ELECTRONIC MEDICAL RECORDS DIDACTIC COURSE

Clinical Component Meeting Time: Wednesdays 9:00am – 3:00pm
Instructors: TBA
Office Address: 422 Main St, Malden MA 02148
            320 Washington St, Brookline, MA 02445
Office Phone: Malden (781)333-3522 - Brookline (617)383-6058
E-mail: TBA
Office Hours: By appointment

Admissions Requirement: High School Diploma or Equivalent

I. Course Description
Students will discuss issues pertaining to electronic medical records and associated computer systems as well as applicable legal / government guidelines and statutes.

II. Course Goals and Objectives
- Students will develop knowledge of key terms and principles
- Students will identify key components of medical records
- Students will apply terms they learn during class discussion and exercise
- Students will learn about the laws that govern the electronic medical records and computer record safety and recovery systems.

III. Work Expectations
The course is designed to integrate discussion and interaction of students on the multiple knowledge areas. Students are expected to spend about 2 hours reading assigned materials, watch associated videos and presentations and/or work on a group project before and after each class. Class participation will be assessed by attendance and participation in in-class learning activities.

IV. Grading
Each student must attain a grade of 75% or higher to pass
The final grade is made up of:
- Attendance
- Homework
• Final Exam
A cumulative final grade below 75% is considered a failing grade. The student is allowed one make-up test. In case the student fails the make-up test, he/she will be offered remedial classes for a prorated fee based on the number of sessions.

V. Outcomes
After studying all materials and resources presented in the course, the student will be able to:

• Demonstrate the ability to register patient data and schedule patient appointments
• Demonstrate the ability to post procedures in preparation of insurance billing
• Enter, retrieve, and post patient data into appropriate screens
• Run the Daily Report
• Schedule, cancel, and modify individual and multiple appointments
• Prepare and interpret information on an Insurance Billing Worksheet
• Print claim forms for insurance companies
• Post payments from patients and insurance carriers
• Comply with HIPAA guidelines for maintaining patient privacy

Student success is our priority, don’t hesitate to ask questions and always give your best!!!!!!
Good Luck

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<thead>
<tr>
<th>WEEK</th>
<th>SUBJECT MATTER</th>
<th>ACTIVITIES</th>
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| WEEK 1 | • Introduction  
| | • EHR overview  
| | • HIPAA Introduction | • Protected Health Information  
| | | • Class Project  
| | | • Quiz |
| WEEK 2 | • EHR Privacy  
| | • Total MD Introduction | • PowerPoint  
| | | • Quiz |
| WEEK 3 | • Total MD Patient Registration | • Mock Patient Registration  
| | | • Claims and insurance cards worksheet practice |
| WEEK 4 | • Privacy Rule  
| | • Final Evaluation | • PowerPoint  
| | | • Review of previous week and question/answers evaluation |