

Common Course Outline
HIIT 101
Fundamentals of Health Data Management
4 Credits

The Community College of Baltimore County

Description

HIIT 101 – 4 credits – Fundamentals of Health Data Management introduces students to the field of health information management. It focuses broadly on health care delivery systems, legal and ethical issues in health care, compliance and regulatory requirements, health care data and its role in quality management, and information technology. This course presents documentation guidelines for health records and introduces compliance and regulatory requirements for the health care industry. Students learn how to compile a health record, how to abstract vital data, how to analyze health records to verify accuracy and completeness for reimbursement, and how to evaluate records for quality assurance. 4 credits; 4 lecture hours, 1 lab hour per week. *Prerequisites: Exemption from or successful completion of RDNG 052 or LVR 2 and ENGL 052 or LVE 2.*

Overall Course Objectives

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

1. explain the importance of the health record and its role in different health care settings;
2. identify the parts of a health record;
3. analyze physician documentation;
4. recognize multiple medical record formats, including paper-based and electronic;
5. explain the relationship between documentation guidelines and quality management;
6. differentiate between health care delivery systems and providers;
7. identify how regulations in the state of Maryland differ from other states;
8. explain the role of various providers in health care services;
9. construct and organize a valid health record from unorganized data;
10. verify completeness, accuracy, and appropriateness of data and data sources;
11. compare and compile patient data from more than one source;
12. describe regulations, guidelines, and procedures for medical record retention;
13. differentiate between nomenclatures and classifications;
14. define the purpose of and uses for SNOMED-CT;
15. describe the evolution of information systems in health care;
16. identify the types of information and system applications used in health care organizations;
17. recognize emerging trends that will affect the development of health care information systems;

18. explain the impact of new technologies on the function of the health information technician;
19. describe the importance of strategic information systems planning to a health care organization;
20. explain how the physical layout of the workplace impacts work performance;
21. define each element of the staffing process;
22. identify legislation that impacts health records and information management;
23. identify regulatory organizations that monitor the quality of health care;
24. summarize JCAHO documentation requirements and standards for a variety of health care settings;
25. explain legal and ethical issues surrounding privacy and security of patient medical information;
26. prepare a sample medical record that has been subpoenaed;
27. differentiate between authorized release of information and unauthorized release of information
28. apply legal, ethical, and regulatory requirements to health information;
29. evaluate HIM sources, including websites, publications, and organizations;
30. abstract health records for department indices, databases, and registries; and
31. perform quantitative and qualitative analyses of health records to assure the health record complies with all applicable regulations, guidelines, and standards.

Major Topics

- A. Functions of the Health Record
- B. Contents and Structure of the Health Record
 1. Paper-based health records
 2. Computerized patient records (CPR)
 3. Electronic medical records (EMR)
- C. Documentation Guidelines
- D. Data and Information Management
- E. Health Care Data Sets
- F. Data Sources
- G. Health Care Information Standards
- H. Health Care Delivery Systems
- I. Legal and Ethical Issues in Health Information Management
- J. Regulatory Legislation
- K. Regulatory and Compliance Issues
 1. Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
 2. Centers for Medicare and Medicaid Services
 3. Occupational Safety and Health Administration
 4. Food and Drug Administration
 5. Centers for Disease Control
- L. HIPAA and Compliance
- M. Evaluation of Health Care Services
- N. Reimbursement Methodologies
- O. Nomenclature and Classification Systems
- P. SNOMED-CT

- Q. Information Systems and Security
- R. Emerging Information Technologies
- S. Management, Organization, and Human Resources
 - 1. Ergonomics and the work environment
 - 2. Team building
 - 3. Staffing
 - 4. Supervision

Course Requirements

Grading: Grading procedures will be determined by the individual faculty member but will include the following:

- 1. Four quizzes
- 2. Midterm
- 3. Final Exam
- 4. Written research paper (minimum 500 words)
- 5. Annotated website portfolio
- 6. Team project

Required Text(s)

Health Information Management Technology – An Applied Approach, 2nd Ed., w/workbook
Merida Johns, PhD, RHIA
HIPAA for Medical Office Personnel, Dan Krager/Carole Krager
Legal Aspects of Health Information Management, 2nd Ed., Dana C. McWay