



## MISSION STATEMENT

*"The official mission of BCI is to bring skill based education to all persons wanting a career in allied health care"*

## 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**

WEEK	SUBJECT MATTER	ACTIVITIES
WEEK 1	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• EHR overview</li> <li>• HIPAA Introduction</li> </ul>	<ul style="list-style-type: none"> <li>• Protected Health Information</li> <li>• Class Project</li> <li>• Quiz</li> </ul>
WEEK 2	<ul style="list-style-type: none"> <li>• EHR Privacy</li> <li>• Total MD Introduction</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint</li> <li>• Quiz</li> </ul>
WEEK 3	<ul style="list-style-type: none"> <li>• Total MD Patient Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Mock Patient Registration</li> <li>• Claims and insurance cards worksheet practice</li> </ul>
WEEK 4	<ul style="list-style-type: none"> <li>• Privacy Rule</li> <li>• Final Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint</li> <li>• Review of previous week and question/answers evaluation</li> </ul>