

## 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

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#### 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