

## 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

**Other Prerequisite(s):** Approval of Department

**Date Revised:** October 2013

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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:

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

#### Course Outcomes:

##### 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

### **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

### **Outline:**

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