

## CUMBERLAND COUNTY COLLEGE

### **Course: HS 104 Introduction to Health Information Technology**

**Credits:** 3

### **Prerequisites**

None

### **Course Description**

This course introduces the student to the aspect of taking health data and presenting it as information. Focus will be on the concepts of health data that include data elements, data sets, data dictionaries, data quality management and the usages of health data. Governmental requirements for data reporting will be reviewed. Data analysis that results in application of information will be emphasized. Basics of health records, format, and documentation will also be discussed. Students will receive instruction on qualitative and quantitative analysis and abstraction with the opportunity to practice from actual health records in the lab. Chart management software will be incorporated into this course for the student to use in the lab.

### **Learning Outcomes**

At the completion of this course, students will be able to:

- Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
- Assist in preparing the organization for accreditation, licensing, and/or certification surveys
- Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information need
- Release patient-specific data to authorized users and apply policies and procedures to ensure accuracy of health data
- Collect and maintain health data (such as data elements, data sets, and databases).
- Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
- Design, generate, and query reports using appropriate software.
- Use technology to ensure data collection, storage, analysis, and reporting of information

### **Topical Outline**

- Healthcare Delivery Systems
- Healthcare professions
- Healthcare facilities
- Continuum of care
- Legal and regulatory environment
- Accreditation
- Professional standards
  - Data Elements

- Concepts
- Data descriptions
- Characters
- Fields
- Records
- Files
- Data elements
- Integrated record
- Source-oriented record
- Problem-oriented record
- Computer-based
- Problem list
- Data categories
- Data accuracy
- Data validity
- Data sets
- Data security
- Data collection
- Data quality
- Data needs for computer and paper environment
- Data organization
- Documentation Types
- SOAP method
- Narrative method
  - Data Processing and Collection
- Timeliness
- Devices
- Completeness
- Controls
- Assembly
- Analysis
- Qualitative Analysis
- Quantitative Analysis
- Compliance
- Coding
- Databases
- Retrieval
- Abstracting
  - Registries
- History
- Register vs. registry
- Types
- Cancer
- Birth defects

- Diabetes
- Organ transplant
- Trauma
  - Access, Retention, Storage, and Retrieval
- Paper-based
- Computer-based
- Chart Management Software
- Master Patient Index (MPI)
- Filing
- Methods
- Computer vs. paper
- Alternative storage methods
- Chart Locator Systems
- Security
- Retrieval of Aggregate Data
  - Uses of Health Information
- Users
- Formats
- Presentation of data
- Indices
- Legal
  - terms
  - Medical Records used as evidence
  - HIPAA
    - Privacy
    - Security
    - Code Sets
    - Penalties
  - Release of PHI
    - Authorizations
    - Consents
- Alternative Health Care Settings
- Data sets
- Filing and storage
- HIPAA

### **Required Texts and Other Materials**

Green, M. and Bowie M., *Essential of Health Information Management: Principles and Practices, Current Edition*, Thomson/Delmar Learning

Green, M. and Bowie M., *Workbook to Accompany Essential of Health Information Management: Principles and Practices, Current Edition*, Thomson/Delmar Learning

### **Supplemental Materials**

Peden, A., *Comparative Health Information Management, Current Edition*, Thomson/Delmar Learning

Abdelhak, M., Editor, *Health Information: Management of a Strategic Resource (2nd edition)*, Philadelphia: W.B. Saunders Journal of AHIMA. (2001)

### **Student Assessment**

Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

### **Academic Integrity**

Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of ZERO and the student may receive a grade of F for the semester at the discretion of the instructor.

### **Available Resources**

If you are having difficulty with work in this class, tutoring is available through the Success Center. If you think that you might have a learning disability, contact Project Assist at 856.691.8600, x1282 for information on assistance that can be provided to eligible students.

**(List availability of open labs and/or writing center)**

### **Before Withdrawing From This Course**

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) BEFORE withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.