

LAKELAND COMMUNITY COLLEGE

HLTH 1150

Introduction to Health Information Data Management

Course Description: Students will learn about the use of Electronic Health Records (EHR) in healthcare including EHR documentation basics. They will also learn terminology and examine security issues associated with EHRs. Students should be proficient in the use of windows based software.

Learning Outcomes: Upon completion of the course, the student should be able to:

1. Students will explain the importance of accurate and unaltered data.
2. Students will demonstrate accurate data entry by proofreading and making appropriate corrections to ensure accuracy.
3. Students will identify the various devices and systems used in the Electronic Health Records system.
4. Students will identify drill down capabilities within the Electronic Health Records.
5. Students will accurately extract data from the Electronic Health Records.
6. Students will analyze entered data located within the Electronic Health Records.
7. Students will identify the differences between discrete data and non-discrete data and appropriate uses during charting.
8. Students will demonstrate where various information is located within the Electronic Health Records.
9. Students will identify security and data entry rules in the EHR.
10. Students will identify terminology as it is applied to the Electronic Health Records.
11. Students will describe patient portals and the information contained in the portal.
12. Students will explain that the information entered into the EHR is part of the patient's legal medical record.
13. Students will define patient confidentiality.
14. Students will identify safe password practices.

15. Students will explain the specifics of the confidentiality of patient records as required by institution of practice, state and federal privacy laws.
16. Students will explain the different levels of security access.
17. Students will describe the audit trail process as it pertains to legal documents.
18. Students will explain the potential consequences of breach of confidentiality and unauthorized access of patient charts.
19. Students will describe the legal aspects of the electronic signature and the importance of logging out of the system to prevent unauthorized use of one's electronic signature.
20. Students will identify the issues associated with the copying, cutting and pasting information the EHR including but not limited to accuracy, legal and ethical issues.
21. Students will describe how to balance charting with patient interaction.
22. Students will create a clear and concise email to another healthcare professional.
23. Students will list the benefits of the incorporation of technology into a healthcare setting.

Textbook:

Required Text:

(Required) Subscription to EHR Go (12 weeks)

You may purchase this directly at ehrgo.com or purchase an access code from the Lakeland bookstore. See the "Getting Started" folder in Blackboard for more information.

EVALUATION METHODS:

Examinations	Assignments
Quizzes	Discussion Boards

Module – Due Date	Assignments/Activities
#1 –	Introduction to Electronic Health Records
#2 –	Components of the EHR

#3 –	History of Electronic Health Records
#4 –	Structured vs Unstructured Data
#5 –	Privacy and Confidentiality
#6 –	EHR's and Communication
#7 Due 7/27	Quality Documentation
Final Exam	