

Course & Title:

HIM 330- Electronic Health Records

Instructor:

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Contact Information:

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Credit Hours:

Three semester hours

Prerequisites: HIM 100 or HCA 340 or CD 280 or NUR 105 or SWK 205 or other introductory health profession course approved by instructor.

Course description: Utilization, application, analysis, and evaluation of an electronic health record system for data collection, communication, storage, reporting, and exchange of health information.

Course Materials

Subscription listed below is mandatory. Subscription can be obtained from the [WKU Bookstore](#) or [Neehr Perfect](#). Recommend the 16 week subscription.

Neehr Perfect subscription. Neehr Perfect is a computerized patient chart, central database, and a communication and decision support tool. The Neehr Perfect subscription key code can be accessed through Blackboard.

Evaluation:

The final grade will be derived from the following:

All Assignments 100%

The following grading system will be used:

100% - 90% A
89% - 80% B
79% - 70% C
69% - 60% D
59% - 50% F

Attendance Policy:

Students are expected to meet all due dates

Due Dates:

Refer to schedule below.

Title IX Misconduct/Assault Statement:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

*Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.*

ADA Accommodation Statement:

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Syllabus Changes:

Class and exam schedules are subject to change.

Dev. 4/2017

HIM 330: Electronic Health Records Systems

Schedule for the semester

WEEK & ACTIVITY	ACTIVITY DESCRIPTION	DUE DATE
Week 1	Scavenger Hunt Series Module	
Level I Scavenger Hunt: EHR Orientation	Introduction to Neehr Perfect, navigating the EHR and beginner level use of an EHR. A must-complete for all students.	SUNDAY, AUGUST 27, NOON
Level II Scavenger Hunt: Essential Skills and Usability	Essential skills needed to navigate the EHR: using filters, setting preferences and more detailed aspects of the electronic chart.	SUNDAY, AUGUST 27, NOON
Level III Scavenger Hunt: The Power of the EHR (formerly Applying Meaningful Use)	Introduces the power the EHR has to utilize data entered in a patient record and store, track and compile the data for meaningful application.	SUNDAY, AUGUST 27, NOON
Level IV Scavenger Hunt: Final Evaluation	Summary of the skills learned in Scavenger Hunts I-III. May be used for student evaluation.	SUNDAY, AUGUST 27, NOON
Week 2	Using Resources Series Part 1	
Using the Tools and Resources in Neehr Perfect	Explores the multiple built-in tools and resources in Neehr Perfect.	SUNDAY, SEPTEMBER 3, NOON
Health Information Terminology	Introduces terms used in healthcare and in Neehr Perfect.	SUNDAY, SEPTEMBER 3, NOON
Introducing HITECH and the History of EHRs	Introduces the HITECH Act, ARRA, and IOM. Addresses the evolution of electronic health records. Meaningful use and key attributes of a computer-based patient record are discussed in detail.	SUNDAY, SEPTEMBER 3, NOON

Week 3	Using Resources Series Part 2	
Health Information Exchange	Explores health information exchange and how it is used. Students will use the HealthIT.gov website and VistA Health Data Systems to complete this activity.	SUNDAY, SEPTEMBER 10, NOON
Introduction to Privacy, Security and Confidentiality in the EHR	Introduces students to the basic meaning and application of privacy, security and confidentiality in the EHR as it relates to patient's health information. HIPAA is reviewed and role-based security is introduced.	SUNDAY, SEPTEMBER 10, NOON
Week 4	Release of Information Series Part 1	
Release of Information	After reviewing a patient chart and using info provided in the activity, students will determine if release of information was properly obtained.	SUNDAY, SEPTEMBER 17, NOON
ROI & Accounting of Disclosures	Involves using the EHR as a resource to release patient health information. Students will assess and perform ROI related activities.	SUNDAY, SEPTEMBER 17, NOON
Commercial EHR Vendors	Introduces Meaningful Use, the certification of EHRs, and selecting an EHR for use in practice.	SUNDAY, SEPTEMBER 17, NOON
Week 5	Understanding the EHR Series Part 1	
Communication within the EHR (<i>Formerly Patient Problems and Communication</i>)	Demonstrates how clear documentation in an EHR can facilitate communication among the healthcare team.	SUNDAY, SEPTEMBER 24, NOON
Quality Improvement Utilizing the EHR	Using "Plan, Do, Study/Check, Act", students will analyze five charts for accuracy and quality. Quality management, performance improvement and initiatives within a healthcare system are discussed.	SUNDAY, SEPTEMBER 24, NOON

EHR Documentation Evaluation	Students evaluate the documentation methods of the EHR; reviewing the system's functionality and usability, reporting capabilities and health record management.	SUNDAY, SEPTEMBER 24, NOON
Week 6	Understanding the EHR Series Part 2	
Understanding TJC's Tracer Methodology	Involves using the electronic health record to facilitate The Joint Commission on-site survey.	SUNDAY, OCTOBER 1, NOON
Structured and Unstructured Data	Provides a solid foundation to understanding structured and unstructured data, coding and meaningful use.	SUNDAY, OCTOBER 1, NOON
Week 7	Understanding the EHR Series Part 3	
Implementing Clinical Decision Support	Introduces and demonstrates Clinical Decision Support by simulating parts of the CDS Starter Kit: Smoking Cessation in Neehr Perfect. Students will develop their own clinical decision support plan.	SUNDAY, OCTOBER 8, NOON
Clinical Decision through Orders	Introduces the electronic health record's function in clinical decision making. Explores order entry, computerized alerts and reminders in Neehr Perfect.	SUNDAY, OCTOBER 8, NOON

Week 8	Data Entry Series	
Data Entry	Basic data entry and documentation skills in the EHR to help students understand how data is entered in the patient medical record.	SUNDAY, OCTOBER 15, NOON
Registering a Patient and Adding Orders Part I	Students register a patient in the EHR using Student Tools and then enters orders for the patient. This new patient will be used again for Part II of this activity, <i>Neehr Perfect Activity: Adding Orders II</i> .	SUNDAY, OCTOBER 15, NOON
Adding Orders Part II	This is a "Part II" to <i>Registering a Patient and Adding Orders Part I</i> . New orders are entered in the chart from the previous activity.	SUNDAY, OCTOBER 15, NOON
CMS 1500 Billing Form (formerly this activity had a Part I and II; these activities were combined into one)	Introduction to the CMS 1500 billing form, completing the billing form to increase the rate of successfully processed claims, and the application in practice.	SUNDAY, OCTOBER 15, NOON
Week 9	Data Query Series	
UHDDS and the EHR	Students will gather data needed to answer questions related to the UHDDS	SUNDAY, OCTOBER 22, NOON
Reporting in the EHR	Students will utilize the Reports Tab functions in the EHR to query patient information. Introduces the student to graphing patient chart data.	SUNDAY, OCTOBER 22, NOON
Retrieval of Data	Introduction to data retrieval within the electronic health record with a focus on locating key information from a patient's chart to support the application of national safety standards.	SUNDAY, OCTOBER 22, NOON
Cause and Effect	Students will identify errors in an EHR chart and, using critical thinking skills, formulate possible ways to prevent these health information errors using better health information technology design.	SUNDAY, OCTOBER 22, NOON

Week 10	Chart Review Series Part 1	
Case Study Review	Detailed case study review, or audit, of a chart. Introduction to documentation and how a diagnosis is supported through documentation, clinical findings, and discharge status.	SUNDAY, OCTOBER 29, NOON
Introduction to Chart Deficiencies	Students will review a patient chart in detail and indicate what is present, deficient, incorrect or incomplete in the patient chart.	SUNDAY, OCTOBER 29, NOON
CPRS Analyzing for Chart Deficiencies	Students will review a patient chart utilizing the chart elements identified, and then develop a deficiency checklist utilizing word processing or spreadsheet software.	SUNDAY, OCTOBER 29, NOON
Week 11	Chart Review Series Part 2	
Pathophysiology and Pharmacology Case Review	Detailed review of a patient chart: problems, medical diagnosis, disease processes, treatments, medications and labs.	SUNDAY, NOVEMBER 5, NOON
Hospital Inpatient Quality Measures	Detailed review of a chart to determine if the documentation meets the standards outlined in the Specifications Manual for National Hospital Inpatient Quality Measures by The Joint Commission.	SUNDAY, NOVEMBER 5, NOON
Week 12	Management Series Part 1	
Meaningful Use Stage 1 for Providers	Introduces Meaningful Use Stage 1 and the attestation of meeting Stage 1 Meaningful Use for providers.	SUNDAY, NOVEMBER 12, NOON
Meaningful Use Stage 2 – Clinical Quality Measures (for Hospitals)	Focuses on Clinical Quality Measures, Core Objectives and Menu Objectives for the eligible hospital.	SUNDAY, NOVEMBER 12, NOON
Meaningful Use Stage 2 – Clinical Quality Measures (for Eligible Professionals)	Focuses on Clinical Quality Measures, Core Objectives and Menu Objectives for the eligible professional.	SUNDAY, NOVEMBER 12, NOON

Week 13	Management Series Part 2 and Information and Analytics Series	
Introduction to Clinical Reminders	Introduces students to the Clinical Reminder system of the EHR. Students will learn about the Clinical Reminder system, evaluate potential uses and create an example clinical reminder to solve a current healthcare problem.	SUNDAY, NOVEMBER 19, NOON
Classifications and Terminology	Explores classification and terminology systems and supports students' current knowledge of these concepts. A required pre-requisite to the SNOMED CT activity.	SUNDAY, NOVEMBER 19, NOON
SNOMED CT	Continuation of the Classifications and Terminology activity. Provides an in-depth look at SNOMED CT.	SUNDAY, NOVEMBER 19, NOON
Week 14	VistA Series Part 1	
VistA Scavenger Hunt Level I: Using a Terminal Emulator	Basics of using a terminal, including keystrokes and shortcuts. Current uses and advantages of terminals in industry. <i>This activity must be completed by the student before proceeding with any other VistA activities.</i>	SUNDAY, NOVEMBER 26, NOON
VistA Scavenger Hunt Level II: Introduction to VistA	History of VistA EHR, current day use of the terminal, comparing terminal to GUI in CPRS. <i>This activity must be completed by the student before proceeding with any other VistA activities.</i>	SUNDAY, NOVEMBER 26, NOON
Week 15	VistA Series Part 2	
VistA Activity Level I Introduction to Data Mining	Introduction to data mining. Covers FileMan, Boolean logic, and data organization in the EHR. <i>This activity should be completed <u>after</u> the first two VistA Scavenger Hunts and before any data mining assignments.</i>	SUNDAY, DECEMBER 3, NOON
VistA Activity Duplicate Resolution	Students will locate and resolve two different duplicate chart simulations. Introduces students to an MPI.	SUNDAY, DECEMBER 3, NOON

VistA Activity Data Mining in the EHR	Students complete a simple data mining exercise locating all of the patients that fall within a specific search criterion.	SUNDAY, DECEMBER 3, NOON
Week 16	VistA Series Part 3	
VistA Activity Clinical Reminder Data Mining	Students learn how Clinical Reminders in the EHR can be used to identify populations with specific health needs by data mining in VistA, using specified search criteria.	SUNDAY, DECEMBER 3, NOON

Rev. 4/2017

2014 AHIMA Council for Excellence in Education (CEE) HIM Baccalaureate Degree Curriculum Requirements

Subdomain I.A. Classification Systems		Activities
2. Identify the functions and relationships between healthcare classification systems (3)	* Healthcare classification systems and taxonomies (ICD, CPT, SNOMED-CT, DSM, RxNorm)	<ul style="list-style-type: none"> • Neehr Perfect Classification & Terminology • Neehr Perfect SNOMED CT, ICD, CPT, DSM, RxNorm
3. Map terminologies, vocabularies and classification systems (4)	* Mapping from a standard clinical terminology to a HIPAA code set (LOINC to CPT or SNOMED to ICD)	<ul style="list-style-type: none"> • Neehr Perfect Classification & Terminology • Neehr Perfect SNOMED CT, ICD, CPT, DSM, RxNorm
Subdomain I.D. Data Management		
4. Apply knowledge of database architecture & design to meet organizational needs (3)	* Database architecture and design	• Neehr Perfect Retrieval of Data
	* Data dictionary, data modeling, data warehousing	• Neehr Perfect Retrieval of Data
Subdomain I.E. Secondary Data Sources		
1. Validate data from secondary sources to include in the patient's record, including personal health records (3)	* Secondary data source, registries and indices	<ul style="list-style-type: none"> • Neehr Perfect Health Information Exchange • Neehr Perfect Implementing Clinical Decision Support
Subdomain II.A. Health Law		
1. Identify laws and regulations applicable to health care (3)	* Health information laws and regulations (HIPAA, The Joint Commission, State laws)	• Meaningful Use Stage 1 for Providers and Meaningful Use Stage 2- CQMs (EP)
	* Healthcare legal terminology	• Meaningful Use Stage 1 for Providers and Meaningful Use Stage 2- CQMs (EP)
	* Centers for Medicare and Medicaid Services (CMS)	• Meaningful Use Stage 1 for Providers and Meaningful Use Stage 2- CQMs (EP)
Subdomain II.C. Release of Information		
2. Protect electronic health information through confidentiality and security measures, policies and procedures (3)	* Audit techniques and principles	<ul style="list-style-type: none"> • Neehr Perfect Release of Information • Neehr Perfect ROI & Accounting of Disclosures

Domain III. Informatics, Analytics and Data Use		Activities
Subdomain III.A. : Health Information Technologies		
1. Utilize technology for data collection, storage, analysis and reporting of information (3)	* Health information archival and retrieval systems	• Neehr Perfect Introduction to Clinical Reminders
2. Assess systems capabilities to meet regulatory requirements (5)	* Electronic signatures, data correction, audit logs	• Neehr Perfect EHR Documentation Evaluation (2,3,4)
Subdomain III.C. Analytics and Decision Support		
2. Apply data extraction methodologies (3)	* Data capture tools and technologies (Forms, computer screens, templates, other health records documentation tools; clinical, financial, administrative)	<ul style="list-style-type: none"> • Neehr Perfect VistA Activity Level I: Intro to Data Mining • Neehr Perfect VistA Activity: Data Mining in the EHR • Neehr Perfect VistA Activity: Clinical Reminder Data Mining
Subdomain III.D. Health Care Statistics		
2. Analyze statistical data for decision making (4)	* Data reporting and presentations techniques	• Neehr Perfect Introduction to Clinical Reminders
Subdomain III.H. Information Integrity and Data Quality		
4. Perform quality assessment including quality management, data quality and identification of best practices for health information systems (4)	* Data quality assessment and integrity	• 330-Neehr Perfect QI Utilizing the EHR
5. Model policy initiatives that influence data integrity (3)	* Data quality Model	• 330-Neehr Perfect QI Utilizing the EHR
	* Characteristics and data integrity	• 330-Neehr Perfect QI Utilizing the EHR
V.A. Regulatory		
1. Appraise current laws and standards related to health information initiatives (5)	* Patient safety	• 330-Neehr Perfect Meaningful Use Stage 2 for Hospitals & Meaningful Use Stage 2 for CQMs
2. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle (5)	* Policies and procedures	• 330-Neehr Perfect Meaningful Use Stage 2 for CQMs
	* Auditing and monitoring	• 330-Neehr Perfect Meaningful Use Stage 2 for Hospitals & Meaningful Use Stage 2 for CQMs

VI.F. Strategic and Organizational Management		Activities
7. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives (4)	* Information management planning	•330-Neehr Perfect Introduction to Clinical Reminders
	* Enterprise information management	•330-Neehr Perfect Introduction to Clinical Reminders
Subdomain VI.K. Enterprise Information Management		
1. Manage information as a key strategic resource and mission tool (5)	* Information Management Plan, information as an asset	•330-Neehr Perfect Introduction to Clinical Reminders

April 2017

Course Content

- Electronic Health Record (EHR) Orientation and Essential Skills and Usability
- The Power of the EHR
- Using the Tools and Resources in EHR
- Health Information Terminology
- Introducing HITECH and the History of EHRs
- Health Information Exchange
- Introduction to Privacy, Security and Confidentiality in the EHR
- Release of Information & Accounting of Disclosures
- Commercial EHR Vendors
- Communication within the EHR
- Quality Improvement Utilizing the EHR
- EHR Documentation Evaluation
- Understanding TJC's Tracer Methodology
- Structured and Unstructured Data
- Implementing Clinical Decision Support
- Clinical Decision through Orders
- Data Entry
- Registering a Patient and Adding Orders
- CMS 1500 Billing Form
- UHDDS and the EHR
- Reporting in the EHR
- Retrieval of Data
- Cause and Effect of Human Error, System Error and Design Flaws
- Chart Reviews
- Introduction to Chart Deficiencies
- Analyzing for Chart Deficiencies
- Pathophysiology in EHR
- Hospital Inpatient Quality Measures

Course Objectives

EHR SCAVENGER HUNT SERIES

Level I Scavenger Hunt: EHR Orientation

1. Understand what an EHR is, including the various features and functions found in an EHR.
2. Demonstrate the technical skills necessary to access an EHR system and troubleshoot and resolve access difficulties.
3. Locate patient name and open correct record using patient lookup.
4. Navigate essential areas of a patient electronic medical chart.
5. Understand how to set personal preferences in an EHR.
6. Demonstrate how to access and use reference tools and materials associated with an EHR.
7. Complete documentation in an EHR.

Level II Scavenger Hunt: EHR Orientation

1. Demonstrate the technical skills necessary to access an EHR system to troubleshoot and resolve access difficulties.
2. Apply various filter options to select a patient chart.
3. Identify how to change personal preferences.
4. Demonstrate how to create a preferred notes list.
5. Evaluate examples of usability in the EHR system.

Level III Scavenger Hunt: The Power of the EHR

1. Identify the differences between coded and non-coded data entry.
2. Identify the differences between structured and unstructured data entry.
3. Evaluate the clinical implications of structured versus unstructured data entry in the EHR.
4. Relate the use of coded data to meeting the objectives of the Meaningful Use effort for implementation of electronic health records.

Level IV Scavenger Hunt: Final Evaluation

1. Demonstrate the technical skills necessary to access an EHR system and resolve access difficulties.
2. Locate and access patient records.
3. Navigate essential areas of an electronic patient chart.
4. Locate important patient information using date-specific filters in the EHR.
5. Interpret details within the EHR.
6. Evaluate the clinical implications of coded versus non-coded data entry in the EHR.

INTRODUCTION TO ELECTRONIC HEALTH RECORDS SERIES

Using the Tools and Resources in NEEHR Perfect

1. Demonstrate where to locate the Tools and Help menus.
2. Demonstrate how to use the resources available.
3. Apply the appropriate resource to apply in practice.

Health Information Terminology

1. Demonstrate the technical skills necessary to access an EHR system.
2. Demonstrate the ability to filter and locate needed data from a chart.
3. Translate common medical abbreviations.
4. Apply knowledge of healthcare agencies, practices and common medical terminology.

Introducing HITECH and the History of EHRs

1. Understand the history of HITECH.
2. Explain what the ARRA is.
3. Explain what the IOM is.
4. Identify how the HITECH provisions support healthcare reform efforts.
5. Explain the requirements of Stage 1 and Stage 2 of Meaningful Use.
6. Explain how the key attributes identified by the Institute of Medicine were identified for a computer-based patient record.
7. Recognize the Veterans Health Information Systems and Technology Architecture (VistA) and its relation to Neehr Perfect.
8. Identify how Neehr Perfect plays a role in student preparedness in using electronic health records in practice.

Health Information Exchange

1. Recognize the Veterans Health Information Systems and Technology Architecture (VistA) and its relation to Neehr Perfect.
2. Compare the different forms of information exchange.
3. Explain what a health information exchange is and what it is used for.
4. Identify and use secondary data sources.

Introduction to Privacy, Security and Confidentiality in the EHR

1. Define privacy, confidentiality, and security.
2. Understand the details of the HIPAA security rule.
3. Compare the different types of HIPAA safeguards.
4. Recognize role-based security and role-based security elements.
5. Identify the role social security numbers play in patient identification in the EHR and patient privacy.

RELEASE OF INFORMATION SERIES

Release of Information

1. Apply current knowledge of HIPAA, privacy, and release of information.
2. Identify if release of information has been properly obtained.
3. Demonstrate understanding of how to review of a patient chart for necessary data.
4. Show understanding of the identified terminology and its meaning.

Release of Information & Accounting of Disclosures

1. Select the correct patient chart using two identifiers.
2. Demonstrate the ability to retrieve and interpret data from the patient chart.
3. Demonstrate calculations for an Accounting of Disclosures form.
4. Apply legal concepts and principles to the practice of health information management.

UNDERSTANDING THE EHR SERIES

Commercial EHR Vendors

1. Define key terms commonly used in health information technology.
2. Define key acronyms commonly used in health information technology.
3. Explain the process used in the selection and implementation of EHRs.
4. Explain why certification is important.
5. Locate and apply the necessary information to assess systems capabilities to make an informed decision for EHR selection.

Communication within the EHR

1. Demonstrate ability to locate necessary data from a patient chart.
2. Apply diagnosis codes according to current guidelines.
3. Identify errors in documentation within a patient chart.

Quality Improvement Utilizing the EHR

1. Demonstrate the ability to retrieve and interpret data from the patient chart.
2. Utilize word processing software to create a table and answer questions.
3. Analyze the implementation of the EHR in the quality improvement process.
4. Produce quality assessment including quality management, data quality, and identification of best practices for health information systems.

EHR Documentation Evaluation

1. Demonstrate skill to document timely and efficiently in the EHR.
2. Differentiate between the different types of EHR templates.
3. Identify different forms of EHR functionality.
4. Demonstrate the ability to build a customized report.

Understanding The Joint Commission's Tracer Methodology

1. Apply current knowledge of electronic health records and location of information.
2. Demonstrate the ability to retrieve and interpret data from the patient chart as it pertains to TJC's survey process.
3. Analyze a patient's chart and relate the information found to TJC's Tracer Methodology.

Structured and Unstructured Data

1. Apply current knowledge of electronic health records and their design.
2. Demonstrate the ability to identify discrepancies between supporting documentation and coded data.

3. Identify the difference between structured and unstructured data in the EHR.
4. Identify the connection between structured data, unstructured data and interoperability.

Implementing Clinical Decision Support

1. Examine online materials for applicable use.
2. Apply the basic concepts of Clinical Decision Support in the EHR.
3. Demonstrate data entry steps that support meaningful use and clinical decision support.
4. Apply practice guidelines in an educational environment.
5. Apply critical thinking skills to identify a need for clinical decision support.
6. Develop a simple CDS plan that would meet a current or potential need.

Clinical Decision through Orders

1. Identify the importance of clinical decision support in the EHR.
2. Evaluate the purpose of order checks in the EHR.
3. Explain the importance of order checks and clinical reminders in relation to clinical decision support.

DATA ENTRY SERIES EHR

Data Entry

1. Identify and enter the appropriate problem and its assigned code.
2. Demonstrate documentation in the health record that is timely, complete, and accurate.
3. Apply data entry skills

Registering a Patient and Adding Orders Part I

1. Apply data entry skills to create a new patient chart.
2. Demonstrate timely, complete and accurate entry of health care data.
3. Identify advantages and disadvantages to computerized order entry.
4. Define healthcare terms and acronyms related to computerized order entry.

CMS 1500 Billing Form

1. Apply current knowledge of electronic health records and location of information.
2. Apply resources outside of the EHR to comply with CMS regulations.
3. Identify advantages and disadvantages to electronic completion of billing forms as compared to completing on paper.
4. Identify what makes a claim unprocessable.
5. Demonstrate current knowledge of electronic health records and location of information.

DATA QUERY SERIES

UHDDS and the EHR

1. Apply current knowledge of electronic health records and their design.
2. Demonstrate the ability to navigate the patient chart.
3. Demonstrate the ability to retrieve and interpret data from the patient chart as it pertains to the UHDDS.
4. Discuss the importance of the UHDDS and its relationship to diagnostic coding.

Coding Inpatient Chart

1. Apply current knowledge of electronic health records and location of information.
2. Demonstrate the ability to locate structured and unstructured data in the patient chart for coding purposes.
3. Utilize outside resources in reviewing appropriate codes.
4. Identify discrepancies between supporting documentation and coded data.

Coding Outpatient Chart

1. Apply current knowledge of electronic health records and location of information.
2. Demonstrate the ability to locate structured and unstructured data in the patient chart for coding purposes.
3. Utilize outside resources in reviewing appropriate codes.
4. Identify discrepancies between supporting documentation and coded data.

Reporting in the EHR

1. Apply current knowledge of electronic health records and location of information.
2. Identify different types of reports/queries.
3. Demonstrate ability to create reports for internal and external reporting.

Retrieval of Data

1. Demonstrate the ability to retrieve and interpret data obtained from the patient chart.
2. Identify and use a secondary data source.
3. Explain the importance to patient care and safety in relation to nationally approved protocols and guidelines.

Cause and Effect

1. Demonstrate the ability to filter and locate the correct chart.
2. Compare human error, system error and design flaws.
3. Identify where HIT systems could increase and decrease potential user error.
4. Compare current HIT design with a potentially better design to prevent errors.

CHART REVIEW SERIES

Case Study Review

1. Apply current knowledge of electronic health records and location of information.
2. Demonstrate the technical skills necessary to access an EHR system.
3. Demonstrate the ability to filter and locate chart contents.

4. Recognize necessary data based on location, date and/or details provided in the record.

Introduction to Chart Deficiencies

1. Apply medical and healthcare terminology.
2. Demonstrate the ability to navigate and search the patient chart.
3. Demonstrate the ability to recognize data in the chart and what is missing or incomplete.
4. Apply critical thinking skills when unsure about appropriate documentation of the deficiency.

CPRS Analyzing for Chart Deficiencies

1. Apply knowledge of medical and healthcare related terminology
2. Demonstrate the ability to recognize deficient data in a patient chart per facility guidelines.
3. Analyze the documentation in the health record to ensure it support the diagnosis and reflect the patient's progress, clinical findings and discharge status.
4. Utilize critical thinking skills to explain your personal opinion.

Pathophysiology

1. Apply current knowledge of electronic health records and location of information.
2. Make use of the resources available in the EHR.
3. Explain the pathophysiology of identified problems, medical diagnosis and medical procedures.
4. Explain the indications, contraindications, adverse reactions, routes and doses of identified medications and treatments.
5. Demonstrate adequate interpretation of normal and abnormal vital signs.
6. Demonstrate adequate interpretation of normal and abnormal lab values.
7. Apply critical thinking skills.
8. Apply basic research skills as needed to answer activity questions.

Hospital Inpatient Quality Measures

1. Apply current knowledge of electronic health records and location of information.
2. Examine detailed chart information.
3. Analyze the chart contents to determine compliance with The Joint Commission Core Measures.

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