

Common Course Outline
OFAD 267
Fundamentals of Health Data Management
3 Credits

The Community College of Baltimore County

Description

Fundamentals of Health Data Management presents documentation guidelines for health records and introduces compliance regulatory requirements for the healthcare industry. This course teaches students how to analyze health records to verify accuracy and completeness for reimbursement, how to compile a health record, and how to evaluate records for compliance. 3 credits. *Prerequisites: OFAD 141 and BIOL 107.*

Overall Course Objectives

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

1. verify completeness, accuracy, and appropriateness of data and data sources;
2. identify the content of a health record in different healthcare settings;
3. differentiate among various healthcare delivery systems;
4. explain the role of various providers in the healthcare services;
5. develop health record documentation guidelines;
6. construct a valid health record from unorganized data;
7. compare patient data from more than one source;
8. abstract health records for department indices, databases, and registries; and
9. perform quantitative and qualitative analyses of health records to assure the health record supports the diagnosis and complies with regulations and standards.

Major Topics

- I. Functions of the Health Record
- II. Contents and Structure of the Health Record
- III. Data and Information Management
- IV. Healthcare Information Standards
- V. Paper-based Health Records
- VI. Computer-based Health Records
- VII. Healthcare Delivery Systems
- VIII. Legal Issues in Health Information Management
- IX. Ethical Issues in Health Information Management
- X. Reimbursement Methodologies
- XI. Secondary Data Sources
- XII. Emerging Information Technologies

Course Requirements

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

1. 4 quizzes
2. Midterm and Final Exam
3. Final Exam
4. Research paper (minimum 1,000 words)
5. Team project

Individual faculty members may include in their syllabus additional course objectives, major topics, or other course requirements in addition to the minimum expectations stated in this Common Course Outline.

Other Course Information

The Community College of Baltimore County (“CCBC”) is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career, and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for assignments, participate actively in class activities, and prepare accordingly for all forms of assessment.

CCBC takes seriously its responsibility to maintain high-quality programs and will periodically ask instructors to participate in various assessment activities to determine whether students are attaining the knowledge, attitudes, and skills appropriate to various courses and programs. The assessment activities may take many different forms such as surveys, standardized or faculty-developed tests, discussion groups, or portfolio evaluations. We ask that the instructor take these activities seriously so that we can obtain valid data to use for continuous improvement of CCBC’s courses and programs of study.