



## MAA 211: Electronic Healthcare Records II

Electronic healthcare records systems are important to help provide office support and better managed patient care. This course explains the major benefits of an EHR system such as improving efficiency, interoperability, care coordination, patient engagement, clinical decision support, and reporting programs. Students will learn the knowledge and skills to navigate through clinical check-out procedures, billing check-out procedures, claim management, messaging and administrative tasks, and PM within EHR practical applications. This course helps students develop as scholars, learners, and future professionals in the healthcare industry. Students will experience in the course through in-depth assignments, activities, and electronic modules, all through textbook and Sim Charts software. Spring. Three Lecture Hours. Prerequisite MAA101, MAA105 EHR I, Ged. Ed. Competencies Met: Information Literacy. 3 Credits.

### Course Student Learning Outcomes

Students will navigate and learn: 1. Explain charge capture, billing patient encounters, and clinical check-out procedures. 2. Apply skills for billing check-out procedures, third-party payers, and claims management. 3. Prepare payments and creating statements and Producing reports and following up. 4. Breakdown accounts receivable, collections, and administrative tasks. 5. Explain health information management tasks. 6. Explain Practice Management within EHR practical applications.

**Credits:** 3

**Program:** Medical Administrative Assistant