ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

COMMON COURSE OUTLINE

Course discipline/number/title: HIMC 1850: Computerized Health Information

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 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 medical software will be utilized. 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. Health information technology in healthcare
   a) Electronic health records (EHR)
   b) Voice recognition
   c) Data dictionary
2. Legislation related to technology in health information
   a) Federal
      i. Health Information Exchange (HIE)
      ii. Health Information Technology (HIT)
      iii. HIPAA
   b) State
3. Health Information Networks and Exchanges
4. Health data users and uses
   a) Data quality monitoring methods
   b) Registries
   c) Research
5. Patient record
   a) Legal record
   b) Personal Health Record (PHR)
   c) Designated record set
6. Data collection standards
   a) Governmental
   b) Accrediting organizations
   c) Professional organizations
7. Computer views and templates
   a) Documenting care
   b) Timely, complete, and accurate
8. Organization polices and business rules regarding EHR use
9. Terminologies and interoperability
   a) Clinical
   b) SNOMED-CT
   c) Medication terminologies
   d) ICD-10-CM
   e) ICD-10-PCS
   f) CPT and HCPCS
10. Telemedicine and telehealth
11. Computer security
   a) Firewalls

D. OUTLINE OF MAJOR CONTENT AREAS: Continued. . .

b) Encryption

12. Project management
13. System life cycles
    a. Analysis
    b. Design
    c. Implementation
    d. Evaluation
14. Request for Proposal (RFP)
15. Strategic Management

Basic concepts of health information systems will be introduced and applied including electronic data collection, storage retrieval and other applications

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'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.
15. Explain current trends and future challenges in health information exchange.
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.

F. LEARNING OUTCOMES (MNTC): NA

G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:

1. Online discussions
2. Textbook assignments
3. Application assignments
4. Tests

H. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s)
Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

I. SPECIAL INFORMATION (if any): None