

Syllabus

Course Number: HIM 313

Course Title: Introduction to Health Information Management

Course Description:

This course introduces the student to the health care record, from inception to completion. Emphasis is on form, content and regulations impacting the health care record in the acute care setting. Other areas studied include the history of health information, legal, reimbursement and computerized aspects of the health record as well as the functions and responsibilities of Health Information Services and the Health Information Administrator. This course also examines various health care delivery systems and health care practitioners.

Prerequisite Courses:

None

Course Outcomes:

Upon completion of this course, learners should be able to:

- (HIA Domains in parenthesis)
- Identify the users and explain the uses of health information.
- Ensure organizational compliance and organizational readiness for accreditation, licensing and /or certification processes. (I.B.3.)
- Discuss the roles and responsibility of the RHIA within the Health Information department and healthcare facility.
- Describe the role of HIM in facility billing/reimbursement systems.
- Identify and describe the major functions in the Health Information department and the integration of the functions into the healthcare setting.
- Identify, compare and contrast the benefits and disadvantages of various filing, retention, and storage systems.
- Develop organization-wide health record documentation guidelines (I.B.1.)
- Manage health data; such as data elements, data sets and databases. (I.A.1)
- Identify the functions in the Health Information department that can be automated.
- Manage access and disclosure of personal health information. (III.B.2.)
- Develop and implement privacy training programs. (III.B.4.)

- Revise policies and procedures to comply with changing health information regulations. (III.A.4.)
- Interpret, communicate and apply current laws, accreditation, licensure and certification standards related to HIM at all government levels. (III.A.2.)
- Compare and contrast the various clinical, administrative and specialty service applications used in healthcare organizations. (IV.E.1.)
- Analyze and present data for healthcare decision-making; such as demonstrating quality, safety and effectiveness of healthcare. (II.B.3)
- Enforce confidentiality and security measures to protect electronic health information. (IV.D.1)
- Design and monitor forms for the health record.
- Assign projects and tasks to appropriate staff. (V.D.2.)
- Apply and promote ethical standards of practice. (III.B.6.)

Course Materials:

Required Texts:

Abdelhak, M. & Hanken M.A. (2015). Health information: Management of a strategic resource (5th Ed.) ISBN-13 978-0323263481

Pre-Assignment:

Online Format: Sign on to D2L (Home Page) and become familiar with the course navigation of the Web Curriculum.

Course Assignments and Activities:

	Topics	Readings	Activities Assignments and Associated Points
1	Health Care Systems and the HIM Profession	Health Information: Chapters 1 and 2	Discussion: Introductions and Ethics (10) Activity 1: HIM Careers (20) Week One Review (15)
2	Health Information Infrastructure & Systems	Health Information: Chapter 3	Discussion: Health Information Technology Systems (10) Activity 2: HIM Department Tour (20) Week Two Review (10)
3	Health Data Concepts & Information Governance	Health Information: Chapter 4	Discussion: Activity : Medical Record Review (10) Week Three Review (12)

4	Data Access and Retention	Health Information: Chapter 4 (pages 122-123) & Chapter 5	Discussion: Record Storage Solutions (10) Activity 4: JC Calculations (30) Week Four Review
5	Electronic Health Record Systems	Health Information: Chapter 6	Discussion: Electronic Health Records (10) Activity 5: Final Project topic selection (30) Week Five Review (10)
6	Classification Systems & Performance Management	Health Information: Chapters 7 & 12	Discussion: Classification Systems & Nomenclature (10) Activity 6: Problem Solving (20) Week Six Review (13)
7	Privacy & Health Law	Health Information: Chapter 15	Discussion: ROI Authorizations (10) Week Seven Review (10)
8	Data Analytics and Public Health Informatics	Health Information: Chapters 13 & 14	Discussion: Data Analytics Final Project (100) Final Exam (90)
			Maximum Points Possible:

CC&IS Grading Scale

Letter Grade	Percentage	Grade Point
A	93 to 100	4.00
A-	90 to less than 93	3.67
B+	87 to less than 90	3.33
B	83 to less than 87	3.00
B-	80 to less than 83	2.67
C+	77 to less than 80	2.33
C	73 to less than 77	2.00
C-	70 to less than 73	1.67
D+	67 to less than 70	1.33
D	63 to less than 67	1.00
D-	60 to less than 63	.67
F	Less than 60	0

Additional information about grading can be found in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx>.

CC&IS Policies and Procedures

Each of the following CC&IS Policies & Procedures is incorporated here by reference. Students are expected to review this information each term, and agree to the policies and procedures as

identified here and specified in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx> or at the link provided.

- The CC&IS Academic Integrity Policy.
- The Student Honor Code and Student Standards of Conduct.
- Incomplete Grade Policy, Pass / No Pass Grades, Grade Reports.
- The Information Privacy policy and FERPA. For more information regarding FERPA, visit the [U.S. Department of Education](http://www.ed.gov).
- The HIPAA policies for protected health information. The complete Regis University HIPAA Privacy & Security policy can be found here: <http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Auxiliary-Business/HIPAA.aspx>.
- The Human Subjects Institutional Review Board (IRB) procedures. More information about the IRB and its processes can be found here: <http://regis.edu/Academics/Academic-Grants/Proposals/Regis-Information/IRB.aspx>.

The CC&IS Policies & Procedures Syllabus Addendum summarizes additional important policies including, Diversity, Equal Access, Disability Services, and Attendance & Participation that apply to every course offered by the College of Computer & Information Sciences at Regis University. A copy of the CC&IS Policies & Procedures Syllabus Addendum can be found here: <https://in2.regis.edu/sites/ccis/policies/Repository/CCIS%20Syllabus%20Addendum.docx>.

