights caused life-threatening delays in diagnosis or treatment of their patients. In a one-page paper, discuss how features of the EHR might prevent such oversights, thereby improving patient care?
  2. In a two-page paper, list the pros and cons of a paper system versus EHR. Then describe which approach you think would be more efficient, supporting your decision with information from your list.
 C. Out-of-Class Assignments
  1. Patients are right to take an interest in protecting the integrity of their health information, which may be compromised by careless handling of records or lax security policies. Research the topic "HIPAA Privacy Breaches". Create a list of five violations and be prepared to discuss your findings with your class members.
  2. Interview two of your classmates as if they are new patients and create new electronic health records for them.

VII. **RECOMMENDED MATERIALS OF INSTRUCTION**
 Textbooks:
 A. Devore, Amy. The Electronic Health Record for the Physician's Office. Elsevier, 2012.

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