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| **Course Objective** | **Module-/Unit-Level Objective** | **Activities** | **Assessments** |
| Explain the concepts fundamental to the use of IT in a healthcare environment | Identify common components of a health information technology (HIT) system and types of HIT applications for acute care, community health, public health, and provider practices | Read Chapter 1 in Text  Personal Health Record Presentation with Audio  MyMediConnect PHR Videos  Read Chapter 2 in Text  Delivering Healthcare Presentations with Audio  Delivering Healthcare Self Review Interactive Activities | Chapter 1 Quiz  Chapter 1 Review Questions  Chapter 1 Case Study  PHR Homework  Chapter 2 Quiz  Final Exam |
| Use terminology fundamental to the use of IT in a healthcare environment | Define and understand basic medical terminology  Identify commonly used IT terms and technologies | Read Chapter 3 and 5 in Text  Medical Words Presentations with Audio | Chapter 3 Quiz  Chapter 5 Quiz  Medical Terminology Quiz  Final Exam |

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|  | *MoHealthWINs* |

*This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.*

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| **Course Objective** | **Module-/Unit-Level Objective** | **Activities** | **Assessments** |
| Explain regulatory requirements in the healthcare environment | Describe how legislation related to privacy and security of electronic health information has evolved in the US  Discuss legal issues in healthcare including the Health Insurance Portability and Accountability Act (HIPAA), confidentiality, and medical malpractice  Summarize regulatory rules of record retention, disposal and archiving  Describe standards, including HL7, that govern health information exchange  Explain the requirement for privacy and security compliance with healthcare data, documentation, production and retention as required by State and Federal law as well as accrediting agencies | Read Chapter 1 in text  HIPAA Privacy Rule Assignment  HIPAA Security Rule Assignment  Review Legal Issues in Health Information Presentation  Regulating Healthcare Self Review Interactive Activities | Chapter 1 Quiz  HIPAA Quiz  HIPAA Test  Final Exam |
| Identify organizational structures, organizational behavior, and stakeholders in the healthcare environment | Identify organizational structures and different methods of operation  Establish electronic health record (EHR) access policies  Summarize best practices for handling protected health information (PHI) in the workplace  Explain the need for an appropriate organizational infrastructure to develop and oversee privacy and information security programs | Chapter 2 in Text | Chapter 2 Quiz  Final Exam |

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| **Course Objective** | **Module-/Unit-Level Objective** | **Activities** | **Assessments** |
| Identify significant technologies in a healthcare environment  Apply tools and techniques for solving IT problems in a healthcare workplace | Compare and contrast EHR technologies and how each is implemented  Identify different components of medical interfaces and determine common interface problems  Identify appropriate technologies to protect information received from or transmitted to external users (HIEs, RHIOs, PHRs, and other third parties)  Identify root causes of HIT-induced error and suggest solutions | Read Chapters 3 and 4 in Text  Concepts in EHR Activities  Introduction to Programming Presentation with Audio  Future of Computing Presentations with Audio  Patient Monitoring Systems Presentations with Audio  Technology in Healthcare Matching Activity  Watch VA VistA EHR Videos  Watch Working with Notes Videos  Downloading and Installing VA VistA Web Version Software  Pulse/PACE Online Lessons | Chapters 3 and 4 Review Questions  Chapters 3 and 4 Case Study  Chapter 3 Quiz  Programming Overview Quiz  In the Future Quiz  Chapter 4 Quiz  Networks and Networking Quiz  VA Telehealth Assignment  VA VistA Scavenger Hunt  VA VistA Adding Notes Assignment  Final Exam |

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| **Course Objective** | **Module-/Unit-Level Objective** | **Activities** | **Assessments** |
| Describe healthcare business operations | Describe and diagram data flows across HIT systems incorporating relevant standards  Describe methods of billing and reimbursement in healthcare  Explain the basics of document imaging | Read Chapters 5 and 6 in Text  CMS and Medicare Presentation  and Audio  Computerized Provider Order Entry Presentations with Audio  Organization of Primary Care Clinics Presentation with Audio  Medical Imaging Systems Presentation  Interactive Imaging Review  Administrative, Billing and Financial Presentations | Challenges and Opportunities Homework Assignment  Medicare, Medicaid, CHIP Homework Assignment  Chapters 5 Quiz  Computerized Provider Order Entry Quiz  Chapter 6 Challenges and Opportunities  Chapter 6 Quiz  Medical Imaging Systems Quiz  Billing and Financial Systems Quiz  Final Exam |

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| **Course Objective** | **Module-/Unit-Level Objective** | **Activities** | **Assessments** |
| Explain security best practices in the healthcare IT workflow | Describe the need for business continuity planning  Develop a risk assessment plan to safeguard PHI  Identify media control practices  Establish and manage authentication mechanisms  Implement encryption of PHI and other sensitive data  Describe the needs for privacy and security policies and procedures including consents, authorizations, and appropriate notification  Describe the need for a facility security plan | Read Chapters 7 and 8 in Text  CompTIA Certificate Exam Practice | Chapter 7 Challenges and Opportunities  Chapter 7 Quiz  Chapter 8 Case Study  Chapter 8 Review Questions  Final Exam |
| Practice effective communication with end users in healthcare and public health settings  Demonstrate professionalism and appropriate behavior in a healthcare environment | Identify key elements of customer service in health IT | Read Chapter 2 in Text  Effective Communication Presentations with Audio  Communication Ethics Scenario  HIT Communications Scenario  Healthcare Professional Behavior Scenario | Chapter 2 Quiz  Professionalism and Customer Service Homework Assignments  Self Evaluation Assignment  Final Exam |



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