COMMON COURSE OUTLINE: Course discipline/number/title: HIMC 1850: Computerized Health Information

A. CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 5 (1 lecture/2 lab)
3. Prerequisites (Course discipline/number): College-level reading skills: Appropriate score on RCTC placement test or completion of appropriate developmental course with grade of C or better.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course introduces the student to the vital role information processing plays in health care delivery. Basic concepts of health information systems will be introduced and applied including electronic data collection, storage, retrieval, and other applications. Current electronic software will be utilized.

B. DATE LAST REVISED (Month, year): February, 2016

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Basic concepts of health information systems will be introduced and applied including electronic data collection, storage retrieval and other applications.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
2. Verify the documentation in the health record is timely, complete, and accurate.
3. Identify a complete health record according to, organizational policies, external regulations, and standards.
4. Apply policies and procedures to ensure the accuracy and integrity of health data.
5. Collect and maintain health data.
6. Identify and use secondary data sources.
7. Apply legal concepts and principles to the practice of HIM.
8. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information.
9. Apply retention and destruction policies for health information.
10. Apply system security policies according to departmental and organizational data/information standards
11. Utilize software in the completion of HIM processes.
12. Explain the process used in the selection and implementation of health information management systems.
13. Utilize health information to support enterprise wide decision support for strategic planning.
14. Explain usability and accessibility of health information by patients, including current trends and future challenges.
16. Apply information and data strategies in support of information governance initiatives.
17. Utilize enterprise-wide information assets in support of organizational strategies and objectives.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Online discussions
2. Textbook assignments
3. Papers
4. Tests

G. RCTC CORE OUTCOME(S) ADDRESSED:
- Communication
- Critical Thinking
- Global Awareness/Diversity

- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any): None