

Syllabus

Course Number: HIM 480

Course Title: Administration of HIM Services

Course Description:

A comprehensive course designed to provide the student with opportunities to apply multiple elements from other courses as related to the organization and administration of a health information services department. Particular emphasis is placed on project management, operations analysis and planning, current topics, and career management.

Prerequisite Courses:

All HIM coursework should be completed prior to enrolling in this course.

Course Outcomes:

Upon completion of this course, learners should be able to:
(HIA Domains in parenthesis)

- Describe the role of the health information manager in all health care settings.
- Assess organizational readiness for EHR system planning and implementation.
- Assess how cultural issues affect health, healthcare cost, quality and HIM (VI.H.3).
- Describe, use and report data obtained from data sets such as OASIS, HEDIS, UHDDS.
- Apply knowledge of EHR principles in all health care delivery settings.
- Apply quality management tools (III.H.3.)
- Design and generate administrative reports using appropriate software and databases.(IV.C.4.)
- Identify laws and regulations applicable to health care (II.A.1.)
- Coordinate privacy requirements in various health care delivery systems
- Manage the use of clinical data required in reimbursement systems in all delivery systems.
- Develop strategic and operational plans for facility-wide information systems. (V.C.1)
- Demonstrate and apply knowledge of cost-benefit analysis techniques to justify resource needs. (V.B.3.)
- Identify and use the standards in health care delivery systems to achieve system interoperability.
- Compare and contrast the various clinical, administrative and specialty service applications used in healthcare organizations. (IV.E.1.)

- Interpret and apply current laws, accreditation and regulations for health information initiatives for all delivery systems.
- Apply general principles of management in the administration of health information services (V.D.1)
- Apply knowledge gained from all HIM coursework culminating in a final project.

Required Texts:

Abdelhak, M. et al. Health Information: Management of a Strategic Resource. 4th edition.

Schnering, P. Professional Review Guide for the RHIA & RHIT Exams. Delmar Cengage (most current edition).

Pozgar text from HCA 423 Legal Concepts (10th edition), Shaw from HCA 425, Austin & Boxerman text from HIM 450 Information Systems (6th edition)

Pre-Assignment:

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

Pre-Assignment Due Dates:

Online Format: The instructor will specify the due date for this assignment.

Course Assignments and Activities:

	Topics	Readings	Assignments and Associated Points
1	HIM Review	In Abdelhak, Review Ch. 5. (3rd & 4th Edition) Read timeline	Post Introduction to Discussion area by Wednesday 5:00 p.m. Discussion 1: Current HIM Trends (5) Take Pre-Test (136) Available Friday from 7 a.m. to Sunday midnight. Allow at least two & one half hours. There are two exams - 1 and 2. Please complete BOTH.

2	Project Management	Abdelhak Ch. 9 p. 308-10 (3rd), 301-2, (4th) Cook & Tate: 36 Hour Course in Project Mgmt (from HCA 458	Discussion 2: Managing Multiple Projects (5) Project timeline Due by Sat. midnight.
3	Domain I: Health Data Management & Coding	Abdelhak Chapters 4, 6 and 13 Professional Review Guide review section 3. RUGS (Learning Activity 2)	Discussion 3: Reimbursement Management & Productivity (5)
4	Domain II: Health Statistics & Research/QM	In Abdelhak, Chapters 10, 11 12 PRG Review Guide, Sections 13 and 14 Shaw: Chapters on QI Tools (from HCA 425 class)	Discussion 4 IRB & Quality Mgmt. (5) Statistics Worksheet/quiz for practice (10)
5	Domain III: Health Services Orgs & Delivery Systems, Regs & HIPAA	Abdelhak Chapters 1, 2, 3 and 14 Review Guide Sections 4, 11 and 12. Pozgar Chapters 1 & 11 (in 10th edition HIPAA Review	Discussion 5: HIPAA & ROI (5) Continue to work on project
6	Domain IV: Information Technology & Systems	Abdelhak, Chapters 3, 5, 7, 8, 9 PRG Review Guide, Section 10. Read article on Information Governance linked in Week 6.	Discussion 6: Maintaining Privacy and Systems Security (5) HIPAA Audit Activity (10)

7	Domain V: Organizational Resources: Finance/Mgmt.	Abdelhak Chapters Ch. 15, 16, 17 PRG Review Guide, Sections 6, 15 and 16. Take Cultural Self Assessment. Review glossaries	Discussion 7: Personnel scenario - Human Resources & Ethical Considerations (10) Cultural Assessment Reflection (5). Final Project (25) Due Midnight Sunday night. Complete course/faculty evaluations.
8	HIM Careers/Advance ment	Web resources: AHIMA website & job sites Abdelhak: Chapter 2 (Both editions). Professional Code of Ethics http://www.ahima.org/about/mission.aspx	Discussion 8: Professional Development & Ethics (10) Post-test: (135) Access Friday 7:00 a.m. MDT to Saturday midnight. Allow at least two hours.
			Maximum Points Possible:

Course Policies and Procedures:

Health Information Management Domains:

This course contains the following domains, subdomains, and tasks recommended in the accreditation guidelines of the American Health Information Management Association.

1. Domain: Health Data Management

Subdomain I.A: Health Data Data Structure, Content and Standards

- 1.A.1. Manage health data (such as data elements, data sets, and dababases).
- 1.A.2. Ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.
- 1.A.3. Maintain processes, policies, and procedures to ensure the accuracy of coded data.
- 1.A.4. Monitor use of clinical vocabularies and terminologies used in the organization's health information systems

Subdomain I.C: Clinical Classification Systems

- 1.C.1. Select electronic applications for clinical classification and coding.
- 1.C.2. Implement and manage applications and processes for clinical classification and coding.

Subdomain I.D: Reimbursement Methodologies

- 1.D.1. Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery
- 1.D.2. Manage the use of clinical data required in other reimbursement systems in healthcare delivery
- 1.D.4. Implement and manage processes for compliance and reporting such as the National Correct Coding Initiative.

2.Domain: Health Statistics, Biomedical Research and Quality Management

Subdomain II.B. Quality Management and Performance Improvement

- 2.B.2. Analyze clinical data to identify trends.
- 2.B.3. Analyze and present data for healthcare decision-making (such as demonstrating quality, safety and effectiveness of healthcare).

3. Domain: Health Services Organization and Delivery

Subdomain III.B. Healthcare Privacy, Confidentiality, Legal and Ethical Issues

3.B.6. Apply and promote ethical standards of practice.

Domain V: Organization and Management

Subdomain V.B. Financial and Resource Management

V.B.4. Manage organization-wide coding and revenue cycle processes

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>.

