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CATALOG NO. HIM 101
DATE LAST REVIEWED 11/14/2013

COURSE INFORMATION FORM

DISCIPLINE Health Information Management
COURSE TITLE HIM 101 Introduction to Health Information Management

CR.HR 4 LECT HR. 3 LAB HR. 2 CLIN/INTERN HR. _____ CLOCK HR. _____

CATALOG DESCRIPTION

This course is an introduction to the health information management profession addressing its history and structure of the national association and ethical values. The course explores the history of healthcare delivery systems and external factors that influence, impact and change the healthcare industry to include key accrediting bodies, and state and federal regulatory agencies. Introduction to health record content, structure, and origin of clinical information for various healthcare settings and providers are addressed.

PREREQUISITES

Formal admission into the HIM program, HLSC 108 or BIOL 109 or BIOL 110 and BIOL 210, ENGL 101, HIM 100

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)

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

1. Differentiate legal and regulatory requirements, procedures related to the health information infrastructure and the release of protected health information.
2. Identify data sources as primary and secondary.
3. Differentiate data sources and the content of data versus information and the role played in health record monitoring, compliance reporting, and ensuring data quality and integrity.
4. Identify key documents and health record documentation.
5. Apply ethical standards of practice to healthcare information management.
6. Distinguish various healthcare delivery system policies and procedures that are required by national health information initiatives.
7. Differentiate the current laws, accreditation, licensure, and certification standards that effect health information initiatives from the national, state, local, and facility levels.
8. Evaluate documentation in the health record to support the diagnosis which reflects the patient's progress, clinical findings, and discharge status to ensure proper healthcare documentation.
9. Assess how the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, and managed care, effect healthcare information management.
10. Describe the structure, content, use, and storage of health information in both a paper-based and electronic environment.
11. Compare the roles and information needs of various providers and disciplines of healthcare..
12. Identify the various types, uses, users, and formats of the health record to include personal health record (PHR) and voice recognition technology..
13. Explain the purpose and importance of healthcare data sets, documentation and the role in an electronic environment.

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.

1. Analyze policies and procedures to ensure organizational compliance with regulations and standards related to health information management.
2. Define health information related leadership roles and apply the fundamentals of team leadership.
3. Analyze documentation in the health record to support the diagnosis and reflect the patient's progress, clinical findings, and discharge status by verifying the documentation is timely, complete, and accurate.

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.)

1. Assignments (1, 3, 4, 5, 7, 8, 11, 12,13)
2. Group projects (1, 3)
3. Laboratory exercises (4, 8, 9, 10)
4. Class discussion (2, 5, 9, 11, 12)
5. Written examinations(1,2,3,4,6,7,8,9,10,12)

COURSE OUTLINE FORM

DISCIPLINE Health Information ManagementCOURSE TITLE: Introduction to Health Information Management

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. Definition of Health Information Management
- II. History of Healthcare in the United States
 - A. Improvement through standardization
 - B. Accreditation
 - C. Medicare
 - D. State licensure
- III. Healthcare Facilities
 - A. Acute care
 - B. Ambulatory care
 - C. Special category
- IV. Current Trends in Healthcare
 - A. Healthcare delivery
 - B. Reimbursement sources
 - C. Healthcare treatment
- V. Healthcare Practitioners
 - A. Dependent practitioners
 - B. Independent practitioners
 - C. Licensure
 - D. Credentials
- VI. Health Related Organizations
 - A. American Medical Association
 - B. American College of Surgeons
 - C. Joint Commission on Accreditation of Healthcare Organizations
 - D. American College of Physicians
 - E. World Health Organization
 - F. National Institutes of Health
- VII. Health Information Professional Association
 - A. Structure
 - B. Levels of membership
 - C. Resources
- VIII. Healthcare Ethics
- IX. The Health Information Profession : Credentials
- X. Development of a Health Record
 - A. Definition
 - B. Required characteristics
 - C. Uses of the record
 - D. Responsibility for the health record
 - E. Approval for healthcare facilities

- F. Flow of the health record
- G. Characteristics of entries in health records
- XI. Content of the Health Record
 - A. Administrative data
 - B. Clinical data
 - C. Special records
 - D. Nursing data
 - E. Ancillary reports
 - F. Operative data
 - G. Short-stay record
 - H. Special care units
- XII. Formats of Health Records
 - A. Source-oriented
 - B. Problem-oriented
 - C. Integrated
- XIII. Forms, Design, and Control
 - A. Considerations
 - B. Components of forms
 - C. Forms analysis
 - D. Computer screen designs
 - E. Computer databases
 - F. Forms Committee
 - G. Retention of health records
 - H. Destruction of records
- XIV. Microfilming
 - A. Historical overview
 - B. Legal aspects
 - C. Microforms
 - D. Steps in microfilming
 - E. Computer applications