

Health Data Content and Structure (HITT 1401)



Credit: 4 semester credit hours (3 hours lecture, 2 hours lab)

Prerequisite/Co-requisite: None

Course Description

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

Required Textbook and Materials

1. *Essentials of health Information Management: Principles and Practice* Second Edition by M. Green, Thomson Delmar Learning Publishing
a. ISBN: 1-4390-6018-5
2. Computer with internet access.
3. Blackboard access code (if required)

Course Objectives

Upon completion of the course, the student should be able to:

1. Analyze health record content.
(SCANS: C5, C6, C7, C8, F1, F2, F5, F6, F8, F9, F10, F11, F12)
2. Describe health information management department function and purpose.
(SCANS: C5, C7, F1, F2, F5, F6, F8)
3. Differentiate the various types of health care facilities and their records.
(SCANS: C5, C7, F1, F2, F5, F6, F8,)
4. Identify the various licensing and regulatory agencies in the healthcare industry.
(SCANS: C5, C7, F1, F2, F5, F6, F8)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

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Course Outline

- A. Health Care :
 - 1. Health Care Delivery Systems
 - 2. Health Information Management Professionals
 - 3. Health Care Settings
- B. The Medical Record
 - 1. The Patient Record: Hospital, Physician Office, and Alternate Care Settings
 - 2. Content of the Patient Record: Inpatient, Outpatient and Physician Office
- C. Organizational Systems
 - 1. Numbering & Filing Systems and Record Storage & Circulation
 - 2. Indexes, Registers, and Health Data Collection
 - 3. Medical Record Retention Systems (MRRS2)
- D. Confidentiality and Security
 - 1. Legal Aspects of Health Information Management
 - 2. HIPAA™

Grade Scale

90 - 100	A	40%
80 - 89	B	45%
70 - 79	C	15%
60 - 69	D	
0 - 59	F	

Course Evaluation

Final grades will be calculated according to the following criteria:

Course assignments

Unit Exams

Final Exam

Course Requirements

- 1. Organizational Chart
- 2. Professional resume
- 3. File patient records
- 4. HIPAA
- 5. Create Master Patient Index
- 6. Utilize Internet
- 7. Uniform Ambulatory Care Data Set
- 8. Amending patient records
- 9. Complete deficiency forms
- 10. Releasing health information standards

Course Policies

- 1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes
- 2. All electronic devices must be turned off. Absolutely no phones calls, text messaging or other telephone communications during class times.
- 3. Absolutely no food, drinks, or gum.
- 4. Students must respect one another and all faculty.

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5. No children or other family members or friends are allowed to attend class with student.
6. Students are expected to attend class. There are no “excused absences.” Daily attendance will be taken.
7. All exams will be taken on the scheduled dates. There will be no makeup exams.
8. All assignments are due when stated at the beginning of class including Blackboard assignments. Late assignments are not accepted.
9. Additional course policies are outlined in “Classroom Policies” provided at the beginning of the semester.
10. Students are expected to following the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
11. Any violation of classroom policies may result in student being asked to leave class and result in an absence.

Technical Requirements

For an online course we recommend the following minimum technical requirements:

Operating System	Windows XP or Vista, MAC OS 10.4 or higher	
Processor	1 GHz or higher	
Memory	256 MB of RAM. If running Vista: 512 MB of RAM	
Hard Drive Space	500 MB free disk space	
Browsers	<u>Windows:</u> Supported: <ul style="list-style-type: none">• Internet Explorer 6.0• Internet Explorer 7.0• Firefox 2.0 Unsupported Browsers: <ul style="list-style-type: none">• Internet Explorer 8• Firefox 3.0	<u>MAC OS 10.4, 10.5:</u> Supported: <ul style="list-style-type: none">• Safari 3.0• Safari 3.1• Firefox 2.0 Unsupported Browsers: <ul style="list-style-type: none">• Safari 3.2• Firefox 3.0
	NOTE: Cookies, Java, and JavaScript must be enabled. Pop-up blockers should be configured to permit new windows from LIT Click here to check your browser.	
Browser Plug-ins	In addition to the minimum system requirements needed to access Blackboard, you may also need additional browser plug-ins to view some of the content. Common plug-ins include: <ul style="list-style-type: none">• Adobe Acrobat• Adobe Flash Player• Quicktime• Windows Media Player	
Internet Connection	Broadband (cable or DSL) connection required	
Additional Software	You should be running the most recent version of Java.	

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Disabilities Statement:

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737; or visit the office in Student Services, Cecil Beeson Building.

Course Schedule:

Week of Semester	Topic	Textbook Reference
Week 1	Welcome; AHIMA website	
Week 2	Chapter 1: Health Care Delivery Systems Chapter 2: Health Information Management Professionals	pp 1 – 34 pp 35 – 53
Week 3	Chapter 3: Health Care Settings; Review	pp 55 – 71
Week 4	Chapter 3 continued; Exam 1 (Chapters 1 – 3)	
Week 5	Chapter 4: The Patient Record: Hospital, Physician Office, and Alternate Care Settings	pp 73 - 107
Week 6	Chapter 5: Content of the Patient Record: Inpatient, Outpatient, and Physician Office; Review	pp 109 - 191
Week 7	Guest Speaker; Exam 2 (Chapters 4 – 5)	
Week 8	Chapter 6: Numbering & Filing Systems and Record Storage & Circulation	pp 193 – 223
Week 9	Guest Speaker; Chapter 7: Indexes, Registers, and Health Data Collection	pp 225 – 252
Week 10	Chapter 7 continued; Review; Exam 3 (Chapters 6 – 7)	
Week 11	Guest Speaker; Chapter 8: Legal Aspects of Health Information Management	pp 253 - 292
Week 12	Chapter 8 continued; Guest Speaker	
Week 13	Release of Information; MRRS2	n/a
Week 14	HIPAA	n/a
Week 15	Guest Speakers	
Week 16	Review; Final Exam (Chapter 8, ROI, HIPAA, MRRS2, and Guest Speakers)	