Instructor Contact Information

Please see the **Meet your Instructor** discussion for more information.

Course Description

This course provides an overview of medical clinical workflow, with emphasis on inter-professional electronic documentation and functionalities of the electronic health record (EHR). Through hands-on experience, this course advances the students' understanding of the electronic health record, Health IT Policies, Data and Database Management Systems in support of the EHR.

Course Objectives

- I.B.1 - Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status
- I.D.4 - Apply knowledge of database architecture and design to meet organizational needs
- II.A.2 - Analyze legal concepts and principles to the practice of HIM
- II.B.4 - Analyze the security and privacy implications of mobile health technologies
- II.C.2 - Protect electronic health information through confidentiality and security measures, policies and procedures
- III.A.1 - Utilize technology for data collection, storage, analysis, and reporting of information
- III.A.2 - Assess systems capabilities to meet regulatory requirements
- III.C.6 - Evaluate administrative reports using appropriate software
- III.H.1 - Discover threats to data integrity and validity
- III.H.2 - Implement policies and procedures to ensure data integrity internal and external
- III.H.5 - Model policy initiatives that influence data integrity
- VI.K.1 - Manage information as a key strategic resource and mission tool

Course Materials

Required Textbook

- *Medical Clinic Workflow*, 6th edition, by Rick Schanhals (2019). ISBN: 978-0-9978571-7-7
  - **Important:** You must purchase the book from the MedTraK Learning website. Purchasing the book gives you lifetime access to the MedTrak Learning EMR and the Student Portal.
- Additional readings and resources are provided in each lesson.

Required Software

The latest version of Microsoft Office that includes Word, Excel, PowerPoint, and Access. Depending on your home campus, you may be able to get Microsoft Office free or at a reduced price:

- Parkside students: https://kb.uwp.edu/page.php?id=48220.
- Green Bay students: Download Office 365 for no cost at https://uknowit.uwgb.edu/page.php?id=29032.
- Stevens Point students: http://wiscsoftware.wisc.edu/wisc/.
- La Crosse students: https://kb.uwlax.edu/page.php?id=61085

> **Mac users:** The Microsoft Office suite **does not** come with Access. One option is to use the software in a computer lab on your campus. Contact your campus' IT support to determine options for using MS Access on campus. Another option would be to use LibreOffice's free, online software called LibreOffice Base.

Course Activities and Assessments

The course includes textbook reading, AHIMA Practice Brief article readings, PowerPoint presentations, database assignments, written assignments, hands-on activities in an electronic health record, and quizzes.

MedTrak Learning Assignments

Medtrak Systems is a real-life, fully-integrated EMR. MedTrack Learning is an educational portal for the EMR, that provides you the opportunity to complete user workflows in a fully-functional EMR. As an HIMT professional, it is important to understand the flow of healthcare data before managing the data. You will come to understand why data is captured at certain stages in the healthcare visit. Sometimes, data must be captured in a certain way at a certain point in order to meet regulatory requirements. Medtrak Learning provides a structured, hands-on method for journeying through a healthcare visit.

Discussions

There are a variety of discussion formats in this course. In some cases, the discussions will be what one traditionally would expect (i.e., dialogue and discourse around a topic). In other cases, the discussion will be an assignment or project, and the dialogue and discourse will come from reviewing the work that has been submitted by your classmates. Regardless of the format, you are expected to engage and participate in the discussions fully.

Most of the discussions have a rubric associated with them. In some cases, the rubrics will be the same. More detailed and extensive discussions that border on a project may have a specific rubric. Therefore, it is recommended that you review the rubric before completing and submitting your work. Rubrics attached to a discussion can be tricky to locate, so consult the **Canvas Quick Start Guide** for more information on how to do so.

AHIMA Practice Brief Assignments

The Practice Briefs are an important tool used by AHIMA and HIM professionals for continuing education credits. Each Practice Brief used in this course was selected to help reinforce the content learned in each unit. You are to read the entire practice brief and answer the specific questions listed for each. The answers are to be in your own words and will help demonstrate your understanding of the material in the unit and how it applies specifically to healthcare.

A side note: The AHIMA Practice Briefs can be found in each month's edition of the journal of AHIMA and are used by credentialing professionals for continuing education credits. They can also be found in AHIMA's Body of Knowledge (BoK) section of their website. There are more topics available if you are looking for additional research materials.

Written Assignments

The written assignments provide you an opportunity to explore a topic more deeply and to present your ideas formally and succinctly. Additionally, during the course of the HIMT program, you will be expected to write a number of papers that adhere to the American Psychological Association (APA) 6th edition style for citing resources and formatting your work. APA is not required in this class, but in other classes the APA format will be required, so It is a good idea to get in the habit of using the APA style now.

Access Database

In the Access database assignments, you are going to design and build a basic database that can be used to track patients with the diagnosis of diabetes. The database will be very simple, but it will have all the core features of a relational database and therefore demonstrate the principles of database design and development. It is important to note that this assignment is not about database programming but the principles of database design and their components. This knowledge can help as you work with database programmers to coordinate and guide the development of more and more sophisticated and user-friendly systems.

Quiz

There is one quiz at the end of the course. This quiz will expose you to concepts that will be covered in the RHIA exam. At some point, you will sit for credentials. Either through a professional organization like AHIMA or HIMSS or through another channel such as EPIC Certification. The ability to successfully pass a timed multiple-choice exam is an important skill that everyone must have.

Course Outline

These are the units of the course:

Unit 1: The Flow of Data in Healthcare

- Lesson 1: The Importance of Proper Documentation
- Lesson 2: How Regulatory Requirements Influenced EHR Design and Proper Documentation
- Lesson 3: Data Capture and Reporting (The End User Experience)
- Lesson 4: Data Capture and Reporting (The Patient Experience)
- Lesson 5: Data Capture and Reporting (The Administrator's Experience)
- Lesson 6: Releasing Data to Others

Unit 2: The Basics of Managing Data

- Lesson 7: Introduction to Managing Data
- Lesson 8: Data Storage and Retrieval Basics
- Lesson 9: Data Validation and Data Query Basics

- Lesson 10: Data Governance and Managing Data from Different Sources
- Lesson 11: Data Privacy and Security

Unit 3: Health IT Policy

- Lesson 12: Creating Health IT Policy and Procedures (Risk Mitigation)
- Lesson 13: Creating Health IT Policy and Procedures (Social Determinants)
- Lesson 14: Evaluating Current Health IT Policy
- Lesson 15: Emerging Technology & RHIA Exam Practice

Course Policies

The Announcements area will be used as a means of communication. Please check it regularly to keep current. The syllabus, schedule, and assignments are all subject to change. Any changes or need for additional information affecting the course as a whole will be communicated in the Announcements area.

All grades will be available to you in the Grades area.

Legitimate emergencies do occur and may prevent the completion of course work by the designated time. Please inform me as soon as possible when emergencies occur and indicate your plans for completing the work. Extension of the completion time will be considered on an individual basis.

Grading

Grades will be based on the following items:

Activities	Points
Discussions (12 @ 10pts 1@ 5pts)	125
MedTrack (6 @ 5-30pts)	115
Quiz (1 @ 10pts)	10
Practice Briefs (2 @ 10pts)	20
Written Assignments (4 @ 10pts)	40
Life Long Learning Assignment (1@10 pts)	10
Access Database (5 @ 10pts)	50
Total	370

The course grading scale is as follows:

Percent	Letter
90–100%	A
80–89%	B
70–79%	C
60–69%	D
0–59%	F