NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Health Information Management Principles   **Course #:** HIM 201

Course Description: (3 credits)

This course covers health information management emphasizing sources, definitions, collection and presentation of health data and patient record practices. Students will learn the requirements of managing HIM departments and discover the profession of Health Information Management and the many different roles and credentials that are possible. Topics will include electronic data management, document and repository systems, indexes, registries, utilization review, risk management and quality assurance. Retention and destruction of medical records, production and accuracy of patient information, analysis and reporting for decision-making and strategy development, and HIPAA regulations will be covered.

Prerequisites: MED125 or HIM101 and HIM102 and CSA105

Goals

The AHIMA Education Strategy Committee has created a list of entry-level competencies for associate degree students. This course, HIM201, continues to broaden the student's knowledge of the subject matter in each of the 5 domains and 15 sub domains recommended by AHIMA. As students prepare to enter the field of Health Information Management, this course is of high importance. The following AHIMA domains are covered:

- Domain 1: Health Data Management: Health data structure, content, and standards
- Domain 2: Health Statistics, Biomedical Research, and Quality Management
- Domain 3: Health Services Organization, and Delivery
- Domain 4: Information Technology and Systems
- Domain 5: Organizational Resources: Human Resources. Financial and Physical resources

Learning Outcomes

The goal of HIM201 is to provide each student with a broad understanding of history, theory, and potential benefits of health information management systems.

- Data Governance - Apply policies & procedures to ensure accuracy & integrity of health data
- Data Management - Collect and maintain health data
- Secondary Data Sources - Identify/use secondary data sources, Validate the reliability/accuracy of secondary data sources
- Release of Information - Apply policies and procedures surrounding issues of access and disclosure of protected health information
- Information Management Strategic Planning - Explain process used in selection & implementation HIM systems
- Analytics and Decision Support - Explain analytics and decision support
- Health Care Statistics - Utilize basic descriptive, institutional and healthcare statistics

- Research Methods - Explain common research methodologies & why they are used in healthcare
- Consumer Informatics - Explain usability and accessibility of health information by patients, including current trends and future challenges
- Health Information Exchange - Explain current trends & future challenges in health inform. Exchange
- Regulatory - Analyze policies & procedures to ensure organizational compliance, regulations, and standards
- Leadership Roles - Summarize health information related leadership roles
- Ethics - Evaluate consequences of breach healthcare ethics
- Vendor/Contract Management – Explain vendor/contract management
- Enterprise Information Management - Apply knowledge of database architecture & design
- Identify responsibilities and areas within a Health Information Management Department
- Explain the purpose of the patient record and describe various types of records
- Describe the development, accuracy, authentication, and storage of records within an HIM department
- Explain HIPAA laws and their impact on the health care professional and patient
- Explain registries, and other health data collection methods
- Identify the legal aspects of the medical record and release of information
- Differentiate between administrative and clinical data in health records
- Describe quantitative, qualitative and statistical analysis on health records
- Explain the role of the HIM professional in data analysis, reporting, and strategic planning