

Course discipline/number/title: HIMC 1840: Introduction to Health Records

A. CATALOG DESCRIPTION

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

B. COURSE DESCRIPTION: This course is a study of the development and integrity of the health record and health information professional. Definition and application of techniques necessary for assurance of adequate documentation and confidentiality of health care in the health record (patient information systems) will be addressed. College-level reading and writing skills: Appropriate score on RCTC placement test or completion of appropriate developmental course with grade of C or better.

C. DATE LAST REVISED (Month, year): February, 2019

D. OUTLINE OF MAJOR CONTENT AREAS:

1. Healthcare delivery systems
  - a) Hospitals
  - b) Clinics
  - c) Long-term care
2. Health Information careers and credentials
3. Health/medical record structure and content
  - a) Legal document
  - b) Electronic health record (EHR)
  - c) Paper systems
  - d) UHDDS
  - e) Meaningful Use
4. Confidentiality, privacy, and security
5. Accreditation, regulatory agencies, and third-party payer requirements

E. 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 progress, clinical findings, and discharge status.
2. Verify the documentation in the health record according to, organizational policies, external regulations and standards.
3. Identify a complete health record is timely, complete and accurate.
4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare.
5. Identify and use secondary data sources.
6. Identify the use of legal documents.
7. Apply legal concepts and principles to the practice of HIMC.
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 policies and procedures to ensure the accuracy and integrity of health data both internal and external to health system.
11. Analyze policies and procedures to ensure organizational compliance with regulations and standards.
12. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification.
13. Adhere to the legal and regulatory requirements related to the health information management.
14. Apply the fundamental of team leadership
15. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.
16. Comply with ethical standards of practice.

- F. LEARNING OUTCOMES (MNTC): NA
- G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
  - 1. Tests
  - 2. Worksheets
  - 3. Discussions
- H. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcomes(s) Personal and Professional Accountability. Students will take responsibility as active learners for achieving their educational and personal goals.
- I. SPECIAL INFORMATION (if any): None