



Western Technical College

10530162 Foundations of HIM

Course Outcome Summary

Course Information

Description Introduces learners to the healthcare delivery system, and the external forces that influence healthcare delivery. Sets an understanding for the expectations and standards related to professional ethics, confidentiality and security of health information. Differentiates the use and structure of healthcare data elements, data standards, and the relationships between them. Prepares learners to collect and maintain health data to ensure a complete and accurate health record.

Career Cluster Health Science

Instructional Level Associate Degree Courses

Total Credits 3

Total Hours 72

Pre/Corequisites

Prerequisite 10501107 Digital Literacy for Healthcare

Textbooks

Health Information Management Technology: An Applied Approach with Student Member Package - Bundled with AHIMA/WHIMA Membership. 6th Edition. Copyright 2020. Sayles, Nanette B. Publisher: American Health Information Management Association. **ISBN-13:** 978-1-58426-774-4. Required.

Learner Supplies

Internet and E-mail access, Microsoft Office (Word, PowerPoint, Access, Excel). Free access with Western student email address from <https://login.microsoftonline.com/>. **Vendor:** To be discussed in class. Required.

Success Abilities

1. Cultivate Passion: Enhance Personal Connections
2. Cultivate Passion: Expand a Growth-Mindset
3. Cultivate Passion: Increase Self-Awareness
4. Live Responsibly: Embrace Sustainability
5. Live Responsibly: Foster Accountability
6. Refine Professionalism: Act Ethically
7. Refine Professionalism: Improve Critical Thinking

Program Outcomes

1. HIT - Apply data governance principles to ensure the quality of health data
2. HIT - Model professional behaviors and ethics
3. HIT - Apply informatics and analytics in data use
4. HIT - Apply organizational management techniques

Course Competencies

1. **DIFFERENTIATE among the types of organizations across the continuum of healthcare delivery**

Assessment Strategies

- 1.1. Health care settings research and discussion

Criteria

- 1.1. you differentiate among the types of patients served
- 1.2. you differentiate among the types of services provided
- 1.3. you differentiate among licensing and accreditation requirements
- 1.4. you differentiate among the organizational structures

Learning Objectives

- 1.a. Compare terms that identify patients (inpatient, outpatient, resident and client.)
- 1.b. Compare terms that describe patient services (encounter, occasion of service and episode of care)
- 1.c. Differentiate among primary, secondary and tertiary care.
- 1.d. Differentiate terms related to the organization of healthcare services (health, care, healthcare services, continuity of care, continuum of care).
- 1.e. Differentiate categories of care (ambulatory, acute, long term)
- 1.f. Examine the characteristics that differentiate healthcare organizations across the continuum of care
- 1.g. Examine challenges in health care delivery that are unique to various settings
- 1.h. Recognize physician specialties.
- 1.i. Explain service classification.

2. **INVESTIGATE the roles, responsibilities, and interrelationship between various healthcare providers and professionals throughout the continuum of care**

Assessment Strategies

- 2.1. Allied health wiki
- 2.2. Credentials maintenance activity for HITs

Criteria

- 2.1. you examine the roles and responsibilities of independent practitioners (physicians, PAs, etc.)
- 2.2. you examine the roles and responsibilities nursing practice providers
- 2.3. you examine the roles and responsibilities allied health professionals
- 2.4. you examine the interrelationships among independent practitioners, nursing practice providers and allied health professionals
- 2.5. you identify the HIM professional association mission, membership and structure

- 2.6. you identify the various HIM professional credentials
- 2.7. you explore HIM related career pathways

Learning Objectives

- 2.a. Differentiate healthcare workers (medical staff, nursing, allied health professionals) by education, job responsibilities, and licensure requirements.
- 2.b. Describe the interrelationship between medical staff, nursing and allied health professionals.
- 2.c. Explain the reporting structure of medical staff, nurses, CEO and governing board.
- 2.d. Examine various career pathways for HIM professionals
- 2.e. Describe the purpose, structure, mission, and vision of AHIMA.
- 2.f. Take part in professional networking for HIM professionals
- 2.g. Summarize AHIMA's certification process.
- 2.h. Describe HIM credentials (RHIA, RHIT, CCA, CCS, CCS-P, other specialty credentials).

3. DEMONSTRATE professional ethical standards

Assessment Strategies

- 3.1. Code of ethics scenarios

Criteria

- 3.1. you explain the relevance and application of each of the professional and ethical standards
- 3.2. you apply the professional and ethical standards to situations

Learning Objectives

- 3.a. Interpret AHIMAs Code of Ethics.
- 3.b. Apply the AHIMA Code of Ethics.
- 3.c. Explain the consequences of a breach of the AHIMA Code of Ethics for an HIM professional.

4. INVESTIGATE the various external forces that influence the healthcare delivery system (past, present and future)

Assessment Strategies

- 4.1. Timeline discussion
- 4.2. Agencies in healthcare quiz

Criteria

- 4.1. you compare the functions of the agencies/organizations that oversee and influence healthcare delivery
- 4.2. you differentiate summarize between optional and mandatory standards and regulations
- 4.3. you identify confidentiality, privacy and security measures
- 4.4. you examine the effects of reimbursement, policy, regulations and standards, socioeconomic and cultural issues on healthcare delivery

Learning Objectives

- 4.a. Summarize the roles of various oversight agencies in the healthcare delivery system
- 4.b. Compare licensure, accreditation and certification
- 4.c. Analyze the impact of various regulatory initiatives on the health care delivery system from the standpoint of cost, quality, access to care, and research
- 4.d. Examine how problems with the US healthcare system have influenced demand for EHRs.
- 4.e. Explain the applicability of the HIPAA Privacy and Security Rules.
- 4.f. Describe measures to protect the confidentiality, privacy and security of health information.
- 4.g. Examine the importance of cultural competence in healthcare delivery.

5. EXAMINE the health record (paper and electronic)

Assessment Strategies

- 5.1. Forms/views content identification
- 5.2. Forms comparison critical thinking questions
- 5.3. Record content regulations research
- 5.4. Legacy systems - terminal digit filing, paper retention systems

Criteria

- 5.1. you discuss the purpose of the health record
- 5.2. you identify the content of the health record
- 5.3. you identify the documentation requirements of the health record
- 5.4. you examine how various users interact with the health record

- 5.5. you identify how data is organized and stored
- 5.6. you retrieve administrative and clinical health data
- 5.7. you investigate health information media
- 5.8. you collect data for the primary health record
- 5.9. you differentiate between data and information

Learning Objectives

- 5.a. Differentiate between health data and health information.
- 5.b. Describe how health data originates
- 5.c. Differentiate between primary and secondary health data
- 5.d. Summarize users and uses of health information
- 5.e. Differentiate categories of health record documentation (demographic, financial, socioeconomic, clinical, administrative)
- 5.f. Describe the content of typical health record forms/views in various settings
- 5.g. Identify forms/views common to various health care settings
- 5.h. Summarize the process of patient care resulting in documentation that becomes the health record
- 5.i. Explain the importance of accurate health data collection and how uniformity in data collection may help to ensure it
- 5.j. Differentiate ways to organize health record documentation (integrated, source oriented, problem oriented).
- 5.k. Compare characteristics of paper and electronic health records
- 5.l. Compare data entry, identification, storage and retrieval and retention in paper, hybrid and electronic health records
- 5.m. Interpret health record documentation and retention requirements (legislative, accrediting agencies, medical staff bylaws, professional practice standards).

6. PERFORM record completion processes

Assessment Strategies

- 6.1. Using master patient index
- 6.2. Deficiency analysis
- 6.3. Qualitative analysis

Criteria

- 6.1. you perform quantitative analysis of health records
- 6.2. you perform deficiency/delinquency procedures
- 6.3. you differentiate between quantitative and qualitative analysis
- 6.4. you perform qualitative analysis of health records
- 6.5. you utilize software for record completion processes

Learning Objectives

- 6.a. Explain the purpose and content of the master patient index
- 6.b. Analyze the impact of integrity issues with the master patient index
- 6.c. Use the master patient index to enter and retrieve patient data
- 6.d. Evaluate the need for timely recording of medical data from the standpoint of provider, patient, HIM department, Business Office, external regulators, others.
- 6.e. Differentiate between the types of analysis (qualitative, quantitative, legal, statistical).
- 6.f. Differentiate between records that are deficient and those that are delinquent.
- 6.g. Describe methods to authenticate computerized and handwritten health record documentation.
- 6.h. Compare the value of concurrent vs retrospective record analysis.
- 6.i. Interpret guidelines for documentation and chart completion (legislation, accrediting agency standards, bylaws).
- 6.j. Apply deficiency analysis guidelines to health record documentation.
- 6.k. Demonstrate the notification process for deficient/delinquent records.
- 6.l. Summarize procedures for handling corrections, addendums and versions of health records

7. EXAMINE clinical terminologies, classification and coding systems used for healthcare data collection, reporting and exchange

Assessment Strategies

- 7.1. Comparing Coding Systems note guide
- 7.2. Developing mock classification and nomenclature

7.3. Coding standards activity

Criteria

- 7.1. you differentiate between the uses and application of given clinical terminologies and vocabularies
- 7.2. you differentiate between characteristics (including code structure) of given clinical terminologies and vocabularies
- 7.3. you illustrate the use of clinical terminologies in the electronic health record

Learning Objectives

- 7.a. Differentiate between nomenclature and classification
- 7.b. Differentiate between the uses and applications of given terminologies and vocabularies
- 7.c. Differentiate between characteristics of given clinical terminologies and vocabularies
- 7.d. Describe coding and summarize its purpose(s)
- 7.e. Explain the importance of accurate coding
- 7.f. Describe the use of standards for code sets as they apply to electronic exchange of data
- 7.g. Summarize the transaction code sets required under the Health Insurance Portability and Accountability Act
- 7.h. Explain why codified data is necessary to achieve a functional EHR.

8. UTILIZE secondary data sources

Assessment Strategies

- 8.1. Identify primary and secondary data from scenarios
- 8.2. Query hospital research indexes for information
- 8.3. Utilize external health care related databases
- 8.4. Communicable disease reporting
- 8.5. Cancer registry
- 8.6. Vital statistics
- 8.7. Using data sets in research data collection

Criteria

- 8.1. you distinguish between primary and secondary data
- 8.2. you identify the internal and external users of secondary data
- 8.3. you describe the secondary data sources in healthcare (registries, vital records, state reporting etc.)
- 8.4. you retrieve information from electronic health indices (MPI, physician, diagnosis etc.)
- 8.5. you maintain electronic health indices
- 8.6. you utilize health data elements that correspond to given data sets
- 8.7. you collect and report secondary health data

Learning Objectives

- 8.a. Differentiate between primary and secondary data
- 8.b. Differentiate between internal and external users and uses of health information.
- 8.c. Differentiate primary and secondary data sources.
- 8.d. Differentiate between primary and secondary users and uses of health data.
- 8.e. Compare the content and uses of facility specific indexes commonly found in hospitals (disease, operative physician's).
- 8.f. Use indexes to retrieve and report data.
- 8.g. Describe the purpose and uses of national/regional registry, birth/death certificate and communicable disease data.
- 8.h. Perform registry data collection and reporting functions (cancer, trauma, implant, etc.).
- 8.i. Ensure confidentiality of reportable data.
- 8.j. Assess data quality issues in registry data collection.
- 8.k. Summarize how external agencies collect and use health data
- 8.l. Differentiate between patient identifiable and aggregate data
- 8.m. Explain how aggregate patient data may be used internally
- 8.n. Explain the importance of uniform definitions in data collection
- 8.o. Compare applications and purposes of given datasets
- 8.p. Interpret mandatory reporting requirements legislation to determine whether given diseases/events are reportable.
- 8.q. Summarize the role of the HIT in data collection and reporting

9. INVESTIGATE information governance in healthcare systems

Assessment Strategies

- 9.1. Assessment of big data uses in healthcare
- 9.2. Application of information governance principles to health data

Criteria

- 9.1. you explain the evolution of information governance
- 9.2. you identify the principles of information governance

Learning Objectives

- 9.a. Summarize the evolution of information governance in healthcare.
- 9.b. Differentiate between data governance and information governance.
- 9.c. Explain the relationship of data quality and information governance
- 9.d. Explain data stewardship and its application to health data.
- 9.e. Identify the principles that provide the structure for an information governance program.
- 9.f. Identify regulations governing privacy, security and record retention
- 9.g. Summarize the impact of information governance on both primary and secondary uses of health information
- 9.h. Summarize storage, retention, destruction, migration procedures for paper, hybrid and electronic health records
- 9.i. Identify the importance of the HIT's role in information governance
- 9.j. Analyze the impact of big data on healthcare.

10. ENSURE quality of health data

Assessment Strategies

- 10.1. Oral, written or graphic assessment
- 10.2. Data quality attributes scenarios

Criteria

- 10.1. you apply policies and procedures to ensure the integrity of health data
- 10.2. you understand characteristics of data quality
- 10.3. you illustrate the impact of data quality on the healthcare organization

Learning Objectives

- 10.a. Apply policies and procedures to ensure the quality and integrity of health data
- 10.b. Examine data quality attributes
- 10.c. Describe the impact of data quality in a healthcare organization.