



CURRICULUM COMMITTEE PROPOSAL ARTICULATION FORM

Please use the "Tab" key to maneuver between fields. Thank you

Title of Proposal: **Proposed Curriculum Changes to the Health Information Management Program 2010**
Originator(s)/Presenter(s): **Charlee Bumgardner, RHIT, Program Manager** **Department:** **2179**
Proposal Consultant*: **Sue Edelstein, Associate Dean** **Date:** **10/22/09** m/d/yy

Request Waive of First Read:	<i>Yes</i>		<i>No</i>	
-------------------------------------	------------	--	-----------	--

*Yes = Proposal presented AND committee vote at same monthly meeting.
 If Yes, please provide rationale in answer to question #5 of this form.
 No = Proposal presented first month; committee vote the second month.*

1. This proposal pertains to (check all that apply): Please provide Prefix/#, BC Major Code, and State CIP Code as indicated. BC major codes are available on the college application or program of study sheet; CIP codes are available on the State Program Length document.

(Program of Study Sheets and State CIP Code documents are available by web-links located on the Curriculum Services homepage)

Course Transactions

<i>New Course(s) (If course will be an A.A. elective, precede prefix with \$)</i>	Prefix/#(s) ^^	HIM 1453 Survey of Human Structure HIM 1253L Coding I Lab HIM 2232L Coding II Lab HIM 1003 Foundation and Functions in Health Information Management
<i>Course(s) Revision</i>	Prefix/#(s)	HIM 1253 Coding Beginning (I) HIM 2232 Coding Intermediate (I)I HIM 1260 Health Insurance Billing (Reimbursement Methodology) HIM 1435 Pathophysiology HIM 2012 Law & Ethics (Health Records Law) HIM2112 Electronic Health Records
<i>Course(s) Number Change</i>	Prefix/#(s)	
<i>Course(s) Dscrpt. Change</i>	Prefix/#(s)	HIM 1000 Introduction to Health Information Management
<i>Course(s) Removal @</i>	Prefix/#(s)	HIM 1300 Healthcare Delivery System

@ (Removal = removing from a program of study; not deleting from BC course inventory (CID) or from State Course Numbering System (SCNS))

<i>Course(s) Deletion @ **</i>	Prefix/#(s)	
--------------------------------	-------------	--

@ (Deletion = deletion from BC course inventory (CID), deletion from program of study, AND from State Course Numbering System (SCNS))

** List ALL programs of study (by BC major code) that have been notified of this course **deletion**:

Program Transactions

	New Program(s)	Major Code(s) ^^		CIP(s)		
--	----------------	------------------	--	--------	--	--

(Completed/Signed 'New Technical Program/Program Expansion Procedure' must precede/accompany new program documents to Curriculum Services)

X	Program Revision(s)	Major Code(s) 2179,		CIP(s)		
	Program Deletion(s)	Major Code(s)		CIP(s)		

Other / FYI

	<i>Other/FYI</i>	<i>(Please provide details in Summary and/or Rationale section)</i>
--	------------------	---------------------------------------------------------------------

* VPAA, Academic Dean(s), Department Head(s), Curriculum Services Office, Department Faculty, Self

^^ If known. Common Course Numbers may be researched on the SCNS link.

2. Summary of Proposal: *(750 characters, maximum)*

The changes proposed for the Health Information Management Program are in preparation for the healthcare industry moving from ICD-9-CM to ICD-10-CMS and ICD-10-PCS. This is a major change in the healthcare system. Effective October 2013, all healthcare billing must begin using ICD-10-CMS and ICD-10-PCS. The program will need to begin teach ICD-10 August 2011. In preparation for this major change, the program will begin the transition by enhancing our clinical foundation with a focus approach to teach human anatomy and pathophysiology, reimbursement methodology and increasing the student's hands-on coding practice. HIM 2012 Law & Ethics course title is being changed to better reflect the content of the course to Health Records Law.

The program will shift the general education from BSC 1085, BSC 1085L, BSC 1086 and BSC 1086L to optional math and biology to meet the Area 4. Database Management will be used to meet Area 5, Composition I to meet Area 1, Introduction to Ethics to meet Area 2 and General Psychology to meet Area 3 requirement.

3. Rationale for Proposal: *(750 characters, maximum)*

Transition program from ICD-9-CM to ICD-10-CMS and ICD-10-PCS Coding.

4. Fee(s) *(please itemize all special course fees that will be charged to students):*

Fee Type <i>(letter/code ^^)</i>	Amount	Description
Lab	\$39.48	Maintenance for 3M system for HIM1253L
Lab	\$39.48	Maintenance for 3M system for HIM2232L

5. Should changes go into effect before the next academic year?

Yes No **X** *(If yes, please provide rationale)*

6. Curriculum Committee Action	Date		Approved		Disapproved		Tabled	
	Notes:							

Signatures:

OVERVIEW OF PROPOSED CURRICULM CHANGES

Health Information Management Program #2179

Charlee Bumgardner, RHIT, Program Manager

Course Key: **R = Remove Course** **N = New Course** **M = Modified Course**

The healthcare industry is undergoing massive changes that will significant impact in the Health Informatics and Information Management fields and our HIM Program.

What was once primarily a paper and manual job, health information management jobs are rapidly changing to a technically, electronically and a virtual work environment driven jobs. Since 2004, the national initiative in the healthcare industry has been to infuse healthcare with technology. Last year, the initiative has been accelerated by the Federal Government pushing physicians and the healthcare industry towards a National Health Information Network (NHIN) system. The Electronic Health Record and interoperative health information systems are central to this initiative. The Health Informatics and Information Management student must have more exposure to information technology and the opportunity to apply these skills to be effective in the workforce now and in the future.

Another significant change that our Program must address now, is a national system change in healthcare’s clinical classification and reimbursement system. The current classification and coding system (ICD-9-CM) which has been in use in this country for more than thirty years (30 years) is being replaced in the field effective 2013 with ICD-10-CM and ICD-10-PCS. The ICD-10 system is drastically different from the ICD-9 system and will require us to reorganize our curriculum to accommodate the increased coding and clinical knowledge requirement that these changes will make for our students.

We will need to begin these changes in our next academic year to be ready for the students entering the program and graduating prepared to enter the workforce ready for this change. The proposed changes are gears to shift the courses in the program to accommodate the changes needed.

These changes are in compliance with our accrediting body, CAHIIM (Commission on Accreditation for Health Informatics and Information Management Education). Without making the necessary curriculum changes, the Program will not be able to maintain its accreditation which will result in students not being able to sit for their credential examinations with AHIMA (American Health Information Management Association).

KEY	COURSE	RATIONAL FOR CHANGE
R	BSC 1085, BSC 1085L, BSC 1086 and BSC 1086L Anatomy and Physiology courses and Lab courses	These courses are being removed from the program to allow for a more focused approach for the HIM student to learn the human anatomy along with the pathophysiology. Student will take both the HIM Survey of Human Structure and the HIM Pathophysiology at the same time and will focus on one body system at a time learning the body structure,

OVERVIEW OF PROPOSED CURRICULM CHANGES

Health Information Management Program #2179

Charlee Bumgardner, RHIT, Program Manager

		<p>disease process, diagnostic services, treatment and related pharmacology.</p> <p>Making this program modification also allow the program to develop coding lab courses and give the student more hands-on coding time under the direction supervision of an experience coding instructor.</p> <p>Students will be given several options to meet the general education requirement for this area with Statistics, Algebra or Biology.</p>
R	HIM 1300 Healthcare Delivery System	<p>HIM 1300 is being removed and the subject matter incorporated into HIM 1003 and HIM 1110.</p> <p>HIM 1110 already includes a review of Healthcare Delivery Systems.</p>
R	SPC 1024 Introduction to Speech	<p>Currently, this course is being used to meet the Area 5 requirement. Students in the HIM Program prepare and present no less than 10 presentations individually and as group projects utilizing Word, Access, Excel and PowerPoint. Students follow a presentation rubrics. Students are routinely placed in teams and assignments given to assist them in learning how to work in teams, communicate effectively and enhance workplace skills.</p> <p>In place of this course, CGS 1540C Database Management would replace the Area 5 general education requirement. CGS 1540C is a required course in the program teaching students Access and relational database management as a pre requisite course to HIM 2652 Health Information Systems.</p>
M	HIM 1000	<p>This course will focus on introducing and preparing the student to begin the HIM Program and to be introduced to the HIM field.</p>
N	HIM 1003 Foundation and Functions of Health Information Management	<p>This is a new 3 credit course designed to give the student more information and skills working with the daily operational functions in a Health Information Management Department. This course would also include introductions to healthcare delivery systems, reimbursement methodology, and etc. Other courses in the program will go deeper into these functions.</p>

OVERVIEW OF PROPOSED CURRICULM CHANGES

Health Information Management Program #2179

Charlee Bumgardner, RHIT, Program Manager

N	HIM 1453 Survey of Human Structure	<p>This is a new 3 credit course geared toward preparing the HIM Student with a more healthcare oriented clinical knowledge of human anatomy as need for clinical coding and classification.</p> <p>This course has been designed to be taken in conjunction with HIM 1435 Pathophysiology so that the student will learn the same system in both courses. This will ensure that the student has a comprehensive knowledge of human anatomy and pathophysiology giving them a better foundation to begin coding.</p>
M	HIM 1435 Pathophysiology	Increasing class time and credits from 3 to 4 credits. More emphasis will be placed on pharmacology as it relates to disease processes being taught.
M	HIM 1253 Coding I	The name of the course is changing from Beginning Coding to Coding I. This course will only address ICD coding. The program is moving all references to CPT and HCPCS out of this course in preparation for ICD-10-CM and ICD-10-PCS which will need to begin academic year 2012. Credit hours are changing from 4 to 3 credits for the lecture class in order to make way for a 1 credit Coding I Lab course.
N	HIM 1253L Coding I Lab	This lab course will allow students to work with the instructor on applying ICD coding guidelines; working with paper and electronic records.
M	HIM 2232 Coding II	The name of the course is changing from Intermediate Coding to Coding II. This course will address an ICD coding review but will be primarily gears to CPT/HCPCS coding. The credits for this course will change from 3 to 2 credits in order to make way for a 1 credit Coding II Lab course.
N	HIM 2232L Coding II Lab	This lab course will allow students to work with the instructor on applying ICD, CPT and HCPCS coding guidelines; working with paper and electronic records
M	HIM 1260 Reimbursement Methodology	The course name is changing from Health Insurance Billing to Reimbursement Methodology. The primary focus of the course is moving away from the "billing" aspect to teach the student the complex reimbursement methodology used in healthcare finance. The concepts of healthcare billing will be

OVERVIEW OF PROPOSED CURRICULM CHANGES

Health Information Management Program #2179

Charlee Bumgardner, RHIT, Program Manager

		<p>discussed.</p> <p>Credits for this course would change from 2 to 3.</p>
M	HIM 2012 Health Records Law	<p>The course name is changing from Law & Ethics to Health Records Law to more accurately reflect the course content.</p> <p>Credits for this course would change from 2 to 3.</p>
M	HIM 2112 Electronic Health Records	<p>The course is adding 16 hours (1 credit) to increase the credits from 2 to 3. The additional 16 hours (1 credit) will cover the students working on an EHR Simulation. This will be conducted in class under the instructor's supervision after lecture.</p> <p>This EHR Simulation will give the student hands on training using SpringChart, a commercial EHR system currently in the market.</p>



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010 **NEXT REVIEW:** 2014-2015 **STATUS:** A

COURSE TITLE: Foundations & Functions of Health Information Management

COMMON COURSE NUMBER: HIM 1003

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN
(per 16 week term)

CLOCK HOURS:
(Voc. Course ONLY)

Lecture: 48 Lab:
Clinic: Other:

PREREQUISITE(S): HIM 1000

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This course offers an overview of the health information management profession. The functions, content and structure of the health record are studied. Datasets, data sources, healthcare delivery systems and the health information technology functions found in all healthcare environments are explored.

UNIT TITLES

1. Health Care Delivery Systems
2. Health Informatics and Information Management Profession
3. Health Information Technology Functions
4. Functions of the Health Record
5. Ethical Issues in Health Informatics and Information Management
6. Healthcare Data Sets
7. Introduction to Privacy and Health Records Law

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Assessment, Learning Activity Outcome, Presentations made by students.

***** Complete the following only if course is seeking general education status *****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	



BROWARD COLLEGE COURSE OUTLINE

13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

Common Course Number: HIM 1003

UNITS

Unit 1: Health Care Delivery Systems

General Outcome:

1.0 The student shall give the student an overall understanding of the healthcare industry in the United States.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Define key words related to healthcare delivery systems.
- 1.2 Describe the evolution of healthcare in the United States.
- 1.3 Identify and describe the regulators of health care, including government and non government entities.
- 1.4 Outline the role of the federal, state and local governments in the provision of health care.
- 1.5 Identify legislation that affects or regulates health care in the USA.
- 1.6 Distinguish between various health care organizations responsible for providing health care,
- 1.7 Describe the classification of acute health care facilities, including bed size, ownership and control, population served and services offered.
- 1.8 Describe the organizational structures of the general hospital.
- 1.9 Describe the role and responsibilities of the governing body and administrative heads employed in health care organizations.
- 1.10 Outline the organizational structure of the professional staff, including membership, clinical privileges, services, committees and bylaws.
- 1.11 Define the scope of ancillary and support services in the healthcare facilities.
- 1.12 State current mechanisms of healthcare financing.

Common Course Number: HIM 1003

Unit 2: Health Informatics and Information Management Profession

General Outcome:

- 2.0 The student shall be able to discuss the roles of the Health Informatics and Information Management Professional, the need for credentialing and the benefits of membership with the American Health Information Management Association.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Define key words and terms.
- 2.2 Trace the development of the health informatics and information management profession.
- 2.3 Describe the impact of technology on the health information management profession.
- 2.4 Describe the benefits of seeking and maintaining professional certification.
- 2.5 Discuss the requirements for initial and continuing certification within the health information management profession.

Common Course Number: HIM 1003

Unit 3: Health Information Technology Functions

General Outcome:

- 3.0 The student shall identify the typical functions performed by the health information management (HIM) Department

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Understand the different operational techniques for managing traditional HIM functions.
- 3.2 Understand the interrelationship between the HIM Department and other key departments within the healthcare organization.
- 3.3 Understand several technique used in the management of the HIM Department, such as policy and procedure development.

Common Course Number: HIM 1003

Unit 4: Functions of the Health Record

General Outcome:

4.0 The student shall understand the overall function and use of the health record.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Define key words and terms.
- 4.2 Define "Health Record" and "Personal Health Record".
- 4.3 Identify the different users of the health record.
- 4.4 Describe the functions of the health records.
- 4.5 Describe the components of health record data quality.
- 4.6 Understand the patient's right to privacy and the requirements for maintaining the confidentiality of patient-identifiable health information.
- 4.7 Recognize the importance of HIPAA information security and privacy standards.

Common Course Number: HIM 1003

Unit 5: Ethical Issues in Health Informatics and Information Management

General Outcome:

5.0 The student shall understand ethical issues impacting health information management.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Define key words and terms.
- 5.2 Identify the major ethical principles that guide health information management decision making.
- 5.3 Identify professional values and obligations inherent in the AHIMA Code of Ethics.
- 5.4 Understand how the steps in an ethical decision making process are used to resolve ethical issues.
- 5.5 Recognize some of the core ethical problems, including those related to the release of health information and coding.

Common Course Number: HIM 1003

Unit 6: Healthcare Data Sets

General Outcome:

6.0 The student shall describe the purpose of healthcare data sets.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Explain the importance of healthcare data sets and standard.
- 6.2 Identify common health information standardized data sets.
- 6.3 Explain the need for electronic data and data interchange standards.
- 6.4 Explain the healthcare data needs in an electronic environment.
- 6.5 Discuss how data standards are developed.
- 6.6 Identify well known standards that support electronic health record systems.
- 6.7 Discuss how data standards support electronic health record systems.

Common Course Number: HIM 1003

Unit 7: Introduction to Privacy and Health Records Law

General Outcome:

7.0 The student shall: be introduced to the legal issues pertaining to the confidentiality aspects of health information management

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Define key words and terms.
- 7.2 Explain why health information management professionals must be knowledgeable about medicolegal issues.
- 7.3 Identify issues related to ownership and control of the health record.
- 7.4 Discuss HIPAA privacy standards and rules regarding protected health information use and disclosure.
- 7.5 Understand the significance of the roles that statutes, administrative laws, and regulatory agencies have on the use and disclosure of health information.

Check Placement Score?: No Yes

Degree Type (Mark all that apply): A.A. A.S. A.A.S. T.C.

(Indicate groupings, if more than one. Please use an additional sheet, if necessary.)

A.T.C. V.C.(PSAV) A.T.D.

Course Description (Max 750 characters): This course offers an overview of the health information management profession. The functions, content and structure of the health record are studied. Datasets, data sources, healthcare delivery systems and the health information technology functions found in all healthcare environments are explored.

Name of Faculty Contact / Telephone Number: Cbungardner/X2084

Date: 10/6/09 mm/dd/yy



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010 **NEXT REVIEW:** 2014-2015 **STATUS:** A

COURSE TITLE: Coding I Lab

COMMON COURSE NUMBER: HIM 1253L

CREDIT HOURS: 1

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture:
Clinic:

Lab: **32**
Other:

PREREQUISITE(S): HIM 1453, HIM 1435

COREQUISITE(S): HIM 1253

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This lab course provides HIM students an opportunity to apply basic concepts and techniques for ICD-9-CM coding using actual patient records and simulated patient records; both paper and electronic format from different treatment venues. Students will be guided through the practice coding by an experienced coding instructor with a detail analysis of correct coding technique. Students will be able to assess their own level of proficiency and access assistance in areas of identified coding weaknesses. Students will be introduced to encoding systems: 3M and QuadraMed.

UNIT TITLES

1. ICD-9-CM Diagnosis coding guided practice
2. ICD-9-CM Procedural coding guided practice
3. Introduction to Machine Coding: Encoders

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Assigned coding exercises – students will be expected to obtain a 70% or higher coding accuracy to successfully pass this lab course.

***** Complete the following only if course is seeking general education status *****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

Common Course Number: HIM 1253L

UNITS

Unit 1 ICD-9-CM Diagnosis coding guided practice

General Outcome:

1.0 The student shall be able to accurately assign ICD-9-CM diagnosis codes.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Identify primary and secondary diagnoses in a patient record.
- 1.2 Assign accurate ICD diagnosis codes.
- 1.3 Demonstrate a 70% or higher accuracy coding rate.

Common Course Number: HIM 1253L

Unit 2 ICD-9-CM Procedural coding guided practice

General Outcome:

2.0 The student shall be able to accurately assign ICD-9-CM procedure codes.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

2.1 Identify and sequence procedures in a patient record.

2.2 Assign accurate ICD procedure codes.

2.3 Demonstrate a 70% or higher accuracy coding rate.

Common Course Number: HIM 1253L

Unit 3 Introduction to Machine Coding: 3M and QuadraMed Encoders

General Outcome:

3.0 The student shall have a working knowledge of Encoders and DRG Groupers.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Discuss machine coding versus manual coding.
- 3.2 Demonstrate a basic working knowledge of 3M and QuadraMed Encoders.
 - 3.2.1 Utilize the resource tools in the encoder.
- 3.3 Introduced to PPS system and the encoder.
 - 3.3.1 Assign MS-DRG and APC and etc using encoder.
- 3.4 Introduced to the ICD-10-CM and ICD-10-PCS crosswalk in 3M.
- 3.5 Demonstrate a 70% or higher accuracy rate using the encoder.

COURSE SPECIAL FEE FORM

Please use the "Tab" key to maneuver between fields. Thank you

As stated in State Board Rule 6A-14.054, Student Fees, each Board of Trustees may establish fees for courses and other instructional and non-instructional services that incur unusual costs. Such fees shall not exceed the estimated unusual costs, and shall not be charged to students not in the courses or to persons or agencies not receiving the other services.

Course Number: HIM 1253L	Implementation Term: 20111
Current Fee: \$ 0	New Fee: \$ 39.48
Projected Annual Collegewide Course Enrollment:	(30)

Annual College-wide Course Cost: *(Supporting documentation required: i.e. site license agreement, service contract, etc.)*

\$		Lab Supplies-expendables	<i>(Supplies: List type(s))</i>
\$		Lab support personnel	<i>(P/T only)</i>
\$		Equipment	<i>(List)</i>
\$		Laboratory equipment repair	<i>(List)</i>
\$		Laboratory software	<i>(List)</i>
\$	2369	Service contracts/licenses	<i>(List)</i> <i>3M Software License</i>
\$		Standardized tests	<i>(List)</i>
\$	3	Other	<i>(List)</i> 3
\$		Other	<i>(List)</i>
\$	2369	Total Cost	
\$	39.48	Cost per Student	<i>(Total Cost divided by Projected Annual College-wide Course Enrollment)</i>

Proposed Course Fee: \$ 59.48

Remarks: There are a total maximum of 60 students in the program who will use the 3M system per year but only a maximum of 30 students per course.

Note: By endorsing and recommending the curriculum proposal for which this course special fee is a part, Associate Deans,, Academic Deans, and Provosts are certifying that this course special fee is for the materials used in this course and is used for students enrolled in the course.

E-acknowledgements from campus administration personnel must state the above 'Proposed Course Fee' amount and campus approval of the fee. Originator/presenter is responsible for all appropriate e-approvals endorsing this course fee being submitted to Curriculum Services by the proposal submission deadline.

Check Placement Score?: No Yes

Degree Type (Mark all that apply): A.A. A.S. A.A.S. T.C.

(Indicate groupings, if more than one. Please use an additional sheet, if necessary.)

A.T.C. V.C.(PSAV) A.T.D.

Course Description (Max 750 characters): This lab course provides HIM students an opportunity to apply basic concepts and techniques for ICD-9-CM coding using actual patient records and simulated patient records; both paper and electronic format from different treatment venues. Students will be guided through the practice coding by an experienced coding instructor with a detail analysis of correct coding technique. Students will be able to assess their own level of proficiency and access assistance in areas of identified coding weaknesses. Students will be introduced to encoding systems: 3M and QuadraMed.

Name of Faculty Contact / Telephone Number: Cbungard X 2084

Date: 10/7/09 mm/dd/yy



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010 **NEXT REVIEW:** 2014-2015 **STATUS:** A

COURSE TITLE: Coding II Lab

COMMON COURSE NUMBER: HIM 2232L

CREDIT HOURS: 1

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture: Lab: **32**
Clinic: Other:

PREREQUISITE(S): HIM 1253, HIM 1253L

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION:

This lab course provides HIM students an opportunity to apply basic concepts and techniques for ICD-9-CM and CPT/HCPCS coding using actual patient records and simulated patient records; both paper and electronic format from different treatment venues. Students will be guided through the practice coding by an experienced coding instructor with a detail analysis of correct coding technique. Students will be able to assess their own level of proficiency and access assistance in areas of identified coding weaknesses. Students will be introduced to encoding systems: 3M and QuadraMed.

UNIT TITLES

1. ICD-9-CM Diagnosis coding guided practice
2. CPT/HCPCS Procedural coding guided practice
3. Introduction to Machine Coding: Encoders using CPT Codes

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Assigned coding exercises – students will be expected to obtain a 70% or higher coding accuracy to successfully pass this lab course.

***** Complete the following only if course is seeking general education status *****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the

Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

Common Course Number: HIM 2232L

UNITS

Unit 1 ICD-9-CM Diagnosis coding guided practice

General Outcome:

1.0 The student shall be able to accurately assign ICD-9-CM diagnosis codes.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

1.1 Identify primary and secondary diagnoses in a patient record.

1.2 Assign accurate ICD diagnosis codes.

1.3 Demonstrate a 70% or higher accuracy coding rate.

Common Course Number: HIM 2232L

Unit 2 CPT/HCPCS Procedural coding guided practice

General Outcome:

2.0 The student shall be able to accurately assign CPT/HCPCS procedure codes

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Identify and sequence procedures in a patient record.
- 2.2 Assign accurate CPT/HCPCS procedure codes.
- 2.3 Demonstrate a 70% or higher accuracy coding rate.

Common Course Number: HIM 2232L

Unit 3 Introduction to Machine Coding: 3M and QuadraMed Encoders

General Outcome:

3.0 The student shall have a working knowledge of Encoders and DRG Groupers.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Discuss machine coding versus manual coding.
- 3.2 Demonstrate a basic working knowledge of 3M and QuadraMed Encoders.
 - 3.2.1 Utilize the resource tools in the encoder.
- 3.3 Introduced to PPS system and the encoder.
 - 3.3.1 Assign MS-DRG and APC and etc using encoder.
- 3.4 Demonstrate a 70% or higher accuracy rate using the encoder.



COURSE SPECIAL FEE FORM

Please use the "Tab" key to maneuver between fields. Thank you

As stated in State Board Rule 6A-14.054, Student Fees, each Board of Trustees may establish fees for courses and other instructional and non-instructional services that incur unusual costs. Such fees shall not exceed the estimated unusual costs, and shall not be charged to students not in the courses or to persons or agencies not receiving the other services.

Course Number: HIM 2232L	Implementation Term: 20111
Current Fee: \$ 0	New Fee: \$ 39.48
Projected Annual Collegewide Course Enrollment:	(30)

Annual College-wide Course Cost: *(Supporting documentation required: i.e. site license agreement, service contract, etc.)*

\$		Lab Supplies-expendables	<i>(Supplies: List type(s))</i>
\$		Lab support personnel	<i>(P/T only)</i>
\$		Equipment	<i>(List)</i>
\$		Laboratory equipment repair	<i>(List)</i>
\$		Laboratory software	<i>(List)</i>
\$	2369	Service contracts/licenses	<i>(List)</i> 3M Software License
\$		Standardized tests	<i>(List)</i>
\$		Other	<i>(List)</i>
\$		Other	<i>(List)</i>
\$	2369	Total Cost	
\$	39.48	Cost per Student	<i>(Total Cost divided by Projected Annual College-wide Course Enrollment)</i>

Proposed Course Fee: \$ 39.48

Remarks: There are a total maximum of 60 students in the program who will use the 3M system per year but only a maximum of 30 students per course.

Note: By endorsing and recommending the curriculum proposal for which this course special fee is a part, Associate Deans,, Academic Deans, and Provosts are certifying that this course special fee is for the materials used in this course and is used for students enrolled in the course.

E-acknowledgements from campus administration personnel must state the above 'Proposed Course Fee' amount and campus approval of the fee. Originator/presenter is responsible for all appropriate e-approvals endorsing this course fee being submitted to Curriculum Services by the proposal submission deadline.

PERMANENT COURSE INFORMATION (PCI)

This page for *NEW COURSES* only

Please use the "Tab" key to maneuver between fields.

* Details on page 3 (directions).

ICS Number:

Discipline ID:

State Org. Number:

TO BE COMPLETED BY CURRICULUM SERVICES OFFICE

Part I: New Course Only (Complete page 1 only ; New = no academic history at BCC) Today's Date: 10/7/09 mm/dd/yy

Instructional Unit / Department: Health Sciences/Health Information Management **Discipline:** Health Information Management

***Course ID:** HIM 2232L **Effective Term:** 20111 **One Term Only:** No Yes If yes, ending term: _____

Title: Coding 2 Lab

Short Title (Max 14 characters): Coding 2 Lab ***Course Type:** 02 **Print Class Roll?:** No Yes

College Credit Hrs: 1.00 **Total Clock Hrs** (Voc. Crd. Crs. only): _____ **Vocational Credit Hrs:** _____ **CEU Credit:** _____

***Contact Hr Breakdown:** Lecture _____ Lab 32.00 Clinic _____ Other _____ **Load Value** (Instructor Contact Hrs): _____

Type of Credit: College College Prep Vocational (PSAV) Vocational Prep **Honors Course:** No Yes

*Fee Type (letter/#)	Amount	Description
L	39.48	3M annual licensure fees

Will the course be an A.A. elective?
No Yes

***Subject Area:** HIM ***Resp. Div./Dept.:** PHT HEIM ***Earned Credit:** _ ***Grading Method:** AU

***Gordon Rule Course:** No Yes If yes, number of words: _____ *** Frequency Offered:** __ , __ , __

***General Education Requirement** (Mark all that apply):
 Communications __ Math __ Social Sciences __
 Humanities __ Natural Sciences __

***Special Designator(s):** __, __, __, __, __, __, __, __, __, __, __, __, __, __, __

Pre-/Co- Crs ID	* Pre-/Co- Ind <small>P=Pre; C=Co; B=Both</small>	Min Grd
HIM 1253	P	C
HIM 1253L	P	C
HIM 2232	C	C

Check Placement Score?: No Yes

Degree Type (Mark all that apply): A.A. A.S. A.A.S. T.C.

(Indicate groupings, if more than one. Please use an additional sheet, if necessary.)

A.T.C. V.C.(PSAV) A.T.D.

Course Description (Max 750 characters): This lab course provides HIM students an opportunity to apply basic concepts and techniques for ICD-9-CM and CPT coding using actual patient records and simulated patient records; both paper and electronic format from different treatment venues. Students will be guided through the practice coding by an experienced coding instructor with a detail analysis of correct coding technique. Students will be able to assess their own level of proficiency and access assistance in areas of identified coding weaknesses. Students will be introduced to encoding systems: 3M and QuadraMed.

Name of Faculty Contact / Telephone Number: Cbungard X 2084

Date: 10/7/09 mm/dd/yy



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-20101 **NEXT REVIEW:** 2014-2015 **STATUS:** A

COURSE TITLE: Survey of Human Structure

COMMON COURSE NUMBER: HIM 1453

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture: 48
Clinic:

Lab:
Other:

PREREQUISITE(S): HCS 1531

COREQUISITE(S): HIM 1435

PRE/COREQUISITE(S):

COURSE DESCRIPTION:

A one-semester lecture/laboratory general survey course covering structure and function of the human body designed for health information/informatics management students. This course will prepare the student for the Pathophysiology course; the study of disease processes, related pharmacology and diagnostic services. A systems approach will be used to cover general principles and terminology. Laboratory activities are integrated with the lecture.

UNIT TITLES

- | | |
|----------------------------------------------|------------------------------------|
| 1. Organization and General Plan of the Body | 7. Nervous System and the Senses |
| 2. Skeletal System | 8. Cardiovascular System and Blood |
| 3. Muscular System | 9. Respiratory System |
| 4. Integumentary System | 10. Gastrointestinal System |
| 5. Endocrine System | 11. Urinary System |
| 6. Lymphatic System and Immunity | 12. Reproductive System |

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Assessment includes examinations, assignments, lab activities and presentations.

***** Complete the following only if course is seeking general education status *****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

* General Education Competencies and Skills endorsed by '05-'06 General Education Task Force

Common Course Number: HIM 1453

UNITS

Unit 1 Organization and General Plan of the Body

General Outcome:

1.0 The student shall be able to describe the anatomic and physiologic organization of the body using appropriate terminology.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Define medical terminology used in the study of anatomy and physiology.
- 1.2 Describe the process of homeostasis.
- 1.3 Identify and describe the anatomical divisions and planes of the body.
- 1.4 Identify the parts of a cell and discuss organelle functions.
- 1.5 Describe the process of cellular mitosis.
- 1.6 Differentiate between bacteria, viruses, fungi, and protozoa.
- 1.7 Explain the relationship between cells, tissues, organs, and body systems.
- 1.8 List and describe the body tissue types.
- 1.9 List and describe the main functions of the body systems.

Common Course Number: HIM 1453

Unit 2 Skeletal System

General Outcome:

2.0 The student shall be able to describe the skeletal system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Describe the structure of bone.
- 2.2 Explain the functions of the skeletal system.
- 2.3 Identify and locate various bones.
- 2.4 Differentiate between bone, cartilage, ligaments, and tendons.
- 2.5 Describe the various types of joints and their associated movements.
- 2.6 Discuss common diseases and disorders of the skeletal system.

Common Course Number: HIM 1453

Unit 3 Muscular System

General Outcome:

3.0 The student shall be able to describe the muscular system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Describe the structure of muscle.
- 3.2 Explain the functions of the muscular system.
- 3.3 Identify and locate various muscles, tendons, and ligaments.
- 3.4 Identify various muscle types and movements.
- 3.5 Describe chemical activities required for muscle movement.

Common Course Number: HIM 1453

Unit 4 Integumentary System

General Outcome:

4.0 The student shall be able to describe the integumentary system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Describe the structure of skin.
- 4.2 Explain the functions of the integumentary system.
- 4.3 Identify and locate various skin structures.
- 4.4 Describe growth of hair and nails.
- 4.5 Explain how the body regulates temperature through the skin.
- 4.6 Discuss common diseases and disorders of the integumentary system.

Common Course Number: HIM 1453

Unit 5 Endocrine System General Outcome:

5.0 The student shall be able to describe the endocrine system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Describe the structure of endocrine organs and glands.
- 5.2 Explain the functions of the endocrine system.
- 5.3 Identify and locate various endocrine organs and glands.
- 5.4 Describe the purpose and effects of hormones.
- 5.5 Discuss common diseases and disorders of the endocrine system.

Common Course Number: HIM 1453

Unit 6 Lymphatic System and Immunity

General Outcome:

6.0 The student shall be able to describe the lymphatic system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Describe the structure of lymphatic tissue.
- 6.2 Explain the functions of the lymphatic system.
- 6.3 Identify and locate lymph vessels, glands, organs, nodes and nodules.
- 6.4 Describe the role of blood cells in immunity.
- 6.5 Compare and contrast the different types of immunity.
- 6.6 Discuss common diseases and disorders of the lymphatic system.

Common Course Number: HIM 1453

Unit 7 Nervous System and the Senses General Outcome:

7.0 The student shall be able to describe the nervous system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Describe the structure of nerves and nerve tissue.
- 7.2 Explain the functions of the nervous system.
- 7.3 Identify and locate components of the nervous system.
- 7.4 Differentiate between the central and peripheral nervous systems.
- 7.5 Describe the structure and functions of the eye and ear.
- 7.6 Explain the processes of taste, smell, and touch.
- 7.7 Discuss common diseases and disorders of the nervous system, eyes, and ears.

Common Course Number: HIM 1453

Unit 8 Cardiovascular System and Blood General Outcome:

8.0 The student shall be able to describe the cardiovascular system, and blood, their related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 Describe the structure of the heart and blood vessels.
- 8.2 Explain the functions of the cardiovascular system.
- 8.3 Identify and locate components of the cardiovascular system.
- 8.4 List the major components of blood and its associated functions.
- 8.5 Discuss the methods and importance of blood typing.
- 8.6 Explain the process of blood clotting.

Common Course Number: HIM 1453

Unit 9 Respiratory System General Outcome:

9.0 The student shall be able to describe the respiratory system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1 Describe the structure of the lungs and associated respiratory structures.
- 9.2 Explain the functions of the respiratory system.
- 9.3 Identify and locate components of the respiratory system.
- 9.4 Differentiate between respiration and ventilation.
- 9.5 Discuss common diseases and disorders of the respiratory system.

Common Course Number: HIM 1453

Unit 10 Gastrointestinal System General Outcome:

10.0 The student shall be able to describe the gastrointestinal system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 10.1 Describe the structure of the organs of the gastrointestinal system.
- 10.2 Explain the functions of the gastrointestinal system.
- 10.3 Identify and locate components of the gastrointestinal system.
- 10.4 Differentiate between the various types of digestion.
- 10.5 Describe the movement of food/liquid through the gastrointestinal tract.
- 10.6 Discuss common diseases and disorders of the gastrointestinal system.

Common Course Number: HIM 1453

Unit 11 Urinary System General Outcome:

11.0 The student shall be able to describe the urinary system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 11.1 Describe the structure of the organs of the urinary system.
- 11.2 Explain the functions of the urinary system.
- 11.3 Identify and locate components of the urinary system.
- 11.4 Describe the components and characteristics of urine.
- 11.5 Discuss common diseases and disorders of the urinary system.

Common Course Number: HIM 1453

Unit 12 Reproductive System General Outcome:

12.0 The student shall be able to describe the reproductive system, its related functions, and associated pathologies.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able o:

- 12.1 Describe the structure of the organs of the male and female reproductive systems.
- 12.2 Explain the functions of the male and female reproductive systems.
- 12.3 Identify and locate components of the male and female reproductive systems.
- 12.4 Differentiate between mitosis and meiosis.
- 12.5 Describe the phases of the menstrual cycle.
- 12.6 Describe the stages of labor and delivery.
- 12.7 Discuss common diseases and disorders of the male and female reproductive systems.

Check Placement Score?: No Yes

Degree Type (Mark all that apply): A.A. A.S. A.A.S. T.C.

(Indicate groupings, if more than one. Please use an additional sheet, if necessary.)

A.T.C. V.C.(PSAV) A.T.D.

Course Description (Max 750 characters): A one-semester lecture/laboratory general survey course covering structure and function of the human body designed for health information/informatics management students. This course will prepare the student for the Pathophysiology course; the study of disease processes, related pharmacology and diagnostic services. A systems approach will be used to cover general principles and terminology. Laboratory activities are integrated with the lecture.

Name of Faculty Contact / Telephone Number: Charlee Bumgardner X2084

Date: 9/9/09 mm/dd/yy

pci-05-06 5/05

LAST REVIEW: 2006 - 2007 NEXT REVIEW: 2011-2012 STATUS: A

COURSE TITLE: ~~Coding: Beginning~~ Coding I

COMMON COURSE NUMBER: HIM 1253

CREDIT HOURS: ~~4~~ 3

CONTACT HOUR BREAKDOWN

CLOCK HOURS: 0

Lecture: 64 48 Lab: 0
Clinic: 0 Other: 0PREREQUISITE(S): ~~HIM 1436, BSC 1086, BSC 1086L~~ HIM 1435, HIM 1453COREQUISITE(S): ~~HIM 1260~~ HIM 1253L

PRE/COREQUISITE(S): None

COURSE DESCRIPTION:

This ~~beginning~~ coding course is designed to provide an introduction into basic ICD coding and coding guidelines. The course will focus on defining basic coding definitions, review of coding guidelines, introduction to billing methodology and application of codes to specific basic coding assignments using ICD, ~~CPT, and HCPCS~~. This class will be taken in conjunction with the Coding I Lab course; HIM 1253L.

UNIT TITLES

Unit 1 Introduction to ICD-9-CM, ~~CPT and HCPCS~~Unit 2 Procedures in ICD-9-CM & ~~E/M coding~~Unit 3 Introduction to PPS, ~~UHDDS & E/M coding continued~~

Unit 4 Infection & Parasitic Diseases

Unit 5 Neoplasms, General Surgery I.

Unit 6 Endocrine, Nutritional & Metabolic Diseases & Immunity Disorders, General Surgery I

Unit 7 Diseases of the Blood & Blood-forming Organs, General Surgery I

Unit 8 Mental Disorders

Common Course Number: HIM 1253

UNIT TITLES continued

Unit 9 Diseases of Nervous System & Sense Organs, General Surgery II .

Unit 10 Diseases of Circulatory System,

Unit 11 Diseases of Respiratory System,

Unit 12 Diseases of Digestive System, Pathology & Lab .

Unit 13 Genitourinary, Female, Maternity & Delivery

Unit 14 Complications Pregnancy, Childbirth & Puerperium, Congenital Anomalies

Unit 15 Skin & Subcutaneous tissue

Unit 16 Musculoskeletal & Connective Tissue

Unit 17 Congenital anomalies

Unit 18 Signs, Symptoms & Ill-defined conditions

Unit 19 Injury & Poisoning I, Radiology .

Unit 20 Injury & Poisoning II

Unit 21 Supplementary Classifications—E codes, Medicine & Level II codes

Unit 22 Late Effects

Unit 23 Supplementary Classifications—V codes, Anesthesia & Modifiers

Unit 24 ICD-10-CM and ICD-10-PCS Review

UNITS

Unit 1: Introduction to ICD-9-CM, ~~CPT~~ and ~~HCPCS~~

General Outcomes:

1.0 The student shall understand the purpose of the ICD-9-CM ~~and CPT Manuals~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Define “What is Coding”?
- 1.2 Explain that ICD-9-CM ~~and HCPCS are~~ is a classification system and reimbursement tool.
~~1.2.1—Understand the Categories of CPT Coding~~
- 1.3 Understand what a Tabular List is and explain its importance.
- 1.4 Understand what Alphabetical Index is and explain its importance.
- 1.5 Understand that ICD-9-CM, ~~CPT~~ and ~~HCPCS~~ have coding conventions
- 1.6 Identify that the Medical Record as a Source Document and explain how its used
- 1.7 Introduced to basic coding steps of ICD-9-CM, ~~CPT~~ and ~~HCPCS~~-Coding
- 1.8 Introduced to the basic coding guidelines
- 1.9 Understand Instructional Notations, Inclusions, Exclusions, Punctuations
- 1.10 Introduced to the AHIMA Code of Ethics for Coding

Common Course Number: HIM 1253

UNITS

Unit 2: Procedures in ICD-9-CM and ~~CPT E/M Coding~~

General Outcomes:

2.0 The student shall understand and demonstrate knowledge of the basic concepts and procedural coding principles of ICD-9-CM, ~~CPT/HCPCS~~ in various settings.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Identify Coding Guidelines for Operations & Procedures in ICD-9-CM and ~~CPT~~
- 2.2 Understand Tabular List Format
- 2.3 Use the Alphabetic Index to locate procedures, studies, tests, operations, surgeries, therapies
- 2.4 Use ICD-9-CM Conventions in Volume 3
- 2.5 Review guidelines Selection of Principles & Secondary Procedure Codes
- ~~2.6 Understand Principles of CPT E/M Coding~~
- 2.7 Understand what Modifiers are and why they are used

Common Course Number: HIM 1253

Unit 3: Introduction to PPS, UHDDS & E/M coding continued

General Outcomes:

3.0 The student shall be introduced to the different types of coding methodologies & payment systems

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

3.1 Define UHDDS

3.2 Explain the differences between Uniform Bill ~~92 (UB-92)~~ 04 (UB04) and CMS 1500

3.3 Selection of the Principal Diagnosis

3.4 Utilize ICD-9-CM Official Coding Guidelines for Coding and Reporting

3.5 Code reporting of Additional Diagnoses

3.6 Use UHDDS for Reporting Procedures

3.7 Explain Prospective Payment System (PPS)

3.8 Explain Quality Improvement Organizations (QIOs)

3.9 Define *Coding for Medical Necessity*

3.10 Explain the relationship of UHDDS to Outpatient Reporting

3.11 Explain Ethical Coding and Reporting

Common Course Number: HIM 1253

Unit 4: Infection & Parasitic Diseases

General Outcomes:

4.0 The student shall be introduced to ICD-9-CM Unit1, Infectious and Parasitic Diseases (001-139).

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

4.1 Understand how Unit1 is subdivided into categories and sections.

4.2 Identify Coding Guidelines for Septicemia, Systemic Inflammatory Response Syndrome (SIRS), Sepsis, Severe Sepsis and Septic Shock

4.3 Understand coding of Late Effects for Infection & Parasitic Diseases

4.4 Understand Coding Guidelines for HIV Disease

4.5 Demonstrate the ability to code to basic conditions and diagnoses (001-139) using ICD-9-CM.

Common Course Number: HIM 1253

Unit 5: Neoplasms, General Surgery I HCPCs

General Outcomes:

5.0 The student shall be introduced to ICD-9-CM Unit2, Neoplasms (140-239) and begin introduction to General Surgery I HCPCs.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Understand Coding Guidelines for Neoplasms
- 5.2 Review and understand Neoplasm Behaviors
 - 5.2.1 Neoplasm Table
 - 5.2.2 Morphology
 - 5.2.3 Determination of Primary Sites
- 5.3 Understand Coding Guidelines for V Codes and how to use V Codes to report treatment encounters
- 5.4 Define the Asterisk (*)
- 5.5 Explain Primary Site Classification
- 5.6 Understand Classification of Secondary Sites
- 5.7 Understand and review the format and codes of
 - 5.7.1 The Male Genital System
 - 5.7.2 The Urinary System
 - 5.7.3 The Digestive System
 - 5.7.4 The Mediastinum/Diaphragm subsection
- 5.8 Demonstrate the ability to code to basic conditions and diagnoses (140-239) using ICD-9-CM.

Common Course Number: HIM 1253

Unit 6: Endocrine, Nutritional & Metabolic Diseases & Immunity Disorders and continue General Surgery I HCPCs

General Outcomes:

6.0 The student shall be introduced to ICD-9-CM Unit3, Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders (240-279) and continue working with General Surgery I HCPCs.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Identify the subdivisions of ICD-9-CM codes (240-279).
- 6.2 Understand the coding instructions related to diabetes and to fluid, electrolyte and acid base imbalance.
- 6.3 Acknowledge the critical impact of Fifth-digit sub-classifications
- 6.4 Acknowledge coding of complications and manifestations
- 6.5 Understand and review the format and codes of
 - 6.5.1 The Male Genital System
 - 6.5.2 The Urinary System
 - 6.5.3 The Digestive System
 - 6.5.4 The Mediastinum/Diaphragm subsection
- 6.6 Demonstrate the ability to code to basic conditions and diagnoses (240-279) ICD-9-CM.

Common Course Number: HIM 1253

Unit 7: Diseases of the Blood & Blood-forming Organs and complete General Surgery I
~~HCPCs~~

General Outcomes:

7.0 The student shall be introduced to ICD-9-CM Unit4, Diseases of the Blood and Blood Forming Organs (280-289) and complete work on General Surgery I ~~HCPCs~~.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Demonstrate the ability to code basic male genital, urinary, digestive and mediastinum/diaphragm services with ICD-9-CM ~~and HCPCs~~.
- 7.2 Define and code different types of Anemias
- 7.3 Define and code Coagulation Defects
- 7.4 Define and code Puerpura and other Hemorrhagic Conditions
- 7.5 Define and code White Blood Cell Diseases
- 7.6 Understand when to use NEC and NOS codes for other Blood and Blood-forming Diseases
- 7.7 Demonstrate the ability to code to basic conditions and diagnoses (280-289) using ICD-9-CM.

Common Course Number: HIM 1253

Unit 8: Mental Disorders

General Outcomes:

8.0 The student shall be introduced to ICD-9-CM Unit5, Mental Disorders (290-319) and acknowledge DSM-IV-TR.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 Explain the differences between DSM-IV-TR and ICD-9-CM
- 8.2 Explain the importance of Updating Coding Descriptions
- 8.3 Define Alcoholism and Alcohol Abuse
- 8.4 Define Drug Dependence and Drug Abuse
- 8.5 Define Principle Diagnosis Selection for Patients admitted for Substance Dependency
- 8.6 Demonstrate the ability to code therapies for substance dependence
- 8.7 Demonstrate the ability to code basic conditions and diagnoses (290-319) with ICD-9-CM.

Common Course Number: HIM 1253

Unit 9: Diseases of Nervous System & Sense Organs, General Surgery II ~~HCPCs~~

General Outcomes:

9.0 The student shall be introduced to ICD-9-CM Unit6, Diseases of the Nervous System and Sense Organs (320-389) and begin work on General Surgery II ~~HCPCs~~.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1 Understand inflammatory conditions and coding for the central nervous system, eye and ocular adnexa, ear and mastoid process.
- 9.2 Demonstrate the ability to code to conditions and diagnoses ICD-9-CM (320-389).
- 9.3 Review and understand subsection format for:
 - 9.3.1 Hemic and Lymphatic Systems
 - 9.3.2 Endocrine System
 - 9.3.3 Nervous System
 - 9.3.4 Auditory system
 - 9.3.5 Eye and Ocular Adnexa
- 9.4 Demonstrate the ability to code basic hemic, lymphatic, endocrine, nervous, auditory, eye and ocular adnexa services using ICD-9-CM ~~and HCPCs~~.

Common Course Number: HIM 1253

Unit 10: Diseases of Circulatory System, ICD-9-CM, ~~CPT~~ and ~~HCPCs~~

General Outcomes:

10.0 The student shall be introduced to ICD-9-CM Unit7, Diseases of the Circulatory System (390-459) ~~and HCPCs~~.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 10.1 Define Hypertension and understand the official coding guidelines for Hypertension.
- 10.2 Utilize the Hypertension Table in Alphabetic Index.
- 10.3 Identify the difference between an Acute MI and an Old MI injury and code the conditions accordingly.
- 10.4 Understand the sequencing of Angina and Coronary Disease.
- 10.5 Understand the difference in coding Acute Cerebrovascular Accident and Late Effects of Cerebrovascular Disease.
- 10.6 Understand procedural coding for Cardiovascular services verses Cerebrovascular services.
 - 10.6.1 Diagnostic
 - 10.6.2 Surgical Procedures
- 10.7 Define Coding Format for Pacemakers
- 10.8 Demonstrate ability to code basic conditions, diagnoses and procedures with ICD-9-CM ~~and HCPCs~~ for (390-459).

Common Course Number: HIM 1253

Unit 11: Diseases of Respiratory System, ICD-9-CM, ~~CPT~~ and ~~HCPCs~~

General Outcomes:

11.0 The student shall be introduced to ICD-9-CM Unit8, Diseases of the Respiratory System (460-519) ~~and HCPCs.~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

11.1 Understand differences between acute and chronic conditions.

11.2 Understand coding and sequencing of acute respiratory failure.

11.3 Understand endoscopic procedures

11.4 Demonstrate ability to code basic conditions, diseases and procedures using ICD-9-CM ~~and HCPCs~~ (460-519),

Common Course Number: HIM 1253

Unit 12: Diseases of Digestive System, Pathology & Laboratory .

General Outcomes:

12.0 The student shall be introduced to ICD-9-CM Unit9, Diseases of the Digestive System (520-579) ~~and HCPCs.~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

12.1 Understand coding and sequencing requirements for the digestive system

12.2 Understand coding and sequencing requirements for gastrointestinal procedures.

12.3 Demonstrate ability to coding basic conditions, diseases, and procedures (520-579) using ICD-9-CM ~~and HCPCs~~

12.4 Explain the format and understand coding guidelines for Pathology and Laboratory section

12.5 Demonstrate an understanding of Pathology and Laboratory terminology

12.6 Understand the use of venipuncture with Pathology and Laboratory services

12.7 Define a facility indicator

~~12.8 Demonstrate ability to code basic pathology and Laboratory services using HCPCs.~~

Common Course Number: HIM 1253

Unit 13: Genitourinary

General Outcomes:

13.0 The student shall be introduced to ICD-9-CM Unit10, Diseases of the Genitourinary System (580-629), ~~and HCPCs.~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

13.1 Understand genitourinary tract conditions

13.2 Understand disorders of female genital tract

13.3 Demonstrate ability to coding basic conditions, diseases and procedures (580-629) with ICD-9-CM ~~and HCPCs.~~

Common Course Number: HIM 1253

Unit 14: Complications of Pregnancy, Childbirth & Puerperium, Congenital Anomalies

General Outcomes:

14.0 The student shall be introduced to ICD-9-CM Unit11, Complications of Pregnancy, Childbirth and the Puerperium (630-677), ~~and HCPCs.~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 14.1 Understand the Tabular List for Pregnancy, Childbirth and the Puerperium.
- 14.2 Understand the different types of abortions and the impact of the Fifth-digit sub-classification.
- 14.3 Understand complications codes
 - 14.3.1 Associated with Abortion
 - 14.3.2 Non-obstetrical
 - 14.3.3 Obstetrical
 - 14.3.4 Labor and Delivery
- 14.4 Understand classifications of Pregnancy
- 14.5 Understand guidelines for sequencing codes related to pregnancy
- 14.6 Understand with to use V codes with delivery codes
- 14.7 Understand the stages of Labor and Delivery
- 14.8 Understand classifications of obstetrical procedures
- 14.9 Demonstrate ability to code basic conditions, diagnoses and procedures (630-677) using ICD-9-CM ~~and HCPCs~~

Common Course Number: HIM 1253

Unit 15: Skin & Subcutaneous tissue, ICD-9-CM, CPT and HCPCs

General Outcomes:

15.0 The student shall be introduced to ICD-9-CM Unit12, Diseases of the Skin and Subcutaneous (680-709), and HCPCs.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

15.1 Identify the elements of coding Skin, Subcutaneous and Accessory Structures services

15.2 Identify the major factors in wound repair

15.3 Distinguish between professional and technical service components

15.4 Acknowledge surgical tray and when to code for it

15.5 Demonstrate ability to code basic conditions, diseases and services (680-709) using ICD-9-CM and HCPCs.

Common Course Number: HIM 1253

Unit 16: Musculoskeletal & Connective Tissue, ICD-9-CM, ~~CPT and HCPCs~~

General Outcomes:

16.0 The student shall be introduced to ICD-9-CM Unit13, Diseases of the Musculoskeletal System and Connective Tissue (710-739), ~~and HCPCs.~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 16.1 Differentiate among fractures and fracture treatment types
- 16.2 Understand types of traction
- 16.3 Understand elements of arthroscopic procedures
- 16.4 Analyze cast application and strapping procedures
- 16.5 Under the term DME
- 16.6 Demonstrate ability to code basic conditions, diseases and services for (710-739) with ICD-9-CM ~~and HCPCs.~~

Common Course Number: HIM 1253

Unit 17: Congenital Anomalies and Certain Conditions Originating in the Perinatal Period

General Outcomes:

17.0 The student shall be introduced to ICD-9-CM Unit14, Congenital Anomalies (740-759), associated V Codes, Unit15, Certain Conditions Originating in the Perinatal Period (760-779) ~~and HCPCs.~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

17.1 Understand when and how to use the Infant Coding Guidelines

17.2 Define Principle versus Additional Diagnosis

17.3 Understand the Tabular List for Certain Conditions Originating in the Perinatal Period

17.3.1 Maternal Causes of Perinatal Morbidity and Mortality

17.3.2 Other Conditions Originating in the Perinatal Period

17.4 Demonstrate the ability to code basic conditions, diseases and services for (740-779) using ICD-9-CM ~~and HCPCs~~

Common Course Number: HIM 1253

Unit 18: Signs, Symptoms & Ill-defined conditions

General Outcomes:

18.0 The student shall be introduced to ICD-9-CM Unit16, Symptoms, Signs and Ill-Defined Conditions (780-799), ~~and HCPCs.~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 18.1 Know when to use a code from ICD-9-CM Unit16.
- 18.2 Understand what is a Nonspecific Abnormal Finding.
- 18.3 Understand when to use signs and symptoms as Principle Diagnosis for Inpatient Encounter
 - 18.3.1 Inpatient Coding Guidelines
- 18.4 Understand how to code “probable, suspected, questionable, rule out or working diagnosis” for Outpatient Encounters: Outpatient Coding Guidelines
- 18.5 Demonstrate ability for coding basic conditions, diagnoses and services for (780-799) using ICD-9-CM.

Common Course Number: HIM 1253

Unit 19: Injury & Poisoning I, Radiology .

General Outcomes:

19.0 The student shall be introduced to ICD-9-CM Unit17, Injury and Poisoning I (800-999) and Radiology, ~~and HCPCs.~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 19.1 Understand the Unitformat and structure of injuries.
- 19.2 Understand the main terms for injuries
- 19.3 Define “closed” and “open” as describing injuries
 - 19.3.1 Wound, Fracture and Dislocations
- 19.4 Define Sprain from a Strain
- 19.5 Know to include additional codes to identify infections
- 19.6 Describe burn classifications
- 19.7 Understand the Guidelines for Coding burns and Encounters for Late Effects of Burns
- 19.8 Describe when to code debridement of wounds, infections and burns
- 19.9 Understand sequencing of multiple injury codes
- 19.10 Understand effects of Foreign Body codes
- 19.11 Demonstrate ability to code basic conditions, diagnosis and services for (800-999) using ICD-9-CM ~~and HCPCs~~
- 19.12 Demonstrate an understanding of Radiology terminology
 - 19.12.1 Radiological Planes
 - 19.12.2 Procedures: Fluoroscopy, MRI, CT, MRA, CAT, Tomography, Biometry
- 19.13 Define differences between Professional, Technical and Global services.
- 19.14 Know when to use Modifier -52.

Common Course Number: HIM 1253

Unit 19: Injury & Poisoning I, Radiology .continued

19.15 Acknowledge coding for Radiation Oncology

19.16 Demonstrate ability to code basic radiological procedures and services using ICD-9-CM and HCPCs.

Common Course Number: HIM 1253

Unit 20: Injury & Poisoning II

General Outcomes:

20.0 The student shall be introduced to ICD-9-CM Unit17, Injury and Poisoning II (800-999) ~~and HCPCs.~~

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 20.1 Describe the section format for Unit17 is divided between Injuries and Poisoning
- 20.1 Differentiate between poisoning ad adverse effect or adverse reactions to substances.
- 20.2 Use the Table of Drugs and Chemicals
- 20.3 Know how to use Instructions for Coding Adverse Effects
- 20.4 Know how to use Instructions for Coding Unspecified Adverse Effects of Drugs
- 20.5 Know how to use Instructions for Coding Poisonings
- 20.6 Know when to use E Codes
- 20.7 Know how to use Instructions for Coding Complications
- 20.8 Demonstrate ability to code Adverse Effect, Adverse Reaction and Poisoning using ICD-9-CM.

Unit 21: Supplementary Classifications—E codes, Medicine & Level II codes .

General Outcomes:

21.0 The student shall be introduced to ICD-9-CM Supplementary Classifications – E Codes (E800-E999) and Level II HCPCs.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 21.1 Identify External Cause Codes for Injury and Poisoning
- 21.2 Know when E Codes are optional and when they are required
- 21.3 Use Coding Guidelines for Late Effects of External Causes
- 21.4 Understand the benefit of using E Codes
- 21.5 Demonstrate ability in basic coding of E Codes using ICD-9-CM.

Unit 22: Late Effects

General Outcomes:

22.0 The student shall be introduced to Late Effects.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

22.1 Define Late Effect

22.2 Understand the sequencing of Late Effect coding

22.3 Utilize late effect terminology correctly

22.4 Understand passage of time as related to Late Effect coding

22.5 Demonstrate ability to apply Late Effect coding using ICD-9-CM.

Common Course Number: HIM 1253

Unit 23: Supplementary Classifications—V codes, Anesthesia & Modifiers .

General Outcomes:

23.0 The student shall be introduced to Supplementary Classifications – V Codes (V01-V84) Anesthesia Codes and Modifiers (HCPCs).

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

23.1 Use main terms leading to V Codes

23.2 Know when to use V Codes for Aftercare services

23.3 Know when to use V Codes related to health services defined as “other circumstances”

23.4 Demonstrate ability to use V Codes following coding guidelines with ICD-9-CM.

23.5 Define types of Anesthesia

23.6 Understand Anesthesia Formula

~~23.7—Recognize HCPCs modifiers~~

23.8 Understand the purpose of modifiers

~~23.9—Demonstrate ability to basic code anesthesia services HCPCs.~~

~~23.10—Demonstrate ability to assign basic modifiers using HCPCs.~~

Common Course Number: HIM 1253

Unit 24: ICD-10-CM and ICD-10-PCS Review

General Outcomes:

24.0 The student shall be introduced to ICD-10-CM and ICD-10-PCS.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

24.1 Acknowledge the history and future trend of ICD-10-CM and ICD-10-PCS.

24.2 Explain what is GEM (General Equivalence Mapping) and how it's used

Objectives / Learning Outcome(s) / Major Topics: *Must submit revised course outline ... deletions with ~~striethrough~~, and additions in *color*.*

Name of Faculty Contact / Telephone Number: **Cbungardner X 2084**

Date: **10/7/09** mm/dd/yy



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010 **NEXT REVIEW:** 2014-2015 **STATUS:** A

COURSE TITLE: Coding II

COMMON COURSE NUMBER: HIM 2232

CREDIT HOURS: 2

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture: 32
Clinic:

Lab:
Other:

PREREQUISITE(S): HSC 1531, HIM 1253, HIM 1253L

COREQUISITE(S): HIM 2232L

PRE/COREQUISITE(S): None

COURSE DESCRIPTION:

This coding course is designed to build onto the HIM 1253 Coding I Course by enhancing the student's quality of coding and understanding of sequencing for ICD-9-CM. The student will be introduced to basic HCPCS levels I, II and III coding using both a manual system and an automated encoder. Introduction to DRG logic, APCs, RBRVS, PPS as well as Coding Guidelines for Hospital-Based Outpatient Services, Emergency Rooms, and Physician Offices and other reimbursement strategies will be researched and discussed. Different levels of HCPCS as well as outpatient reimbursement issues will be covered.

This course is designed to be taken in conjunction with the HIM 2232L Coding II Lab Course.

UNIT TITLES

1. Coding Overview
2. ICD-9 Coding Review
3. HCPCS Level II
4. CPT Coding System
 - a. Introduction to CPT Coding
 - b. Evaluation and Management
 - c. Anesthesia
 - d. Surgery I
 - e. Surgery II
 - f. Surgery III
 - g. Surgery IV
 - h. Surgery V
 - i. Radiology
 - j. Pathology and Laboratory
 - k. Medicine

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Assessment of Coding Assignments, Testing of Coding Conventions and Guidelines.

***** Complete the following only if course is seeking general education status *****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

* General Education Competencies and Skills endorsed by '05-'06 General Education Task Force

Common Course Number: HIM 2232

UNITS

Unit 1: Coding Overview

General Outcome:

1.0 The student shall gain an overall understanding of what is required of a professional coder.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Review and define key terms.
- 1.2 Review and discuss career options.
- 1.3 Review benefits of credentialing and association membership.
- 1.4 Review and clarify Coder's Code of Ethics.
- 1.5 Review and identify coding systems used for reimbursement.
- 1.6 Review and link the relationship of clinical record documentation quality to coding accuracy.

Common Course Number: HIM 2232

Unit 2: ICD-9 Review

General Outcome:

2.0 The student shall review basic ICD-9-CM coding guidelines in readiness to incorporate CPT coding.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

2.1 Review and define key terms.

2.2 Review and explain the organization of the ICD-9-CM Tabular List of Diseases, Index to Disease and Index to Procedures and Tabular List of Procedures.

2.3 Review, list and describe the official guidelines for coding and report ICD-9-CM codes.

2.4 Review and interpret ICD-9-CM guidelines for coding and reporting.

2.5 Apply guidelines for coding and reporting when assigning ICD-9-CM codes.

Common Course Number: HIM 2232

Unit 3: HCPCS Level II

General Outcome:

3.0 The student shall be able to discuss, explain and assign Level II HCPCS.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

3.1 Define key terms.

3.2 List the HCPCS levels and their components.

3.3 Assign HCPCS level II procedure and services codes for outpatient care.

3.4 Identify situations in which both HCPCS levels I and II codes are assigned.

3.5 Assign claims to primary Medicare Administrative Contractors (MACs) or durable medical equipment MACs according to HCPCS level II code number.

Common Course Number: HIM 2232

Unit 4: CPT Coding System

General Outcome:

4.0 The student shall: be able to discuss, explain and assign CPT HCPCS Level I codes.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

4.1 Evaluation and Management

4.1.1 Define key terms.

4.1.2 Explain the organization, format, and content of the CPT evaluation and management section.

4.1.3 Interpret CPT evaluation and management section guidelines, coding notes and modifiers.

4.1.4 Select CPT evaluation and management levels of service for documented patient care.

4.1.5 Assign CPT evaluation and management service codes for patient care.

4.1.6 Add CPT and/or HCPCS level II modifiers to codes as appropriate.

4.2 CPT Anesthesia

4.2.1 Define key terms.

4.2.2 Explain the organization, format, and content of the CPT anesthesia section.

4.2.3 Interpret CPT anesthesia section guidelines, coding notes and modifiers.

4.2.4 Assign CPT and/or HCPCS level II modifiers to codes as appropriate.

4.2.5 Calculate anesthesia fees

4.3 CPT Surgery I

4.3.1 Define key terms

4.3.2 Explain the organization, format, and content of the CPT surgery section

4.3.3 Interpret CPT surgery section guidelines and modifiers.

4.3.4 Interpret CPT surgery coding notes for the general and integumentary system subsections.

4.3.5 Assign CPT surgery codes from the general and integumentary system subsections.

4.3.6 Add CPT and/or HCPCS level II modifiers to codes as appropriate.

4.4 CPT Surgery II

- 4.4.1 Define key terms
- 4.4.2 Explain the organization, format, and content of the CPT surgery musculoskeletal system and respiratory system subsections.
- 4.4.3 Interpret CPT surgery coding notes for the musculoskeletal system and respiratory system subsections.
- 4.4.4 Assign CPT surgery codes from the musculoskeletal system and respiratory system subsections.
- 4.4.5 Add CPT and/or HCPCS level II modifiers to codes as appropriate.

4.5 CPT Surgery III

- 4.5.1 Define key terms
- 4.5.2 Explain the organization, format, and content of the CPT surgery cardiovascular system and hemic and lymphatic systems subsections.
- 4.5.3 Interpret CPT surgery coding notes for the cardiovascular system and hemic and lymphatic systems subsections.
- 4.5.4 Assign CPT surgery codes from the cardiovascular system and hemic and lymphatic systems subsections.
- 4.5.5 Add CPT and/ or HCPCs level II modifiers to codes as appropriate.

4.6 CPT Surgery IV

- 4.6.1 Define key terms
- 4.6.2 Explain the organization, format, and content of the CPT mediastinum and Diaphragm, digestive system, and urinary system subsections.
- 4.6.3 Interpret CPT surgery coding notes for the mediastinum and diaphragm, digestive system, and the urinary system subsections.
- 4.6.4 Assign CPT surgery codes from the medastinum and diaphragm, digestive system, and urinary system subsections.
- 4.6.5 Add CPT and/or HCPCs level II modifiers to codes, as appropriate

4.7 CPT Surgery V

- 4.7.1 Define key terms
- 4.7.2 Explain the organization, format, and content of the CPT male genital system, reproductive system procedures, intersex surgery, female genital system, maternity care and delivery, endocrine system, nervous system, eye and ocular adnexa auditory system, and operating microscope subsections.

4.7.3 Interpret CPT surgery coding notes for the male genital system, reproductive system procedures, intersex surgery, female genital system, maternity care and delivery, endocrine system, nervous system, eye and ocular adnexa, auditory system, and operating microscope subsections.

4.7.4 Assign CPT surgery codes from the male genital system, reproductive system procedures, intersex surgery, female genital system, maternity care and delivery, endocrine system, nervous system, eye and ocular adnexa, auditory system, and operating microscope subsections.

4.7.5 Add CPT and/ or HCPCS level II modifiers to codes as appropriate.

4.8 CPT Radiology

4.8.1 Define key terms

4.8.2 Explain the organization, format, and content of the CPT radiology section.

4.8.3 Interpret CPT radiology coding guidelines and notes

4.8.4 Assign CPT radiology codes

4.8.5 Add CPT and/ or HCPCS level II modifiers to codes as appropriate.

4.9 CPT Pathology and Laboratory

4.9.1 Define key terms

4.9.2 Explain the organization, format, and content of the CPT pathology and laboratory section.

4.9.3 Interpret CPT pathology and laboratory coding guidelines and notes.

4.9.4 Assign CPT pathology and laboratory codes.

4.9.5 Add CPT and/ or HCPCS level II modifiers to codes, as appropriate

4.10 CPT Medicine

4.10.1 Define key terms.

4.10.2 Explain the organization, format, and content of the CPT medicine section.

4.10.3 Interpret CPT medicine coding guidelines and notes

4.10.4 Assign CPT medicine codes

4.10.5 Add CPT and/or HCPCS level II modifiers to codes, as appropriate.

Objectives / Learning Outcome(s) / Major Topics: *Must submit revised course outline ... deletions with ~~striethrough~~, and additions in *color*.*

Name of Faculty Contact / Telephone Number: **Cbungardner X 2084**

Date: **10/7/09** mm/dd/yy



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW:

(i.e. 2003-2004)

NEXT REVIEW:

(i.e. 2008-2009)

STATUS: A

(A, I, D)

COURSE TITLE: ~~Health Insurance Billing~~ **Reimbursement Methodology**

COMMON COURSE NUMBER: HIM 1260

CREDIT HOURS: ~~2~~ **3**

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: ~~32~~ **48**

Lab: **0**

Clinic: **0**

Other: **0**

PREREQUISITE(S): ~~HSC 1531, HIM 1300~~ **HIM 1000, HIM 1253, HIM 1253L**

COREQUISITE(S): ~~HIM 1250~~

PRE/COREQUISITE(S):

COURSE DESCRIPTION: *(750 characters, maximum)*

This course examines the complex financial systems within today's healthcare environment and provides an understanding of the basics of health insurance and public funding programs, managed care contracting and how services are paid. In addition to the step by step details about how each payment system functions, a brief historical review is also provided the student for a greater understanding of the impact has had on all stakeholders.

~~Covers federal, state, and private health insurance plans including managed care. Topics include: the processing cycle of health insurance claims, completion of the 1500 billing form, reimbursement methodologies, introduction to diagnosis and procedure coding systems, and legal and ethical issues. Upon completion, students should be able to apply billing principles to accurately and ethically receive appropriate reimbursement for services.~~

UNIT TITLES

- ~~1. Introduction to Health Insurance~~
- ~~2. Introduction to Coding~~
- ~~3. Claims Processing~~

1. Introduction to Healthcare Reimbursement
2. The Clinical Coding Reimbursement Connection
3. Healthcare Insurance Plans
4. Government Sponsored Healthcare Programs
5. Managed Care Plans
6. Prospective Payment Systems
7. Ambulatory Payment Systems
8. Revenue Cycle Management
9. Quality Issues
10. CMS 1500 and UB 04 Billing Fundamentals Review

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Assessment, Learning Activities assigned and presentations prepared by students.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills*:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

* General Education Competencies and Skills endorsed by '05-'06 General Education Task Force

Common Course Number: HIM 1260

UNITS

Unit 1 Introduction to Healthcare Reimbursement

General Outcome:

1.0 The student shall: be able to explain basic concepts and principles of healthcare reimbursement in step by step simple terms.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 to use basic language with healthcare reimbursement methodology
- 1.2 to differentiate payment methods on unit of payment, time frame and risk
- 1.3 to distinguish major payment methods in the United States

Unit 2 The Clinical Coding – Reimbursement Connection

General Outcome:

2.0 The student shall: be able to explain the interrelationship between clinical coding and reimbursement.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 differentiate the different code sets approved by HIPAA 1996
- 2.2 explain the impact of clinical coding on reimbursement

Unit 3 Healthcare Insurance Plans

General Outcome:

3.0 The student shall: gain an understanding of healthcare insurance policy

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 differentiate major types of voluntary healthcare insurance plans
- 3.2 define basic language associated with reimbursement by commercial healthcare insurance plans and by Blue Cross and Blue Shield plans
- 3.3 explain common models and policies of payment for commercial healthcare insurance plans and for Blue Cross and Blue Shield plans

Unit 4 Government Sponsored Healthcare Plans

General Outcome:

4.0 The student shall: explain the impact that government sponsored healthcare plans have on the American healthcare systems

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1** differentiate among and to identify the various government sponsored healthcare programs
- 4.2** understand the history of the Medicare and Medicaid programs in the United States
- 4.3** recognize the impact of government sponsored healthcare programs on the American healthcare system

Unit 5 Managed Care Plans

General Outcome:

5.0 The student shall: discuss the origins, evolution and principles of managed care and understand the numerous types of plans that have emerged.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1** describe the origins of managed care
- 5.2** trace evolution of managed care
- 5.3** describe the types of managed care plans

Unit 6 Prospective Payment Systems

General Outcome:

6.0 The student shall: gain an understanding of prospective payment systems and the impact on healthcare systems of the United States.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1** differentiate major types of Medicare and Medicaid prospective payment systems for inpatients
- 6.2** define basic language associated with reimbursement under Medicare and Medicaid prospective payment systems
- 6.3** explain common models and policies of payment for inpatient Medicare and Medicaid PPS

Common Course Number: HIM 1260

Unit 7 Ambulatory Payment Systems

General Outcome:

7.0 The student shall: explain common models and policies of payment for ambulatory payment systems at different levels of care.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Differentiate major types of Medicare and Medicaid reimbursement systems for beneficiaries
- 7.2 Define basic language associated with reimbursement under Medicare and Medicaid healthcare payment systems
- 7.3 Explain common models and policies of payment for Medicare and Medicaid healthcare payment systems for physicians and outpatient settings.

Unit 8 Revenue Cycle Management (RCM)

General Outcome:

8.0 The student shall: be able to explain the components of revenue cycle management, define and describe the connection between effective RCM and providers' fiscal stability.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 understand the components of the revenue cycle
- 8.2 define revenue cycle management
- 8.3 describe the importance of effective revenue cycle management in a provider's fiscal stability
- 8.4 explain the HIM roles in an effective RCM process

Unit 9 Quality Issues

General Outcome:

9.0 The student shall: understand the history of pay for performance in the USA and the quality initiatives for hospital inpatient and outpatient settings.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1 use basic language associated with healthcare reimbursement methodologies
- 9.2 differentiate payment methods on unit of payment, time frame and risk
- 9.3 distinguish major payment methods in the United States

Common Course Number: HIM 1260

Unit 10 CMS 1500 and UB 04 Insurance and Billing Fundamentals Review

General Outcome:

10.0 The student shall: have a basic understanding of CMS 1500 and UB04 field requirements for insurance billing

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

10.1 explain claims forms and when each is type is used

10.2 describe patient data requirements for CMS 1500 and UB 04

impact has had on all stakeholders. This course will include a review of billing forms, different prospective payment systems and a discussion of claims management.

Objectives / Learning Outcome(s) / Major Topics: *Must submit revised course outline ... deletions with ~~strikethrough~~, and additions in *color*.*

Name of Faculty Contact / Telephone Number: **Charlee Bumgardner/954-201-208**
mm/dd/yy

Date: **9/17/09**

LAST REVIEW: 2006-2007 **NEXT REVIEW:** 2011-2012 **STATUS:** A

COURSE TITLE: Pathophysiology

COMMON COURSE NUMBER: HIM 1435

CREDIT HOURS: 4

CONTACT HOUR BREAKDOWN

CLOCK HOURS: 0

Lecture: 64

Lab: 0

Clinic: 0

Other: 0

PREREQUISITE(S): HSC 1531

COREQUISITE(S): HIM 1453

PRE/COREQUISITE(S):

COURSE DESCRIPTION:

This course covers the nature, cause, and treatment of human diseases including the diagnostic and therapeutic modalities used for each. This course prepares the HIM student to be able to interpret typical health record data for ICD, CPT coding classification. Basic pharmacological management of various diseases are presented. Upon completion, students should be able to demonstrate an understanding of the diagnosis, management and documentation of human diseases.

UNIT TITLES

1. Basic Concepts of Pathophysiology and Diagnostic and Therapeutic Modalities
2. Basic Concepts of Disease Process
3. The Integumentary System
4. The Musculoskeletal System
5. The Endocrine System
6. The Nervous System and Special Senses
7. The Circulatory System
8. The Respiratory System
9. The Digestive System
10. The Urinary System
11. Fluids & Electrolytes
12. The Reproductive System

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Assessment, Learning Activities assigned and presentations prepared by students.

***** Complete the following only if course is seeking general education status *****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the

Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

All Units Outcomes and Objectives have changed

Common Course Number: HIM 1435

UNITS

Unit 1 Basic Concepts of Pathophysiology and Diagnostic and Therapeutic Modalities

General Outcome:

- 1.0** The student shall understand the basic principles, terms and abbreviations related to pathophysiology in general as well as common diagnostic and therapeutic modalities

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1** Describe the general scope of the study of pathophysiology and its related terms and abbreviations.
- 1.2** Describe the general process of diagnosis and its related terms
- 1.3** Describe typical diagnostic modalities and identify their terms
 - 1.3.1** Imaging including basic views and patient positions
 - 1.3.2** Laboratory
 - 1.3.3** Other modalities
- 1.4** Describe the concepts of false positive and false negative
- 1.5** Describe basic pharmacological therapeutic concepts and identify relevant terms and abbreviations
 - 1.5.1** Differentiate between the different classes of drugs and their actions
 - 1.5.2** Identify the various routes of drug administration
 - 1.5.3** Differentiate between the different classes of drugs and their actions
 - 1.5.4** Be familiar with standard drug references, such as drug guides, the PDR, and a formulary
- 1.6** Describe basic non-pharmacological therapeutic modalities and identify relevant terms and abbreviations, including, but not limited to: respiratory therapy, physical therapy, occupational therapy, nuclear and radiation therapy, nutrition therapy.
- 1.7** Identify and utilizes standard medical reference sources.
- 1.8** Identify and interpret medical record data relevant to basic diagnostic and therapeutic modalities.

Common Course Number: HIM 1435

Unit 2 Basic Concepts of Disease Process

General Outcome:

- 2.0** The student shall be familiar with the basic principles, terms and abbreviations related to basic concepts of disease process.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1** Describe the features of acute and chronic inflammation including burns.
- 2.2** Describe abnormal immune responses, including immunodeficiency, tissue and organ transplant rejection, autoimmune disorders.
- 2.3** Describe the principles of infection and its course.
- 2.4** Describe the characteristics and nomenclature of benign and malignant tumors as well as the methods of staging and treatment malignant tumors.
- 2.5** Describe common congenital and genetic disorders.
- 2.6** Describe common health problems associated with adolescence.
- 2.7** Describe basic concepts of aging and disease process.
- 2.8** Describe the effects of immobility.
- 2.9** Describe the effects of stress.
- 2.10** Describe the characteristics of pain and its management.
- 2.11** Describe the pre-disposing factors and potential complications of substance abuse.
- 2.12** Describe common environmental hazards.
- 2.13** Recognize terms, abbreviations, diagnostic and therapeutic modalities as they apply to general pathophysiological conditions.
- 2.14** Identify the common pharmacological therapies used for general pathophysiological conditions.
- 2.15** Identify and interpret medical record data relevant to general pathophysiological conditions.

Common Course Number: HIM 1435

Unit 3 Integumentary System

General Outcome:

3.0 The student shall: be familiar with the structure, function, disease process and terms of the integumentary system

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1** Identify the layers of the skin and the accessory structures associated with the integumentary system.
- 3.2** Describe inflammatory disorders of the integumentary system, including, but not limited to: contact dermatitis, urticaria, atopic dermatitis, psoriasis, lichen planus, discoid lupus erythematosus, pemphigus, scleroderma.
- 3.3** Describe skin infections, including, but not limited to: bacterial infections such as cellulitis, furuncles, and impetigo; viral infections such as herpes simplex and herpes zoster; fungal infections such as tinea; and other conditions such as scabies and pediculosis.
- 3.4** Describe skin tumors, including, but not limited to: keratoses, squamous cell carcinoma, malignant melanoma, Kaposi's sarcoma.
- 3.5** Recognize terms, abbreviations, diagnostic and therapeutic modalities as they apply to the integumentary system.
- 3.6** Identify the common pharmacological therapies used for the integumentary system.
- 3.7** Identify and interpret medical record data relevant to the integumentary system.

Common Course Number: HIM 1435

Unit 4 The Musculoskeletal System**General Outcome:**

4.0 The student shall be familiar with the structure, function, disease process and terms of the musculoskeletal system

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1** Describe the structure and function of bones, joints, and skeletal muscles.
- 4.2** Describe various musculoskeletal disease conditions and terms related to trauma, including, but not limited to: bone fractures, dislocations, sprains and strains.
- 4.3** Describe other bone disorders, including, but not limited to: osteoporosis, rickets and osteomalacia, Paget's Disease, and bone tumors.
- 4.4** Describe disorders of the muscle, including, but not limited to: muscular dystrophy.
- 4.5** Describe disorders of the joints, including, but not limited to: osteoarthritis, rheumatoid arthritis, septic arthritis, gout, ankylosing spondylitis.
- 4.6** Identify important laboratory tests, clinical procedures, and terms and abbreviations relating to the musculoskeletal system.
- 4.7** Identify the common pharmacological therapies used for the musculoskeletal system.
- 4.8** Identify and interpret medical record data relevant to the musculoskeletal system.

Common Course Number: HIM 1435

Unit 5 The Endocrine System

General Outcome:

5.0 The student shall: be familiar with the structure, function, disease process and terms of the endocrine system.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1** Identify the endocrine glands and their hormones.
- 5.2** Describe disorders of the parathyroid hormones and calcium and insulin and diabetes mellitus.
- 5.3** Compare and contrast insulin-dependent and non-insulin-dependent diabetes mellitus.
- 5.4** Disorders of the pituitary hormones, including, but not limited to: growth hormone.
- 5.5** Describe disorders of the antidiuretic hormone, including, but not limited to: diabetes insipidus and inappropriate ADH syndrome.
- 5.6** Describe disorders of the thyroid gland, including, but not limited to: goiter, hyperthyroidism, and hypothyroidism.
- 5.7** Describe disorders of the adrenal gland, including, but not limited to: those of the adrenal medulla and the adrenal cortex.
- 5.8** Identify important laboratory tests, clinical procedures, and terms and abbreviations relating to the endocrine system.
- 5.9** The common pharmacological therapies used for the endocrine system.
- 5.10** Identify and interpret medical record data relevant to the endocrine system.

Common Course Number: HIM 1435

Unit 6 The Nervous System

General Outcome:

6.0 The student shall be familiar with the structure, function, disease process and terms of the nervous system

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Name, locate, and describe functions of the major organs and parts of the nervous system.
- 6.2 Describe the general effects of neurological dysfunction.
- 6.3 Describe acute neurological problems, including, but not limited to: brain tumors; vascular disorders including transient ischemic attack, cerebrovascular accident, and cerebral aneurysms; infections including meningitis, encephalitis; head injuries; seizure disorders.
- 6.4 Describe congenital and genetic neurological disorders, including, but not limited to: hydrocephalus, spina bifida, and cerebral palsy.
- 6.5 Describe chronic degenerative neurological problems, including, but not limited to: multiple sclerosis, Parkinson's disease, amyotrophic lateral sclerosis, myasthenia gravis, Huntington's disease, and Alzheimer's disease.
- 6.6 Describe spinal cord problems, including herniated intervertebral disc and spinal cord injury.
- 6.7 Describe mental disorders, including, but not limited to: schizophrenia, depression, and panic disorder.
- 6.8 Differentiate among a psychiatrist, a psychologist, and other psychiatric specialist.
- 6.9 Identify the location and function of the major parts of the eye and ear.
- 6.10 Describe disorders of the eye, including, but not limited to: structural defects, infections, trauma, glaucoma, cataracts, and detached retina.
- 6.11 Describe disorders of the ear, including, but not limited to: hearing loss, infections, and Meniere's syndrome.
- 6.12 Identify important laboratory tests, clinical procedures, and terms and abbreviations relating to the nervous system.
- 6.13 Identify the common pharmacological therapies used for the nervous system.
- 6.14 Identify and interpret medical record data relevant to the nervous system.

Unit 7 The Circulatory System**General Outcome:**

7.0 The student shall be familiar with the structure, function, disease process and terms of the circulatory system

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1** Identify the structures and normal function of the cardiovascular system including the blood, heart, blood vessels, blood pressure, and the lymphatic system.
- 7.2** Describe the blood dyscrasias, including, but not limited to: the anemias, polycythemia, blood clotting disorders, and the leukemias
- 7.3** Describe heart disorders, including, but not limited to: coronary artery disease or ischemic heart disease including arteriosclerosis and atherosclerosis, angina pectoris and myocardial infarction; cardiac arrhythmias including cardiac arrest; congestive heart failure; congenital heart defects; and inflammation and infection in the heart.
- 7.4** Describe vascular disorders, including, but not limited to: arterial diseases including hypertension, peripheral vascular disease, aneurysms; and venous disorders including thrombophlebitis.
- 7.5** Describe shock.
- 7.6** Describe lymphatic disorders, including, but not limited to: Hodgkin's lymphoma and multiple myeloma.
- 7.7** Recognize terms, abbreviations, diagnostic and therapeutic modalities as they apply to the cardiovascular system.
- 7.8** Identify the common pharmacological therapies used for the cardiovascular system.
- 7.9** Identify and interpret medical record data relevant to the cardiovascular system.

Common Course Number: HIM 1435

Unit 8 The Respiratory System

General Outcome:

8.0 The student shall The student shall be familiar with the structure, function, disease process and terms of the respiratory system

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1** Identify the normal structure and function of the respiratory system.
- 8.2** Describe general manifestations of respiratory disease
- 8.3** Describe infectious respiratory diseases, including, but not limited to: the upper respiratory tract including the common cold, sinusitis, laryngotracheobronchitis, epiglottitis, and influenza and the lower respiratory tract including bronchiolitis, pneumonia, and tuberculosis.
- 8.4** Describe obstructive lung disease, including, but not limited to: cystic fibrosis, lung cancer, aspiration, and asthma.
- 8.5** Describe the chronic obstructive pulmonary diseases, including, but not limited to: emphysema, chronic bronchitis, and bronchiectasis.
- 8.6** Describe the respiratory vascular disorders, including, but not limited to: pulmonary edema and pulmonary embolus.
- 8.7** Describe the respiratory expansion disorders, but not limited to: atelectasis, pleural effusion, pneumothorax, flail chest, infant respiratory distress syndrome, adult respiratory distress syndrome, and acute respiratory failure.
- 8.8** Recognize terms, abbreviations, diagnostic and therapeutic modalities as they apply to the respiratory system.
- 8.9** Identify the common pharmacological therapies used for the respiratory system.
- 8.10** Identify and interpret medical record data relevant to the respiratory system.

Common Course Number: HIM 1435

Unit 9 The Digestive System**General Outcome:**

9.0 The student shall The student shall be familiar with the structure, function, disease process and terms of the digestive system

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1** Identify the normal structure and function of the digestive system.
- 9.2** Describe common manifestations of the digestive system, including, but not limited to: anorexia, nausea and vomiting, diarrhea, constipation, fluid and electrolyte imbalance, pain, and malnutrition.
- 9.3** Describe upper gastrointestinal tract disorders, including, but not limited to: disorders of the oral cavity, dysphagia, hiatal hernia, gastritis, peptic ulcer, gastric cancer, dumping syndrome, and pyloric stenosis.
- 9.4** Describe disorders of the liver and pancreas, including, but not limited to: gallbladder disorders, jaundice, hepatitis, cirrhosis, cancer of the liver, acute pancreatitis, carcinoma of the pancreas.
- 9.5** Describe lower gastrointestinal disorders, including, but not limited to: celiac disease, chronic inflammatory bowel diseases, appendicitis, diverticular disease, colorectal cancer, intestinal obstruction, and peritonitis.
- 9.6** Recognize terms, abbreviations, diagnostic and therapeutic modalities as they apply to the digestive system.
- 9.7** Identify the common pharmacological therapies used for the digestive system.
- 9.8** Identify and interpret medical record data relevant to the digestive system.

Common Course Number: HIM 1435

Unit 10 The Urinary System

General Outcome:

10.0 The student shall The student shall be familiar with the structure, function, disease process and terms of the urinary system.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 10.1** Identify the structures and describe normal function of the urinary system.
- 10.2** Describe urinary incontinence and retention.
- 10.3** Describe disorders of the urinary system, including, but not limited to: urinary tract infections and inflammatory disorders.
- 10.4** Describe urinary obstructions, including, but not limited to: urolithiasis and tumors.
- 10.5** Describe urinary vascular disorders, including, but not limited to: nephrosclerosis.
- 10.6** Describe acute and chronic renal failure.
- 10.7** Identify important laboratory tests, clinical procedures, and terms and abbreviations relating to the urinary system.
- 10.8** Identify the common pharmacological therapies used for the urinary system.
- 10.9** Identify and interpret medical record data relevant to the urinary system.

Common Course Number: HIM 1435

Unit 11 Fluids and Electrolytes

General Outcome:

11.0 The student shall The student shall be familiar with key concepts of fluid, electrolyte, and acid-base imbalances.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

11.1 Describe fluid imbalances, including, but not limited to: fluid excess - edema, fluid deficit - dehydration, and third-spacing.

11.2 Describe electrolyte imbalances, including, but not limited to: sodium imbalance, potassium imbalance, calcium imbalance, and imbalance of other electrolytes.

11.3 Describe acid-base imbalance, including, but not limited to: control of serum pH.

11.4 Identify important laboratory tests, clinical procedures, and terms and abbreviations relating to fluid and electrolyte imbalance.

11.5 Identify the common pharmacological therapies used for fluid and electrolyte imbalance.

11.6 Identify and interpret medical record data relevant to fluid and electrolyte imbalance.

Common Course Number: HIM 1435

Unit 12 **Reproductive System****General Outcome:**

12.0 The student shall The student shall be familiar with the structure, function, disease process and terms of the reproductive system

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 12.1** Identify the structures and describe normal function of the male reproductive system.
- 12.2** Describe disorders of the male reproductive system, including, but not limited to: infertility, congenital abnormalities of the penis, disorders of the testes and scrotum, inflammation and infections, and tumors.
- 12.3** Identify the structures and describe normal function of the female reproductive system.
- 12.4** Describe disorders of the female reproductive system, including, but not limited to: infertility, structural abnormalities, menstrual disorders, infections, benign tumors, and malignant tumors.
- 12.5** Describe fetal development.
- 12.6** Describe the significant physiological changes during pregnancy.
- 12.7** Describe potential complications of pregnancy, including, but not limited to: pre-eclampsia, eclampsia, placental problems, blood-clotting problems, Rh incompatibility, infection, and adolescent pregnancy.
- 12.8** Describe sexually transmitted diseases, including, but not limited to: bacterial infections, viral infections, and protozoan infections.
- 12.9** Identify important laboratory tests, clinical procedures, and terms and abbreviations relating to the reproductive system.
- 12.10** Identify the common pharmacological therapies used for the reproductive system.
- 12.11** Identify and interpret medical record data relevant to the reproductive system.

understanding of the diagnosis, management and documentation of human diseases as it relates to job function in the health information management field.

Objectives / Learning Outcome(s) / Major Topics: *Must submit revised course outline ... deletions with ~~strikethrough~~, and additions in *color*.*

Name of Faculty Contact / Telephone Number: **Cbungardner/954-201-2084**

Date: **10/6/09** mm/dd/yy



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2008-2009
(i.e. 2003-2004)

NEXT REVIEW: 2013-2014
(i.e. 2008-2009)

STATUS: A
(A, I, D)

COURSE TITLE: ~~Law & Ethics~~ **Health Records Law**

COMMON COURSE NUMBER: HIM 2012

CREDIT HOURS: 2

CONTACT HOUR BREAKDOWN
(per 16 week term)

CLOCK HOURS:
(Voc. Course ONLY)

Lecture: 32 Lab:

Clinic: Other:

PREREQUISITE(S): HIM 1110, ~~HIM 1300~~

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This course focuses on the impact of legal and ethical issues in health information management. Topics include an overview of the branches of government, tort law; confidentiality and release of information, subpoenaed information; record retention and security; information consent; liability; patient rights; negligence and malpractice; and ethics. Upon completion, students should be able to comply with legal requirements and be aware of legislative and regulatory trends.

UNIT TITLES

1. Introduction to the American Legal System
2. Medical Records and Managed Care
3. Medical Record Requirements
4. Medical Record Entries
5. Document Consent to Treatment
6. Access to Health Information
7. Reporting and Disclosure Requirements
8. Documentation and Disclosure: Special Areas of Concern
9. HIV/AIDS: Mandatory Reporting and Confidentiality
10. Discovery and Admissibility of Medical Records
11. Legal Theories in Improper Disclosure Cases
12. Risk Management and Quality Management



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

ASSESSMENT:

Please provide a brief description (250 characters maximum) that details how students will be assessed on the course outcomes.

1. Announced and unannounced quizzes and Unit examinations;
2. Cumulative/comprehensive final examination;
3. Assessment of reading and online assignments via submission of homework projects;
4. Participation in Discussion Forums on the E-learning site
5. Completion of projects – individual or group as assigned

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Speak and listen effectively	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*



Common Course Number: HIM 2012

UNITS

Unit 1 Introduction to the American Legal System

General Outcome:

1.0 The student will be able to discuss the American Legal System and will be able to function in the system related to health information management

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Distinguish between public and private, civil and criminal law, tort and contract actions.
2. Identify the two specific procedural protections that the due process clause generally requires and when they are required.
3. Explain what happens when local, state and federal law overlap.
4. Give examples administrative agencies, describing their source of authority and how they regulate the public.
5. Distinguish among trial courts, appeals courts, and supreme courts.
6. Explain the relationship between state and federal court.



Common Course Number: HIM 2012

Unit 2 Medical Records and Managed Care

General Outcome:

2.0 The student will be able to explain the function of utilization management and identify the characteristics of the managed care industry.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Define Utilization Management and its function in healthcare
2. Explain the role of patient information with respect to the UM process
3. Compare and contrast: HMO, PPO, IPA, GPWW, PHO, MSO, PBM
4. Identify characteristics of the managed care industry
5. Describe the information protected by the HIPAA Privacy Rule and explain how privacy rules affect health plans



Common Course Number: HIM 2012

Unit 3 Medical Records Requirements

General Outcome:

3.0 The student will be able to explain what patient records must be maintained and what are the requirements.

Specific Instructional Objectives:

1. Upon successful completion of this unit, the student will be able to:
2. Identify the governmental and private entities that establish medical records requirements
3. List the types of information contain in patient records
4. Explain why it's important for records to be complete and accurate
5. Discuss the role of CMS with regard to medical records content and retention
6. Define statute of limitations and discuss how a statute of limitation affects record retention practices
7. Recommend considerations for medical records destruction policy



Common Course Number: HIM 2012

Unit 4 Medical Records Entries

General Outcome:

4.0 The student will be able to discuss the importance of quality, legible and accurate patient record entries.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Explain how inaccurate and incorrect patient record entries can cause claim denial and create risk exposure for healthcare facilities and clinical providers
2. Discuss the standards required for a properly completed patient record
3. Discuss verbal orders, telephone orders and written orders as they impact the quality of patient records.
4. Explain authentication



Common Course Number: HIM 2012

Unit 5 Document Consent to Treatment

General Outcome:

5.0 The student will be able to explain the proper procedure for obtaining informed consent to treat and release of information authorization.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Distinguish between expressed and implied consent
2. Identify the information needed for an informed consent
3. Distinguish between informed consent and the authorization required by the HIPAA Privacy Rule
4. Describe and apply the emergency exception to the informed consent requirement
5. Explain how informed consent applies to criminal suspects and prisoners
6. Identify who can give consent
7. Discuss the effect of refusal of consent



Common Course Number: HIM 2012

Unit 6 Access to Health Information

General Outcome:

6.0 The student will be able to define access to protected health information and able apply the key provisions of HIPAA Privacy Rule as related to working with protected health information.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Describe the types of health information protected by confidentiality law.
2. Explain the general rule regarding ownership of medical records information
3. Describe the key provisions of the HIPAA Privacy Rule to who they apply and how they affect access to health information
4. Summarize other federal confidentiality laws that may affect health information
5. Give examples of state laws that protect the confidentiality of medical record information
6. Explain the rights of patients and personal representatives to access protected health information
7. Describe the rights and obligations of business associates



Common Course Number: HIM 2012

Unit 7 Reporting and Disclosure Requirements

General Outcome:

7.0 The student will be able to discuss and apply mandatory reporting laws related to health information.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Give examples of mandatory reporting laws
2. Explain how the Privacy Rule affects a provider's obligations under mandatory disclosure laws.
3. Give examples of information that must be included in a child abuse report and an adult abuse report.
4. Summarize communicable disease reporting requirements.
5. Discuss whether mandatory reporting laws apply to managed care organizations.



Common Course Number: HIM 2012

Unit 8 Documentation and Disclosure: Special Areas of Concern

General Outcome:

8.0 The student will be able to understand the proper procedures for handling confidential patient information management during special issues and concerns are raised.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Discuss documentation and disclosure concerns associated with celebrities, hostile patients adoption records and abuse victims
2. Distinguish between advance directives, living wills, and durable powers of attorney for health care, and discuss statutory requirements for documentation.
3. Explain how do-no-resuscitate (DNR) orders impact healthcare providers' decision on patient treatment.
4. Recommend documentation steps to protect healthcare providers from liability triggered by disagreements among professional staff.
5. Discuss the scope of law enforcement agencies' authority to obtain access to medical records.
6. Discuss the use of search warrants to obtain medical records and give example of court-approved warrantless searches of healthcare facilities.



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: HIM 2012

Unit 9 HIV/AIDS: Mandatory Reporting and Confidentiality

General Outcome:

9.0 The student will be able to explain the mandatory reporting for HIV/AIDS information.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Outline statutory/regulatory requirements for mandatory reporting of HIV/AIDS cases to state and local health departments
2. Describe restrictions contained in provisions of state HIV/AIDS statutes intended to protect the confidentiality of HIV/AIDS information.
3. Discuss common exceptions specified in state HIV/AIDS statutes prohibiting the disclosure of HIV test results without the test subject's written informed consent
4. Explain the limits on disclosure of HIV/AIDS test results
5. Describe statutory provisions allowing disclosure of HIV/AIDS information pursuant to a court order
6. Describe civil and criminal liability provisions of state HIV/AIDS statutes and compare with common law liability for unauthorized disclosure of HIV/AIDS information
7. Recommend steps to protect patient privacy and confidentiality of HIV/AIDS information
8. Discuss mandatory reporting of HIV/AIDS records
9. Discuss the impact of HIPAA Privacy Rule and Security Rules



Common Course Number: HIM 2012

Unit 10 Discovery and Admissibility of Medical Records

General Outcome:

10.0 The student will be able to understand the distinction of discovery verses admissibility of confidential patient records and properly handle release of patient records.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Distinguish between discoverability and admissibility
2. Define the physician-patient privilege and discuss its effect on discovery and admissibility
3. Describe the role of healthcare providers in protecting health information from discovery
4. Explain waiver of physician-patient privilege
5. Define hearsay
6. Define business record exception and its application to medical records
7. List other types of records containing patient information that may be sought in discovery
8. Describe the peer review privilege and what types of records it protects from discovery
9. Recommend steps to protect peer review records from discovery
10. Outline the factors that affect whether incident reports are protected from discovery



Common Course Number: HIM 2012

Unit 11 Legal Theories in Improper Disclosure Cases

General Outcome:

11.0 The student will be able to determine proper and improper situations to release confidential patient information.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Describe how HIPAA affects liability for releasing protected health information
2. Describe permitted disclosure under HIPAA and the procedures for enforcing HIPAA
3. List the elements of defamation claim, and describe when releasing patient information might constitute defamation.
4. Discuss the effect of a patient's consent to release information.
5. Distinguish between a defamation claim and an invasion of privacy claim
6. List the elements of a breach of confidentiality claim, and give examples in the healthcare context.



Common Course Number: HIM 2012

Unit 12 Risk Management and Quality Management

General Outcome:

12.0 The student will be able to distinguish between risk management and quality management and the legal requirements for each.

Specific Instructional Objectives:

Upon successful completion of this unit, the student will be able to:

1. Introduction to Risk Management and how it compares with Quality Management and describe the increasing focus in the healthcare industry on reducing medical errors and improving the quality of care.
2. Describe the 4 principle steps in risk management
3. List the activities that are part of quality management process.
4. Describe the elements that must be part of an effective compliance program according to the federal sentencing guidelines, and discuss the guidelines for compliance issued by the OIG of the DHHS.



**BROWARD COMMUNITY COLLEGE
COURSE OUTLINE**

Name of Faculty Contact / Telephone Number: **Cbungardner/X2084**

Date: **10/26/09** mm/dd/yy



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2005-2006

NEXT REVIEW: 2010-2011

STATUS: A

COURSE TITLE: Introduction to Health Information Management

COMMON COURSE NUMBER: HIM 1000

CREDIT HOURS: 2

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture: **32**

Lab:

Clinic:

Other:

PREREQUISITE(S): HSC 1531

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION

This course provides an introduction to learning technologies, learning styles, the program, and the profession, including its history, roles, functions, ethics and **clinical vocabularies, clinical terminologies and classification systems used to deliver patient care and comply with the requirements of regulatory and accrediting agencies.** Upon completion, students should be able to use learning technologies, apply learning skills and describe the program and profession.

UNIT TITLES

1. Computer Concepts as related to Health Information Management
2. Learning Technologies
3. Learning Styles
4. The Program and the Profession
5. The Health Record
6. Ethical Issues in Health Information Technology
7. **Introduction to clinical vocabularies, terminologies and classification systems**
 - a. **Medical Language, Vocabularies and Nomenclatures**
 - b. **Classification Systems**
8. **Emerging Issues: Healthcare Informatics**

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Assessment, completed assignments and student presentations.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the

Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

Common Course Number: HIM 1000

UNITS

Unit 1 Computer Concepts as Related to Health Information Management

General Outcome:

1.0 The student shall describe the various concepts associated with a computer, its operating systems, operating environments, and to perform associated functions by using appropriate commands, utilities and accessories as related to the Health Information Management field.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1** Describe the physical components of microcomputers and basic software applications as they relate to the health information management field.
- 1.2** Identify practical methods of preventing computer catastrophes such as viruses, power problems, and data loss.
- 1.3** Describe the operating environment, its purposes and use in the HIM department.
- 1.4** Perform disk and file maintenance in formatting disks, defragmenting disks, creating/deleting directories, copying files, renaming files, creating backups, saving files, selecting a drive and directory, and moving files.
- 1.5** Manage the Print queue to view the print queue, delete a print job, change the printer setup, and select a printer.
- 1.6** Run an application from an icon and from a file manager utility.
- 1.7** Describe the importance of ergonomic practices for personal safety.

Common Course Number: HIM 1000

Unit 2 Learning Technologies

General Outcome:

2.0 The student shall to utilize a course management system (CMS) as it related to the study of health information management.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Use a browser to choose menu commands, search, use dialog boxes, get help, scroll through windows, and exit.
- 2.2 Evaluate a website for quality characteristics.
- 2.3 Describe the course management system (CMS), its purposes, and use.
- 2.4 Use the CMS to choose menu commands, use dialog boxes, get help, scroll through indows, and exit.
- 2.5 Run multiple applications at the same time.
- 2.6 Use electronic communication using email and discussion boards.
- 2.7 Follow principles of netiquette in electronic communication.
- 2.8 Create a file and enter text, using a standard software package.
- 2.9 Make changes to text by inserting, deleting, selecting, undoing, and type-over.
- 2.10 Print documents and web pages.
- 2.11 Save, save as, and retrieve documents.
- 2.12 Attach a document to email.

Common Course Number: HIM 1000

Unit 3 Learning Styles

General Outcome:

- 3.0** The student shall be aware of their personal learning styles and personality preferences and how they relate to their participation in the program and expectations of the profession

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1** Take a learning styles inventory and obtain results.
- 3.2** Describe their learning style and strategies which will enhance their learning experience.
- 3.3** Demonstrate a pro-active attitude toward learning and class participation.
- 3.4** Describe their personality preferences as indicated in the Myers-Briggs Type Indicator (MBTI) and discuss its general suggested implications for classroom interaction and professional role.
- 3.5** Describe the value of having a diverse community of learners in the classroom and colleagues in the workplace and the profession

Common Course Number: HIM 1000

Unit 4 The Program and the Profession

General Outcome:

- 4.0 The student shall:** demonstrate an understanding of the health information management (HIM) program and profession.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Demonstrate an understanding of the contents of the program handbook.
- 4.2 Trace the history and development of the HIM profession and the professional association, the American Health Information Management Association (AHIMA).
- 4.3 Discuss the Executive Office of AHIMA and its functions, especially those related to schools, student members, and general membership.
- 4.4 State the educational requirements for RHIT, RHIA, CCS, CCS-P.
- 4.5 Demonstrate knowledge about the requirements, potentials, and educational programs in the field of Health Information.
- 4.6 Explain the relationships that exist among the national and component state associations of AHIMA and the local association
- 4.7 Describe the usual positions held by an HIM professional.
- 4.8 Acknowledge the principles of medical ethics of the practitioner with respect to: professional relationships, the professional organization, and patients.
- 4.9 Navigate the AHIMA website, including Communities of Practice (CoPs), the Body of Knowledge, email, discussion threads, and other resources
- 4.10 Navigate the Florida Health Information Management (FHIMA) website to locate assigned information.

Common Course Number: HIM 1000

Unit 5 The Health Record

General Outcome:

5.0 The student shall discuss purposes, trends and uses of health records in today's healthcare industry.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Describe the types of health records used in today's healthcare industry.
- 5.2 Discuss Primary and Secondary Purposes of health records.
- 5.3 Define legitimate users of health records.
- 5.4 Discuss functions of the health record.

Common Course Number: HIM 1000

Unit 6 Ethical Issues in Health Information Technology

General Outcome:

6.0 The student shall be aware of ethical issues that face the profession of health information management.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Discuss the ethical role of the HIT professional as related to health information management.
- 6.2 Define the key responsibilities of the HIT Professional.
- 6.3 Define HIPAA and the impact to health information records.
- 6.4 Discuss the management of sensitive health information.
- 6.5 Discuss the AHIMA Standards of Ethical Coding.
- 6.6 Discuss the AHIMA Code of Ethics.
- 6.7 Define professional values and obligations.
- 6.8 Understand the ramifications of ethical decision making.

Common Course Number: HIM 1000

Unit 7: Introduction to clinical vocabularies, terminologies and classification systems

General Outcome:

7.0 The student shall be introduced to clinical vocabularies, terminologies and classifications currently in use in the healthcare industry.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

7.1

Medical Language, Vocabularies and Nomenclatures

- a. Differentiate between the terms medical language, vocabulary and nomenclature.
- b. List nomenclatures that are prominent in the health informatics and information management field.
- c. Understand the goal of the Unified Medical Language System.

7.2

Classification Systems

- a. Identify the major classification systems currently in use.
- b. Understand the link between payment systems and classification systems.
- c. Explain the difference between ICD coding and HCPC coding
- d. Begin the review of coding rules and guidelines.
- e. Explain the uses of ICD and HCPC coding.
- f. Explain CCI

Common Course Number: HIM 1000

Unit 8: Emerging Issues: Healthcare Informatics

General Outcome:

8.0 The student shall be able to identify the impact of technology on health information management.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

8.1 Discuss the impact of technology on coding and related health informatics and information management activities.

Name of Faculty Contact / Telephone Number: Charlee Bumgardner/X2084

Date: 10/6/09 mm/dd/yy

pci-05-06 ... 5/05



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2006-2007

NEXT REVIEW: 2011-2012

STATUS: A

COURSE TITLE: Electronic Medical Record and Technology

COMMON COURSE NUMBER: HIM 2112

CREDIT HOURS: ~~2~~ 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS: 0

(Voc. Course ONLY)

Lecture: 32

Lab: 16

Clinic: 0

Other: 0

PREREQUISITE(S): ~~HIM 1800~~–HIM 2652

COREQUISITE(S): ~~HIM 2012, HIM 2652~~

PRE/COREQUISITE(S):

COURSE DESCRIPTION: *(750 characters, maximum)*

This course will review the history of the electronic health record and current trends in healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper based health record to an electronic health record and associated issues.

Student will complete an electronic health record simulation.

UNIT TITLES

1. Introduction to Electronic Health Records
2. Challenges to EHR Adoption
3. Roles in EHR Design and Implementation
4. EHR Migration Path Impact on Quality
5. Strategic EHR Planning
6. Healthcare Process Assessment
7. Functional Needs Assessment
8. Data Infrastructure Assessment
9. Technology Infrastructure Assessment
10. EHR Functional Requirements Specification
11. Return on Investment
12. EHR Selection and Contract Negotiation
13. EHR System Implementation and Ongoing Monitoring



Common Course Number: HIM 2112

UNITS

Unit 1: Introduction to Electronic Health Records

General Outcome:

1.0 The student shall understand what an electronic health record is and how they are used in different healthcare settings.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Describe the difference between an EHR and PHR.
- 1.2 Discuss and understand EHR terminology
- 1.3 Describe the difference between implementation and adoption of a EHR.
- 1.4 Understand the different types of EHR – full electronic system versus hybrid system



Common Course Number: HIM 2112

Unit 2: Challenges to EHR Adoption

General Outcome:

2.0 The student shall understand challenges to EHR Adoption

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Understand the legal aspects of EHR
- 2.2 Understand the legal implications of E-signature
- 2.3 Understand what an E-signature is
- 2.4 Understand and able to discuss impact of clinician involvement in the EHR
- 2.5 Able to describe a CPOE and e-Rx system



Common Course Number: HIM 2112

Unit 3: Roles in EHR Design and Implementation

General Outcome:

3.0 The student shall have an understanding of the key components needed to begin the process of design and implementation for EHR

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

3.1 Describe the roles needed to design and implement and EHR system in different healthcare setting

3.1.1 Inpatient verses clinic

3.1.2 Physician office

3.2 Outline EHR Organizational Structure

3.3 Describe the necessary components Project Management Plan

3.4 Describe the key personnel needed for a Steering Committee

3.5 Discuss how to overcome resistance to change



Common Course Number: HIM 2112

Unit 4: EHR Migration Path Impact on Quality

General Outcome:

4.0 The student shall understand the concepts related to EHR Data Migration and the impact to the healthcare setting.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Understand economic benefit to data migration
- 4.2 Understand the term and impact of Outcome Modeling



Common Course Number: HIM 2112

Unit 5: Strategic EHR Planning

General Outcome:

5.0 The student shall understand how HIM and IT are critical components of strategic planning.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Understand what a strategic plan is
- 5.2 Understand and contrast the difference between EHR in acute versus long term care
- 5.3 Describe what a Migration Path Course Project is



Common Course Number: 2112

Unit 6: Healthcare Process Assessment

General Outcome:

6.0 The student shall have a basic understanding of Process Redesign.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Identify healthcare system processes for redesign
- 6.2 Discuss impact of automating a manual process
- 6.3 Discuss Team Building and Process Team



Common Course Number: HIM 2112

Unit 7: Functional Needs Assessment

General Outcome:

7.0 The student shall understand what a core functionality is and be able to identify functionality owner.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Understand what are core functionalities and how to assess functional need
- 7.2 Understand HL7 EHR DC1 Functions and have a basic understanding of function rating
- 7.3 Discuss EHR functions to benefits



Common Course Number: HIM 2110

Unit 8: Data Infrastructure Assessment

General Outcome:

8.0 The student shall be able to describe what is data infrastructure.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 Discuss structured verses unstructured data.
- 8.2 Link AHIMA DQMM to HL7 HER DSTU
- 8.3 Discuss what is a data owner
- 8.4 Understand what a Data Directory is and describe it's function



Common Course Number: HIM 2112

Unit 9: Technology Infrastructure Assessment

General Outcome:

9.0 The student shall have a basic understanding of hardware needs for an EHR implementation

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

9.1 Describe different types of hardware used with EHR systems

9.2 Describe and compare integration and interfacing



Common Course Number: HIM 2112

Unit 10: EHR Functional Requirements Specification

General Outcome:

10.0 The student shall be able to assist in identifying functional specification for an EHR System

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 10.1 Identify 10 key functional specification critical for an EHR
- 10.2 Locate EHR Vendors and review specifications
- 10.3 Identify sources of Clinical Decision Support
- 10.4 Understand the requirements for Privacy and Security



Common Course Number: HIM 2112

Unit 11: Return on Investment

General Outcome:

11.0 The student shall understand what the return on investment is for an EHR System

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

11.1 Understand what an Impact Analysis is and how it's used

11.2 Gain an understanding of the financial impact to facilities implementing EHR systems.



Common Course Number: HIM 2112

Unit 12: EHR Selection and Contract Negotiation

General Outcome:

12.0 The student shall have a basic understanding of vendor selection process.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 12.1 Compare vendor functionality
- 12.2 Understand how to create a vendor selection criteria for an RFP
- 12.3 Discuss the merits of purchasing a system verses ASP



Common Course Number: HIM 2112

Unit 13: EHR System Implementation and Ongoing Monitoring

General Outcome:

13.0 The student shall understand the ongoing process post implementation of EHR System

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

13.1 Discuss the importance of EHR Project Management to timeline

13.2 Discuss the impact of ongoing monitoring

Objectives / Learning Outcome(s) / Major Topics: *Must submit revised course outline ... deletions with ~~striketrough~~, and additions in *color*.*

Name of Faculty Contact / Telephone Number: **Charlee Bumgardner/954-201-208**
mm/dd/yy

Date: **9/17/09**

**HEALTH INFORMATION MANAGEMENT
Associate in Science Major Code 2179.**

Program Description

This full time two-year program of study prepares the student for employment as a health information technician (HIT) in a variety of settings and eligibility to write the national certifying examination to become a Registered Health Information Technician (RHIT). Responsibilities include coding of diagnoses and procedures; as well as processing, storage and retrieval of health information. Confidentiality, legal aspects, statistical reporting, performance improvement, and supervision of daily department activities comprise other functions. Professional practice experiences are provided in local health care facilities under the supervision of qualified professional personnel. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The program has an **articulation agreement** with Atlantic and Sheridan Technical Centers for students completing the full-time Transcription or Medical Coder/Biller programs. **Articulation applicants should call the Program Manager at 954-201-2084 for information. Students from other educational facilities should contact the Program Manager to determine if course work and work experience credits are available.**

First year applicants should call 954-201-2890 for application information. For specific program information call the Program Manager at 954-201-2084 or go to the program website at www.broward.edu/him. Program is offered at North campus only.

Criteria for Admission into the Associate in Science in Health Information Management Program:

- Applicant must fulfill the general requirements for admission to the Health Science Programs.
- A minimum 2.5 degree GPA.
- Complete the pre-requisite courses listed below with a grade of "C" or higher.
- Students who have not completed the pre-requisites, but seek early admission, must obtain departmental approval.
- Applicants must complete the Pre-Health Science Core certificate requirements (CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.
- Students will need to demonstrate computer and internet literacy prior to graduating from the program. This can be accomplished by either taking CGS 1060C Computer and Internet Literacy as an elective or by taking the Computer and Internet Literacy Test through the Testing Center.
- Students will need a working knowledge of and be able to produce documents, spreadsheets, databases and presentations in Word, Excel, Access and PowerPoint.

Requirements for the Associate in Science in Health Information Management:

- Courses must be completed in the sequence as outlined in the program of study.
- Completion of 67 semester hours of credit and a minimum degree grade point average of 2.0 or higher.
- Completion of all courses in the degree program with a grade of "C" or higher.

Pre-requisite Courses:

HSC 1531	Medical Terminology	3
CGS 1540C	Database Management	3
BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
Total Semester Hours		10

First Year Term I

**BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
*HIM 1000	Introduction to Health Info. Management	2
*HIM 1300	Healthcare Delivery Systems	2
*HIM 1435	Pathophysiology	3
MAT 0024	Elementary Algebra or higher	0
Total Semester Hours		11

First Year Term II

*ENC 1101	Composition I	3
SPC 1024	Introduction to Speech Communication	3
*HIM 1110	Health Data Concepts	3
*HIM 1110L	Health Data Concepts Lab	1
*HIM 1253	Coding: Beginning	4
Total Semester Hours		14

First Year Term III

HIM 1260	Health Insurance Billing	2
*HIM 1800	Professional Practice I	2
Elective	Humanities/Fine Arts	3
Total Semester Hours		7

Second Year Term I

*HIM 2012	Law and Ethics	2
*HIM 2232	Coding: Intermediate	3

*HIM 2652	Health Information Systems	3
*HIM 2214	Health Statistics	2
*HIM 2512	Supervision and Organizational Life	2
Total Semester Hours		12

Second Year Term II

*HIM 2234	Coding: Advanced	3
*HIM 2810	Professional Practice II	2
*HIM 2500	Performance Improvement	2
*# Elective	Social/Behavioral Sciences	3
Total Semester Hours		10

Second year Term III

*HIM 2110	Electronic Health Record	2
*HIM 2930	Transition Seminar	1
Total Semester Hours		3
Total Program Semester Hours		67

*Requires a pre- or co-requisite. See course description in this catalog or online at www.broward.edu.

#Recommend POS 2041, National Government or PSY 2012, General Psychology.

** Students must fulfill the computer literacy general education requirements within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

PROPOSED PROGRAM SHEET
HEALTH INFORMATION MANAGEMENT
 Associate in Science Major Code 2179.

Program Description

This full time two-year program of study prepares the student for employment as a health information technician (HIT) in a variety of settings and eligibility to write the national certifying examination to become a Registered Health Information Technician (RHIT). The program will also provide the student the edibility to sit for the AAPC or AHIMA coding credentialing examinations.

Responsibilities include coding of diagnoses and procedures; as well as processing, storage and retrieval of health information in ether paper or electronic health records. Confidentiality, legal aspects, statistical reporting, reimbursement methodology, healthcare informatics, performance improvement, and supervision of daily department activities comprise other functions taught in the program. Professional practice experiences are provided in local health care facilities, by simulation or in combination under the supervision of qualified professional personnel. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The program has an **articulation agreement** with Atlantic and Sheridan Technical Centers for students completing the full-time Transcription or Medical Coder/Biller programs. **Articulation applicants should call the Program Manager at 954-201-2084 for information. Students from other educational facilities should contact the Program Manager to determine if course work and work experience credits are available.**

First year applicants should call 954-201-2890 for application information. For specific program information call the Program Manager at 954-201-2084 or go to the program website at www.broward.edu/him. Program is offered at North campus only.

Criteria for Admission into the Associate in Science in Health Information Management Program:

- Applicant must fulfill the general requirements for admission to the Health Science Programs.
- A minimum 2.5 degree GPA, admission to the program with a GPA lower than 2.5 requires the Program Manager interview and approval. GPA below 2.0 will be accepted
- Complete the pre-requisite courses with a grade of "C" or higher.
- Students who have not completed the pre-requisites, but seek early admission, must obtain departmental approval.
- Applicants must complete the Pre-Health Science Core certificate requirements (CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.
- Students will need a working knowledge of and be able to produce documents, spreadsheets, databases and presentations in Word, Excel, Access and PowerPoint.

Requirements for the Associate in Science in Health Information Management:

- Courses must be completed in the sequence as outlined in the program of study.
- Completion of 67 program semester hours of credit and a minimum degree grade point average of 2.0 "C" or higher for all courses.

Pre-requisite Courses:

HSC 1531	Medical Terminology	3
ENC 1101	Composition I	3
Total Semester Hours		6

First Year Term I

*HIM 1000	Introduction to Health Info. Management	2
*HIM 1453	Survey of Human Structure	3
*HIM 1435	Pathophysiology	4
MAT 0024	Elementary Algebra or higher	0
Elective	Math (MAT 1033, MAC 1105 or STA 2023) or BSC1005 General Biology	3
Total Semester Hours		12

First Year Term II

-HIM 1003	Foundation & Functions of HIM	3
HIM 1110	Health Data Concepts	3
HIM 1110L	Health Data Concepts Lab	1
*HIM 1253	Coding: I	3
*HIM 1253L	Coding I Lab	1
Total Semester Hours		11

First Year Term III

HIM 1260	Reimbursement Methodology	3
CGS 1540C	Database Management	3
HIM 1800	Professional Practice I	2
Total Semester Hours		8

Second Year Term I

HIM 2012	Health Records Law	3
*HIM 2232	Coding: II	2
HIM 2232L	Coding II Lab	1
*HIM 2652	Health Information Systems	3
HIM 2214	Health Statistics	2
HIM 2512	Supervision and Organizational Life	2
Total Semester Hours		12

Second Year Term II

*HIM 2234	Coding: Advanced	3
HIM 2112	Electronic Health Record	3
HIM 2500	Performance Improvement	2
PSY 2012	Introduction to Psychology	3
Total Semester Hours		11

Second year Term III

HIM 2810	Professional Practice II	2
*HIM 2930	Transition Seminar	1
PHI 2600	Introduction to Ethics	3
Total Semester Hours		6

Total Program Semester Hours 67

*Requires a pre- or co-requisite. See course description in this catalog or online at www.broward.edu.

Successful completion of the Health Information Management Program will satisfy the SACS Oral Communication Standard and basic computer skill requirement.

Pre-Health Science Core certificate requirements

HSC0591 - HIV/AIDS
 HSC0522-TB/OSHA/Hepatitis
 HSC0205 - CPR
 HSC0691 - Domestic Violence

