

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Health Information Management Principles

Course #: HIM 201

Course Description: (3 credits)

This course covers health information management and patient record practices. Students will learn of the requirements of managing HIM departments. Topics will include electronic data management, document and repository systems, retention and destruction of medical records, production and accuracy of patient information, analysis and reporting for decision-making and strategy development, and HIPAA regulations concerning medical records and the uses of medical records

Pre-requisite/ Co-requisite: None

Goals

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*201, continues to broaden the student's knowledge of the 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*201 is to provide each student with a broad understanding of history, theory, and potential benefits of health information management systems.

- I.C Data Governance - Apply policies & procedures to ensure accuracy & integrity of health data
- I.D Data Management - Collect and maintain health data
- I.E. Secondary Data Sources - Identify/use secondary data sources, Validate the reliability/accuracy of secondary data sources
- II.C. Release of Information - Apply policies and procedures surrounding issues of access and disclosure of protected health information
- III.B. Information Management Strategic Planning - Explain process used in selection & implementation HIM systems

- III.C. Analytics and Decision Support - Explain analytics and decision support
- III.D. Health Care Statistics - Utilize basic descriptive, institutional and healthcare statistics
- III.E. Research Methods - Explain common research methodologies & why they are used in healthcare
- III.F. Consumer Informatics - Explain usability and accessibility of health information by patients, including current trends and future challenges
- III.G. Health Information Exchange - Explain current trends & future challenges in health inform. Exchange
- V.A. Regulatory - Analyze policies & procedures to ensure organizational compliance, regulations, and standards
- VI.A Leadership Roles - Summarize health information related leadership roles
- V.I. H. Ethics - Evaluate consequences of breach healthcare ethics
- V.I.J. Vendor/Contract Management – Explain vendor/contract management
- VI.K. Enterprise Information Management - Apply knowledge of database architecture & design
- Identify responsibilities and areas within a Health Information Management Department
- Explain the purpose of the patient record and describe various types of records
- Describe the development, accuracy, authentication, and storage of records within an HIM department
- Explain HIPAA laws and their impact on the health care professional and patient
- Define paper-based numbering and filing systems
- Explain registries, and other health data collection methods
- Identify the legal aspects of the medical record and release of information
- Differentiate between administrative and clinical data in health records
- Describe quantitative, qualitative and statistical analysis on health records
- Explain the role of the HIM professional in data analysis, reporting, and strategic planning

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) 738-6464** 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 Hall Annex Room 308
Seth Kershner	860-738-6481	Library
Jane O'Grady	860-738-6393	Founders Hall Annex Room 212
Robin Orloski	860-738-6416	Business Office Room 201
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.