

Course Objectives/Course Outline
Spokane Community College

Course Title: Current Issues in HIM

Prefix and Course Number: HIM 167

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).
- Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT).
- Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes
- Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
- Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries
- Abstract and report data for facility-wide quality management and performance improvement programs
- Adhere to the legal and regulatory requirements related to the health information infrastructure
- Maintain user access logs/systems to track access to and disclosure of identifiable patient data
- Use appropriate electronic or imaging technology for data/record storage
- Query and generate reports to facilitate information retrieval using appropriate software
- Apply confidentiality and security measures to protect electronic health information
- Comply with local, state, and federal labor regulations.
- Make recommendations for items to include in budgets and contracts.
- Monitor and order supplies needed for work processes
- Recommend cost-saving and efficient means of achieving work processes and goals
- Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions

Course Outline:

I. Data Analysis and Management

- A. Demonstrate how to abstract data from a database
- B. Explain how abstracted data is used in trauma and tumor registries I.2: Demonstrate how to analyze abstracted data using an analytical software tool
- C. Arrange data in a useable format to assist in data analysis
- D. Identify trends in data
- E. Identify how trended data is used in registries
- F. Combine data from a website for analysis
- G. Explain why employee skills are necessary to determine workload distribution
- H. Discuss why workload distribution needs to be designed around organizational needs and employee skills
- I. Describe the data that is submitted to registries
- J. Explain the data mapping process between classification systems and nomenclatures

II. Compliance

- A. Describe access controls and safeguards
- B. Explain a business continuity plan
- C. Determine the components to policy and procedures and identify why they need to be updated
- D. Create a policy and procedure
- E. Explain the credentialing process and identify the importance credentialing plays in an organization

III. Information Technology

- A. Describe the components of a security program
- B. Explain the security of cloud computing
- C. Explain how safeguards ensure secure access to health information
- D. Discuss is data stored and backed up in cloud computing
- E. Describe the maintenance of data in cloud computing

IV. Quality

- A. Describe the difference between data integrity & availability
- B. Identify the National Patient Safety Goals

V. Revenue Cycle

- A. Describe why physicians need to be credentialed with different payers for reimbursement

VI. Knowledge Statement

- A. Describe the differences between patient portals, health information exchange, and regional extension centers
- B. Identify how encryption and cyber security affect healthcare
- C. Describe the ICD-O coding and classification system
- D. Compare and contrast SNOMED CT, LOINC, and RxNorm
- E. Explain the impact that meaningful use has on the electronic health record
- F. Demonstrate competency in analytical skills using an analytical software tool
- G. Discuss how pay for performance impacts performance improvement
- H. Identify how quality measures impacts healthcare
- I. Explain the credentialing guidelines
- J. Demonstrate understanding of ACOS
- K. Identify the components of a risk management program
- L. Explain how RFIDs help improve patient safety and play a part in risk management
- M. Create a policy and procedure