

East Central College

Course: HIM 2103 Health Information Management Current Practice

Course Code: 5459

Semester: Spring 2013

Course Meets On: Thursday 4:30-5:45
Course Location: AC 157 Main Campus

Instructor: Deborah Schultze, MS, RHIA
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Disclaimer: SYLLABI MAY BE MODIFIED AT ANY TIME
WITHOUT PRIOR NOTICE

Course Description:

A course that consists of review and discussion of current trends, regulations and best practices affecting health information in today's healthcare environment. Topics will change as areas of interest develop.

Prerequisites and/or Co-requisites:

This is a final semester course in the Health Information Management Program. Students must have completed all other HIM program courses or be currently enrolled in remaining final semester courses before this course is taken (or have permission of instructor).

Textbooks and/or Resources:

Johns, Merida. Introduction to Health Information Technology Management

ECC Library

<http://www.ahima.org> American Health Information Management Association AHIMA
Advantage E-alert [e-alert@ahima.org]

<http://www.ahima.org> American Health Information Management Association

East Central College

<http://www.jointcommission.org> Joint Commission (JC)

<http://www.cms.hhs.gov> Center for Medicare and Medicaid

www.aha.org American Hospital Association

Other resources as deemed necessary by Instructor.

Course Outcomes/Competencies:

Upon completion of this course the student should be able to:

- Interpret through research emerging trends in the health information management field.
- Develop sample policies based on specific regulations/best practices.
- Compare and contrast past and present trends/regulations/best practices.

This course addresses the following AHIMA Domains, Subdomains, and Tasks (Knowledge Clusters):

<p>I. Domain: Health Data Management I.A. Subdomain: Health Data Structure, Content, and Standards</p> <ol style="list-style-type: none"> 1. Collect and maintain health data (such as data elements, data sets, and databases). 2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status. 3. Apply policies and procedures to ensure the accuracy of health data. 4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases. 	<p>Health Data Structure, Content, and Standards</p> <ul style="list-style-type: none"> • Data versus information (Analyzing, 4) • Health information media (such as paper, computer, web-based) (Analyzing, 4) • Structure and use of health information (individual, comparative, aggregate) (Analyzing, 4) • Health record data collection tools (forms, screens, etc.) (Analyzing, 4) • Data sources (primary/secondary) (Analyzing, 4) • Data storage and retrieval (Analyzing, 4) • Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (Understanding, 2)
<p>I.B. Subdomain: Healthcare Information Requirements and Standards</p> <ol style="list-style-type: none"> 1. Monitor and apply organization-wide health record documentation guidelines. 2. Apply policies and procedures to ensure organizational compliance with regulations and standards. 3. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards. 4. Assist in preparing the organization for accreditation, licensing, and/or certification surveys 	<p>Healthcare Information Requirements and Standards</p> <ul style="list-style-type: none"> • Type and content of health record (paper, electronic, computer-based, e-health-personal, web-based) (Evaluating, 5) • Health record documentation requirements (such as accreditation, certification, licensure) (Evaluating, 5) • Data quality and integrity (Analyzing, 4)

East Central College

Attendance Policy:

Class attendance is vital in order to complete the course on time and to develop the necessary skills. According to ECC Policy, if the student misses three class periods, the student could be dropped from the course. For online or hybrid courses, missed assignments by due dates will count as an absence. Students must arrive to class on time and should not leave class early during campus sessions. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

It is the responsibility of the student to properly drop the course. Students, who are still enrolled in this class after the final drop date, but fail to participate in class, are at risk for a failing grade. Your grade will be based on the total points accumulated through the last date of participation.

Assessment of Student Gain

Student gain will be determined by student improvement in each of the areas of student competencies.

Academic Honesty and Plagiarism Policy

Academic Dishonesty: Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of a student's performance. Some examples and definitions are given in your student handbook. You may also access the college's policy on academic dishonesty online at the college website www.eastcentral.edu College faculty can provide additional information, particularly as it relates to a specific course, laboratory, online or assignment.

Academic honesty includes the following:

- Documenting all proprietary information that is received from outside sources, including books, articles, web sites, lectures, interview, television, radio, etc.
- Putting quotation marks around the words that were written or spoken by someone other than oneself.
- Applying this standard to all assignments (papers, take home exams, presentations, online, etc.)

Plagiarism

To present someone else's work or ideas as one's own is plagiarism. A student commits plagiarism by; copying, word for word, someone else's writing without putting the passage in quotation marks and identifying the source; taking someone else's writing, changing some of the words, and not identifying the source; taking someone else's ideas or organization of ideas, putting them into

East Central College

his/her own words without identifying the source; having someone else change the student's writing such as a tutor, friend, or relative; purchasing or downloading papers or passages from the Web.

Online class work allows you to work independently or with other students in the class. For your own benefit, you need to complete all assignments on your own unless otherwise indicated. Do not use the work of others and submit it as your own. You may refer to the textbook and resources when taking tests online, however the tests are timed and you may lose points if you exceed the time limit. The true test of what you learn in this class will be demonstrated when you take the AHIMA certification exam to become a Certified Coders and/or Registered Health Information Technician. The expectation for this class is for you to be professional and ethical – do your own work.

Disclaimer:

This syllabus is a broad outline of subject matter intended to be covered. It does not mean that everything herein will be covered, nor does it limit the content of the class to the material described. Information and statements in this document are subject to change at the discretion of ECC. Because Introduction to Health Information is basic to understanding many of the other courses in the Health Information Technology program, a grade of C or better is required to continue the program.

Notice of Non-Discrimination

East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice President of Student Development, 201 Administration Building, 1964 Prairie dell Road, Union, MO 63084, (636) 583-5193, ext. 6565 or stnotice@eastcentral.edu.

Learning Centers

Need help? Visit the Learning Center at the Union, Sullivan, or Rolla campus for additional help with your coursework. Tutoring is generally available for computer questions, algebra and writing at all three centers. Help with science courses is available in Union and Rolla. Assistance with other subjects can be arranged on an as-needed basis. Group study sessions may also be arranged. Student ID's are required to use any of the Learning Center facilities. For hours or additional information, contact the site nearest you:

Union: 636-584-6688 or email: general_tutoring@eastcentral.edu

Southwest Area Center (Sullivan): 573-468-8287, ext 2

Rolla: 573-458-0165 or email: rollacampus@eastcentral.edu

Access Services for Students with Disability:

East Central College

Any student in this class who has a health concern or other disability that prevents the fullest expression of academic abilities should contact the instructor as soon as possible to discuss course requirements.

If you have a health condition or other disability, which may require an accommodation in order for you to effectively participate in class, please make an appointment with the Access Counselor by contacting the Counseling and Career Services department secretary on the 2nd floor of the AD Building, Room 213; phone (636) 584-6576 or TDD (636) 583-4851.

An appointment should be made as soon as possible to ensure that accommodations are arranged in a timely manner. Information about your disability will be held in but are not limited to: learning disorders, ADD/ADHD, dyslexia, hearing or visual.

Course Outline:

This will change to as new areas of interest develop:

1. Medical Identity Theft
2. RAC
3. Revenue Cycle
4. Chargemaster
5. Red Flag Rule
6. ICD-10
7. Transcription and Speech Recognition in Today's Patient Record
8. Other topics to be determined

Instructional Methods and Methods of Evaluation:

The instructional methods used include use of: AHIMA Journals/Practice Briefs and websites. Students will be required to complete reading assignments, and written article reviews. Possible points for written reports, projects, and exams will vary and tracking of your total points for each assignment or exam will be available on the course Website. Class assignments will be evaluated for accuracy, content, form, knowledge of subject matter, application of knowledge and ability to communicate effectively.

Students must participate in all activities, as well as accurately complete assignments and examinations within the internet platform in a timely manner. Therefore it is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course.

Evaluation is directly related to the performance objectives. Performance is measured by assignments, discussion board postings and/or quizzes.

Letter grades will be given using the following scale:

472.5 – 525 = 90-100% = A

East Central College

420 – 472.4 = 80-89% = B
 367.5 – 419 = 70-79% = **C Required to pass the course**
 315 – 367.4 = 60-69% = D
 0 – 314 = 59% and below = F

Paper (Topic) assignments 6 x 25pts = 150
 Discussion Board Postings 12 x 25pts. = 300
 Midterm Exam x 25pts = 25
 Final Exam x 50 pts = 50

Total Possible Points 525

Schedule Subject to Change

Week	Topic	Reading/ Exercises/Exam
1	(due date) Introduction & Misc items. First topic (Topic #1) of study selected	Complete Housekeeping Items. Share email address (notify instructor that you are able to get into website and can get into your class). Complete list of preferred topics. (email to Instructor). *Research the online library and find articles related to topic #1 Explore AHIMA journal CE articles if applicable *Post outline of article for all students to review.
2	(due date) Brief (½ to 1 pg.) paper due on topic #1	Paper due over Topic #1 – this assignment worth 25 pts Each student must comment on week 2 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
3	(due date)Current trend (Topic #2) such as Revenue Cycle or Charge Master Maintenance. Research the online library and/or other sources to find articles about Topic #2 - report findings.	Research AHIMA journal CE articles or AHIMA e-Alerts, if applicable. Research online library or other sources. Post outline of article for all students to review. Post to Week 2 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
4	(due date)Current trend Topic #2 Paper due	Paper due over Topic #2 – this assignment worth 25 pts Each student must comment on week 4 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
5	(due date) Current trend (Topic #3) such	Research AHIMA journal CE articles or AHIMA e-Alerts, if applicable. Research online library or other sources.

East Central College

	as Red Flag Rule & RACs. Research the online library and other sources And find articles about RAC's and report findings.	Post outline of article for all students to review. Post to Week 5 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
6	(due date)Current trend Topic #3 Paper due	Paper due over Topic #3 – this assignment worth 25 pts Each student must comment on week 4 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
7	(due date)Current trend (Topic #4) such as Medical Identity theft Research the online library and other sources. Find articles about Medical Identity Theft and report findings.	Research AHIMA journal CE articles or AHIMA e-Alerts, if applicable. Research online library or other sources. Post outline of article for all students to review. Post to Week 7 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
8	(due date)Current trend Topic #4 Paper due	Paper due over Topic #4 – this assignment worth 25 pts Each student must comment on week 4 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
9	Mid-Term Exam	Select one of three question topics for this essay exam. In a Word Document, write 3-5 FULL paragraphs on the topic of your choice. This exam is worth 25 pts.
10	(due date)Current trend (Topic #5) such as Personal Health Records. Research the online library and find articles about RAC's and report findings.	Research AHIMA journal CE articles or AHIMA e-Alerts, if applicable. Research online library or other sources. Post outline of article for all students to review. Post to Week 10 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
11	(due date)Current trend Topic #5 Paper due	Paper due over Topic #5 – this assignment worth 25 pts Each student must comment on week 11 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
12	(due date)Current trend (Topic #6) TBD. Research the	Research AHIMA journal CE articles or AHIMA e-Alerts, if applicable. Research online library or other sources. Post outline of article for all students to review. Post to Week

East Central College

	online library. Find articles about Personal Topic #6 and report findings.	12 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
13	(due date)Current trend Topic #6 Paper due	Paper due over Topic #6 – this assignment worth 25 pts Each student must comment on week 13 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
14	(due date) Current trend (Topic #7)such as Implementation of ICD-10. Research the online library and other sources. Find articles about ICD-10 implementation and report findings.	Research AHIMA journal CE articles or AHIMA e-Alerts, if applicable. Research online library or other sources. Post outline of article for all students to review. Post to Week 14 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
15	Semester Recap	Review and discuss topics covered over the semester. Each student must comment on week 15 discussion board topic. Respond to at least one other posting. This assignment is worth 25 pts.
16	Final Exam	Type and format of exam and instructions TBA. The exam will be worth 50 pts.

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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