Alexandria Technical and Community College

ADMM 1605: Electronic Health Records

A. COURSE DESCRIPTION
   Credits: 3
   Lecture Hours/Week: 3
   Lab Hours/Week: 0
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   This course introduces the student to both clinical and administrative applications of electronic health records. Students will track patient information flow from registration through billing. Utilizing a leading commercial software, students will explore common electronic functions performed in a medical office, hospital, or other healthcare facility.

B. COURSE EFFECTIVE DATES: 03/23/2023 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Demonstrate knowledge of electronic health record software.
   2. Demonstrate practice management applications.
   4. Explain health information data collection standards.
   5. Identify differences in administrative and demographic data.
   6. Collect and maintain clinical data.
   7. Explain claims management and coding.
   8. List privacy, security, and confidentiality issues.
   9. Manage health information and communications.

D. LEARNING OUTCOMES (General)
   1. The learner will demonstrate an understanding of the purpose and applications of electronic health records.
   2. The learner will be able to collect and maintain both administrative and clinical patient data in an electronic health record environment.
   3. The learner will be able to utilize data within an electronic health record to document patient care, manage insurance and billing functions, and safeguard data security.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted