Southern West Virginia Community and Technical College

**Health Record Documentation**

**HI208**

 **SYLLABUS**

***Andrea Brown***

Campus: Logan

Office: C-121

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Office Hours: By appointments, in the chat room or by email.

 Monday through Wednesday: 7:00 a.m. - 5:00 p.m.

 Thursday : 7:00 a.m. – 4:30 p.m.

**Course Description:**

This course addresses healthcare delivery, specialty healthcare settings documentation, outline basic healthcare documentation principles, addresses the transition to electronic records, functions of the health record, primary and secondary data sources, health record documentation best practices, accreditation and certification standards, applicable government regulations, and the continuum of care.

#### Course Focus:

This course offers the student a practical orientation and overview of what health information management and allied health students will encounter as they enter the healthcare profession. The student will learn the importance of accurate and timely documentation needed in both the paper and electronic health record for acute-care settings, ambulatory care, long-term care settings, behavioral healthcare settings, and home care/hospice settings. The primary function of the health record is the documentation of care rendered to the patient, communication about the patient among providers, and services as the legal record for healthcare services. The health record is also the primary source of information for secondary uses such as clinical research, public health reporting, and fraud detection and deterrence.

# Text and References:

Documentation for Health Records. Cheryl Fahrenholz, RHIA, CCS-P and Ruthann Russo, PhD, MPH, RHIT.

ISBN: 978-1-58426-262-6

###### Course Objectives:

1. The student will 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. The student will verify the documentation in the health record is timely, complete, and accurate.
3. The student will identify a complete health record according to organizational policies, external regulations and standards.
4. The student will differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of care.
5. Explain the function and purpose of the Health Information Management department.
6. Differentiate the various types of healthcare facilities and their records.
7. Identify the roles of the various licensing and regulatory agencies that govern the healthcare industry.
8. Identify the use of legal documents and apply legal concepts and principles.
9. Describe the post discharge processing of patient records.
10. Define and differentiate the numbering and filing systems and describe record storage and circulation.
11. List the most common indexes, registers, and registries maintained by health care facilities.
12. Describe the purpose and sponsor of the major healthcare data sets and databases.
13. Differentiate between the paper-based medical record and the electronic health record.
14. Discuss the right to access, release and disclosure, and retention and destruction of health records.
15. Explain the functions of general and specific (informed) consents.

# AHIMA Competencies

**Domain I. Data Content Structure and Standards**

**Subdomain 1.B. Health Record Content and Documentation**

1. Analyzethe 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. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of care.

**Domain II. Information Protection, Access, Disclosure, Archival, Privacy & Security**

**Subdomain II.A. Health Law**

1. Apply healthcare legal terminology.
2. Identify the use of legal documents.
3. Apply legal concepts and principles to the practice of HIM.

**Subdomain II.C. Release of Information**

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information.

**Domain III. Informatics, Analytics, and Data Use**

**Subdomain III.F. Consumer Informatics**

1. Explain usability and accessibility of health information by patients, including current trends and future challenges.

**Domain V. Compliance**

**Subdomain V.A. Regulatory**

1. Collaborate with staff in preparing the organization for accreditation, licensure, and /or certification.

**Subdomain V.D. Clinical Documentation Improvement**

1. Develop appropriate physician queries to resolve data and coding discrepancies.

**Domain VI. Leadership**

**Subdomain VI.B. Change Management**

1. Recognize the impact of change management on processes, people and systems.

**Subdomain VI.C. Work Design and Process Improvement**

 3 Utilize data for facility-wide outcomes reporting for quality management

 And performance improvement.

**Subdomain VI.K. Enterprise Information Management**

1. Apply knowledge of database and architecture.

# Student Contributions:

Students are expected to submit assignments as instructed, participate in discussions, both online within Blackboard and in the classroom. Failure to do any of the required assignments may result in failure of the course. Students will attend **ALL** on campus sessions. Assignments must be submitted on or before the deadline. Late assignments will not be accepted and the student will not receive a grade for that assignment. If, during the semester, you experience an undeniably catastrophic, life-disruptive event (for which you will provide documentation when asked), contact me at your earliest opportunity and accommodation will be made. Accommodation is 48 hours from the original due date in which to complete the relevant work. In fairness to students who submit work on time I do not accept late assignments under any other circumstances. All assignments are due by 11:59 pm Eastern Time on the assignment due date. Failure to submit assignments in the appropriate manner by the assignment deadline will result in a zero score for the assignment. This strictly observed policy is not open to appeal. Please plan accordingly. Students must complete all quizzes and before the quiz/exam is closed. The student’s final grade is based on written examinations, application exercises, research paper, classroom participation, interview paper, teamwork, On-line assignments, and student attendance.

### Course Evaluation:

### Course activities include, but are not limited to lectures, reports, and application exercises, student interaction, videos, multimedia presentations, research papers, quizzes, written assignments, guest speakers, and other appropriate assignments.

 **Grading Scale:** 92-100 A

 84-91 B

 76-83 C 68-75 D

 0-67 F

 **Assignments:**

**Class Participation:** Students are expected to complete all course work.

**Discussion** **Boards:** All students will participate in discussions posts throughout the semester. You are encouraged (required) to ask questions of each other and comment on all posts. Comments should be engaging, relevant, and expand on learning of material. Each Discussion Board will be worth 15 points. Discussions and posts will be available from **12:00 am on Monday through 11:30 pm on Friday.**

**Case Studies:** All students will participate in Case Studies (Individual and Group) throughout the semester. Case Studies will be worth a total of 25 points.

**Assignments**: There will be various assignments throughout the modules to help promote learning and understanding of concepts presented. These assignments will vary in points from 5-15 points.

**Exams:** All students will complete 4 online exams, plus the Midterm and Final Exam. Exams will be opened on **12:01 a.m. on Thursday** and will close at **11:30 p.m. on Saturday** on the following dates:

 **Exam 1 – opens 01/19/2017 & closes 01/28/17**

 **Exam 2 – opens 02/09/17 & closes 02/11/17**

 **Midterm – opens 3/2/17 & closes 3/4/17**

 **Exam 3 – opens 3/16/17 & closes 3/18/17**

 **Exam 4 – opens 4/13/17 & closes 4/15/17**

 **Final Exam - TBA**

Exams are to be the student’s own work. Students may not work together on exams. Cheating of any kind will result in failure of the course. If a student misses an examination, the student will earn zero credit for the exam. Exams will not be re-opened. Exams 1-4 will be worth a total of 100 points each. The Midterm and Final Exams will be worth 150 points each.

**Plagiarism Policy/Academic Honesty and Integrity:**

1. Exercise full academic integrity in this course. By integrity, I mean that the work you submit will be your own, original, best, and complete work (and no one else’s work).
2. Refrain from “cutting-n-pasting” from any source, with or without appropriate citation.
3. Appropriately paraphrase others’ works, with appropriate and accurate citation.
4. Refrain from using your own work, in whole or part, from another course, including previous attempts at this one.
5. Know exactly what constitutes plagiarism, intellectual dishonesty, deceit, falsification, misrepresentation, fabrication, fraud, willful ignorance, or sloppiness in assignments.
6. Know exactly what needs to be cited and how, in APA style.
7. Submit assignments containing no more than 19% quoted material in the text (as measured by MS Word’s “word count” tool). “Over quoted” assignments will earn zero credit.
8. Refrain from using Wikipedia or similar sites in preparing written assignments, because you recognize the questionable veracity of Wikipedia and other similar sites. Use of such sites (cited or not) earn a 5-point deduction per occurrence in any written assignment in this course.

 **Class Participation:**

Class participation scores will represent the instructor’s subjective evaluation of the student’s performance in class. It will be based mainly upon the student’s meaningful contribution to the class discussions. Special notice will be given for disruptive behavior and disruptive behavior is prohibited. As a result of such behavior, the student will not receive credit for class participation, deduction of one letter grade will occur and removal from class roster could occur in extreme cases. It also should be quite obvious that one cannot be reflected in the class participation score with the instructor’s discretion.

**Student Attendance:**

In accordance with SIP-4672, the class attendance policy is determined by each instructor and plainly stated to each student in the course syllabus. Regular class attendance is REQUIRED for successful academic work. Students who register for and never attend classes may be responsible for repayment of funds for federal financial aid and/or Veteran’s Educational Benefits.

Additional Information:

**Instructor and Course Evaluation:**

At the end of the semester, online evaluations will be open to the students.

**Disability Services**

Reasonable and effective academic accommodations are provided on an individual basis and are based upon appropriate documentation of the disability and the significant functional limitations associated with the disability. Students having accommodation needs must:

 • schedule an initial interview with the Office of Disability Services

 • provide written documentation of disability from an appropriate professional licensed to diagnose such disability

 • request services on an academic term basis

This process of providing disability-related services follows guidelines of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and is designed to assure that reasonable accommodations are provided to all qualified students in a timely manner. Please contact the Office of Disability Services at 304-896-7315 for further information.

**Academic Integrity (Policy SCP-4710)**

Please refer to the academic integrity policy that outlines Southern’s expectation for academic integrity and academic dishonesty.

[**http://www.southernwv.edu/administration/policies**](http://www.southernwv.edu/administration/policies)

**Student Rights and Responsiblities (SCP-4770)**

Please refer to the student rights policy that establishes a code of conduct and prescribes penalties and proceeding to be taken in cases of violations of the policy.

[**http://www.southernwv.edu/administration/policies**](http://www.southernwv.edu/administration/policies)

**Information Technology Acceptable Usage (Policy SCP-7125)**

Access to technology resources is a privilege Southern West Virginia Community and Technical College grants to all college faculty, staff, and students. Access may also be granted to individuals outside the College for purposes consistent with the mission of the College, and users are responsible for complying with this policy.

Policy SCP-7125 can be found on Southern’s website at

[**http://www.southernwv.edu/administration/policies**](http://www.southernwv.edu/administration/policies)

Inclement Weather and Emergency Situation Information:

It is the intent of Southern to close facilities or cancel classes only in extreme emergency situations. Closure may be for the entire institution, one or more campus locations, or a single facility. When these situations occur, students, employees, and the general public are encouraged to call Sothern’s weather line or listen/watch news media in the county at which their classes/events/meetings are held for cancellation information. In the event that an off-campus instructional facility (i.e. high school, vocational school, etc.) is closed, Sothern’s classes in that facility will not be held. When classes are canceled, faculty members are required to make up lost instructional time.

NOTE: Except for catastrophic, wide-area power outages (5 days or more), for which documentation can be provided upon request, deadlines are not adjusted. If the power goes out in your neighborhood, you are responsible for finding a working computer with a working network connection in order to submit assignments on time. PLEASE PLAN AHEAD AND EXPECT POWER OUTAGES.

***The toll free weather line numbers is: 866.798.2821, ext. 7669***

Cancellation or closures may affect only one building, campus, facility, off-campus facility, or the entire institution. The following news media will be contacted to announce information on closures or cancellations in the affected areas:

|  |  |  |  |
| --- | --- | --- | --- |
| **Logan County** | WVOW | 1290 | (AM) |
|  |  | 101.9 | (FM) |
| **Mingo County** | WVKM | 106.7 | (FM) |
|  | WBTH | 1400 | (AM) |
|  | WVCC | 96.5 | (FM) |
| **Wayne County** | WFGH | 90.7 | (FM) |
| **Wyoming/McDowell Counties** | WPMW | 92.7 | (FM) |
|  | WJLS | 560 | (AM) |
|  |  | 99.5 | (FM) |
|  | WHIS | 1440 | (AM) |
|  | WHAJ | 104 | (FM |
|  | WWYO | 970 | (AM) |
|  | WELC | 1150 | (AM) |
|  |  | 102.9 | (FM) |

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