

MOA180 : Health Information Management & HIPAA Standards

General Information

Author:	<ul style="list-style-type: none">Sophia PossidonPerera, Sonali
Attachments:	DE Addendum_MOA_180 (CE) COR_2:28:2024 CoDE_3:26:2024.pdf
Course Code (CB01) :	MOA180
Course Title (CB02) :	Health Information Management & HIPAA Standards
Department:	MOA
Proposal Start:	Fall 2025
TOP Code (CB03) :	(0514.20) Medical Office Technology
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	Yes
Course Control Number (CB00) :	CCC000618043
Curriculum Committee Approval Date:	11/27/2024
Board of Trustees Approval Date:	01/21/2025
Last Cyclical Review Date:	11/27/2024
Course Description and Course Note:	MOA 180 introduces students 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.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	<ul style="list-style-type: none">Online
Author:	<ul style="list-style-type: none">Perera, Sonali
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

C-ID

HIT

Area

Health
Information
Technology

Status

Pending

Approval Date

No value

Comparable Course

HIT 100 X - Introduction to Health
Information Technology

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	90
Total Course Out-of-Class Hours	72
Total Student Learning Hours	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.

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education
Status (CB10)

Variable Credit Course

Weekly Student Hours

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

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0

Course In-Class (Contact) Hours

Lecture	36
Laboratory	54
Studio	0
Total	90

Course Out-of-Class Hours

Lecture	72
Laboratory	0
Studio	0
Total	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

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

No Value

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations

Cross Listed or Equivalent Course

Description

No value

No value

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

Learning Outcomes

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

MOA
Healthcare Administration Certificate

Analyze the impact of healthcare administration on healthcare delivery within the community
Be prepared for a career in the healthcare industry

MOA
Healthcare Administration A.S.
Degree

Analyze the impact of healthcare administration on healthcare delivery within the community
Be prepared for a career in the healthcare industry

MOA Administrative Medical Assistant A.S. Degree	Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior
	Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior
	Educate patients in general office policies, with reference to insurance, reimbursement, billing and coding
ILOs 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.
MOA Medical Assistant Certificate	Describe the duties, processes, and procedures in managing the medical front and back office
	Explain health data and clinical documentation principles, standards and guidelines
MOA Medical Coding Assistant A.S. Degree	Ensure that valid codes are applied to medical diagnoses and procedures per coding classification guidelines
	Gain competencies in the application of biomedical knowledge and legal, ethical, and medical standards, the communication and analysis of statistical data and in planning and implementation of clinical informational and data systems
	Prepare for national AAPC (American Academy of Professional Coders) exam
MOA Medical Coding Assistant Certificate	Ensure that valid codes are applied to medical diagnoses and procedures per coding classification guidelines
	Gain competencies in the application of biomedical knowledge and legal, ethical, and medical standards, the communication and analysis of statistical data and in planning and implementation of clinical informational and data systems
	Prepare for national AAPC (American Academy of Professional Coders) exam
MOA 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.
MOA ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.
Describe laws and regulations related to healthcare.	
Expected Outcome Performance: 70.0	
MOA Healthcare Administration A.S. Degree	Analyze the impact of healthcare administration on healthcare delivery within the community
	Be prepared for a career in the healthcare industry
MOA Healthcare Administration Certificate	Analyze the impact of healthcare administration on healthcare delivery within the community
	Be prepared for a career in the healthcare industry
MOA Administrative Medical Assistant A.S. Degree	Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior
	Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior
	Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others
	Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others
ILOs 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.
MOA Medical Coding Assistant Certificate	Ensure that valid codes are applied to medical diagnoses and procedures per coding classification guidelines
	Prepare for national AAPC (American Academy of Professional Coders) exam

MOA
Medical Coding Assistant A.S. Degree

Ensure that valid codes are applied to medical diagnoses and procedures per coding classification guidelines

Prepare for national AAPC (American Academy of Professional Coders) exam

MOA
ADMINISTRATIVE MEDICAL ASSISTANT
A.S. Degree Major

Identify knowledge of Medical terminology within the human body system

MOA
ADMINISTRATIVE MEDICAL ASSISTANT
- Certificate

Identify knowledge of medical terminology within the body system

MOA
Medical Assistant Certificate

Pass the California Certified Board for Medical Assistants Exam

Explain health care information in different clinical settings.

Expected Outcome Performance: 70.0

MOA
Healthcare Administration A.S.
Degree

Analyze the impact of healthcare administration on healthcare delivery within the community

Be prepared for a career in the healthcare industry

Describe the value of personal and professional development, health and community service, and life-long learning in healthcare management

MOA
Healthcare Administration Certificate

Analyze the impact of healthcare administration on healthcare delivery within the community

Be prepared for a career in the healthcare industry

Describe the value of personal and professional development, health and community service, and life-long learning in healthcare management

ILOs
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.

MOA
Administrative Medical Assistant A.S.
Degree

Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others

Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others

Identify knowledge of Medical terminology within the human body system

Identify knowledge of Medical terminology within the human body system

MOA
Medical Assistant Certificate

Explain health data and clinical documentation principles, standards and guidelines

MOA
Medical Coding Assistant A.S.
Degree

Gain competencies in the application of biomedical knowledge and legal, ethical, and medical standards, the communication and analysis of statistical data and in planning and implementation of clinical informational and data systems

MOA
Medical Coding Assistant Certificate

Gain competencies in the application of biomedical knowledge and legal, ethical, and medical standards, the communication and analysis of statistical data and in planning and implementation of clinical informational and data systems

MOA
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.

MOA
ADMINISTRATIVE MEDICAL
ASSISTANT - Certificate

Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

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

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Is it possible this course will have a material fee?

No Value

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liaisons>):

No Value

What term(s) will this course be offered?

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

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

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