Science, Allied Health, & Engineering	HIM*201	Health Information Management Principles (CRN 1098)
Department	Course No.	Course Title

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

Prepared by	**Susan Deane**	**October 11, 2015**
	Faculty Member	Date

Course prerequisites:

Course Location (bldg/room #):   **Online**

Meeting time   **Online**
(days/hours):

Course Description:

This course covers health information management and the importance of the medical record in the health care system. Students will learn of the requirements of managing HIM departments. Topics will include format, production, and accuracy of medical records; ownership, access, retention, and destruction of medication records; and privacy and HIPAA regulations concerning medical records and the uses of medical records

Scope of Course:

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Program/Discipline Learning Outcomes Contained in Course:
The goal of the Science Allied Health Engineering and Technology (SAHE&T) Division is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal business behavior
- Personal productivity and organizational skills
- Critical thinking, problem solving, and analytical skills
- Flexibility and adaptive to change
- Understand process management
- Awareness and respect for other perspectives
- Flexibility and adaptive to change
- Ability to understand your customer
- Global awareness and diversity

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*201, continues to broaden the student's knowledge of the 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*201 is to provide each student with a broad understanding of history, theory, and potential benefits of health information management systems.
- Identify responsibilities and areas within a Health Information Management Department
- Explain the purpose of the patient record and describe various types of records
- Describe the development, accuracy, authentication, and storage of records within an HIM department
- Explain HIPAA laws and their impact on the health care professional and patient
- Define paper-based numbering and filing systems
- Explain registries, and other health data collection methods
- Identify the legal aspects of the medical record and release of information
- Differentiate between administrative and clinical data in health records
- Describe quantitative, qualitative and statistical analysis on health records
- Explain the role of the HIM professional in data analysis, reporting, and strategic planning

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

Green, Michelle and Mary Jo Bowie. *Essentials of Health Information Management.* 2nd ed. Delmar Learning, 2010. ISBN-10: 1439060185

<u>Software requirements for text</u>: Microsoft Windows 7 or Microsoft Windows 8; Microsoft Office 2013; Internet Explorer 7 or higher.

Office Location (building/room number):	Online	Office Hours:	NA
Office Telephone:	(203) 980-4680	Office e-mail:	sdeane@nvcc.commnet.edu

Additional Syllubus 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/

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 **April 13, 2016** 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):
The final grade will be determined by two exams and hands-on computer applications projects, and will be affected by course participation, conduct, and attendance.

Exams (Midterm and Final)	40%
	   Midterm 20%
	   Final 20%
		400 points
		   200 points
		   200 points

Online Discussions	20%	400 points
Term Paper	20%	100 points
Group Project	20% 100% total	100 points 1000 points possible

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

Each unit will cover specific topics from the textbook as well as a software product. Each student is expected to read the assigned chapters, do all homework assignments, and complete all hands-on lab assignments. The labs, homework assignments, and test scores will be used to calculate the student's overall grade. An assignment sheet lists the projects, quizzes and exams.

SCHEDULE

Week	Date	Topic and/or Activity	Assignments
Week 1	January 21-24, 2016	Course introduction and individual introductions	-Discussion: Introduce Yourself - Purchase book - Blackboard orientation
Week 2	January 25-31, 2016	Chapter 1 : Health Care Delivery Systems • Define key terms • Summarize the history of medicine and the delivery of health care in the U.S. • List programs and services offered as part of the continuum of care • Differentiate between for-profit and not-for-profit health care facility ownership • Interpret the authority and responsibility associated with a health care facility's organizational structure • Define and provide examples of licensure, regulation, and accreditation	Read Chapter 1 Read assigned weblinks Discussion Topic 1 Discussion Topic 2
Week 3	February 1 – 7, 2016	Chapter 2 : Health Information Management Professionals • Define key terms • Differentiate among health information management career opportunities • Identify professional organizations available to health care professionals • Name the benefits of completing an academic professional practice experience	Read Chapter 2 Read assigned weblinks Discussion Topic 1 Discussion Topic 2
Week 4	February 8-14, 2016	Chapter 3 : Health Care Settings • Define key terms • List and define hospital categories and identify types of hospital patients • Differentiate between freestanding hospital-based, and hospital-owned ambulatory care settings • Distinguish among various types of behavioral health care facilities • Identify services provided by home care and hospice agencies • Explain the various types of long-term care • Differentiate among the various managed care models • Describe federal, state, and local health care facilities	Read Chapter 3 Read assigned weblinks Discussion Topic 1
Week 5	February 15 – 21, 2016	Chapter 4 : The Patient Record: Hospital, Physician Office, and Alternate Care Settings • Describe the significant events in medicine for the prehistoric, ancient, medieval, and renaissance time periods • Differentiate among various types of patient records • Summarize the purpose of the patient record • Provide examples of administrative and clinical data • Delineate provider documentation responsibilities	Read Chapter 4 Read assigned weblinks Discussion Topic 1 Discussion Topic 2

		• Summarize the development of the patient record • Explain the correct method for correcting documentation • Distinguish between manual and automated record formats • Discuss the importance of authentication of records • Compare alternative storage methods • Summarize patient record completion responsibilities	
Week 6	February 22– 28, 2016	Chapter 5 : Electronic Health Records • Define key terms • Distinguish between computerized patient records, electronic patient records, and electronic health records • Discuss electronic record implementation issues • Define and discuss the importance of regional health information organizations • Identify the administrative and clinical applications found in the electronic health records	Read Chapter 5 Read assigned weblinks Discussion Topic 1 Discussion Topic 2
Week 7	February 29 – March 6, 2016	Chapter 6 : Content of the Patient Record: Inpatient, Outpatient, and Physician Office • Define key terms • Explain general documentation issues that impact all patient records • Differentiate between administrative and clinical data collected on patients • List the contents of inpatient, outpatient, and physician office records • Detail forms design and control requirements, including the role of the forms committee	Read Chapter 6 Read assigned weblinks Discussion Topic 1
Week 8	March 7 – 13, 2016	Chapter 6: Continued	Read Chapter 6 Read assigned weblinks Discussion Topic 2
Week 9	March 14- – 20, 2016	Midterm Exam: Chapters 1 -5	
	March 21- 27, 2016	**Spring Break**	
Week 10	March 28 – April 3, 2016	Chapter 7 : Numbering & Filing Systems and Record Storage & Circulation • Define key terms • Explain the differences between serial, unit, and serial-unit numbering systems, and organize records according to these numbering systems. • Name, define, and organize records according to alphabetic and numeric filing	Read Chapter 7 Read assigned weblinks Discussion Topic 1 Discussion Topic 2

		systems	
		- Explain the rules, and arrange records for alphabetic, straight numerical, terminal digit, and middle-digit filing purposes - Compare the types of filing equipment used to store file folders, and calculate storage needs - Discuss the components of a file folder including color-coding, fastener position, preprinted material and scoring and reinforcement - Explain the procedure for organizing and managing loose filing - Describe circulation systems that are used to transport patient records - Identify security measure that occur to safeguard patient records and information from theft, fire, and water damage	
Week 11	April 4 - 10, 2016	Chapter 8 : Indexes, Registers, and Health Data Collection - Define key terms - Identify indexes, registers, and registries maintained by health care facilities and state and federal agencies - Explain the uses of indexes, registers, and registries - Determine case abstracting requirements for patient records Discuss the characteristics of health data collection	Read Chapter 8 Read assigned weblinks Discussion Topic 1 Discussion Topic 2
Week 12	April 11 – 17, 2016	Chapter 9: Legal Aspects of Health Information Management - Describe key terms - Identify and define health information legal and regulatory terms - Maintain the patient record in the normal course of business - Maintain confidentiality of protected health information (PHI) - Comply with HIPAA privacy and security provisions - Interpret legislation that impacts health information management - Appropriately release protected health information (PHI) Term Paper Due	Read Chapter 9 Read assigned weblinks Discussion Topic 1
Week 13	April 18 – 24, 2016	Chapter 10 : Introduction to Coding and Reimbursement - Define key terms - Differentiate between nomenclatures and classifications, and state uses of each - List and explain differences among third-party payers - List and define health care reimbursement systems	Read Chapter 10 Read assigned weblinks Discussion Topic 1

Week 14	April 25 – May 1, 2016	Group Project Presentations	Discussion Topic 1
Week 15	May 2 – May 8, 2016	AHIMA Position Statement	Read assigned weblinks Discussion Topic 1
Week 16	May 10 - 16, 2016	Final Exam (Chapter 6-10, AHIMA Position Statement)	