

Course Number/Title: AL170 Introduction to Health Information **Year:** 2012-2013

Department: Allied Health

Credit Hours: 12

Required Text: Health Information Management Technology, 3rd Edition, by Merida Johns

Days/Time: Arranged

Instructor: Janae Ryan

Room #: Arranged

Office Hours: Arranged

Phone: NA

Course Placement: 1st semester

Pre-requisite: None

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Rationale: To introduce the student to the Health Information Management field and health records.

Course Description: This course introduces the student to the health care field and health records, emphasizing the roles of health information management professionals and the various functions of the health information department, including content and analysis of health records, storage and retrieval of health information, and common registries in various healthcare settings.

Course Outline:

- 1 – Introduction and Functions of the Health Record
- 2 – Content and Structure of the Health Record
- 3 – Documentation Standards and Formats
- 4 – Health Information Technology Functions
- 5 – Healthcare Data Sets and Standards
- 6 – Healthcare Delivery Systems
- 7 – Clinical Vocabularies and Classification Systems
- 8 – Reimbursement Methodologies

Course Learning Objectives Assessed:

- Understand the basic organization of the various types of hospitals and healthcare organizations.
- To identify the various functional components of an integrated delivery system.
- To describe the systems used for healthcare services reimbursement.
- Identify and understand the content and structure of the health record.
- To understand the responsibilities of healthcare professionals.
- To define the term health record.
- To understand the various uses of the health record.
- To identify the various users of the health record.
- To describe the functions of the health record.
- To describe the components of health record data quality.
- To understand the patient's right to privacy and the requirements for maintaining the confidentiality of patient identifiable health information.

To recognize the importance of information security.
 To identify the roles and responsibilities of health information management professionals.
 To comprehend the documentation standards and formats used in HIM.
 To understand the content of health records in various healthcare settings.
 To describe the functions of the HIM department.
 To understand health record content and processes.
 To describe the different formats used for health records in healthcare organizations.
 To understand the advantages of electronic health records.
 To identify the typical functions performed by the HIM department.
 To understand the relationships between the HIM department and other departments within healthcare organizations.
 To identify the common registries and indexes utilized in healthcare facilities.
 To describe the purpose of healthcare data sets.
 To explain the importance of healthcare data sets and standards.
 To identify the common health information standardized sets.
 To explain the need for electronic data and data interchange standards.
 To discuss how data standards support the development of EHR systems.
 To identify prominent health information standards development organizations.
 To recognize the impact of HIPAA on the development of health informatics standards.
 To describe current federal initiatives to support EHR development and to create a national health information network.

Course Competencies

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Competency Project for this course.

1. Summarize the history and evolution of the health information profession.
2. Defend the purpose, uses, and functions of the health record.
3. *Assemble the content and structure of the health record in various settings.*
4. *Analyze the content for completeness of the health record in various settings.*
5. Explore the concept and evolution of the electronic health record.
6. Compare and contrast the purposes and importance of current healthcare data sets.
7. Distinguish among the typical functions performed by the Health Information Management Department.
8. Contrast healthcare delivery systems and services and the factors that influence their development.
9. Analyze the major types of information system applications.
10. Evaluate compliance to the standards for health record documentation.
11. Follow the standards of ethical practice.
12. Describe secondary data sources available in healthcare.
13. *Assist in preparing the organization for accrediting, licensing, or certification surveys.*

Method of Instruction: Online

Method of Evaluation: The grade for Introduction to Health Information is determined from quizzes, assignments, and a final examination. Each quiz and assignment is worth one letter grade. The work has been divided into eight units, as well as a 9th unit comprehensive final examination that is worth 25% of the student's final grade for the class

Course Requirements: Successful completion of the COMPASS test.

Assignment Policy: All assignments will be completed and turned in via the eCollege system. Late assignments will not be accepted unless there is a legitimate, emergent situation that prevents the student from completing their work on time. Arranges must be made with the instructor to make up these assignments. If the student fails to turn in their assignment by the due date and arrangements have not been made for the student to make up the work, a grade of "0" will be entered into the grade book.

Test Policy: All tests will be completed and turned in via the eCollege system. Late assignments will not be accepted unless there is a legitimate, emergent situation that prevents the student from completing their work on time. Arranges must be made with the instructor to make up these assignments. If the student fails to turn in their assignment by the due date and arrangements have not been made for the student to make up the work, a grade of "0" will be entered into the grade book.

Attendance Policy: NA

Academic Integrity Policy:

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Colby's institutional values of quality, service and integrity. All Colby Community College students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure will be used for students who violate the policy:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Dean of Academic Affairs.
- Second Offense – The student will be reported to the Dean of Academic Affairs and removed from the class.
- Third Offense – The student will be reported to the Dean of Academic Affairs and dismissed from the college.

Any questions about this policy may be referred to the Dean of Academic Affairs.

Assessment

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

Syllabus Information Disclaimer I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice is required. It is the students' responsibility to stay current with any changes, modifications, adjustments or amendments that are made to this document.

Accommodations for Students with Disabilities According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation. If a member of the class has a documented learning disability or a physical disability and needs special accommodations, he/she should contact Student Support Services, which is located in the Student Union.

Equipment: Each student will need access to a computer and internet connection that meets the system requirements for online courses.

Bibliography: Johns, M.L. *Health Information Management Technology: An Applied Approach*. Chicago: American Health Information Management Association; 2011.

Recommended Resources: None.

Revised & Approved May 2003

Revised 08/04

Revised spring 2012