A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 3
Lab Hours/Week: 0
OJT Hours/Week: *
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course is a study of recordkeeping practices in healthcare facilities. Emphasis is placed on hospital and medical staff organization, patient record content, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternate healthcare delivery systems. The student is given an opportunity to learn about the role of the health information professional and how American Health Information Management Association (AHIMA)’s role is integral to the healthcare delivery system.

B. COURSE EFFECTIVE DATES: 03/23/2023 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Understand healthcare data management.
2. Identify health service organizations and delivery.
3. Explain and utilize electronic health records.
4. Understand clinical vocabularies and classification systems.
5. Demonstrate knowledge of healthcare data sets and standards.
6. Identify health information functions and duties.
7. Understand information security and Health Information Portability and Accountability Act (HIPAA) requirements.
8. Understand release of information (ROI) rules and requirements.
9. Identify laws and regulatory guidelines for record retention.

D. LEARNING OUTCOMES (General)

1. The learner will be introduced to the legal aspects of health information management concepts common to allied health professionals. Identify the career opportunities for health information management professionals, including responsibilities in regards to indexes, registers, and health data collection.
2. The learner will be able to describe characteristics of health care delivery and settings in the United States, including a description of types of patient record and documentation issues associated with each.
3. The learner will be able to provide an overview of coding and reimbursement issues.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus
G. SPECIAL INFORMATION

None noted