

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

## COURSE OUTLINE

DEPT. ADSM

COURSE NUMBER:1240

NUMBER OF CREDITS: 3

Lecture: 3 Lab: 0 OJT: 0

<b>Course Title:</b>
Introduction to Health Records

<b>Catalog Description:</b>
Introduction to Health Records provides a study that charts a path for success in the allied health field. The course focuses on how electronic health records (EHRs) and a philosophy of patient-centric care are currently impacting health information professionals in their everyday careers as well as the patients they serve. In a health information system that is becoming increasingly integrated and cross-disciplinary, health information students need to be equipped with the problem-solving skills to make important connections and to face the challenges and opportunities they will see in their careers.

<b>Prerequisites or Necessary Entry Skills/Knowledge:</b>
None.

**FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)**

- ☐ Goal 1: Communication: By meeting the following competencies:
- ☐ Goal 2: Critical Thinking: By meeting the following competencies:
- ☐ Goal 3: Natural Sciences: By meeting the following competencies:
- ☐ Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:
- ☐ Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:
- ☐ Goal 6: The Humanities and Fine Arts: By meeting the following competencies:
- ☐ Goal 7: Human Diversity: By meeting the following competencies:
- ☐ Goal 8: Global Perspective: By meeting the following competencies:
- ☐ Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:
- ☐ Goal 10: People and the Environment: By meeting the following competencies:

<b>Topics to be Covered</b>
Healthcare delivery systems
Health Information careers and credentials
Documentation in the health record, structure and content

Confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information
Accreditation, regulatory agencies, and third-party payer requirements

<b>Student Learning Outcomes</b>
Describe the history of healthcare delivery and the evolving role of patients, providers, insurers, and regulators in the delivery of healthcare in the United States.
Verify the documentation in the health record according to, organizational policies, external regulations and standards.
Explain the importance of documentation needed by users of health information.
Explain how EHRs enable the maintenance of higher-quality health data.
Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare.
Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to health system
Document the elements of the HIPAA Designated Record Set (DRS) and the legal health record.
Analyze the technologies required to support Meaningful Use.
Explain mechanisms used to secure data based on HIPAA regulations.
Adhere to the legal and regulatory requirements related to the health information management.

<b>Is this course part of a transfer pathway: Yes   <input type="checkbox"/>   No   <input checked="" type="checkbox"/></b>

Revised Date: 11/29/2021