COURSE SYLLABUS

Health Information Management	HIM-F102	Introduction to Health Care Systems (CRN 3676)
Department	Course No.	Course Title

3 hrs		
Credit Hrs.	# lecture hrs./week	# lab hrs./week

	Clifford F. Deane	
Prepared by		**June 13, 2014**
	Faculty Member	Date

Course prerequisites: Eligible for ENG*101.

Course Location (bldg/room #):
Meeting time (days/hours): **Online** .

Course Description:
This course introduces the student to the field of health information technology. Topics to be covered include the healthcare delivery system, medical records format and content, various filing systems, the environment where the information is gathered, by whom the information is used, and the technology behind health information systems. In addition, the course will cover retention policies and procedures, documentation, confidentiality issues and legal and regulatory aspects of the medical record.

Scope of Course:
To understand healthcare delivery fundamentals, healthcare system management and regulations, and the technology used to gather healthcare information in a variety of settings. To apply logical, critical and analytical processes in identifying problems and alternate solutions related to records management in the healthcare environment. To recognize different types of EMR and EHR management systems and the pros and cons unique to each.

Program/Discipline Learning Outcomes Contained in Course:
The goal of the Science Division is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Critical thinking, problem solving, and analytical skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal healthcare environment

- Awareness and respect for other perspectives
- Global awareness and diversity
- Flexibility and adaptive to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

Importance of Course in Program/Discipline:

The AHIMA Education Strategy Committee has created a list of entry-level competencies for associate degree students. This course, HIM-F102, familiarizes students with the concepts and subject matter in each of the 5 domains and 15 subdomains recommended by AHIMA. As students prepare to enter the field of Health Information Management, this course is of high importance. The following AHIMA domains are covered:

- Domain 1: Health Data Management: Health data structure, content, and standards
- Domain 2: Health Statistics, Biomedical Research, and Quality Management
- Domain 3: Health Services Organization, and Delivery
- Domain 4: Information Technology and Systems
- Domain 5: Organizational Resources: Human Resources. Financial and Physical resources

Learning Outcomes:

The goal of HIM-F102 is to provide each student with an understanding of history, theory, and potential benefits of health information management systems.

- Describe important changes affecting healthcare delivery in the United States.
- Compare and contrast the variety of healthcare delivery systems.
- Differentiate the roles of health information professionals.
- Describe the factors that led to the emergence of electronic health records.
- Explain how paper records are converted to an EHR system.
- Demonstrate an understanding of how EHR's are used in physician practices.
- Demonstrate an understanding of how electronic health records are used in hospitals.
- Describe the different types of personal health records and explain how PHR's differ from EHR's.
- Demonstrate an understanding of the challenges to maintain information privacy and security.
- Describe the organizational hierarchy of HIM and IT departments
- Identify and appropriately use current terminology relating to health information management.
- Explain the various components of the HIPAA regulations
- Identify the eight types of HIPAA electronic transactions
- Identify proper format and content of the health record.
- Understand the various methods of retention and retrieval of health records.
- Compare the various methods for organization, storage and management of health records

- Describe different methods of capturing and recording data in available EHR/EMR systems
- Demonstrate the ability to file health records using various formats.
- Identify legal aspects of the medical record and the releasing of information.
- Discuss reimbursement methodologies

Textbooks and other required readings/computer software/materials/library reserve room:

Health Information Technology and Management
Richard Gartee
Pearson Health Science

Office Location (building/room number):	N/A Online	Office Hours:	
Office Telephone:	(203) 641-9527	Office e-mail:	Cdeane@gwcc.commnet.edu

Attendance Policy:

Students are expected to participate in all weekly class sessions. Student participation in class discussions is essential to learning and without it there could be an adverse impact on your overall final grade. Only students who officially withdraw from class by the deadline of **November 12, 2014** will receive a grade of W. Otherwise, students will be given the grade they earn.

Evaluation (exams, term papers, projects, etc., and percentages towards final grades):

Assignments – End of chapter, other 20%
Discussion Board – Critical Thinking 20%
Unit 1 test 10%
Unit 2 test 10%
Unit 3 test 10%
Paper 10%
Final Exam 20%
There are no make-up exams given unless arrangements have been made prior to the exam.

Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures:

Each unit will cover specific topics from the textbook as well as lecture material. Each student is expected to read the assigned chapters, participate in discussion questions, and complete all end of chapter assignments. The discussion question responses, end of chapter assignments, and test scores will be used to calculate the student's overall grade.

Fall 2014 SCHEDULE CRN 3676

Week	Date	Topic and/or Activity	Assignments
Week 1	August 27- August 31, 2014	Course introduction and individual introductions	- Discussion: Introduce Yourself - Purchase book - Blackboard orientation
Week 2	September 2-7, 2014	Chapter 1 : Healthcare Delivery Fundamentals Differentiate between ambulatory and acute care facilities, reading organizational charts, rehabilitation versus long-term care facilities, inpatient and outpatient workflow, roles of direct care providers, organizations associated with healthcare providers	Read Chapter 1 - Discussion: Inpatient vs. outpatient, impact of patient length of stay - Assignment: Testing your knowledge of chapter 1
Week 3	September 8-14, 2014	Chapter 2 : Health Information Professionals History of HIM and organizations, the roles of health information professionals, organizational hierarchy of HIM and IT departments, compare various nonclinical allied healthcare occupations, the role of the project manager, skill sets valuable to the HIM field	Read Chapter 2 - Discussion: Medical chart and processing, skill sets, merging of HIM and IT departments - Assignment: Testing Your Knowledge Chapter 2
Week 4	September 15-21, 2014	Chapter 3 : Accreditation, Regulation and HIPAA HIPAA transactions and uniform identifiers, privacy, security concepts, security requirements, security safeguards, policy and guidelines in the medical office	Read Chapter 3 - Discussion: HIPPA standards and implications in the medical office - Assignment: Testing Your Knowledge Chapter 3
Week 5	September 22-28, 2014	Chapter 4 : Fundamentals of Information Systems Computer concepts, hardware and software, input versus output, the database, different types of data and relational data, computer networks, wireless network functions, exchanging data in disparate systems, interoperability standards UNIT 1 TEST Privacy & Security Game	Read Chapter 4 - Discussion: Critical Thinking - Assignment: Testing Your Knowledge Chapter 4 & Unit 1 review Review Unit 1 material
Week 6	September 29-October 5, 2014	- Chapter 5 : Healthcare Records The function of healthcare records, primary versus secondary healthcare records, forms used to records patient information, data elements and data sets, RHIO, telemedicine, E-visits	Read Chapter 5 - Discussion: Critical Thinking - Assignment: Testing Your Knowledge Chapter 5
Week 7	October 6-12, 2014	Chapter 6 : Organization, Storage, and Management of Health Records Paper records organization and storage, source-orients, problem-oriented and integrated records, filing numeric charts, chart workflow, calculating space requirements for paper charts, document imaging, HIM responsibilities of the legal health record, AHIMA code of ethics	Read Chapter 6 - Discussion: none - Assignment: Testing Your Knowledge Chapter 6

Week 8	October 13-19, 2014	Chapters 7 : Electronic Health Records Electronic health records, functional benefits, adoption of, and different forms of EHR, methods of capturing and recording data, documenting at the point of care, electronic signatures, office workflow using EHR	Read Chapter 7 - Discussion: Critical Thinking - Assignment: Testing Your Knowledge Chapter 7
Week		Topic and Activity	
Week 9	October 20- 26, 2014	Chapter 8 : Additional Health Information Systems Department health record systems, contributions to the EHR, multiple information systems, patient registration and master patient indexes, workflow of electronic lab orders and results, radiology information systems, dictation and transcription, speech recognition, pharmacy, emergency department, surgical information systems, implant and transplant registries, clinical trials	Read Chapter 8 - Discussion: Critical Thinking - Assignment: Testing Your Knowledge Chapter 8 & Unit 2 review Review Unit 2 material
Week 10	October 27 – November 2, 2014	- UNIT 2 TEST Chapter 9 : Healthcare Coding and Reimbursement Patient and insurance billing terms, coding standards, reimbursement methodologies, managed care, prospective payments systems, DRG, outpatient prospective payment system, healthcare fraud and abuse	Read Chapter 9 - Discussion: Critical Thinking - Assignment: Testing Your Knowledge HIM102 Chapter 9
Week 11	November 3-9, 2014	Chapter 10 : Transactions & Billing Billing workflow, HIPAA electronic transactions, hospital versus professional claims forms, the clearinghouse, claim scrubbers, accounts receivable, the payment floor	Read Chapter 10 - Discussion: Critical Thinking - Assignment: Testing Your Knowledge Chapter 10
Week 12	November 10-16, 2014	Chapter 11 : Health Statistics, Research, and Quality Improvement Secondary health records, internal and external uses of secondary data, registries, index versus registry, HEDIS and the National Hospital Quality Measures, reading an XML formatted file, data sampling, healthcare statistical terms and formulas, performing statistical calculations, relationship between hospital quality measures and pay-for-performance initiatives	Read Chapter 11 - Discussion: Critical Thinking - Assignment: Testing Your Knowledge Chapter 11
Week 13	November 17-23, 2014	Chapter 12 : Management and Decision Support Systems Integrated versus interfaced systems, administrative systems, financial systems used in healthcare, human resources systems, patient and employee scheduling systems, facility maintenance systems, quality management data collection, risk assessment and risk management	Read Chapter 12 - Discussion: Critical Thinking Exercises - Assignment: Testing Your Knowledge Chapter 12 & Unit 3 review Review Unit 3 material
Week 14	November 24-30, 2014	UNIT 3 TEST	
Week 15	December 1-9, 2014	Summarize and discuss the concepts from Unit 1, Unit 2 and Unit 3 as they relate to an understanding of health care systems. Term Paper due Preparation for Final Exam	Review results of the three (3) Unit Tests
Week 16	December 10-16, 2014	Final Exam	

ADDITIONAL SYLLABUS INFORMATION
For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather/emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/

ADA Accommodations Statement
Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

Academic Ethics and Classroom Behavior
At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees' Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

Use of Computing Resources
All resources and facilities of the Data Processing Labs, including the computer classroom sites, are to be used solely for the legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action, including but not subject to criminal prosecution in accordance with Section 53a-250, et seq., of the General Statutes.

Religious Accommodation Statement
If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements.   Also, if your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Inclement Weather Statement
In the event of inclement weather either before the start of a day when classes are in session or during the school day, you may check for information on delayed openings, college closings,

class cancellations, etc by listening to the radio and television stations listed below. Additionally, a message will be posted on the MxCC website at www.mxcc.commnet.edu and an announcement made on the college's main phone number, (860) 343-5800. (When calling the main phone number, be sure to choose option 1 from the menu for school closings.) If classes are already in session, everyone on campus will be notified of any changes. Decisions to cancel classes or close the college early will be made as soon as practicable.

Radio Stations	Television Stations
WMRD 1150 am	WFSB - 3
WDRC 102.9 fm and 1360 am	WTNH - 8
WMMW 1470 am	WVIT - 30
WRCH 100.5 fm	
WTIC 1080 am, 96.5 fm	
WZMX 93.7 fm	
WELI 960 am, WKCI 101 fm	

Off Campus Sites:

The MxCC Meriden Center will comply with the Middletown campus policy. Exception: In the event of extreme weather only in the Meriden area and the Middletown campus determines to hold classes, the decision to cancel classes at the Meriden Center will be determined by the MxCC Meriden Center Director and the Dean of Finance & Administration.

The Old Saybrook off campus site will comply with the Middletown campus policy. Exception: In the event of extreme weather only at the off campus site, the decision to hold or cancel classes at this extension center will be made by our campus extension program director. Faculty should call the Continuing Education Office at (860) 343-5865.

Note: Off campus sites are ultimately subject to the cancellation policy of the school in which MxCC holds classes.

Cfd 08/02/2014