Sinclair Community College
444 E. Third St.
Dayton, OH 45402

Master Syllabus

HIM 1217 - Alternative Health Records & Registries

Division: Health Sciences

Department: Health Information Management

Credit Hour Total: 3.0 **Lecture Hrs:** 3.0

Prerequisite(s): HIM 1110

Other Prerequisite(s): AND Restricted to Majors

Date Revised: October 2012

Course Description:

Organization and operation of a hospital cancer program emphasizing registry case finding, accession, indexing, abstracting and follow-up of cancer data. Purposes, uses and handling of health information, departmental and facility administration, licensing and accreditation requirements and introduction to payment systems in long-term care and home health care.

General Education Outcomes:

- Critical Thinking/Problem Solving
- Values/Citizenship/Community

Course Outcomes:

Terms
Describe and define various terms regarding or involving the process of cancer, cancer treatment modalities, cancer stages and disease prognosis.

Assessment Method: Locally developed exams
Performance Criteria: 77% or higher

Monitoring Medical Information
Demonstrate use of various audit forms and techniques of monitoring medical information and statistical data in LTC.

Assessment Method: Simulations
Performance Criteria: 77% or higher

Structure, Standards, and Regulations of Long-Term Care
Describe the organizational structure and utilize standards and regulations efficiently and effectively as they apply to long-term care.

Assessment Method: Simulations
Performance Criteria: 77% or higher

Reimbursement
Discuss various payment systems and data sets including the Minimum Data Set and their impact on payment in LTC.

Assessment Method: Focus groups
Performance Criteria: 77% or higher

Clinical Records and Forms
Describe clinical record content and demonstrate the ability to critically analyze forms for required content.

Assessment Method: Simulations
Performance Criteria: 77% or higher

Reimbursement with Home Health Care
Apply principles of payment systems and data sets including the OASIS and their impact on payment in home health care.

Assessment Method: Simulations
Performance Criteria: 77% or higher

External Forces
Evaluate various external forces impacting home healthcare.

Assessment Method: Focus groups
Performance Criteria: 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: 77% or higher

Assessment Method: Performance appraisals
Performance Criteria: 77% or higher

Operation of Hospital-based Cancer Program
Describe the organization and operation of hospital-based cancer programs as required by the American College of Surgeons.

Assessment Method: Locally developed exams
Performance Criteria: 77% or higher

Principles of Cancer Registry Operations

Apply principles of cancer registry operation to accurately find, register, index, abstract and follow cancer patient data.

Assessment Method: Locally developed exams
Performance Criteria: 77% or higher

Assessment Method: Simulations
Performance Criteria: 77% or higher

Outline:

Introduction to Cancer Registry
External Forces Impacting Cancer Registry
Administration of Cancer Registry
Data Abstracting in Cancer Registry
Coding in Cancer Registry
Cancer Staging
Definitions of Long Term Care
External Forces Impacting Long-Term Care
Coding in Long-Term Care
Definitions of Home Health Care
External Forces Impacting Home Health Care
Coding in Home Health Care