

SYLLABUS  
PART I  
EDISON STATE COMMUNITY COLLEGE  
MED 180S ELECTRONIC HEALTH RECORDS  
3 CREDIT HOURS

**COURSE DESCRIPTION**

Designed to introduce the student to the basics of electronic medical records management in an outpatient setting. The student will learn about electronic health care records (EHR) management practices and perform clinical skills in a simulated medical setting. Prerequisite or co-requisite: MED 120S. Lab fee.

**COURSE GOALS**

The student will:

Bloom's Level		Program Outcomes
2	1. Discuss principles of using electronic medical records (EMR).	2, 3
2	2. Discuss the Health Insurance Portability and Accountability Act (HIPAA) regarding privacy of electronic records.	1, 2, 3, 8
1	3. Identify time management principles.	7, 8
1	4. Identify types of records common to the healthcare setting.	3
3	5. Use simulated office hardware and software to maintain office systems.	3, 4, 6
2	6. Effectively utilize information technology and medical terms as they apply to EHR/EMR.	1, 3, 4, 8
2	7. Discuss how information is collected for new patients receiving services at facilities outside the physician's office.	1, 2, 4, 8
3	8. Generate patient statements.	1, 4
3	9. Process insurance claims.	1, 4

**CORE VALUES**

The Core Values are a set of principles that guide in creating educational programs and environments at Edison State. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce those Core Values whenever appropriate.

**TOPIC OUTLINE**

1. Introduction to electronic health record
2. Overview of SimChart for the medical office
3. Adherence to privacy, confidentiality, and security guidelines
4. Usage of the electronic health record for scheduling and other administrative needs
5. Application of the electronic health record for clinical documentation and financial reimbursement
6. Maintenance of integrity and protection of the personal health record and patient portal