

CUMBERLAND COUNTY COLLEGE

Course: OA 110: Introduction to Health Information Management

Credits: 3

Prerequisites: OA 109

Description:

This course introduces the student to the development and content of medical records in healthcare settings. Topics include an overview of the healthcare delivery system, career opportunities, legal aspects and an overview coding reimbursement in the healthcare field.

Learning Outcomes

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

- Discuss health information management concepts common to allied health professionals
- Describe characteristics of health care delivery and settings in the US.
- Investigate career opportunities for health information management professionals
- Describe types of patient records
- Discuss the legal aspects of health information management
- Explore coding and reimbursement issues

Topical Outline

- Health Care Delivery Systems
- Health Information Management Professionals
- Health Care Settings
- The Patient Records: Hospital, Physician Office , and Alternative Care Settings
- Electronic Health Records
- Content of the Patient Record: Inpatient, Outpatient, and Physician Office
- Numbering & Filing Systems and Record Storage & Circulation
- Indexes, Registers, and Health Data Collection
- Legal Aspects of Health Information Management
- Coding and Reimbursement

Text: Green, Michelle A. & Bowie, Mary Jo (2011). *Essentials of Health Information Management: Principles and Practices*, (2nd Ed.). Cengage.

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.

Tutoring & Project Assist

If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

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.