Course Objectives/Course Outline
Spokane Community College

Course Title: HIM Clinical Seminar
Prefix and Course Number: HIM 240

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

- Identify, analyze and apply concepts, policies and procedures in the areas of classifications systems, health record content and documentation, data governance, data management and data sources.
- Identify and apply legal concepts surrounding health records including data privacy, confidentiality, and security. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
- Explain, use, and apply processes and technology used for healthcare data analytics and decision support, strategic planning, health care statistics, research methods, consumer informatics, health information exchange, information integrity and data quality.
- Apply policies and procedures for the use of data required in healthcare reimbursement and evaluate revenue cycle management processes.
- Identify, analyze, and apply concepts surrounding healthcare compliance and regulatory standards including medical coding, fraud surveillance and clinical documentation improvement.
- Understand and apply skills in leadership including leadership roles, change management, work design and process improvement, human resource management, training and development, organizational management, financial management, project management, vendor/contract management and enterprise management while complying with ethical standards of practice.

Course Outline:

I. **Data Content, Structure, and Information Governance (24-28%)**
   1. Apply health information guidelines (e.g. coding guidelines, CMS, facility or regional best practices, federal and state regulations)
   2. Apply healthcare standards (e.g. Joint Commission, Meaningful Use)
   3. Define the legal health record
   4. Maintain the integrity of the legal health record
   5. Audit content and completion of the legal health record (e.g. validate document content)
   6. Maintain secondary health information (e.g. patient registration, financial records)
   7. Educate clinicians on documentation and content
   8. Coordinate document control (e.g. create, revise, standardize forms)
   9. Maintain the MPI

II. **Access, Disclosure, Privacy, and Security (12-16%)**
   1. Manage disclosure of PHI using laws, regulations, and guidelines (e.g. ROI, accounting of disclosures)
   2. Determine right of access to the legal health record
   3. Educate internal customers (e.g. clinicians, staff, volunteers, students) on privacy, access, and disclosure
   4. Educate external customers (e.g. patients, insurance companies, attorneys) on privacy, access, and disclosure
   5. Assess health record disposition (retain, archive, or destroy)

6. Conduct privacy audits
7. Conduct security audits

III. Data Analytics and Use (14-18%)
1. Abstract data
2. Analyze data
3. Analyze privacy audits
4. Analyze security audits
5. Report data (e.g. registries, core measures)
6. Compile healthcare statistics and reports
7. Analyze healthcare statistics (e.g. census productivity, delinquency rates, resource allocation)

IV. Revenue Cycle Management (14-18%)
1. Code medical record documentation
2. Query clinicians
3. Conduct utilization review
4. Manage denials (e.g. coding or insurance)
5. Conduct coding audits
6. Provide coding education
7. Monitor DNFB
8. Analyze the case mix

V. Compliance (13-17%)
1. Refine departmental procedures
2. Perform quality assessments
3. Assess risks (e.g. patient care, legal)
4. Report health information noncompliance
5. Ensure HIM compliance (e.g. coding, ROI, CDI)
6. Maintain standards for HIM functions (e.g. chart completion, coding accuracy, ROI turnaround time, departmental workflow)
7. Monitor regulatory changes for timely and accurate implementation

VI. Leadership (11-15%)
1. Provide education regarding HIM laws and regulations
2. Review HIM processes
3. Create or modify HIM policies
4. Create or modify HIM procedures
5. Establish standards for HIM functions (e.g. chart completion, coding accuracy, ROI, turnaround time, departmental workflow)
6. Collaborate with other departments for HIM interoperability
7. Provide HIM technical expertise