## Course Outcomes Guide

**Course/Program Title:** HIM-201 Introduction to Health Information Management  
**Date:** Fall 2019  
**Course/Program Team:** Tanda Emanuel

### Expected Learning Outcomes:

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.).
Assessment:
Achievement of the above learning outcomes were assessed using the following methods: Real-world case studies (10% of grade), chapter review quizzes and tests (20% of grade), web projects (10% of grade), application exercises (10% of grade), a midterm exam (25% of grade) and a final examination (25% of grade).

Validation:
This is a didactic course in which the majority of the grade is determined by the completion of course assessments with a goal of 100% of students achieving an average of 75% or higher. By completing this course, students will achieve the objectives as mandated by the accreditation standards set forth by Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Results:
The assessment of four (4) students enrolled in this course revealed the following course outcomes:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Course Average</th>
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<tbody>
<tr>
<td>Real-World Case Studies</td>
<td>98.91%</td>
</tr>
<tr>
<td>Chapter Review Quizzes and Tests</td>
<td>97.70%</td>
</tr>
<tr>
<td>Web Projects</td>
<td>98.13%</td>
</tr>
<tr>
<td>Application Exercises</td>
<td>96.14%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>97%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>77.33%</td>
</tr>
<tr>
<td><strong>Course Total</strong></td>
<td><strong>91%</strong></td>
</tr>
</tbody>
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The above statistical data revealed that practice tests incorporated throughout the course as well as study guides and reviews before major examinations yielded higher assessment results as well as overall course outcome. These methods will be used moving forward.

4/4 (100%) passed the course with 75% or better. There were 3 As and 1 B.

Follow-up:
Evaluation of quizzes and final exam scores will be used to evaluate outcomes success and the need for course revisions and/or additional resources. In addition, there will be the integration of new case studies that were released in December 2019. These case studies will be used in this course to make sure the students meet the required competencies that meet or exceed the Bloom’s Taxonomy level set forth by CAHIIM.

Budget Justification:
No changes are needed at this point.