



SEATTLE COLLEGES

Central · North · South · SVI

AHE173 - Intro to Records Mgmt

Document Type: District Master Course Outline

Proposal Type: New Course

Requester(s): Jennifer M Evans Cynthia Dodd Keith Marler Wendy J Price

College: South

Origination Approved: 11/17/2014 - 4:36 PM

BASIC INFORMATION

Requester(s): Jennifer M Evans

Cynthia Dodd

Keith Marler

Wendy J Price

College: South Seattle College

Division/Dept: Professional Technical

Dean: Wendy J Price

Peer Reviewer(s): Cynthia Dodd

COURSE INFORMATION

Proposed Course Number:

Prefix: **AHE** Number: **173**

Request a new Prefix

This will be a common course

Full Title: Intro to Records Mgmt

Abbreviated Title: Med Rec Mgmt

Catalog Course Description:

The study of the basic alphabetic, numeric, subject and geographic filing principles necessary to manage database filing systems utilizing ARMA rules. Course includes hands-on practice in creating and using database systems to create files, tables, forms and queries; enter and manipulate data and generate reports for a medical environment .

Course Length: 11 Weeks

Request an Exception

Topical Outline:

1. Introduction to records control
2. ARMA Alphabetic indexing rules
3. Alphabetic filing procedures
4. Other filing systems including numeric, electronic, and subject
5. Creating Access databases
6. Creating Access tables
7. Creating Access forms
8. Creating Access queries

- 9. Creating Access reports
- 10. Using Sort/Filter
- 11. Using Search/Find/Replace
- 12. Adding themes to forms and reports
- 13. Formatting forms, queries and reports

COURSE CODING

Funding Source: 1.....State
Institutional Intent: 21.....Vocational Preparatory

This Course is a requirement for the following program(s):
 (No Programs Selected)

My Course Proposal is a requirement for a program not on this list
 Program Title/Description/Notes:
 Medical Office Professional

Will this course transfer to a 4-year university? **No**

Is this course designed for Limited English Proficiency? **No**

Is this course designed for Academic Disadvantaged? **No**

Does this course have a Workplace Training component? **No**

CIP Code: 51.0710 Request Specific CIP Code
EPC Code: 373 Request Specific EPC Code

Credits:

Will this course be offered as Variable Credit?	No
List Course Contact Hours	
Lecture (11 Contact Hours : 1 Credit)	33
Lab (22 Contact Hours : 1 Credit)	0
Clinical Work (33 Contact Hours : 1 Credit)	0
Other (55 Contact Hours : 1 Credit)	0
 Total Contact Hours	 33
Total Credits	3

COLLEGE SUPPLEMENTAL

Proposed Quarter of Implementation: NA Request Provisional Exception
 Fall 2014

Class Capacity: 25

Note: The following questions are being asked in order to fulfill [Seattle Colleges District VI and AFT Seattle, Local 1789 Agreement](#) language:

Have you discussed the class cap for the course with your unit administrator and with other unit faculty that will be teaching the course?

Yes, discussion has been held.

Is the class cap number that you have indicated mutually agreed upon by unit faculty and unit administrators?

Yes, agreement has been reached.

Modes of Delivery: (Check all that apply)

- Fully On Campus Fully Online Hybrid Correspondence Credit by Exam
 Seminar Visual Media Other Explanation:

Class Schedule Description:

The study of the basic alphabetic, numeric, subject and electronic filing principles necessary to manage database filing systems in a healthcare setting. Course includes hands-on practice in creating and using a database system to create files, tables, forms and queries; enter and manipulate data and generate reports.

BUS 104 (Keyboarding) or the ability to touch type at 25 wpm and BUS 169 (Introduction to Microsoft Office) or by instructor permission.

Course Prerequisite(s):

BUS 104 (Keyboarding) or the ability to touch type at 25 wpm and BUS 169 (Introduction to Microsoft Office) or by instructor permission.

AA Degree Outcomes: (If Applicable)

Student Learning Outcomes:

Communication

Read and listen actively to learn and communicate

1,2

Speak and write effectively for academic and career purposes

1,2

Computation

Use arithmetic and other basic mathematical operations as required by program of study

1,2

Human Relations

Use social interactive skills to work in groups effectively

1

Have knowledge of the diverse cultures represented in our multicultural society
1

Critical Thinking and Problem-Solving

Think critically in evaluating information, solving problems, and making decisions
2,3,4,5,6

Technology

Select and use appropriate technological tools for academic and career tasks
4,5,6

Personal Responsibility

Uphold the highest standard of academic honesty and integrity
1,2,3,4

Respect the rights of others in the classroom, online and in all other school activities
1,2,3,4

Attend class regularly, complete assignments on time and effectively participate in classroom and online discussions, group work and other class-related projects and activities
1,2,3,4

Information Literacy

Independently access, evaluate and select information from a variety of appropriate sources
4

Have knowledge about legal and ethical issues related to the use of information
4

Use information effectively and ethically for a specific purpose
4

Program Outcomes:

Prof tech outcome Included in Course Outcome Number AHE 173	Certificate Program Outcomes
1,2,3,4,5	1. Apply billing and coding rules to all incoming and outgoing claims
3	2. Apply correct ICD-9, ICD-10, CPT, and HCPCS codes to all claims
3	3. Apply correct ICD-9, ICD-10, CPT, and HCPCS codes to patient medical records
	4. Determine the HIPAA approved codes for

	claims and medical records by use of Anatomy/Physiology, pharmacology, and pathophysiology
1	5. By applying correct codes, enable students to successfully attain CCS-P, CCS-H, CPC-P or CPC-H certification

Course Outcomes / Objectives:

1. Apply ARMA Alphabetic indexing rules to medical records
2. Apply Alphabetic filing procedures to patient files
3. Apply other filing systems including numeric, electronic, and subject to patient records and electronic health records
4. Apply the basics of Access by creating tables, forms and reports
5. Apply sorting, and querying the database

Explain the student demand for the course and potential enrollment:

Health care employers are facing the challenge of implementing ICD-10 codes. This new code set will encompass approximately 68,000 new codes. With hospitals and clinics planning to train, they are anticipating the need for additional staff to face reduced productivity, at least during the transition. This course is being offered in various modes to meet the needs of students.

Explain why this course is being created:

AHIMA has reported a shortage of 30% for those entering the medical administrative field and for incumbent workers who need to transition from general administration positions into billing and coding positions.

What challenges, if any, do you foresee in offering this course:

Students will use Canvas to supplement the course. Instructor support will be given for this system.

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

Jennifer M Evans	<i>Jennifer M Evans</i>	11/12/2014
Print Name	Signature	Date
Cynthia Dodd	<i>Cynthia Dodd</i>	11/12/2014
Print Name	Signature	Date
Keith Marler	<i>Keith Marler</i>	11/12/2014
Print Name	Signature	Date
Wendy J Price	<i>Wendy J Price</i>	11/12/2014
Print Name	Signature	Date

Dean:

Wendy J Price	<i>Wendy J Price</i>	8/19/2014
Print Name	Signature	Date

Executive Workforce Dean

_____	_____	_____
Print Name	Signature	Date

Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval

Chairman, Curriculum Coordinating Council:

Diane Schmidt	<i>Diane Schmidt</i>	11/17/2014
Print Name	Signature	Date

Vice President for Instruction:

Donna Miller-Parker	<i>Donna Miller-Parker</i>	11/17/2014
Print Name	Signature	Date