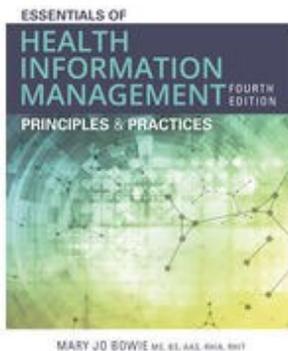


## Introduction to Health Information Management

HP112e

### Required Texts



Green, M. A., & Bowie, M. J. (2019). *Essentials of health information management: principles and practices* (4th ed.). Boston, MA: Cengage Learning.

ISBN: 9781337553674

### Course Description

Students are introduced to health information management (HIM) in healthcare delivery settings. This foundational course details the history and factors driving the emergence of health informatics and the electronic health record (EHR). In addition to emphasizing the concepts, terminologies and scope of health informatics, the course delves into health information exchanges, data standards, health informatics ethics, online resources, security, and Health Insurance Portability and Accountability Act (HIPAA). Students will apply HIM concepts and skills demonstrating functional knowledge needed for an entry level career in healthcare. This course provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare, and sit for the Electronic Health Record Certification Exam.

## Course Objectives

- Determine the careers in health information management and HIM professional associations
- Investigate the contents of a patient's record including authentication of records, provider and patient responsibilities, differences between administrative and clinical data, correcting documentation and storage methods
- Utilize the importance of administrative and clinical applications of the electronic medical record (EMR) and the different elements of an implementation
- Employ and discuss numbering, filing systems, record storage, circulation, indexes, registers and health data collection
- Explore content and practice tests from the NHA platform in preparation for the EHR Certification exam in the Capstone course.

Credit Hours: 3

Prerequisites: None

## Tentative Course Schedule

<b>Course Week</b>	<b>Weekly Content</b>
Week 1: History of Medicine & the Delivery of Healthcare in the United States	<ul style="list-style-type: none"><li>• Read Chapter 1</li><li>• Review Lectures: Welcome What Exactly is Health Information Management? and History of Medicine</li><li>• Watch Videos: An Overview of the History of Healthcare and What is Health Information Management?</li><li>• View Chapter 1 Slideshow</li><li>• Discussions: Introductions and Leadership and Continuum of Care</li><li>• Complete MindTap Learning Lab</li><li>• Assignment: Is HIM What I Want To Do?</li><li>• Complete Certificate Study Work</li></ul>

<p>Week 2: Healthcare Professional &amp; Care Settings</p>	<ul style="list-style-type: none"> <li>• Read Chapters 2 and 3</li> <li>• Review Lectures: Health Information and Cloud Computing and Big Data</li> <li>• Watch Videos: AHIMA: Empowered to Transform Healthcare and HIM and Health Information Management (HIM)</li> <li>• View Chapters 2 and 3 Slideshow</li> <li>• Discussions: Professional Organizations and National Healthcareer Association</li> <li>• Complete MindTap Learning Lab</li> <li>• Assignment: How Much Big Data Do You Have?</li> <li>• Complete Certificate Study Work</li> </ul>
<p>Week 3: Introduction to the Patient Record</p>	<ul style="list-style-type: none"> <li>• Read Chapters 4 and 5</li> <li>• Review Lectures: Transition and Who Needs to Know What?</li> <li>• Watch Videos: ACSQHC (2017) Medical records and data-driven healthcare, Navigating a Patient Chart – Dr. Chrono HER Clinical Features Demo Series and EHRs in 2028 – What should the future look like?</li> <li>• View Chapters 4 and 5 Slideshow</li> <li>• Discussions: Battle of the Titans and HER Functionality</li> <li>• Complete MindTap Learning Lab</li> <li>• Assignment: The Electronic Health Record</li> <li>• Complete Certificate Study Work</li> </ul>
<p>Week 4: Diversity of Patient Records &amp; Variety of its Contents</p>	<ul style="list-style-type: none"> <li>• Read Chapter 6</li> <li>• Review Lecture: The Internet of Things</li> <li>• Watch Videos: Provider Minute: The Importance of Proper Documentation</li> <li>• Additional Reading: Code of Medical Ethics: Consent, Communication &amp; Decision Making</li> <li>• View Chapter 6 Slideshow</li> <li>• Discussions: AHIMA Code of Ethics and HER Forms</li> <li>• Complete MindTap Learning Lab</li> <li>• Assignment: Fundamentals of the Legal Health Record and Designated Record Set</li> <li>• MindTap Exam</li> <li>• Complete Certificate Study Work</li> </ul>

<p>Week 5: Overview of the Filing Storage &amp; Circulation of Medical Records</p>	<ul style="list-style-type: none"> <li>• Read Chapter 7</li> <li>• Review Lectures: Technology and The IoT and Dark Data</li> <li>• Watch Videos: Records Nation (2018) How to Store Medical Records: Finding the Best Strategy and How to Store Medical Records</li> <li>• Additional Reading: Why do we still use Social Security numbers to prove our identities</li> <li>• View Chapter 7 Slideshow</li> <li>• Discussions: Are paper Medical Records Extinct and Security Measures and Medical Records</li> <li>• Complete MindTap Learning Lab</li> <li>• Assignment: Wearable Technology</li> <li>• MindTap Exam</li> <li>• Complete Certificate Study Work</li> </ul>
<p>Week 6: Overview of Indexes, Registers &amp; Health Data Connection</p>	<ul style="list-style-type: none"> <li>• Read Chapter 8</li> <li>• Review Lectures: Importance of Indexes, Registries and Health Data and Meaningful Use and Interoperability</li> <li>• Watch Videos: How to understand interoperability – our industry’s most overlooked problem</li> <li>• Additional Reading: Registries and National Center for Health Statistics</li> <li>• View Chapter 8 Slideshow</li> <li>• Discussions: Vital Statistics and Organ Donation and Vital Statistics and the EHR</li> <li>• Complete MindTap Learning Lab</li> <li>• Assignments: Indexes, Registers, and Registries</li> <li>• Complete Certificate Study Work</li> </ul>
<p>Week 7: Legal Aspects of Health Information Management</p>	<ul style="list-style-type: none"> <li>• Read Chapter 9</li> <li>• Review Lectures: Legal Aspects of HIM and EHR Security Risks</li> <li>• Watch Videos: How to maintain patient confidentiality</li> <li>• View Chapter 9 Slideshow</li> <li>• Discussions: Personal Health Information and Social Media and HIPAA</li> <li>• Complete MindTap Learning Lab</li> <li>• Assignments: How Secure are your EHR Records</li> <li>• MindTap Exam</li> <li>• Complete Certificate Study Work</li> </ul>

Week 8: Introduction to Coding & Reimbursement	<ul style="list-style-type: none"> <li>• Read Chapter 10</li> <li>• Review Lectures: Passionate and Emotional Intelligence</li> <li>• Watch Videos: All Things Medical Coding and Medical Never Events – the shocking truth</li> <li>• Additional Reading: Privacy and Security Guide</li> <li>• View Chapter 10 Slideshow</li> <li>• Discussions: Reimbursement and To the Future and Beyond</li> <li>• Complete MindTap Learning Lab</li> <li>• Assignments: Engaging Staff in Healthcare Security</li> <li>• Complete Certificate Study Work</li> </ul>
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## Grading Policy

Grading Category	Grade Weight
Discussions	25%
Assignments	65%
MindTap Activities	5%
Certificate Work	5%

## Estimated Student Workload

The following table outlines the academic effort required by students to become successful in this course. While the times in the table are hourly approximations, it is presented to help students with their time management. Please note, depending on the student's background knowledge and experience of the course subject, and an individual student's academic capabilities, these times will vary.

<b>Week 1</b>	<b>Reading/Watching</b>	<b>2.7</b>
	Discussing	6.0
	Homework	4.0
	Hands On	0.0
	Total	12.7
<b>Week 2</b>	Reading/Watching	2.6
	Discussing	6.0
	Homework	5.0
	Hands On	0.0
	Total	13.6
<b>Week 3</b>	Reading/Watching	3.0
	Discussing	6.0
	Homework	5.0
	Hands On	0.0
	Total	14.0
<b>Week 4</b>	Reading/Watching	1.8
	Discussing	6.0
	Homework	15.0
	Hands On	0.0
	Total	22.8
<b>Week 5</b>	Reading/Watching	2.2
	Discussing	6.0
	Homework	9.0
	Hands On	0.0
	Total	17.2
<b>Week 6</b>	Reading/Watching	1.8
	Discussing	6.0
	Homework	9.0
	Hands On	0.0
	Total	16.8
	Reading/Watching	1.5

<b>Week 7</b>	Discussing	6.0
	Homework	9.0
	Hands On	0.0
	Total	16.5
<b>Week 8</b>	Reading/Watching	1.9
	Discussing	6.0
	Homework	14.0
	Hands On	0.0
	Total	21.9