This course prepares students to take the CompTIA Healthcare IT Technician exam. Students will learn the best practices for protecting health information following government regulations and laws, troubleshoot computer and network issues within an electronic health record system, and understand the medical organization operation.

PREREQUISITES
CSIS 111, CSIS 151

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)

Upon completion of this course, the student will be able to:

1. Identify standard agencies, laws, regulations, including HIPAA/record controls and compliance.
2. Identify organization structures and different methods of operation.
3. Follow code of conduct and best practices when dealing with sensitive information, including record retention, disposal and archiving.
5. Identify commonly used medical terms, devices and departments.
6. Explain security controls and encryption types/uses.

GENERAL EDUCATION OUTCOMES (ESO)

Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

| Outcomes | ESO |
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

The student will demonstrate:

1. The ability to use industry specific software and/or apply troubleshooting skills to solve problems. (4)
2. Create and defend solutions to real life business challenges. (1-6)
3. Demonstrate professional oral and written communication skills. (1, 3, 5, 6)
4. Work effectively in a team environment. (1-6)

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

Chapter Assessments (1-6)
Final Exam (1-6)
Skills Based Assessment (1-6)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. The Importance of the HITECH Act
   A. Types of Healthcare Facilities
   B. Departments in the Hospital

II. Data Flow in HIT
   A. Getting to Know Information Systems
   B. Functions of an HIS
   C. Data Flow

III. Regulatory Requirements
   A. Identifying Standard Agencies, Laws and Regulations
   B. Healthcare Programs, Regulations & Laws
   C. HIPAA Controls and Compliance Issues
   D. Rules of Record Retention and Disposal

IV. Organizational Behavior
   A. Handling Patient Health Information (PHI)
   B. Physical & Technical Safeguards
   C. EMR/EHR Systems
   D. Levels of Access, Exceptions, and Audit Trails

V. IT Operations
   A. The OSI Model
   B. Application, Presentation and Session Layer Protocols
   C. Cloud Computing and Virtualization
   D. Locally Hosted or Remote EHR and EMR Information Systems

VI. Medical Business Operations
   A. Medical Terms, Imaging and Tests
   B. Clinical Software and Modules
   C. Document Imaging

VII. Security
   A. Electronic Attacks
   B. Understanding Physical & Environmental Security
   C. Types of Encryption
   D. Securing Backups
   E. Disposing of PHI