HIM S111 – Introduction to Health Information Management

Upon successful completion of this course, students will be able to:

1. Demonstrate comprehension of the difference between data and information; data sources (primary and secondary), and the structure and use of health information, and be able to apply appropriately
2. Demonstrate comprehension of health information media (paper, computer, web-based) and the type and content of health record (paper, electronic computer-based, e-health personal and web based through application and/or analysis and evaluation)
3. Demonstrate comprehension of data storage and retrieval through application and be able to evaluate the pros and cons of different storage systems
4. Demonstrate comprehension of data quality and integrity through application
5. Demonstrate comprehension of healthcare data sets and standards
6. Compute and interpret healthcare statistics
7. Demonstrate comprehension of health record documentation requirements (such as accreditation, certification, and licensure) through application
8. Demonstrate Comprehension of current laws at the national and state level and an ability to evaluate their impact on healthcare facilities
9. Demonstrate comprehension of clinical vocabularies and classification systems
10. Investigate and recommend solutions to privacy issues/problems
11. Apply and promote ethical standards of practice

HIM S135 – Medical Terminology

Upon successful completion of this course, students will be able to:

1. Recognize prefixes, suffixes, and word roots as word parts used to build/write medical terms
2. Identify human anatomy necessary to build a medical vocabulary
3. Demonstrate an understanding of the rules for using word parts by combining them correctly to form medical terms
4. Select the correct term when presented with its definition or description
5. Identify diagnostic procedures related to clinical treatment
6. Spell selected medical words correctly
7. Recognize proper pronunciation of medical terms
8. Describe medical terms in the context of medical reports and case studies used in various work settings
HIM S160 – Alternative Delivery Systems
Upon successful completion of this course, students will be able to:
1. Describe important changes affecting healthcare delivery in the United States
2. Explain the impact of healthcare changes on the Health Information Manager
3. Identify expanding opportunities available to Health Information Managers
4. Describe the types of healthcare providers in outpatient and inpatient settings
5. Explain regulatory and accreditation standards that apply to healthcare and various healthcare settings
6. Describe data sets used by various healthcare providers and settings
7. Describe the legal risks and responsibilities in various healthcare settings

HIM S181 – Emerging Technologies and Informatics
Upon successful completion of this course, students will be able to:
1. Collect and maintain health data (such as data elements, data sets, and databases)
2. Apply policies and procedures to ensure the accuracy of health data.
3. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care management, registries, and/or databases
4. Use and maintain electronic applications and work processes to support clinical classification and coding
5. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels
6. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs
7. Apply policies and procedures for access and disclosure of personal health information
8. Maintain user access logs/systems to track access to and disclosure of identifiable patient data
9. Use technology including hardware and software, to ensure data collection, storage, analysis, and reporting of information
10. Use common software such as word processing, presentation, and email in execution of work processes
11. Use specialized software in the completion of HIM processes such as record tracking
12. Apply policies and procedures to the use of networks, including intranet and internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications
13. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs
14. Apply knowledge of database architecture and design (such as data dictionary, data modeling, data warehousing) to meet departmental needs
15. Use appropriate electronic or imaging technology for data/record storage
16. Apply retention and destruction policies for health information
17. Apply confidentiality and security measures to protect electronic health information
18. Protect data integrity and validity using software or hardware technology
19. Apply department and organizational/facility data and information system security policies
HIM S190 – CPT Coding

Upon successful completion of this course, students will be able to:

1. Discuss various coding techniques as well as coding systems
2. Utilize medical terminology as well as varying clinical vocabularies within daily coding routine
3. Describe the differences in choosing codes for inpatient and outpatient records
4. Effectively use medical references such as the Physician's Desk Reference, medical dictionary, and CPT Assistant
5. Apply procedure codes using CPT/HCPCS
6. Adhere to current regulations and established guidelines in code assignment
7. Validate coding accuracy using clinical information found in the health record
8. Resolve discrepancies between coded data and supporting documentation
9. Work with Encoder database to ensure understanding of electronic coding and the need for well-maintained systems

HIM S210 – ICD-9-CM Coding

Upon successful completion of this course, students will be able to:

1. Describe the roles and responsibilities of a coding technician, based on reading and professional practice experience
2. Apply coding conventions, and correctly assign codes to acute care patient records, achieving at least 90% accuracy
3. Discuss various coding techniques as well as coding systems
4. Apply knowledge of medical terminology, anatomy and physiology, and pathology in assigning ICD-9-CM diagnostic and procedures codes
5. Effectively use medical references such as the Physician's Desk Reference, medical dictionary, and AHA Coding Clinic
6. Adhere to current regulations and established guidelines in code assignment
7. Validate coding accuracy using clinical information found in the health record
8. Resolve discrepancies between coded data and supporting documentation
9. Work with Encoder database to ensure understanding of electronic coding and the need for well-maintained systems
**HIM S215 – Billing and Reimbursement**

Upon successful completion of this course, students will be able to:

1. Describe healthcare coding and reimbursement issues
2. Describe the roles and responsibilities of a billing specialist
3. Demonstrate an understanding of the claim, rebilling, and appeals process
4. Describe federal regulations and Fraud and Abuse issues in healthcare reimbursement
5. Identify the life cycle of an insurance claim from the patients first contact with the provider to the payment of the bill in full
6. Develop and demonstrate competency in the submission of claim forms electronically
7. Investigate and describe an issue related to fraud and/or abuse through case studies, research and group participation

**HIM S240 – Legal Aspects of Health Information**

Upon successful completion of this course, students will be able to:

1. Apply policies/procedures for the access, control, use and release of health information to ensure that confidentiality, quality, and security are maintained in manual or automated systems
2. Explain applicable legal and institutional requirements for the retention, control, use and release of health information and identify the need to monitor changes in regulations and/or institutional requirements on release and retention of patient records
3. Explain the concepts of patient authorization/informed consent and consent for treatment in relation to documentation in the medical record
4. Analyze the requirements for valid authorization requesting the release and proper procedures for release of patient information to various care providers and other interested parties
5. Outline the differences between a subpoena and a court order, and recommend procedures for the proper preparation and use of health information in legal proceedings
6. Examine the government process, such as judicial and legislative systems, and the administration of the law including the officers of the court, subpoenas, court orders, legal proceedings before a trial and the process of the trial
7. Demonstrate the legal responsibilities of various units within a hospital or healthcare facility (i.e., medical staff, administration, committees, etc.)
8. Define statute of limitations and discuss how a statute of limitations affects record retention practices
9. Analyze the types of documentation errors that may occur in medical record entries and the proper procedures for correcting or altering a medicolegal record
10. Summarize the rights of patients and third parties to access medical record information, including sensitive information such as alcohol and drug abuse patient records and psychiatric records
11. Discuss the increasing trend of fraud and abuse investigations and appropriate response strategies for healthcare providers
12. Outline statutory/regulatory requirements and recommended procedures related to the disposition of medical records upon change of ownership and closure
13. Identify the major sources of law that govern confidentiality of health information (with a primary focus on HIPAA), and discuss their application to paper and electronic patient records
14. Develop specific privacy training programs that provide methods/guidelines/procedures for protecting the confidentiality and security of personal health information (various areas such as fax, email, and other patient information)
15. Apply and develop ethical standards of practice in the area of privacy, confidentiality and security of personal health information

**HIM S251 – Quality Improvement and Project Management**

Upon successful completion of this course, students will be able to:

1. Demonstrate a reading and speaking vocabulary of terms used in healthcare quality management
2. Describe the factors influencing performance improvement initiatives in healthcare
3. Identify legislative mandates, oversight agency, and accreditation group requirements for quality management activities in healthcare organizations
4. Identify, describe, and apply commonly used methods for measuring, assessing, and improving the quality of patient care and services provided in healthcare organizations
5. Describe the role of resource management, patient safety improvement, and risk management in the quality initiatives of a healthcare organization
6. Demonstrate an understanding of the physician and professional staff competency evaluation system
7. Prepare and analyze data-based reports for clinical and administrative decision support
8. Explain the role of HIM in organization-wide performance improvement
9. Describe and define project management concepts and roles

**HIM S260 – Data Quality and Reimbursement**

Upon successful completion of this course, students will be able to:

1. Analyze the ethical issues involved in DRG optimization
2. Identify DRG validation software
3. Demonstrate secondary coding validation through consultants
4. Compare medical references such as medical dictionaries, Physicians’ Desk Reference, JAHIMA, Coding Clinic, coding workbook rules and guidelines, and other references
5. Identify the strengths and weaknesses of computer-assisted encoders
6. Identify common coding errors
7. Explain the Certified Coding Specialist (CCS) and CCS-P credentials
8. Describe issues relative to ICD coding including, but not limited to, a career as a coding technician, incentive pay plans, concurrent coding, and selection of equipment including automated encoders and validators
HIM S272 – Pathophysiology
Upon successful completion of this course, students will be able to:
1. Explain the disease process for some of the common diseases by body systems
2. Analyze certain normal and abnormal laboratory, radiology, and other diagnostic procedure results
3. Examine potential treatment options for different disease processes specific to various body systems including surgical and drug therapies
4. Apply critical thinking and prior knowledge skills to the pathophysiologic manifestations of diseases

HIM S280 – Health Care Management
Upon successful completion of this course, students will be able to:
1. Plan and organize health information service operations
2. Identify and explain appropriate management actions when dealing with various management issues
3. Develop, apply, and evaluate policies and procedures for health information services/functions incorporating applicable legal, ethical, accrediting, licensing and institutional requirements
4. Determine staffing needs within a healthcare department
5. Design an appropriate Health Information Department organizational chart
6. Develop HIM specific job description
7. Develop an HIM-related budget

HIM S285 – Healthcare Privacy and Security
Upon successful completion of this course, students will be able to:
1. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels
2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs
3. Adhere to the legal and regulatory requirements related to the health information infrastructure
4. Apply policies and procedures for access and disclosure of personal health information
5. Maintain user access logs/systems to track access to and disclosure of identifiable patient data
6. Apply confidentiality and security measures to protect electronic health information
7. Protect data integrity and validity using software or hardware technology
8. Apply departmental and organizational/facility data and information system security policies
**HIM S289 – Healthcare Information Technology**

Upon successful completion of this course, students will be able to:

1. Collect and maintain health data
2. Verify timeliness, completeness, accuracy and appropriateness of data and data sources
3. Apply information systems policies and procedures required by national health information initiatives on the healthcare delivery system
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data
5. Use technology including hardware and software, to ensure data collection, storage, analysis, and reporting of information
6. Use common software such as word processing, presentation, and email in execution of work processes
7. Apply policies and procedures to the use of networks, including intranet and internet applications to facilitate the EHR, PHR, public health, and other administrative applications
8. Use and maintain electronic applications and work processes to support clinical classification and coding
9. Apply knowledge of database architecture and design to meet departmental needs
10. Use appropriate electronic or imaging technology for data record storage

**HIM S291 – Internship in Healthcare Management**

Upon successful completion of this course, students will be able to:

1. Utilize basic descriptive, institutional and healthcare statistics
2. Analyze data to identify trends
3. Summarize health information related leadership roles
4. Apply the fundamentals of team leadership
5. Organize and facilitate meetings
6. Adhere to work plans, policies, procedures and resource requisitions in relation to job functions
7. Comply with ethical standards of practice
8. Evaluate the consequences of a breach of healthcare ethics
9. Assess how cultural issues affect health, healthcare quality, cost and HIM
10. Create programs and policies that support a culture of diversity