



# BROWARD COMMUNITY COLLEGE COURSE OUTLINE

**LAST REVIEW:** 2009-2010  
*(i.e. 2003-2004)*

**NEXT REVIEW:** 2014-2015  
*(i.e. 2008-2009)*

**STATUS:** A  
*(A, I, D)*

**COURSE TITLE:** Health Data Concepts

**COMMON COURSE NUMBER:** HIM 1110

**CREDIT HOURS:** 2

**CONTACT HOUR BREAKDOWN**  
*(per 16 week term)*

**CLOCK HOURS:**  
*(Voc. Course ONLY)*

Lecture: 32                      Lab:

Clinic:                              Other:

**PREREQUISITE(S):** HIM 1000

**COREQUISITE(S):** HIM 1110L

**PRE/COREQUISITE(S):**

**COURSE DESCRIPTION** *(750 characters, maximum):*

This course provides an introduction to the basic concepts and techniques for managing and maintaining health record systems. Topics include: record content, format and uses of healthcare data, record systems: storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities.

Through the Virtual Healthcare Systems Lab, students will be given access to work on a variety of healthcare electronic system enhancing their technology skills and knowledge such as: Athens/Cerner Electronic Health Records, QuadraMed MPI, QuadraMed Smart ID, QuadraMed Encoder, and McKesson Horizons. Students will be given the opportunity to utilize and practice with current software packages common to the industry.

## **UNIT TITLES**

1. Overview of Health Care Delivery Systems
2. Healthcare Settings
3. Patient Records
4. Content of Patient Records
5. Numbering and Filing Systems
6. Record Storage and Circulation
7. Indexes, Registers, and Health Data Collection
8. Introduction to Legal Aspects of Health Information Management
9. Introduction to Coding and Reimbursement
10. Accreditation and Licensure
11. Forms Design and Management



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## 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	



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**Common Course Number: HIM 1110**

## **UNITS**

### **Unit 1** Overview of Health Care Delivery Systems

#### *General Outcome:*

- 1.0 The student will be able to discuss purposes, trends and uses of health records in today's healthcare industry.

#### *Specific Instructional Objectives:*

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

1. Summarize the evolution of healthcare in USA
2. Introduction to healthcare in USA as compared to socialized medicine in Canada and Europe.
3. Define primary, secondary and tertiary care.
4. Compare and contrast different types of ownership.
5. Define medical staff structure and responsibilities



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**Unit 2** Healthcare Settings

***General Outcome:***

2.0 Student will be able to define differentiate between different types of healthcare settings.

***Specific Instructional Objectives:***

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

1. Identify types of hospital patients and ambulatory patients
2. Identify Managed Care Models List and define hospital categories
3. Identify types of hospital patients and ambulatory patients
4. List and define hospital categories List and define hospital categories



**Common Course Number: HIM 1110**

**Unit 3** Patient Record Types

*General Outcome:*

3.0 Student will be able to explain different types of patient records based on the type of facility and be able to discuss the development of a patient record from admission to discharge.

*Specific Instructional Objectives:*

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

1. Explain different type of patient records needs based on the type of facility
2. Signature requirements for paper and electronic records
3. Define the differences between record formats.
4. Storage media for achieved records
5. Timely completion of patient records
6. Summarize the purpose of patient records
7. Provide examples of administrative and clinical data
8. Delineate provider documentation responsibilities
9. Explain document correcting and amending methods
10. Prepare a policy and procedure on correct document editing, amending and correcting methods



**Common Course Number: HIM 1110**

**Unit 4** Patient Record Contents

***General Outcome:***

4.0 Student will be able to determine patient record content need for each specific type of healthcare setting.

***Specific Instructional Objectives:***

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

1. Explain general documentation issues that impact all patient records
2. Differentiate among administrative, clinical and financial data collected on patient records and the purpose for the data.
3. List content of: inpatient, outpatient and physician office records
4. Identify external agencies that impact record content
5. Detail forms design and control requirements
6. Discuss the electronic changes taking place in record departments



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**Unit 5**      Numbering and filing systems

***General Outcome:***

5.0      Student will learn the different types of numbering and filing systems.

***Specific Instructional Objectives:***

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

1. Explain the differences between serial, unit and serial unit numbering systems
2. Explain the benefits of alphabetic and numeric filing system and when best to use
3. Explain the rules for filing



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**Unit 6** Record Storage and Circulation

***General Outcome:***

6.0 Student will learn record storage management..

***Specific Instructional Objectives:***

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

1. Calculate record storage needs
2. Discuss security measures to protect and secure patient records
3. Identify types of equipment needed to store records correctly
4. Discuss record archival methodology



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**Unit 7** Indexes, Registers, and Health Data Collection

***General Outcome:***

7.0 Student will gain an understanding of the types of indexes and registries used in healthcare and data collection standards used. Student will be able to discuss and identify common data sets used in healthcare systems.

***Specific Instructional Objectives:***

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

1. Identify common indexes maintained in hospitals
2. Discuss Vital Statistic requirements in healthcare
3. Review data sets
4. Discuss data collection methodology
5. Review manual and automated abstracting techniques
6. Define descriptive healthcare statistics
7. Explain Data Quality and define the characteristics of data quality



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**Unit 8** Introduction to Legal Aspects of Health Information Management

***General Outcome:***

- 8.0 Student will be introduced to the legal aspects of patient records and the proper handling of confidential and protected information.

***Specific Instructional Objectives:***

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

1. Define legal terms as related to health information management
2. Learn the concept of “patient records in the normal course of business” in a healthcare setting
3. Comply with HIPAA privacy and security provisions
4. Interpret legislation that impacts health information management
5. Appropriate release of protected health information



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**Unit 9** Introduction to Coding and Reimbursement

***General Outcome:***

9.0 Student will be introduced to how coding of diagnoses and procedures are used for healthcare reimbursement..

***Specific Instructional Objectives:***

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

1. Introduced to HIM Professionals functioning in reimbursement positions – auditing, coding managers
2. List and define Medicare PPS and fee schedule
3. Discuss hospital charge master function and a charge master review
4. Discuss CMS 1400 and UB 4
5. Discuss EDI
6. Discuss fraud and abuse



**Common Course Number: HIM 1110**

**Unit 10** Accreditation and Licensure

***General Outcome:***

10.0 The student will be able to describe the accrediting and licensing processes impacting health information management.

***Specific Instructional Objectives:***

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

1. Identify accrediting and licensing bodies.
2. Identify accrediting criteria for health information management.
3. Discuss accrediting and licensing procedures.
4. Recognize documentation requirements of accreditation and licensing agencies.



**Common Course Number: HIM 1110**

**Unit 11** Forms Design and Management

***General Outcome:***

11.0 The student will be able to analyze a form for effectiveness and design a form using common design elements.

***Specific Instructional Objectives:***

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

1. Identify the basic forms and format of paper based health records.
2. Describe the different types of forms/reports found in health records for different types of treatment facilities.
3. Design a form utilizing common design elements for paper forms.
4. Explain the purpose of forms control, tracking and management.
5. Explain the role of a Clinical Forms Committee.