

Cosumnes River College
HCIT 132
Configuring Electronic Health Records (EHRs)
A Hybrid-Online Course
Spring 14
(2nd 8 weeks)

Instructor: Buddy Spisak

Office Hours: Mon. 8:20-9:30 p.m. (Jan. 27 to May 15)

Office: BS-143

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Email: spisakj@crc.losrios.edu The turn-around time for responding to most emails is about one to two days. Be sure to include your name and the course number in each email so I can identify who you are and what the email is about.

Course Web page: <https://d2l.losrios.edu/>

Instructor Web page: <http://crc.losrios.edu/spisakj>

Prerequisites: AH 110 or HCIT 104

Lecture: Online

Lab: Wednesday 6:00 to 9:05pm (14930)

Accepted for Credit: No

Class Credits: 2 units

Required Textbooks:

None

Be sure to attend class the first day (Mar. 19) to pick up necessary materials.

Course Description:

This course offers a practical experience with a laboratory component, addressing approaches to assessing, selecting, and configuring EHRs to meet the specific needs of customers and end-users.

Student Learning Outcomes and Course Objectives:

As a result of completing this course, you will be able to:

EXPLAIN THE IMPORTANCE OF MIGRATING TO AN ELECTRONIC HEALTH RECORD (EHR) SYSTEM (SLO #01).

- Describe the migration to the electronic health record.
- Determine the appropriate members for a steering committee, who are planning to move to electronic health records.
- Define the steps in a basic strategic management plan.

RELATE THE IMPORTANCE OF MEANINGFUL USE TO DEFINE THIS FIELD (SLO #02).

- Understand the process and purpose of EHR certification and the work of CCHIT and other possible certifying bodies.
- Understand how the exchange of electronic health data relates to meaningful use.
- Understand how clinical quality measures relate to meaningful use.

DEFINE A CLINICAL DECISION SUPPORT (CDS) SYSTEM (SLO #03).

- Define what is meant by clinical decision support (CDS) systems.
- Discuss key factors in the development of CDS for clinical and administrative use.
- Given a case study, analyze the issues related to provider fatigue related to alerts and reminders.

EVALUATION OF AN EHR SYSTEM AND SELECTION CRITERIA FOR A HOSPITAL AND A DOCTOR'S OFFICE (SLO #04).

- Analyze/interpret user specification requirements against vendor specifications.
- Assess interpersonal skills between IT and user.
- Discuss/role-play the interaction between IT and user for successful development of user data entry screens and templates.

- Discuss key issues in electronic health record development and implementation affecting acute care.
- Discuss key issues in electronic health record development and implementation affecting long-term care, including interchange of health information with acute care.
- Discuss key issues in electronic health record development and implementation affecting ambulatory care, including interoperability with acute care, ASP and community offerings for an EHR.
- Discuss key issues in electronic health record development in other health care settings, including physician practice, home health and hospice, behavioral health, and health departments.

Methods of Measuring Student Learning Outcomes:

- You will demonstrate knowledge of network and Internet security applications and standards through class discussions and achievement on quizzes and final examination.
- You will demonstrate competence in the coursework by completing lab work and participating in Desire 2 Learn (d2l) discussions during the semester.

Student Obligations:

- **Attendance:** Participation in the HCIT online orientation is available at http://www.crc.losrios.edu/Areas_of_Study/Business_and_Family_Science/Health_Care_IT_Workforce_Roles_Training_Program.htm. Be sure to go through the orientation before Mar. 19. As with any online course, attendance at the first class meeting (Mar. 29) and the last class meeting (May 14) is required. The final exam will be on May 14. There will be weekly lab time on campus, and it is up to you to complete the lab assignments during the lab time or at home.
- **Late Work:** Unless noted, all assignments are due on Sunday by midnight each week. Late work will be accepted ONLY if you have contacted me prior to the due date either by email or voice mail. In general, late work is due the next week, and no late assignments may be turned in after one week from the original due date regardless of the reason. For every day an assignment is late, you will lose 10% of its grade.
- **Due Dates:** Unless noted, all assignments will be submitted in Desire 2 Learn (d2l) under the "Dropbox" link. If, for any reason, you cannot access d2l or are unable to submit the assignment on time, please email it to me instead so that you are not penalized for being late. Quizzes and the discussion items cannot be taken past their due dates.
- **Labs:** There will be six labs credited for homework for the class. The labs will consist of exercises and activities. The due dates are located in the **SCHEDULE** portion of this handout. We will spend a lot of time working on lab activities. Each lab has a set of review questions that you will need to answer in d2l in order to receive points for that assignment.
- **Discussions:** I want everyone to take a pro-active approach to learning this material. This includes using the Discussions link to ask questions and also answer other students' questions. I will also post questions each week that you can answer to further your understanding of the material. I expect two postings each week unless otherwise noted.
- **Final Exam:** The final exam will consist of two parts. One part of the exam will be a hands-on practical demonstration of assigned tasks, and the other part will be an exam taken in d2l.
- **Plagiarism Policy:** It is inappropriate, and a violation of academic policy, to copy information from any source (including, but not limited to, textbooks, magazine articles, newspaper articles and Internet articles) without giving proper credit to the author by using standard quotation procedures such as in-line quotes, footnotes, endnotes, etc. Quotes may not exceed 25% of the assignment's total length. You will receive no credit (0 points) for any assignment that copies any material from any other source without giving proper credit to the author(s). Repeat offenders of this policy are subject to academic discipline as outlined in the policies published by the college.

- **Cheating:** Students who cheat will receive a failing grade for the course. See the Students Rights and Responsibilities page of the college website (http://www.crc.losrios.edu/College_Catalog/General_Information/Students_Rights_and_Responsibilities.htm) for additional information.
- **CRC Honor Code:** Academic integrity requires honesty, fairness, respect and responsibility. See the Cosumnes River College Honor Code posted on the college website (http://www.crc.losrios.edu/Faculty_and_Staff/Faculty_and_Staff_Resource_Guide/Faculty_Resources/Student_Behavior_and_Academic_Integrity/CRC_Honor_Code.htm).
- **Email:** Every student will be required to have an email account. If you do not have an email account, the college provides free email accounts for all current students. To activate your account, go to www.losrios.edu/lrc/lrc_email.php and follow the directions provided.
- **Email etiquette:** I will not tolerate rude and demeaning comments or emails to anyone in this class. Please keep your comments and emails topic-related. If I determine that a comment or email to anyone else in the class is rude or demeaning, I will warn you once. If your behavior continues to be unacceptable, I will refer you to the administration of the college for disciplinary action.
- **Personal belongings:** No food or drinks are allowed in the classroom. All cell phones, beepers, pagers, etc. should be turned off or set to vibrate.
- **Disabilities:** If you have a documented disability and wish to discuss academic accommodations, please contact me after class or the Office of Disabled Student Programs and Services at 691-7275 as soon as possible.
- **Campus Police:** You can call 691-7777 to request a safety escort.
- **Desire 2 Learn (d2l):** This class utilizes a product called "Desire 2 Learn." It is highly recommended that you check the website frequently for scheduling updates and homework assignments. Most of the homework assignments and quizzes will be done on d2l.
- **Online Course Responsibilities:** This course requires significant self-motivation. You must not get behind. Labs and weekly assignments can take up to 8 hours to finish. Please don't try to finish them in one day. Not all activities are created equal. Some may take a bit longer than others. You would normally spend 3 hours per week in class for this course: total of 54 hours. Allow yourself at least 8 hours per week to complete the activities online, including the time spent writing for the postings to the discussions page. You should plan additional time to read the material and study for the quizzes. Some people believe this is a much easier way to study this subject than an on-campus framework because they love to read and avoid the parking problems. Others feel very intimidated at first. Be patient as you work your way through the activities.

Grading:

Course Topic	Points	Total	Approximate % the of Grade
Labs (6)	50	300	43
Orientation Quiz (1)	10	10	1
Quizzes (4)	30	120	15
Discussions (7)	20	140	17
Final Exam (1)	200	200	24

Point System:

There are 820 total assigned points.

Grade Ranges:

A=738-820, B=656-737, C=574-655, D=492-573, F=0-491

Schedule: It is tentative and can change during the course of the term. All changes will be located under the "News" section in d2l for the course.

	Day:		Lecture/Lab Schedule:	Assignment Due:	Due Date (By Midnight):
Week 1	Wed.	(3/19)	Orientation and Introductions	View the Online Orientation	Sun., 3/30
			Unit 1: Migration to an Electronic Health Record System	Orientation Disc.	
			Unit 2: Patient Care Clinical Workflow, Multiple Perspectives of Patient Care	Orientation Quiz	
			Lab #1		
Week 2	Wed.	(3/26)	Unit 3: Implementing Clinical Decision Support	Disc. #1 Quiz#1 (Units 1-2)	Sun., 4/6
			Lab #2	Lab Review #1	
Week 3	Wed.	(4/2)	Unit 4: Building Order Sets	Disc. #2 Quiz#2 (Units 3-4)	Sun., 4/13
			Lab #3	Lab Review #2	
Week 4	Wed.	(4/9)	Unit 5: Creating Data Entry Templates	Disc. #3	Sun., 4/20
			Lab #4	Lab Review #3	
<i>Spring Break April 14 through 20</i>					
Week 5	Wed.	(4/23)	Unit 6: Health Summary and Clinical Reminder Reports	Disc. #4 Quiz#3 (Units 5-6)	Sun., 4/27
			Lab #5	Lab Review #4	
Week 6	Wed.	(4/30)	Unit 7: Privacy and Security in the US	Disc. #5	Sun., 5/4
			Lab #6	Lab Review #5	
Week 7	Wed.	(5/7)	Unit 8: Meaningful Use and Implementation	Disc. #6 Quiz #4 (Units 7-8)	Sun., 5/11
				Lab Review #6	
Week 8	Wed.	(5/14)	Final Exam	Disc. #7	Wed., 5/14
					All work needs to be turned in.