# 12/9/2021

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 13 January 2022

Term and Year of Implementation: Spring 2022

**Course Title:** Information Management for Medical Assistants

**BRCC Course Rubric:** MAST 1102

**Previous Course Rubric**:

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 1-3-2

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 15-45-60

**Louisiana Common Course Number:**

**CIP Code:** 51.0707

**Course Description:** Introduces health care delivery systems and the health information management functions. The student will be introduced to the types of health care delivery organizations and professionals, Health Information Portability and Accountability Act (HIPAA), record content, reimbursement methodology, and the electronic health record use in health care.

**Prerequisites:**  Admission to the Medical Assistant program

**Co-requisites:** MAST 1171, CSCI 1013, MAST 1162, MAST 1142, MAST 1113

**Suggested Enrollment Cap:** 25

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Identify responsibility within a Health Information Management department.

2. Explain HIPAA laws, their impact on health care professionals and patients, legal aspects of the medical record, and release of information.

3. Describe various types of health records and the development, accuracy, authentication, and storage of each type.

4. Distinguish between administrative and clinical data in health records.

5. Describe healthcare payment systems and types of reimbursement methodology.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Class presentations, reflective portfolio assignments, quizzes, exams, homework assignments, in-class activities (individual as well as group problem-solving), peer evaluation, and collaborative projects.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Introduction and Overview

II. Health Care Delivery Systems

III. Health Information Management

IV. Health Care Settings

V. The Patient Record: Hospital, Physician’s Office, and Alternative Care Settings

VI. Electronic Health Records

VII. Content of the Patient Record: Inpatient, Outpatient, and Physician’s Office

VIII. Numbering and Filing Systems; Record Storage and Circulation

IX. Indexes, Registers, and Health Data Collection

X. Legal Aspects of Health Information Management

XI. Coding and Reimbursement