

## MOA180 : Health Information Management & HIPAA Standards

### General Information

<b>Author:</b>	• Sonali Perera
<b>Course Code (CB01) :</b>	MOA180
<b>Course Title (CB02) :</b>	Health Information Management & HIPAA Standards
<b>Department:</b>	MOA
<b>Proposal Start:</b>	Fall 2024
<b>TOP Code (CB03) :</b>	(0514.20) Medical Office Technology
<b>CIP Code:</b>	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
<b>SAM Code (CB09) :</b>	Clearly Occupational
<b>Distance Education Approved:</b>	No
<b>Will this course be taught asynchronously?:</b>	No
<b>Course Control Number (CB00) :</b>	CCC000618043
<b>Curriculum Committee Approval Date:</b>	Pending
<b>Board of Trustees Approval Date:</b>	Pending
<b>Last Cyclical Review Date:</b>	11/01/2021
<b>Course Description and Course Note:</b>	MOA 180 provides students with an introduction to the fundamental theories and practices of health information management. The course includes an overview of the healthcare Industry, services organization and delivery; health data, record structure and electronic documentation; health content and quality standards confidentiality and compliance; and management, leadership and performance improvement. The course also includes HIPAA regulations, privacy issues and security standards.
<b>Justification:</b>	Mandatory Revision
<b>Academic Career:</b>	• Credit
<b>Author:</b>	• Sonali Perera

### Academic Senate Discipline

<b>Primary Discipline:</b>	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
<b>Alternate Discipline:</b>	No value
<b>Alternate Discipline:</b>	No value

### Course Development

<b>Basic Skill Status (CB08)</b>	<b>Course Special Class Status (CB13)</b>	<b>Grading Basis</b>
Course is not a basic skills course.	Course is not a special class.	• Grade with Pass / No-Pass Option

Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Not applicable.

Course Support Course Status (CB26)

Course is not a support course

## Transferability & Gen. Ed. Options

### General Education Status (CB25)

Not Applicable

### Transferability

Transferable to CSU only

### Transferability Status

Approved

## Units and Hours

### Summary

<b>Minimum Credit Units (CB07)</b>	3
<b>Maximum Credit Units (CB06)</b>	3
<b>Total Course In-Class (Contact) Hours</b>	90
<b>Total Course Out-of-Class Hours</b>	72
<b>Total Student Learning Hours</b>	162

### Credit / Non-Credit Options

#### Course Type (CB04)

Credit - Degree Applicable

#### Noncredit Course Category (CB22)

Credit Course.

#### Noncredit Special Characteristics

No Value

#### Course Classification Code (CB11)

Credit Course.

Variable Credit Course

#### Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Laboratory Hours	3	0
Studio Hours	0	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	0
<b>Course In-Class (Contact) Hours</b>	
Lecture	36
Laboratory	54
Studio	0
<b>Total</b>	90
<b>Course Out-of-Class Hours</b>	
Lecture	72

Laboratory	0
Studio	0
<b>Total</b>	72

### Time Commitment Notes for Students

No value

### Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

### Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

### Entry Standards

Entry Standards

### Course Limitations

Cross Listed or Equivalent Course

## Specifications

### Methods of Instruction

Methods of Instruction                      Lecture

Methods of Instruction                      Laboratory

Methods of Instruction                      Discussion

Methods of Instruction                      Multimedia

Methods of Instruction                      Collaborative Learning

### Out of Class Assignments

- Computer and written assignments/case management (e.g. student-arranged site visit to the Health Information/Medical (HIM) records department of an acute care hospital and a written report describing the experience)

### Methods of Evaluation

### Rationale

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Midterm

Exam/Quiz/Test

Final exam

Activity (answering journal prompt, group activity)

Lab assignments (e.g. use EHR software application to review several records and navigate Spring Charts EHR application to locate specific patient data)

### Textbook Rationale

Both these textbooks along with contextual learning tools provide the learner with robust and current career-directed learning tools to navigate their healthcare careers.

### Textbooks

Author	Title	Publisher	Date	ISBN
Davis, Nadinia	Foundations of Health Information Management	Elsevier	2020	978-0-323-63674-2
Krager, Dan	HIPAA for Health Care Professional	Cengage	2018	9781305946064

### Other Instructional Materials (i.e. OER, handouts)

No Value

### Materials Fee

No value

## Learning Outcomes and Objectives

### Course Objectives

Explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting.

Describe regulatory, accreditation, licensure and certification standards related to health information to medical records in the acute-care hospital setting.

Explain national and state regulatory and accreditation requirements for quality and performance standards.

Describe the many areas on the delivery of healthcare that are affected by Health Insurance Portability and Accountability Act (HIPAA) standards.

Explain reasons for the Health Insurance Portability and Accountability Act of 1996.

### SLOs

**Describe the components of a medical record and identify the longitudinal medical charting process.** Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
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<i>MOA</i> Medical Assistant Certificate	Describe the duties, processes, and procedures in managing the medical front and back office
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	Explain health data and clinical documentation principles, standards and guidelines
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<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.
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<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.
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**Describe laws and regulations related to healthcare.** Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
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<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Identify knowledge of Medical terminology within the human body system
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MOA Identify knowledge of medical terminology within the body system  
ADMINISTRATIVE MEDICAL  
ASSISTANT - Certificate

MOA Pass the California Certified Board for Medical Assistants Exam  
Medical Assistant Certificate

**Explain health care information in different clinical settings.**

Expected Outcome Performance: 70.0

ILOs Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider  
Core ILOs situational, cultural, and personal contexts within or across multiple modes of communication.

MOA Explain health data and clinical documentation principles, standards and guidelines  
Medical Assistant Certificate

MOA Perform administrative duties such as scheduling appointments, maintaining patient records (paper and  
ADMINISTRATIVE MEDICAL electronic), and utilization of computer software.  
ASSISTANT A.S. Degree Major

MOA Perform administrative duties such as scheduling appointments, maintaining patient records (paper and  
ADMINISTRATIVE MEDICAL electronic), and utilization of computer software.  
ASSISTANT - Certificate

## Course Content

### Lecture Content

#### **An Introduction to Electronic Health Records (8 hours)**

- Overview and history of Electronic Health Records (EHRs)
- Methods of entering information in an EHR program
- Barriers to EHRs
- Benefits and opportunities of EHRs

#### **Standards for Electronic Health Records (7 hours)**

- Basic HIPPA regulations for EHRs
- EHRs as legal documents
- Commission for Health Information Technology (CCHIT) Standards
- Effects of Protected Health Information (PHI)

#### **Electronic Health Records Content (7 hours)**

- Transition from paper to electronic health records
- Content of EHRs
- Content of Electronic Medical Records (EMRs)
- Understanding the difference between EHR and EMR

#### **Management of Data Quality and Standards (7 hours)**

- Discuss organizational policies to safeguard patient record
- Understand data sources and retrieval
- Study various types of data
- Data research, reporting and presentation

#### **Use and Analysis of Data (7 hours)**

- Various naming convention and nomenclature
- Classifications and Code Set
- Content, management, and function
- Dependencies in documentation

**Total hours: 36**

### Laboratory/Studio Content

#### **Electronic Health Record and Electronic Medical Record Software (12 hours)**

- EHR and EMR Software capabilities
- Sequence of transition
- Setup and configuring
- Data entry of patient care

**Data Entry Edit, Corrections, and Addendums (12 hours)**

- Regulations and policies
- Accuracy requirements and mandates
- Correction and addendum
- Standards and guidelines

**Set up for Electronic Medical Records - The Patient Chart (12 hours)**

- Activate patient office visit
- Adding a new patient
- Physician order entry
- Managing orders and referrals

**Case Management and Quality Control (12 hours)**

- Conducting chart evaluations
- Clinical quality measures
- Chart retrieval and archiving
- Performance improvement and reporting

**Productivity Center and Utilities (6 hours)**

- Meaningful use content
- Government involvement
- Health information exchange and interoperability
- Health informatics consolidation

**Total hours: 54****Additional Information**

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

**GCC Major Requirements**

No Value

**GCC General Education Graduation Requirements**

No Value

**Repeatability**

Not Repeatable

**Justification (if repeatable was chosen above)**

No Value

**Resources**

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

**Were there any DEIA changes made to this outline?**

No

**If yes, in what areas were these changes made:**

No Value

**Will any additional resources be needed for this course? (Click all that apply)**

No Value

**If additional resources are needed, add a brief description and cost in the box provided.**

No Value