

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Introduction to Health Care Systems

Course #: HIM 102

Course Description: (3 credits)

This course introduces the student to the field of health information technology. Topics to be covered include the healthcare delivery system, medical records format and content, various filing systems, the environment where the information is gathered, by whom the information is used, and the technology behind health information systems. In addition, the course will cover retention policies and procedures, documentation, confidentiality issues and legal and regulatory aspects of the medical record. This course introduces the student to the use of electronic information systems in health information technology. Topics to be covered include the medical administrative and clinical record management and computer applications for performing medical practice functions. In addition, the course will cover computer hardware and software components, network and World Wide Web technologies, decision support systems, health information standards, information systems acquisitions or in-house development, implementation, evaluation, user training, and maintenance.

Pre-requisite/ Co-requisite: None

Goals:

- To introduce healthcare delivery fundamentals, legal aspects, and health information concepts common to health information management.
- To describe characteristics of healthcare delivery and settings in the United States.
- To apply logical, critical and analytical processes in identifying problems and alternate solutions related to records management in the healthcare environment.
- To recognize different types of EMR and EHR management systems and the pros and cons unique to each.

Importance of Course in Program/Discipline:

The AHIMA Education Strategy Committee has created a list of entry-level competencies for associate degree students. This course, HIM-102, familiarizes students with the concepts and subject matter in each of the 5 domains and 15 subdomains recommended by AHIMA. As students prepare to enter the field of Health Information Management, this course is of high importance. The following AHIMA domains are covered:

- Domain 1: Health Data Management: Health data structure, content, and standards
- Domain 2: Health Statistics, Biomedical Research, and Quality Management
- Domain 3: Health Services Organization, and Delivery
- Domain 4: Information Technology and Systems

- Domain 5: Organizational Resources: Human Resources. Financial and Physical resources

Learning Outcomes: The goal of HIM-102 is to provide each student with an understanding of history, theory, and potential benefits of health information management systems.

Upon completion of the course the student will be able to:

- Describe important changes affecting healthcare delivery in the United States.
- Compare and contrast the variety of healthcare delivery systems.
- Differentiate the roles of health information professionals.
- List career opportunities for health information management professionals.
- Describe types of patient records, including documentation issues with each.
- Describe the different types of personal health records and explain how PHR's differ from EHR's.
- Evaluate systems and products for selection of EHR, coding software, and other HIM applications.
- Describe health information system technologies and standards.
- Explain how the digital revolution is impacting patients, providers and healthcare organizations
- Demonstrate an understanding of the challenges to maintain information privacy and security.
- Describe the organizational hierarchy of HIM and IT departments
- Identify and appropriately use current terminology relating to health information management.
- Explain the various components of the HIPAA regulations
- Compare the various methods for health data collection, organization, storage and management of health records
- Describe different methods of capturing and recording data in available EHR/EMR systems
- Identify legal aspects of the medical record and the releasing of information.
- Explain the legal issues concerning the protection and dissemination of electronic health information
- Discuss reimbursement methodologies

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College’s website at www.nwcc.edu. Students may also call the College directly at **(860) 7386464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

Use of Electronic Devices: *Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.*

Sexual Assault and Intimate Partner Violence Resource Team:

NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim’s needs.

SART is a campus and community based team that is fully trained to provide trauma informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The NCCC team members are:

Ruth Gonzalez, Ph.D.	860-738-6315	Green Woods Hall Room 207
Susan Berg	860-738-6342	Green Woods Hall Room 223
Kathleen Chapman	860-738-6344	Green Woods Hall Room 110
Michael Emanuel	860-738-6389	Founders Annex Room 308
Seth Kershner	860-738-6481	Library
Robin Orlomoski	860-738-6416	Business Office Room 201
Jane O'Grady	860-738-6393	Founders Hall Annex Room 212
Patricia Bouffard, Ex-Officio	860-738-6319	Founders Hall Room 103
Savannah Schmitt		Student Representative

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.