

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

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
- ▣ Computer Literacy
- ▣ Critical Thinking/Problem Solving

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