



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010

NEXT REVIEW: 2014-2015

STATUS: A

COURSE TITLE: Introduction to Health Information Management

COMMON COURSE NUMBER: HIM 1000

CREDIT HOURS: 2

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture: 32
Clinic:

Lab:
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, 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

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.

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.

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

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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.

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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.