

HITP 120 INTRODUCTION TO HEALTH INFO TECHNOLOGY 3 CREDITS

SYLLABUS

CATALOG DESCRIPTION

This course introduces students to the various organizations that are responsible for providing health care in America and how health information is a vital component of the health care delivery system. Topics include hospital and medical staff organization, patient record content, compliance requirements in the health information lifecycle, privacy and security strategies, ethical standards, indexes and registers, coding and reimbursement, regulatory and accrediting agencies, and alternate health care delivery systems.

Prerequisites: Faculty Permission Required

Semester Offered: Fall & Spring

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

In the New Mexico General Education Curriculum students take courses in a variety of content areas, which may include Communications, Mathematics, Science, Social and Behavioral Sciences, Humanities, and the Creative and Fine Arts. Specific course requirements depend on your program. All general education courses focus on at least three of these skills. Other courses may also develop these skills.

Through these courses, students develop five essential skills:

COMMUNICATION

QUANTITATIVE REASONING

CRITICAL THINKING

PERSONAL AND SOCIAL RESPONSIBILITY

INFORMATION AND DIGITAL LITERACY

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or general education learning outcomes. For more information, please refer to the Dean of the appropriate School.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to ...

HIT Program Learning Outcomes:

1. Apply policies, regulations, and standards to the management of information to achieve data integrity. (Domain I)
2. Apply privacy and security strategies and compliance requirements to protect health information. (Domain II)
3. Apply health informatics and data analytics concepts to the management of health information. (Domain III)
4. Apply diagnostic and procedural codes and groupings in accordance with official guidelines. (Domain IV)
5. Apply regulatory requirements and reimbursement methodologies as part of revenue cycle management. (Domain IV)
6. Apply ethical practices, policy, and legal processes impacting health information to ensure compliance with external forces. (Domain V)
7. Utilize appropriate management and leadership principles, strategies, and performance improvement techniques to effectively manage human, physical, and financial resources. (Domain VI)

RM Track Outcomes:

8. Evaluate diagnosis and procedure codes and groupings according to official guidelines. (Domain IV RM)
9. Evaluate compliance with revenue cycle processes, regulatory requirements, and reimbursement methodologies. (Domain IV RM)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students will be able to...(numerical references are to the 2018 Health Information Management Associate Degree Curriculum Competencies)

1. Describe stakeholders of the U.S. health care system and health care delivery forces. (I.1.)
2. Summarize career opportunities for health information management professionals. (I.1.)
3. Apply policies, standards, and regulations to the management of information. (I.2., I.4., 1.6.)
4. Explain consumer engagement activities such as patient portals and personal health records. (VI.8.)
5. Identify compliance requirements throughout the health information lifecycle including collection and storage, retention and destruction, and archive methods. (II.3.)
6. Identify types of health care data and information such as indexes, registers, and registries. (I.3.)
7. Identify privacy and security strategies impacting health information. (V.1.)
8. Assess ethical standards of practice using the AHIMA Code of Ethics. (VI.7.)
9. Identify the use of classification systems, nomenclatures, and reimbursement methodologies. (I.5.)