

Course Objectives/Course Outline
Spokane Community College

Course Title: **Comparative Health Records**

Prefix and Course Number: **HIM 135**

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 organizational compliance with regulations and standards
- Assist in preparing the organization for accreditation, licensing, and/or certification surveys
- Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT)
- Collect, organize, and present data for quality management, utilization management, risk management, and other related studies
- Abstract and report data for facility-wide quality management and performance improvement programs
- Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare
- Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels
- Adhere to the legal and regulatory requirements related to the health information infrastructure
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs
- Apply departmental and organizational data and information system security policies
- Conduct orientation and training programs
- Use tools and techniques to monitor, report, and improve processes

Course Outline:

I. Data Analysis and Management

- A. Discuss the importance of data collection, analysis, and reporting to be competitive in the current payment environment
- B. Discuss filing systems used in various healthcare facilities
- C. Identify how record documentation errors can be corrected I.10: Explain the role of ESRD networks in the collection and aggregation of data on dialysis patients
- D. Describe the flow of data and information
- E. Describe data sets utilized in various healthcare setting
- F. Identify the setting, types of services and care provided by various healthcare settings

II. Coding

- A. Explain the coding systems used in various healthcare settings

III. Compliance

- A. Discuss appropriate documentation requirements in various healthcare settings
- B. Describe compliance audits
- C. Discuss licensure and regulatory agencies related to various healthcare setting

- D. Recognize the different accrediting organizations and the strengths and weaknesses of each
- E. Create a consent form
- F. Create an audit form
- G. Distinguish between the various types of licensure and certification available for correctional professionals

VI. Legal

- A. Evaluate the impact of state and federal laws and regulations on various healthcare settings
- B. Describe record retention and destruction policies in various healthcare settings

VII. Revenue Cycle

- A. Identify which hospital departments contribute to accounts receivable

VIII. Knowledge Statement

- A. Describe the DSM-IV classification system
- B. Explain why SNOMED CT is preferred over SNVDO as a veterinary nomenclature
- C. Differentiate between covered entities and business associates
- D. Identify the role of HIPAA
- E. Describe how RAC helps eliminate fraud and abuse
- F. Define capitation
- G. Define the various types of reimbursement in dentistry
- H. Define reimbursement methods for various healthcare settings
- I. Identify how the pay-for-performance system affects hospitals
- J. Explain the federal and federal-state health programs
- K. Identify the various forms of managed care organizations and compare how they are structured
- L. Discuss the potential impact of managed care on dental practices
- M. Describe the healthcare delivery system in various healthcare settings
- N. Describe quality measures for dialysis facilities
- O. Explain tracer methodology and deemed status
- P. Describe CARF standards
- Q. Describe AAACF standards
- R. Explain how utilization management applies to various healthcare settings
- S. Describe how risk management applies to various healthcare settings

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