JEFFERSON COLLEGE

COURSE SYLLABUS

HIT 100

Introduction to Health Information Technology

3 Credit Hours

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**HIT 100 Introduction to Health Information Technology**

I. CATALOGUE DESCRIPTION

A. Pre/ Co-requisite: BIT 122

B. Credit hour award: 3

C. Description: Introduction to Health Information Technology provides an introduction to this field and the organization of healthcare delivery in the acute care setting. Analysis of health records in paper, hybrid, and electronic formats will form the basis of classroom discussion. Emphasis is on the documentation requirements for licensure, accreditation, and certification. Other topics include data sets, storage and retrieval, and the use and structure of healthcare data, record assembly and analysis, chart location, master patient index, physician documentation, and release of information. (F,S)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Expected Learning Outcomes</th>
<th>Assessment Measures</th>
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<tbody>
<tr>
<td>Define key Health Information Technology words and abbreviations.</td>
<td>Class Lecture Summative Examination</td>
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<tr>
<td>Describe the development of the Health Information Technology profession.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<td>Identify the requirements for initial and continuing certification within the Health Information Technology profession.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<td>Describe the various functions of a Health Record Department.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<td>Describe the impact of technology on the Health Information Technology profession.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<td>Describe some of the existing and emerging roles in the Health Information Technology profession.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Locate various resources for Health Information Technology professional development, including, but not limited to, the Journal of AHIMA, publications of AHIMA, the Internet web site of AHIMA, other related web sites, and the FORE Library.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Outline the flow of data into a patient record by various methods and entities in a health care organization.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Describe how health data/information is used by various individuals and groups.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Discuss concerns related to protection of patient data to preserve confidentiality.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Identify key organizations external to the health care facility that influence data collection.</td>
<td>Class Discussion/Activity Summative Examination</td>
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Compare the following record formats: source-oriented, problem-oriented, or integrated.

Review the evolution of the CPR (computerized patient record).

Compare the three types of documentation analysis: quantitative, qualitative, and statistical.

Describe systems for handling incomplete health records.

Outline the path a patient record takes through a health record department from dismissal to permanent file.

Identify various numbering and filing systems for storage of patient records.

Compare manual and automated record-tracking systems.

Summarize the value of the master patient index (MPI) in accessing patient records.

List ways to safeguard patient information.

### III. COURSE OUTLINE

**A. Health Care Delivery Systems**

1. Health Care Professionals
2. Health Information Management
3. Comparison of Facilities
4. Legal and Regulatory Environment

**B. Paying for Health Care**

1. Reimbursement
2. Insurance
3. Government Influence on Reimbursement

**C. Collecting Health Care Data**

1. Basic Concepts
2. Key Data Categories
3. Medical Decision Making
4. Describing Data
5. Organization of Data Elements in a Health Record
6. Data Quality

**D. Acute Care Records**

1. Clinical Flow of Data
2. Clinical Data
3. Data Quality
4. Accreditation

E. Health Information Management Processing
   1. Data Quality
   2. Post-discharge Processing
   3. Other Health Information Management Roles

F. Coding and Reimbursement
   1. Coding
   2. Prospective Payment Systems
   3. Billing
   4. Impact of Coding

G. Health Information Management Issues in Alternative Settings
   1. Ambulatory Care
   2. Ambulatory Care: Radiology and Laboratory
   3. Ambulatory Care: Ambulatory Surgery
   4. Long term Care
   5. Behavioral Health Facilities
   6. Rehabilitation Facilities
   7. Hospice
   8. Home Health Care
   9. Other Specialty Facilities

H. Storage
   1. The Paper Perspective
   2. Master Patient Index
   3. Filing
   4. Alternative Storage Methods
   5. Chart Locator Systems
   6. Security of Health Information

I. Statistics
   1. Organized Collection of Data
   2. Data Retrieval
   3. Reporting of Data
   4. Statistical Analysis of Patient Information
   5. Routine Institutional Statistics

J. Quality and Uses of Health Information
   1. The Quality of Health Care
   2. Quality Management Theories
   3. History and Evolution of Quality in Health Care
   4. Monitoring the Quality of Health Information
   5. Health Information in Quality Activities
   6. Organization and Presentation of Data
   7. Health Care Facility Committees
   8. Uses of Health Information

K. Confidentiality and Compliance
   1. Confidentiality
2. Health Insurance Portability and Accountability Act
3. Access
4. Consent
5. Release of Information
6. Preparing for a Record Release
7. Internal Requests for Information
8. Sensitive Records
9. Federal, Corporate, and Facility Compliance

L. Electronic Records
1. The Evolution of the Electronic Health Record
2. Government and Private Sector Intervention
3. Advantages of and Barriers to Implementing an Electronic Health Record
4. Electronic Health Record Management
5. Career Opportunities

M. HIM Department Management
1. Human Resources
2. Organization Charts
3. Health Information Management Workflow
4. Department Planning
5. Prioritization of Department Functions
6. Evaluation of Department Operations and Services
7. Department Policies and Procedures
8. Health Information Personnel
9. Employee Productivity
10. Employee Evaluations
11. Hiring Health Information Management Personnel
12. Fair Employment Practices
13. Department Equipment and Supplies
14. Ergonomics

N. Training and Development
1. Orientation
2. Training
3. In-service Education
4. Educating the Public
5. Continuing Education
6. Communication
7. Department Meetings
IV. METHOD(S) OF INSTRUCTION

A. Lecture
B. Readings from textbook
C. Supplemental handouts
D. Case Studies
E. Discussion Board

V. REQUIRED TEXTBOOK


VI. REQUIRED MATERIALS

A. Textbook
B. A computer with internet access (available through the Jefferson College Labs)
C. Paper, notebooks, pens, pencils with erasers

VII. SUPPLEMENTAL REFERENCES

A. Class handouts
B. Current internet resources
   1. On-line reference materials
   2. American Health Information Management (AHIMA) website

VIII. METHOD OF EVALUATION

A. Assignments
B. Vocab Quiz
C. Summative Written Examinations
Grading Scale:
A = 90-100%
B = 80-89.9%
C = 70-79.9%
D = 60-69.9%
F = 0-59.9%

There will be an assignment, vocabulary quiz, discussion question and exam for all chapters covered throughout the course. The HIT Program runs a strict point system so the student will know where they stand regarding their grade at all times.

IX. ADA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library: phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook. Any student who cheats or plagiarizes will be subject to dismissal from the Health Information Technology program and will be referred to the college for disciplinary action. (See College website, http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

XI. ATTENDANCE

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.