

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: HIM 233

Credits: 3

Course Title: Electronic Health Records Management

Course Description: Studies new trends in management and processing of health information with emphasis on the electronic health record (EHR). Covers the definition, benefits, standards, functionality, confidentiality and security, and impact of the EHR in the health care environment. Explores implementation of the EHR including infrastructure required, project management techniques, information technology systems, workflow processes and redesign in various health care settings. Discusses legal issues created by implementation of the EHR. Prerequisites: HIM 130 and HIM 230. Lecture 3 hours per week.

General Course Purpose: This course will provide a foundation for learning the concepts and technologies of the electronic health records as they relate to the health care information systems

Course Prerequisites and Co-requisites:

Prerequisites: HIM 130 and HIM 230

Course Objectives:

Upon completing the course, the student will be able to

- a. Apply clinical vocabularies and terminologies used in the organization's health information systems; collect, organize, and present data; and use specialized databases to meet specific organization needs (e.g., medical research, disease registries);
- b. Apply electronic information system policies and procedures required by national health information initiatives;
- c. Summarize the steps for planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems;
- d. Identify how to use technology to utilize data collection, storage, analysis, and reporting of information;
- e. Apply policies and procedures to the use of networks to facilitate the EHR; and apply knowledge of database architecture and design;
- f. Use specialized software in the completion of HIM processes, such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging; use appropriate electronic or imaging technology for data/record storage;
- g. Query and generate reports to facilitate information retrieval;
- h. Design and generate reports using appropriate software; maintain archival and retrieval systems for patient information stored in multiple formats; and coordinate, use, and maintain systems for document imaging and storage; and
- i. Protect data integrity and validity using software or hardware technology; apply departmental and organizational data and information system security policies.

Major Topics to Be Included:

- a. Introduction to electronic health records – clinical vocabulary and terminology
- b. Implementation of electronic health records
- c. Database architecture and design
- d. Query and report generation
- e. Security of electronic health records

Effective Date of Course Content Summary: Spring 2017