

**JAMESTOWN COMMUNITY COLLEGE**  
**State University of New York**

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**INSTITUTIONAL COURSE SYLLABUS**

**Course Title:** Electronic Health Record Mgm

**Course Abbreviation and Number:** HIT 1460

**Credit Hours:**

**Course Type:** Lecture

**Course Description:** Students will be introduced to the health information technology utilized in electronic health record (HER) systems and fiscal management. Students will obtain hands-on experience through integrated practice management of software to obtain a comprehensive picture with an emphasis on quality assurance, legal, and ethical practices of documenting the clinical and administrative tasks that take place for a total patient encounter.

No requisites.

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**Student Learning Outcomes:**

Students who demonstrate understanding can:

1. Explain the government health information technology initiatives that have led to integrated HER programs.
2. Compare and describe functions of HERs and personal health records that are related to managing claims.
3. Define the clinical encounter and list the steps in the medical documentation and billing cycle.
4. List several legal uses of a patient's medical record.
5. Define the legal medical record, HIPPA and HITECH; discuss how HIPPA Privacy Rules protect patients' protected health information.
6. Demonstrate knowledge and skills to efficiently utilize integrated practice management and electronic health program functions during each step of an office visit, from scheduling and pre-registration, to documenting patient care, all the way to collections and follow-up.

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**Topics Covered:**

- Managing the Revenue Cycle
  - Total Patient Encounter
    - Health Information Technology
      - Practice management programs and electronic health records
      - Transitioning to an electronic health record and need for clinical information standards
      - Functions of an electronic health record program
  - Major government HIT initiatives
    - HIPPA, MIPPA, Electronic Health records
    - Integrating HER programs
- Documenting the Patient Encounter
  - Scheduling, check-in procedures, office visit patient intake, office visit exam and coding
  - The medical record
- Other Uses of Clinical Information
  - Legal issues, quality review, research, education, public health
  - Homeland security, billing and reimbursement
- Charge Capture and Billing Patient Encounters
  - Third party payers
  - Check-out procedures
  - Claim management
  - Posting payments and creating statements
- Producing Reports and Following Up
  - Financial and clinical reports
  - Accounts receivable follow-up and collections

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**Information for Students**

- Expectations of Students
  - [Civility Statement](#)
  - [Student Responsibility Statement](#)

- [Academic Integrity Statement](#)
- [Accessibility Services](#)  
Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
- [Get Help: JCC & Community Resources](#)
- [Emergency Closing Procedures](#)
- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.

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**Effective Date:** Fall 2021