Course Description

Provides a foundation regarding documentation requirements for complete and accurate health records as required by licensing, accrediting, and regulatory agencies; skills in data collection tools, data quality assessment and integrity; healthcare data sets and standards; medical terminology; principles and guidelines for using International Classification of Disease (ICD-9-CM or ICD-10-CM); primary and secondary healthcare data sources.

Course Textbook


Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Demonstrate the use of medical practice management software including creating, editing, and posting entries.
2. Demonstrate knowledge of health insurance coverage, basic insurance billing, and process claim forms.
3. Explain the legal restrictions pertaining to software copyright laws and license agreements.
4. Distinguish appropriate legal and ethical standards needed to accurately code, submit, and manage insurance claims.
5. Identify proper billing codes for different medical divisions.
6. Recognize the importance of patient confidentiality and HIPAA guidelines in health care.
7. Describe medical terminology required in healthcare.
8. Apply the methods for assessing medical practice management principles, skills, software, EHR, and interpretation of support file data.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Outcomes**: Each unit contains Unit Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Lesson**: Each unit contains a Unit Lesson, which discusses unit material.
3. **Reading Assignments**: Each unit contains Reading Assignments from one or more chapters from the textbook. Chapter presentations are provided in each unit study guide as Suggested Reading to aid students in their course of study.
4. **Learning Activities (Non-Graded)**: These non-graded Learning Activities are provided in Units II-VIII to aid students in their course of study.
5. **Key Terms**: Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.
6. **Discussion Boards**: Discussion Boards are part of all CSU term courses. More information and specifications can be found in the Student Resources link listed in the Course Menu bar.
7. **Unit Assessments**: This course contains eight Unit Assessments, one to be completed at the end of each unit. Assessments are composed of written response questions.
8. **Unit Assignments:** Students are required to submit for grading Unit Assignments in each unit. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with each Assignment. Specific information about accessing these rubrics is provided below.

9. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

10. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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### CSU Online Library

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on “CSU Online Library.” You can also access the CSU Online Library from the “My Library” button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library’s chat reference service, *Ask a Librarian*, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

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### Unit Assignments

#### Unit I Essay

**Point of Care Documentation**

After reading the required chapter on Electronic Health Records—An Overview, complete and submit the following in an APA formatted scholarly essay:

- Begin your essay with an introduction explaining the purpose of the essay.
- In no more than three paragraphs, describe three electronic health record devices used to document point of care.
- Describe the advantages and disadvantages of electronic health records being used at the point of care.
- In no more than two paragraphs provide a summary of a recent doctor’s visit where an electronic health record device was used at point of care for you or a family member.
- Important reminder, do not forget to include a reference page, including all sources cited in your essay.
- The essay requires a minimum 500 word response.
- Submit before the assignment deadline.

Be sure to support your work with specific citations from this week’s required reading and any additional resources. Format your Research Paper using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

#### Unit II Essay

**EHR Code Sets**

After reading the required chapters on Functional EHR systems and Learning Medical Record Software, complete and submit the following in an APA formatted scholarly essay:

- Begin your essay with an introduction explaining the purpose of the essay.
- In no more than four paragraphs, describe four EHR code sets.
- Describe the similarities and differences of the EHR code sets.
In no more than one paragraph discuss why an EHR code set has to provide equilibrium between granularity and point of care requirements.

Important reminder, do not forget to include a reference page, including all sources cited in your essay.

The essay requires a minimum 500 word response.

Submit before the assignment deadline.

Be sure to support your work with specific citations from this week’s required reading and any additional resources. Format your Research Paper using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit III Essay

Data Entry at the Point of Care

After reading the required chapters on Increased Familiarity with the Software and Data Entry at the Point of Care, complete and submit the following in an APA formatted scholarly essay:

- Begin your essay with an introduction explaining the purpose of the essay.
- Discuss the components of SOAP charting for the following scenario (include the list and forms that may be used):
  A 21-year-old female has come to the physician complaining of chest pain with shortness of breath. She says she has been wheezing and coughing for one week. Her vital signs are P-150, B/P – 150/100, R – 60, T-99.6. Following physical examination, the physician decides she has been experiencing tachycardia and has seasonal asthma. The physician gives the Medical Assistant an order to administer a breathing treatment using the nebulizer and 2.0 mg of albuterol sulfate. Then the Medical Assistant is to take the female’s vital signs again.
- Important reminder – do not forget to include a reference page, including all sources cited in your essay.
- The essay requires a minimum 500 word response.
- Submit before the assignment deadline.

Format your Research Paper using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit IV Essay

Understanding Electronic Orders

After reading the required chapters on Understanding Electronic Orders and Problem Lists, Results Management, and Trending, complete and submit the following in an APA formatted scholarly essay:

- Begin your essay with an introduction explaining the purpose of the essay.
- In no more than three paragraphs, describe the five basic rights of drug administration that must be followed to ensure that the physician administers the drug correctly.
- In no more than two paragraphs, describe the legal and ethical issues surrounding handling medication errors.
- In no more than one paragraph discuss the components of SOAP charting for the following scenario (include the list and forms that may be used):
  A 35 year old female in her second trimester of pregnancy calls the OBGYN office stating she has acid reflux. She states prior to pregnancy, she used to take Tagamet and wants to ensure that it is still ok to take being pregnant. How can you find this information and what should you do once you locate it?
- Important reminder, do not forget to include a reference page, including all sources cited in your essay.
- The essay requires a minimum 500 word response.
- Submit before the assignment deadline.

Be sure to support your work with specific citations from this week’s required reading and any additional resources. Format your Research Paper using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.
Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit V Essay

Data Entry Using Flow Sheets

After reading the required chapters on Data Entry Using Flow Sheets and Anatomical Drawings and Using the EHR to Improve Patient Health, complete and submit the following in an APA formatted scholarly essay:

- Begin your essay with an introduction explaining the purpose of the essay.
- In no more than two paragraphs, describe the purpose of flow sheets in a medical environment. Explain how flow sheets are used in Obstetric offices and chronic disease management.
- In no more than one paragraph, describe the purpose of a problem-oriented flow sheet. Explain the difference between a Form-based flow sheet and a problem-oriented flow sheet.
- Important reminder, do not forget to include a reference page, including all sources cited in your essay. The essay requires a minimum 500 word response.
- Submit before the assignment deadline.

Be sure to support your work with specific citations from this week’s required reading and any additional resources. Format your Research Paper using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit VI Essay

Privacy and Security of Health Records

HIPAA demands that all patients are able to retrieve their medical records, amend inaccuracies or exclusions, and be informed on how their PHI is shared with third parties. HIPAA provisions that has led to a widespread overhauling in electronic medical records. HIPAA Laws and Regulations are divided into five Rules:

1. Privacy Rule
2. Security Rule
3. Transactions Rule
4. Identifiers Rule
5. Enforcement Rule
6. HITECH Act

After reading the required chapter on Privacy and Security of Health Records, complete and submit the following in an APA formatted scholarly essay:

- Begin your essay with an introduction explaining the purpose of the essay.
- In no more than three paragraphs explain the five Rules of HIPAA Laws and Regulations.
- In no more than one paragraph, describe the proper protocol for handling the following scenario under the HIPAA guidelines. Scenario:
  
  A clinician enters orders and requests labs in an electronic patient record, and then leaves the computer without logging off properly. You are working in the area and notice that the computer is on, but you assume someone is coming back in a minute. Meanwhile, a patient wandering the hallway notices that the computer is on and reviews her friend's patient record. Who is responsible for the patient's lost privacy? What corrective measures should be taken to ensure the breach of PHI does not happen again.

- Important reminder, do not forget to include a reference page, including all sources cited in your essay. The essay requires a minimum 500 word response.
- Submit before the assignment deadline.

Be sure to support your work with specific citations from this week’s required reading and any additional resources. Format your Research Paper using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.
Unit VII Case Study

Using the Internet to Expedite Patient Care

Shon Brown, a 35-year-old male, arrives at his primary physician with complaints of a “cough and shortness of breath that will not go away.” He states that he has had a bark-like cough, pain in extremities, and fever for at least four days and feels like his symptoms are worsening rather than subsiding. When asked, he states that he did not take the flu shot this year. After a routine physical examination, Dr. Williams orders a CBC, chest X-ray, and CT of the chest, with and without contrast, and gives him a prescription for a cough suppressant and antibiotics. Dr. Williams will be in touch with him after the lab work and diagnostic procedure findings are in:

1. Shon’s lab and diagnostic findings are indicating pneumonia. You are to create a letter to him, per Dr. Williams, stating his findings are positive for pneumonia (acute pathology) and he should contact the office for a flu shot when he feels better.
2. You have a consent to use E-mail communication on file for Shon. Write an e-mail to him about his lab and diagnostic test results, requesting he contact the office by telephone or internet to arrange an appointment to receive a flu shot.

After reading the required chapter on Using the Internet to Expedite Patient Care, complete and submit the following in an APA format:

- Begin your case study with an introduction explaining the purpose of the case study.
- In no more than two paragraphs explain what a Public Health Record is, what is comprised of, and who (patient, agency, committee, etc.) regulates entry to the PHR?
- Write an e-mail to Shon about his lab and diagnostic test results, requesting he contact the office by telephone or internet to arrange an appointment to receive a flu shot.
- Important reminder – do not forget to include a reference page, including all sources cited in your essay. Upload before the assignment deadline.

Be sure to support your work with specific citations from this week’s required reading and any additional resources. Format your Case Study using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit VIII Case Study

EHR Coding and Reimbursement

A 16-year-old female who has asthma has an Emergency Department visit for angina, shortness of breath, and wheezing. The doctor performs a chest x-ray, breathing treatments, and a Nuclear Medicine Stress Test utilizing a treadmill while monitoring the patient’s heart palpitations. While the patient is in the ED, the doctor evaluates her asthma and changes her prescription medication.

Review the chapter and consider the following questions:

1. How would you select the ICD-9 and CPT codes for the procedural claim (encounter) for the ED visit?
2. What diagnosis and procedure codes will result in full reimbursement for the procedures rendered?
3. How will the claim demonstrate the medical necessity for the exams?

After reading the required chapter on EHR Coding and Reimbursement complete and submit the following in an APA format:

- Begin your case study with an introduction explaining the purpose of the case study.
- In no more than three paragraphs explain and answer the questions listed above. Be descriptive on the steps necessary to perform the above scenario. Defend your response and use terminology related to the scenario.
- Describe billing upcoding and downcoding. Describe the penalties related to performing these tasks. Is there a chance for the scenario listed above to be upcoded or downcoded? Explain your response.
- Important reminder, do not forget to include a reference page, including all sources cited in your essay. Upload before the assignment deadline.
Be sure to support your work with specific citations from this week’s required reading and any additional resources. Format your Case Study using APA style. Use your own words, and include citations and references as needed to avoid plagiarism.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**APA Guidelines**

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide by clicking [here](#). This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

**Grading Rubrics**

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Discussion Board, (2) Assessment (Written Response), and (3) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Discussion Board rubric can be found within Unit I’s Discussion Board submission instructions.

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

*Again, it is vitally important for you to become familiar with these rubrics because their application to your Discussion Boards, Assessments, and Assignments is the method by which your instructor assigns all grades.*

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

[Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.](#)

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.
Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

**Grading**

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<th>Component</th>
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<td><strong>Total</strong></td>
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**Course Schedule/Checklist (PLEASE PRINT)**

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

## Unit I
**An Overview of Electronic Health Records**

**Review:**
- Unit Study Guide

**Read:**
- **Chapter 1:** Electronic Health Records – An Overview
- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

**Submit:**
- **Assessment** by Tuesday, 11:59 p.m. (Central Time)
- **Essay** by Tuesday, 11:59 p.m. (Central Time)

Notes/Goals:

## Unit II
**Functional EHR Systems and Learning Medical Record Software**

**Review:**
- Unit Study Guide

**Read:**
- **Chapter 2:** Functional EHR Systems
- **Chapter 3:** Learning Medical Record Software

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)

**Submit:**
- **Assessment** by Tuesday, 11:59 p.m. (Central Time)
- **Essay** by Tuesday, 11:59 p.m. (Central Time)

Notes/Goals:

## Unit III
**Increased Familiarity with the Software and Data Entry at the Point of Care**

**Review:**
- Unit Study Guide

**Read:**
- **Chapter 4:** Increased Familiarity with the Software
- **Chapter 5:** Data Entry at the Point of Care
- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

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Notes/Goals:
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<th>Unit IV</th>
<th>Understanding Electronic Orders and Problem Lists, Results Management, and Trending</th>
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<tr>
<td>Review</td>
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<td>Chapter 6: Understanding Electronic Orders</td>
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<td>Chapter 7: Problem Lists, Results Management, and Trending</td>
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<td>Learning Activities (Non-Graded): See Study Guide</td>
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# HTH 2305, Health Information Documentation Management

## Course Schedule

### Unit VII: Using the Internet to Expedite Patient Care

- **Review:**
  - [ ] Unit Study Guide
  - **Learning Activities (Non-Graded):** See Study Guide

- **Read:**
  - [ ] Chapter 11: Using the Internet to Expedite Patient Care
  - **Suggested Reading:** See Study Guide

- **Discuss:**
  - [ ] **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
  - [ ] **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

- **Submit:**
  - [ ] Assessment by Tuesday, 11:59 p.m. (Central Time)
  - [ ] Case Study by Tuesday, 11:59 p.m. (Central Time)

### Notes/Goals:

### Unit VIII: EHR Coding and Reimbursement

- **Review:**
  - [ ] Unit Study Guide

- **Read:**
  - [ ] Chapter 12: EHR Coding and Reimbursement
  - **Suggested Reading:** See Study Guide

- **Discuss:**
  - [ ] **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
  - [ ] **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

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### Notes/Goals: