

## Master Syllabus

### HIM 1110 - Health Information Processing

**Division:** Health Sciences

**Department:** Health Information Management

**Credit Hour Total:** 3.0

**Lecture Hrs:** 2.0 **Lab Hrs:** 2.0

**Prerequisite(s):** HIM 1101

**Date Revised:** March 2017

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#### Course Description:

Foundations of health information management, the Health Information Management profession, including health care systems and organization of HIM functions, data quality, access and retention, patient and healthcare data and data collection methodologies. Discussion of classification systems, clinical vocabularies and nomenclatures. Two classroom, two lab hours per week.

#### General Education Outcomes:

- ▣ Critical Thinking/Problem Solving Competency
- ▣ Values/Citizenship/Community Competency
- ▣ Computer Literacy Competency

#### Course Outcomes:

##### Storage and Retrieval Systems

Demonstrate knowledge of paper-based, optical and microfilm storage systems; discuss methods of storage and retrieval of electronic health record.

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Simulations

**Performance Criteria:**

Score 77% or higher

##### Record Completion and Tracking

Describe the process for retrospective record completion and record tracking.

**Assessment Method:** Focus groups

**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Simulations

**Performance Criteria:**

Score 77% or higher

##### Clinical Vocabularies

Describe the structure and uses of various clinical classification systems and nomenclatures and the technology that supports them.

**Assessment Method:** Focus groups

**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Simulations

**Performance Criteria:**

Score 77% or higher

##### Professional Behavior

Demonstrate the personal behaviors, attitudes, and values consistent with and appropriate to the entry-level HIM professional.

**Assessment Method:** Behavioral observations

**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Score 77% or higher

**Healthcare Data Sets**

Describe the healthcare data sets commonly used in the healthcare field.

**Assessment Method:** Focus groups  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Performance appraisals  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Simulations  
**Performance Criteria:**

Score 77% or higher

**Uses of the Health Record**

Identify the various users of the health record and its importance to each user.

**Assessment Method:** Focus groups  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Performance appraisals  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Simulations  
**Performance Criteria:**

Score 77% or higher

**Components of the Health Record**

Describe the functions, content and data quality standards of the health record.

**Assessment Method:** Focus groups  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Performance appraisals  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Simulations  
**Performance Criteria:**

Score 77% or higher

**Health Information Management Profession**

Describe the development and the responsibilities of the HIM professional and the role of the American Health Information Management Association.

**Assessment Method:** Focus groups  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Performance appraisals  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Simulations  
**Performance Criteria:**

Score 77% or higher

**Assessment of Health Record Documentation**

Conduct quantitative assessment of health record documentation.

**Assessment Method:** Focus groups  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Performance appraisals  
**Performance Criteria:**

Score 77% or higher

**Assessment Method:** Simulations  
**Performance Criteria:**

Score 77% or higher

**Outline:**

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Healthcare data sets

Uses of the health record

Components of the health record

HIM Profession

Assessment of health record documentation

Storage and retrieval systems

Record completion and tracking

Clinical vocabularies

Professional behavior