Print Date: 3/5/20

Course Objectives/Course Outline
Spokane Community College

Course Title: **HIM Theory and Practice**
Prefix and Course Number: **HIM 103**

Course Learning Outcomes:
By the end of this course, a student should be able to:

- Collect and maintain health data (such as data elements, data sets, and databases)
- Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status
- Apply policies and procedures to ensure the accuracy of health data
- Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases
- Monitor and apply organization-wide health record documentation guideline
- Apply policies and procedures to ensure organizational compliance with regulations and standards
- Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards
- Assist in preparing the organization for accreditation, licensing, and/or certification surveys
- Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth
- Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs
- Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information
- Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs

Course Outline:

I. **Data Analysis and Management**
   A. Describe and demonstrate how data is abstracted from the health record
   B. Explain how data abstraction is used for various indexes and registries
   C. Apply documentation guidelines to determine completion of the health record I.3: Define filing and retrieval systems for health records
   D. Explain the various numbering and filing systems and demonstrate how to file and retrieve charts using the various systems
   E. Explain the MPI and how it is maintained and used in a facility
   F. Demonstrate how to eliminate duplicate data in the MPI
   G. Explain how data is organized into a useable format
   H. Describe how data is gathered from multiple sources
   I. Identify the various registries and explain how data is input into the registries
   J. Demonstrate how to input data into the MPI
   K. Describe the function of data archive

II. **Coding**
   A. Breakdown the guidelines for provider documentation

III. **Compliance**
- A. Explain federal and state regulations regarding patient record documentation
- B. Explain how access to health information is controlled
- C. Explain and demonstrate how health record documentation is monitored for completion
- D. Name and describe accrediting, licensing, and certification bodies in healthcare
- E. Explain the role of HIM in forms/screen design, revision, and implementation

IV. **Information Technology**
- A. Describe the disclosure standard for the health record
- B. Explain how Health Information Management is the custodian of the health record

V. **Quality**
- A. Apply content, completeness, accuracy, and timeliness to health record audits
- B. Apply standards, guidelines, and/or regulations to health records during an audit
- C. Identify when an audit is necessary for chart completeness and accuracy
- D. Explain how and why HIM professionals consult internal and external users on health information rules and regulations
- E. Demonstrate how to audit a health record for completeness

VI. **Legal**
- A. Define organizational bylaws, rules and regulations
- B. Describe record retention and destruction
- C. Explain the difference between consents, advanced directives, DNRs and power of attorney

VII. **Knowledge Statement**
- A. State how computer applications and support systems are used in healthcare
- B. Explain the various computer applications and support systems used in healthcare
- C. Demonstrate the use of the electronic health record
- D. Define transcription
- E. Define abstraction
- F. Explain and demonstrate the various types of health information filing systems
- G. Explain how Medicare Conditions of Participation (COP) apply to health care settings
- H. Explain the functions of AHIMA
- I. Define the functions of the AMA
- J. Define the functions of the AHA
- K. Explain CMS
- L. Recall the definitions of vocabularies, terminologies, and classifications systems
- M. Explain the various government programs
- N. Explain the managed care components
- O. Explain insurance
- P. Explain Workman's comp
- Q. Differentiate between data structure, content, and standards
- R. Describe healthcare delivery systems
- S. Describe the function of vital statistics and the responsibilities HIM has regarding vital statistics
- T. Define Joint Commission
- U. Explain the "Do Not Use" abbreviation list for health record documentation
- V. Define CARF
- W. Define AOA
- X. Define AAACF
- Y. Define ACOS
- Z. Define case management
- AA. Define utilization management
- BB. Define risk management

CC. Explain the role of HIM in forms/screen design, revision, and implementation