

Hagerstown Community College
Master Syllabus

COURSE: HIM 201-Fundamentals of Health Information Management **DATE:** Spring, 2018

INSTRUCTOR: To Be Determined

COURSE DESCRIPTION: This course focuses on the utilization, functionality, confidentiality, and security of the electronic health record. Types of electronic management systems and their implementation will be explored along with their impact on various areas of healthcare systems. Total of 45 hours of lecture.

TEXTBOOK:

To be Determined

STUDENT LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

1. Describe the history and evolution of the health information profession, and the mission, membership, structure and operation, accreditation and certification programs, foundation and ethics of the American Health Information Management Association (AHIMA).
2. Discuss the standardization of medical care, the impact of regulations on healthcare delivery in the United States, and organization and operations of hospitals and other healthcare delivery settings.
3. Select a form(s) in the health record where a specific piece of data may be found and the corresponding healthcare professional who is responsible for the documentation.
4. Differentiate between health information functions and processes in a hospital and other healthcare delivery settings/facilities in a paper, hybrid, and document management system or electronic environment.
5. Differentiate between the documentation and completion requirements of accreditation organizations, state and federal regulations, and medical staff by-laws for all health record types.
6. Utilize health information management software to perform health information functions and processes.
7. Compare the different data elements in health records and documentation requirements for health records for the various health delivery settings and the different types of health information media and the healthcare delivery setting(s) in which they would be utilized.

8. Explain data governance, data stewardship, data integrity, data sharing, data interchange standards, data quality, data collection tools and the characteristics of AHIMA's Data Quality Management Model.
9. Describe the types of secondary data sources of health records and uses of secondary data sources including facilities-specific indexes, registries and healthcare databases.
10. Explain the legal issues related to ownership, control, and use and disclosure of health information, the importance of the definition of a legal health record in an electronic and hybrid health record environment, and how to apply legally sound health record retention and destruction principles.
11. Apply use and disclosure policies and procedures that apply to both state law and Health Insurance Portability and Accountability Act (HIPAA) regulations in order to protect health information.
12. Differentiate between the types, purposes, providers, users and healthcare related statistical terms (census, daily census, inpatient service days, etc.).

MINIMUM CLOCK HOURS REQUIRED FOR THIS ONLINE COURSE:

	DIRECT Faculty Instruction In-Class (45 hours required)	Student Work Out of Classroom (90 hours required)
In-Class Lecture	40 hours	
Reading		40 hours
Weekly Quizzes	Included in Lecture Time	20 hours
Research Project	Included in Lecture Time	10 hours
Examinations	5 hours	20 hours
TOTAL	45 hours	90 hours

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.