

# ALH 0001 - ELECTRONIC HEALTH RECORD/BILLING

## Catalog Description

Prerequisite: Completion of BIOL 55, BUS 250, HED 2, and HSCI 3 with grades of "C" or better

Hours: 63 (36 lecture, 27 laboratory)

Description: How to document the total patient encounter in the Electronic Health Record using a current vendor product along with Medisoft Clinical Practice Management which incorporates the electronic billing process. (letter grade only) (not transferable)

## Course Student Learning Outcomes

- CSLO #1: Apply HIPAA standards while working with patient data in the Electronic Health Record/Practice Management System.
- CSLO #2: Identify the 10 steps involved in Medical Documentation and Billing for the patient encounter.
- CSLO #3: Apply Meaningful Use measures while working within the Electronic Health Record.

## Effective Term

Fall 2023

## Course Type

Credit - Degree-applicable

## Contact Hours

63

## Outside of Class Hours

72

## Total Student Learning Hours

135

## Course Objectives

Lecture Objectives:

1. Define HIPAA standards while working with patient data in the Electronic Health Record/Practice Management System.
2. Identify the 10 steps involved in Medical Documentation and Billing for the patient encounter.
3. Classify functions of the Electronic Health Record/Practice Management System.
4. Explain and discuss Meaningful Use measures while working within the Electronic Health Record.

Lab Objectives:

1. Apply HIPAA standards as they relate to patient data with the Electronic Health Record/ Practice Management System.
2. Demonstrate (within Medisoft Clinical) the ability to perform each of the 10 steps involved in Medical Documentation and Billing for the patient encounter.
3. Identify functions of the Electronic Health Record vs.the Practice Management System.

## General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

## Articulation Information

- Not Transferable

## Methods of Evaluation

- Objective Examinations
  - Example: Students will take a multiple-choice examination on Meaningful Use. Standard Grading. Example Question: 1. Which of the following is a "Meaningful Use" objective: a. Record height and weight to get BMI b. E-Prescribing c. Maintain active medication list d. (a) and (b) e. All of the above Answer: e. All of the above.
- Skill Demonstrations
  - Example: Example for each chapter. (All lab objectives are met in this portion) 1. Following the lecture and discussion, each student will log in to publisher tool to perform online exercises (generally 1-13) per chapter. Example for section on Preregistration: The student will "Watch It" (demo), "Try It" (do all the entries to preregister a patient), and "Apply It" (answer chapter specific questions regarding the actions in the exercises) before submitting complete work. Standard Grading. Students will also do the matching and terminology exercises assigned by the instructor in publisher tool for each Chapter and then submit.

## Repeatable

No

## Methods of Instruction

- Laboratory
- Lecture/Discussion
- Distance Learning

Lab:

1. Instructor will provide Exercises (usually 1-15 per chapter) on (Step One) Preregister Patients as discussed in lecture. Students will complete the exercises online, and submit via LMS.
2. Instructor will assign chapter summary questions and students will complete summary chapter questions: EX: Is this function part of the Electronic Health Record or Practice Management - Matching Exercise (billing, progress note, demographics). Students will submit via LMS.

Lecture:

1. Instructor will lecture on Functions of the Electronic Health Record (EHR) and Practice Management (PM). Students will discuss whether the function falls under the EHR or PM.
2. Instructor will lecture on medical documentation and billing cycle (step one) Preregister patients. Students will discuss key components of the preregistration process.

Distance Learning

1. Instructor will provide Exercises (usually 1-15 per chapter) on (Step One) Preregister Patients as discussed in lecture. Students will complete the exercises online, and submit via LMS.
2. Instructor will assign chapter summary questions and students will complete summary chapter questions: EX: Is this function part of the Electronic Health Record or Practice Management - Matching Exercise (billing, progress note, demographics). Students will submit via LMS.

## Typical Out of Class Assignments

### Reading Assignments

1. Read section on checking in patients in the textbooks and be prepared for a classroom discussion.
2. Read section on claim generation in the textbook and be prepared to discuss how to generate claims.

### Writing, Problem Solving or Performance

Using online publisher tool, log into chapter exercises for checking in patients and "watch it, try it apply it" and submit exercises. Answer critical thinking chapter summary questions for checking in patients and submit.

### Other (Term projects, research papers, portfolios, etc.)

Research and complete worksheet on "Meaningful Use". Complete worksheet on Electronic Health Record terminology for all covered chapters.

### Required Materials

- Practice Management and EHR A Total Patient Encounter for Medisoft Clinical
  - Author: Sanderson, Susan M.
  - Publisher: McGraw-Hill
  - Publication Date: 2015
  - Text Edition: 1st
  - Classic Textbook?:
  - OER Link:
  - OER:

### Other materials and-or supplies required of students that contribute to the cost of the course.