

MIDSTATE COLLEGE
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COURSE: AH 161 – Computers in Health Information
CREDIT HOURS: 4 quarter credit hours completed in classroom/computer lab

TEXT: Electronic Health Records
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COURSE DESCRIPTION: Prerequisites for this class are AH110 Medical Terminology I, AH120 Human Anatomy and Disease, and AH 200 Medical Office Procedures III. Computerized health information systems will be introduced in this course including definitions, electronic data collection, storage, encoder use, electronic health records, and retrieval; how to implement, manage, and secure computer-based patient record systems. All competencies must be passed with a “C” or better to pass this course.

REQUIREMENTS FOR COMPLETING THE COURSE: Student must complete all assessment tools required by the instructor. **All competencies must be passed with a 70% or better to complete this course.**

TOPICS TO BE COVERED:

1. Electronic Health Records
2. Encoder use
3. Spreadsheet, presentation, and word processing software
4. Policies and procedures related to data integrity and security

LEARNING OBJECTIVES: The student will be able to:

1. Describe the use and maintenance of electronic application and work processes to support clinical classification and coding
2. Abstract and maintain data for clinical indices and databases
3. Describe user access logs/systems to track access to and disclosure of identifiable patient data
4. Demonstrate proper use of technology, including hardware and software for the purpose of data collection, storage, analysis and reporting of information
5. Demonstrate competence utilizing common software applications such as spreadsheets, databases, word processing, graphics, presentations, and e-mail for the execution of health information processes
6. Demonstrate specialized software for completion of health information processes
7. Illustrate policies and procedures regarding electronic health records
8. Describe database design related to health information needs
9. Discuss data integrity and security related to health information
10. Demonstrate understanding of terminology and abbreviations related to electronic health records (HL7, SNOMED, NHII, EHR, etc.)
11. Identify dimensions of the National Health Information Infrastructure.
12. Identify obstacles that may be encountered during the migration path from traditional paper records to the electronic health record.
13. Identify processes in the project life cycle as they relate to implementation of an electronic health record system.
14. Recognize the impact of accreditation, certification, and licensing organizations on health record documentation requirements.

This is a standardized syllabus for AH 161. All modifications will be made by the program director to maintain consistency.

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15. Utilize tools (Gantt chart, PERT chart, dashboard, etc.) to participate in the planning process for electronic health record implementation.
16. Apply knowledge of strategic planning to health information functions.
17. Assess user needs, requirements, and concerns for all departments in the organization.
18. Determine appropriate user interface for each user category within the organization.
19. Identify health information needs related to each user (administrative, coding, release of information, registry, ADT, lab, radiology, pharmacy, voice recognition).
20. Develop goals for various stages of process assessment and design.
21. Create a model for process and information flow.
22. Demonstrate understanding of the group process and group facilitation techniques

GRADING SCALE:

90 -100	A	*Allied Health majors must have a 70% - C average or better
80 - 89	B	
70 - 79	C*	
60 - 69	D	
0 - 59	F	

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Participation Requirements/Policies and Procedures:

1. All work is to be completed on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material.
2. You are expected to be on time. If you must arrive or leave during class, do so quietly. You are not excused from class for any reason. ***Attendance is expected, not suggested.*** Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is 6 or more day classes and 3 or more night classes. If this amount is missed you will fail your professionalism competency and therefore will need to retake this course. If for some reason you are not able to attend class, I am not available to re-teach the missed lesson on a one to one basis.
3. ***Academic dishonesty is never tolerated and will be referred to the dean.***
4. Black Ink must be used on all written assignments. Ragged edged paper is not acceptable for assignments. Work should be portfolio quality.
5. **Please make certain that your cell phone is on “vibrate”. If you must take a call during class, please step out of the class quietly. Absolutely no text messaging will be allowed during class time. No phone calls will be allowed during testing.**

Grading Specifications:

Attendance (20 classes x 10 points each)	200
Homework (5 assignments x 10 points each)	50
Quizzes (9 quizzes x 20 points each)	280
Projects (2 projects x 20 points each)	40
Final Exam	100
Competencies (2 competencies x 100 points each)	200
TOTAL POINTS	770

AH 161
Course Outline
Summer 2006

24-May	Introduction & Pretest
29-May	No Class
31-May	Chapter 1 – Introduction to electronic health records
5-June	Quiz – Chapters 1 Chapter 2 – challenges to EHR adoption
7-June	Quiz – Chapter 2 Chapter 3 – Roles in EHR design and implementation Creative idea lists due
12-June	Quiz – Chapter 3 Chapter 5 – Strategic EHR planning Gantt chart due
14-June	Quiz – Chapter 5 Chapter 6 – Healthcare process assessment
19-June	Quiz – Chapter 6 Chapter 7 – functional needs assessment Process Flow Diagrams due
21-June	Quiz – Chapter 7 Chapter 9 – Technology infrastructure assessment Department Assessment Surveys due
26-June	Quiz – Chapter 9 Chapter 10 – EHR functional requirements specification
28-June	Quiz – Chapter 10 Chapter 12 – EHR selection & contract negotiation
5-Jul	Chapter 13 – EHR system implementation & ongoing maintenance
10-Jul	Quiz – Chapters 13 EHR implementation process flow diagrams due
12-Jul	Document imaging Scanning competency
17-Jul	Using Excel for statistical data and graphical display of results
19-Jul	Excel project due Creating Power Point presentations
24-Jul	Power Point presentations
26-Jul	Introduction to encoders
31-Jul	Encoder competency
2-Aug	Review for final exam
7-Aug	FINAL

AH 161 ASSIGNMENTS

EHR Implementation Project

Assume you are the Director of Health Information at a hospital. You have been assigned the task of working with a Project Manager from the MIS department to develop an implementation plan for converting to utilization of electronic health records from your current system, which utilizes completely hard-copy paper records. You have met with the Project Manager and your duties associated with this project include the following:

- Develop a list of creative ideas of ways to get clinical staff and physicians to accept the implementation of the EHR at your facility. List five suggestions for clinical-staff/ancillary departments and five suggestions for physicians.
- Develop a Gantt chart which provides timelines for each phase of the project
- Construct a process flow chart for the following current key processes in the Health Information department.
 - Retrieving charts for nursing unit requests
 - Obtaining charts for discharged patients
 - Coding and abstracting
 - Chart tracking and completion
- Construct process flow charts for how the processes listed may be completed following EHR implementation
- Develop a survey for nursing units and ancillary departments as described on pages 139-140.
- Use Excel to calculate statistics, projections, and graphical displays of information related to EHR implementation.
- Create a Power Point presentation of the project details is to be presented to Administration.

Excel project

Create an Excel spreadsheet to do calculations for a summary of amounts of scanning to be done, imported data, and time required to convert to hybrid EHR. Include a graphical display of the results. Data for project will be distributed.

Power Point project

Create a Power Point presentation that explains the EHR implementation plans as if you are going to present to the administrators of your hospital. Incorporate the results and graphical information from your Excel project.