# FUNDAMENTALS OF ELECTRONIC HEALTH RECORDS

## ELHLTH100 — Fundamentals of Electronic Health Records, 3.0 hours

## PROFESSOR

Hi, my name is Robin and I am elated to be with you as well as assist with your understanding of the Fundamentals of Health Information Management Principles and Practices. I have many years in the Health arena, and I can say the medical field is an evolving space. Healthcare is experiencing such development and growth. Please feel free to contact me with any questions or concerns. I look forward to working with everyone.

## CONTACT INFORMATION

E-mail: rpowell@lakewood.edu
Cell Phone: 800-517-0857 X 784

## ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewood.edu

## BOOKS AND RESOURCES

Michelle A. Green. Essentials of Health Information Management, Principles & Practices. 3rd ed. Cengage, 2016.

## EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.
Course Requirement Summary

- Assignments - Total of 60 Points
- Weekly discussion forums-Total of 70 Points
- Final Exam - 50 Points

## GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 180. To determine the final grade, the student's earned points are divided by 180.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)
B = (80% - 89%)
C = (70% - 79%)
F < (Below 70%)

# ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

# DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

# SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

# LIBRARY

**Mary O'Dell is the Librarian on staff at Lakewood University**

**She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730**

**You may also schedule a meeting at this link: https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020**

**She can assist you with navigating LIRN, research, citations etc.**

# SUPPORT

**Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.**

**Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.**

**1-800-517-0857 option 2**
**info@lakewood.edu**
**studentservices@lakewood.edu**

# CAREER SERVICES

**Students are offered Career Services at any point as they journey their academics at Lakewood University.**

**1-800-517-0857 option 2**
**careerservices@lakewood.edu**

# LESSONS

| TITLE | COURSE TOPIC | READINGS/ASSIGNMENTS | DUE | OBJECTIVES |
|---|---|---|---|---|
| Lesson #1 | • Health Care Delivery Systems<br>• Health Information Management Professionals | Study Course Syllabus<br>Read Chapters 1 & 2<br>Participate in the Discussion Forum<br>Complete Assignment 1<br>Lesson Evaluation | Assignment 1 upon completion of the lesson | Objective 1 |
| **TITLE**<br>Lesson #2 | **COURSE TOPIC**<br>• Health Care Settings<br>• Introduction to the Patient Record | **READINGS/ASSIGNMENTS**<br>Read Chapters 3 & 4<br>Participate in the Discussion Forum<br>Lesson Evaluation | **DUE** | **OBJECTIVES**<br>Objective 2 |
| **TITLE**<br>Lesson #3 | **COURSE TOPIC**<br>• Electronic Health Records | **READINGS/ASSIGNMENTS**<br>Read Chapter 5<br>Participate in the Discussion Forum<br>Lesson Evaluation | **DUE** | **OBJECTIVES**<br>Objective 3 |
| **TITLE**<br>Lesson #4 | **COURSE TOPIC**<br>• Patient Record Documentation | **READINGS/ASSIGNMENTS** | **DUE** | **OBJECTIVES**<br>Objective 4 |

| | | | | |
|---|---|---|---|---|
| | Guidelines: Inpatient, Outpatient, & Physician Office | Read Chapter 6<br>Participate in the Discussion Forum<br>Lesson Evaluation | | |

| **TITLE**<br>Lesson #5 | **COURSE TOPIC** | **READINGS/ASSIGNMENTS** | **DUE**<br>Assignment 2 upon completion of the lesson | **OBJECTIVES**<br>Objective 5 |
|---|---|---|---|---|
| | • Numbering & Filing Systems & Record Storage & Circulation | Read Chapter 7<br>Participate in the Discussion Forum<br>Complete Assignment 2<br>Lesson Evaluation | | |

| **TITLE**<br>Lesson #6 | **COURSE TOPIC** | **READINGS/ASSIGNMENTS** | **DUE** | **OBJECTIVES**<br>Objective 6 |
|---|---|---|---|---|
| | • Indexes, Registers, & Health Data Collection | Read Chapter 8<br>Participate in the Discussion Forum<br>Lesson Evaluation | | |

| **TITLE**<br>Lesson #7 | **COURSE TOPIC** | **READINGS/ASSIGNMENTS** | **DUE**<br>Assignment 3 upon completion of the lesson | **OBJECTIVES**<br>Objective 7 |
|---|---|---|---|---|
| | • Legal Aspects of Health Information Management | Read Chapter 9<br>Participate in the Discussion Forum<br>Complete Assignment 3<br>Lesson Evaluation | | |

| **TITLE**<br>Lesson #8 | **COURSE TOPIC** | **READINGS/ASSIGNMENTS** | **DUE**<br>Final exam upon completion of the lesson | **OBJECTIVES**<br>Objective 8 |
|---|---|---|---|---|
| | • Introduction to Coding & Reimbursement | Read Chapter 10<br>Participate in the Discussion Forum<br>Complete the Final Exam<br>Request the Next Course<br>Lesson Evaluation<br>THANKS FOR A GREAT CLASS | | |

# DESCRIPTION

This course is designed as a business decision stimulation which offers students the opportunity to apply the knowledge efficiently they have acquired in previous courses (i.e. accounting, finance, marketing, human resource management) to face and solve real business problems in a competitive industry environment.

Program Objectives

1. Define and provide examples of licensure, regulation, and accreditation
2. Discuss the benefits of joining your professional association include.
3. Describe federal, state, and local health care facilities
4. Define what is the patients record, and what is the purpose?
5. Distinguish between computerized patient records, electronic patient records, and electronic.
6. List the contents of inpatient, outpatient, and physician office records
7. Explain the procedure for organizing and managing loose filing. Identify security measures that occur to safeguard patient theft, fire, and water damage.
8. Comply with HIPAA privacy and security provisions. Define key terms Identify and define health information legal and regulatory terminology. Interpret legislation that impacts health information management

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