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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 TextPersonal Health Record Presentation with AudioMyMediConnect PHR VideosRead Chapter 2 in TextDelivering Healthcare Presentations with AudioDelivering Healthcare Self Review Interactive Activities | Chapter 1 QuizChapter 1 Review QuestionsChapter 1 Case StudyPHR HomeworkChapter 2 QuizFinal Exam |
| Use terminology fundamental to the use of IT in a healthcare environment | Define and understand basic medical terminologyIdentify commonly used IT terms and technologies | Read Chapter 3 and 5 in TextMedical Words Presentations with Audio | Chapter 3 QuizChapter 5 QuizMedical Terminology QuizFinal 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 USDiscuss legal issues in healthcare including the Health Insurance Portability and Accountability Act (HIPAA), confidentiality, and medical malpracticeSummarize regulatory rules of record retention, disposal and archivingDescribe standards, including HL7, that govern health information exchangeExplain 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 textHIPAA Privacy Rule AssignmentHIPAA Security Rule AssignmentReview Legal Issues in Health Information PresentationRegulating Healthcare Self Review Interactive Activities | Chapter 1 QuizHIPAA QuizHIPAA TestFinal Exam |
| Identify organizational structures, organizational behavior, and stakeholders in the healthcare environment | Identify organizational structures and different methods of operationEstablish electronic health record (EHR) access policiesSummarize best practices for handling protected health information (PHI) in the workplaceExplain the need for an appropriate organizational infrastructure to develop and oversee privacy and information security programs | Chapter 2 in Text | Chapter 2 QuizFinal Exam |

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| **Course Objective** | **Module-/Unit-Level Objective** | **Activities** | **Assessments** |
| Identify significant technologies in a healthcare environmentApply tools and techniques for solving IT problems in a healthcare workplace | Compare and contrast EHR technologies and how each is implementedIdentify different components of medical interfaces and determine common interface problemsIdentify 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 TextConcepts in EHR ActivitiesIntroduction to Programming Presentation with AudioFuture of Computing Presentations with AudioPatient Monitoring Systems Presentations with AudioTechnology in Healthcare Matching ActivityWatch VA VistA EHR VideosWatch Working with Notes VideosDownloading and Installing VA VistA Web Version SoftwarePulse/PACE Online Lessons | Chapters 3 and 4 Review QuestionsChapters 3 and 4 Case StudyChapter 3 QuizProgramming Overview QuizIn the Future QuizChapter 4 QuizNetworks and Networking QuizVA Telehealth AssignmentVA VistA Scavenger Hunt VA VistA Adding Notes AssignmentFinal 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 standardsDescribe methods of billing and reimbursement in healthcareExplain the basics of document imaging | Read Chapters 5 and 6 in TextCMS and Medicare Presentationand AudioComputerized Provider Order Entry Presentations with AudioOrganization of Primary Care Clinics Presentation with AudioMedical Imaging Systems PresentationInteractive Imaging ReviewAdministrative, Billing and Financial Presentations | Challenges and Opportunities Homework AssignmentMedicare, Medicaid, CHIP Homework AssignmentChapters 5 QuizComputerized Provider Order Entry QuizChapter 6 Challenges and OpportunitiesChapter 6 QuizMedical Imaging Systems QuizBilling and Financial Systems QuizFinal 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 PHIIdentify media control practicesEstablish and manage authentication mechanismsImplement encryption of PHI and other sensitive dataDescribe the needs for privacy and security policies and procedures including consents, authorizations, and appropriate notificationDescribe the need for a facility security plan  | Read Chapters 7 and 8 in TextCompTIA Certificate Exam Practice | Chapter 7 Challenges and OpportunitiesChapter 7 QuizChapter 8 Case StudyChapter 8 Review QuestionsFinal Exam |
| Practice effective communication with end users in healthcare and public health settingsDemonstrate professionalism and appropriate behavior in a healthcare environment | Identify key elements of customer service in health IT | Read Chapter 2 in TextEffective Communication Presentations with AudioCommunication Ethics ScenarioHIT Communications ScenarioHealthcare Professional Behavior Scenario | Chapter 2 QuizProfessionalism and Customer Service Homework AssignmentsSelf Evaluation AssignmentFinal Exam |

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