

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Introduction to Health Care Systems

Course #: HIM 102

Course Description: (3 credits)

This course introduces the student to the field of health information technology. Topics to be covered include the healthcare delivery system, medical records format and content, various filing systems, the environment where the information is gathered, by whom the information is used, and the technology behind health information systems. In addition, the course will cover retention policies and procedures, documentation, confidentiality issues and legal and regulatory aspects of the medical record. This course introduces the student to the use of electronic information systems in health information technology. Topics to be covered include the medical administrative and clinical record management and computer applications for performing medical practice functions. In addition, the course will cover computer hardware and software components, network and World Wide Web technologies, decision support systems, health information standards, information systems acquisitions or in-house development, implementation, evaluation, user training, and maintenance.

Pre-requisite: None

Goals

- To introduce healthcare delivery fundamentals, legal aspects, and health information concepts common to health information management.
- To describe characteristics of healthcare delivery and settings in the United States.
- To apply logical, critical and analytical processes in identifying problems and alternate solutions related to records management in the healthcare environment.
- To recognize different types of EMR and EHR management systems and the pros and cons unique to each.

Importance of Course in Program/Discipline

The AHIMA Education Strategy Committee has created a list of entry-level competencies for associate degree students. This course, HIM102, continues to broaden the student's knowledge of the subject matter in each of the 5 domains and 15 subdomains 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 HIM102 is to provide each student with a broad understanding of history, theory, and potential benefits of health information management systems. Upon completion of the course the student will be able to:

- Describe important changes affecting healthcare delivery in the United States.
- Compare and contrast the variety of healthcare delivery systems.
- Differentiate the roles of health information professionals.
- List career opportunities for health information management professionals.
- Describe types of patient records, including documentation issues with each.
- Describe the different types of personal health records and explain how PHR's differ from EHR's.
- Evaluate systems and products for selection of EHR, coding software, and other HIM applications.
- Describe health information system technologies and standards.
- Explain how the digital revolution is impacting patients, providers and healthcare organizations
- Demonstrate an understanding of the challenges to maintain information privacy and security.
- Describe the organizational hierarchy of HIM and IT departments
- Identify and appropriately use current terminology relating to health information management.
- Explain the various components of the HIPAA regulations
- Compare the various methods for health data collection, organization, storage and management of health records
- Describe different methods of capturing and recording data in available EHR/EMR systems
- Identify legal aspects of the medical record and the releasing of information.
- Explain the legal issues concerning the protection and dissemination of electronic health information
- Discuss reimbursement methodologies