Course Information Form (CIF)

Course Code: HCS 151

Course Title: Health Care Records Management

Department: Allied Health
PCS Code: 1.2 - Occupational/Technical Instruction
CIP Code: 51.0801
Repeatability: 0

Effective Date: Summer 2026

Credit Hours

Catalog Notation: 2-0-2
Credit Hour Distribution:

Lecture: 2	Lab: 0	Clinical: 0	**Total: 2**

General Course Information

Catalog Description

Application of health care records management terms and skills: records ownership, types, rules for filing and systems, common documents, correspondence, and computer application (EMR).

General Course Objectives

Upon successful completion of this course, students will be able to apply electronic medical record (EMR) terminology and skills, document patient care accurately, and navigate various EMR software systems. They will understand HIPAA regulations, Meaningful Use requirements, and medical coding (ICD-9, ICD-10, CPT, HCPCS), as well as demonstrate practical EMR experience through creating patient records and documentation. Students will also develop an understanding of healthcare facility operations, workflow, and the role and scope of practice of a medical assistant.

Minimum Placement Levels

English	Reading	Math
Placement out of ENG 099	Placement into CCS 098	Placement into MAT 060

Prerequisites

Approval of program director or department chair

Methods of Evaluation

16-21 objective exams, 42 homework assignments, and 3-5 discussion posts.

Instructional Materials and Additional Supplies

French/Turner's Administrative Medical Assisting by Linda L. French, Lisa H. Turner. 9th Edition. Copyright 2024.

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
EMR Common Terms	1. Identify and define common EMR terms used in the medical office/health care records management. 2. Apply key terms to a case study.	2	0	0
EMR Contents	1. Identify contents of an EMR system, its purpose, and relationship to the revenue cycle. 2. Describe the adoption process from planning to go-live. 3. Define types of information contained in an EMR. 4. Differentiate EMR from a practice management system. 5. Explain the importance of data backup.	2	0	0
HIPAA	1. Identify types of HIPAA violations and strategies to avoid them. 2. List ways to protect patient privacy in various situations.	2	0	0
Coding/Billing	1. Describe the role of coding in EMR systems: ICD-9, ICD-10, CPT, HCPCS. 2. Use current coding systems. 3. Evaluate mock documents to understand code population. 4. Describe adjustments to patient accounts. 5. Identify billing record contents. 6. Explain financial obligations, third-party plans, and claim filing steps. 7. Discuss managed care requirements, verification of eligibility, precertification, and preauthorization. 8. Define medical necessity. 9. Identify equipment and supplies for creating, maintaining, and storing medical records.	2	0	0
Meaningful Use	1. Define government requirements for Stages I, II, and III for Meaningful Use. 2. Describe provider vs. medical assistant roles in the Meaningful Use process.	2	0	0
EMR Documentation	1. Define appropriate ways to document in progress notes. 2. Identify inappropriate ways to document. 3. Organize patient records using POMR and SOMR methods.	4	0	0
Clinic/Hospital Project	1. Diagram an ideal clinic or hospital. 2. Define all components. 3. Illustrate and present project in class.	4	0	0
Systems Thinking Concept	1. Identify systems thinking concepts. 2. Apply them to everyday work environments.	2	0	0
Introduction to EMR Software	1. Identify differences among EMR software systems: Neehr Perfect, PracticeFusion, IC-Chart, eClinicalWorks. 2. Identify similarities among these EMR systems.	4	0	0

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Practice Set	1. Design a practice set using PracticeFusion: create new patients, demographic info, past medical history, and document progress notes. 2. Develop practical EMR understanding from multiple roles.	4	0	0
Medical Assistant	1. Evaluate the skill base of a medical assistant. 2. Evaluate the scope of practice in healthcare settings.	2	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
30	0	0