

HITP 120-INTRODUCTION TO HEALTH INFO TECHNOLOGY 3 CREDITS

SYLLABUS

CATALOG DESCRIPTION

This course is an in-depth study of the origin, use, content, format, and management of health records in a variety of settings. The student will be introduced to the various health care organizations that are responsible for providing health care in America and how health information is a vital component of the health care delivery system. This class will focus on storage and retrieval systems, numbering and filing systems, record retention, and the basic functions of the HIM department, including quantitative analysis, abstracting, incomplete chart control and release of information. Indices and special registries will also be studied.

Prerequisites: Faculty permission required

Semester Offered: Fall & Spring

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...

BROAD AND SPECIALIZED LEARNING

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION

Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

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

Course Learning Outcomes

Upon successful completion of the course, the student will be able to...(numerical references are to AHIMA 2014 Curriculum Competencies for Health Information Management (HIM) Education at the Associate Degree Level)

1. Describe organizational policies, external regulations, and standards applicable to the timeliness, completeness, and accuracy of documentation in the health. (I.B.1., I.B.2., I.B.3., I.C.1.)
2. Identify the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare. (I.B.4.)
3. Collect and maintain health data. (I.D.1)
4. Utilize software in the completion of HIM processes. (III.A.1.)
5. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications. (III.A.2.)
6. Explain usability and accessibility of health information by patients, including current trends and future challenges. (III.F.1, III.G.1.)
7. Explain accreditation, licensure, and/or certification. (V.A.2.)
8. Summarize career opportunities for health information management professionals. (VI.A.1.)
9. Apply the fundamentals of team leadership. (VI.A.3.)
10. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system. (V.A.1.)
11. Apply information and data strategies in support of information governance initiatives. (VI.F.4, VI.F.5.)
12. Describe numbering and filing systems and record storage and circulation methods.
13. Explain indexes, registers, and health data collection. (I.E.1., I.E.2.)
14. Explain legal and ethical aspects of health information management. (II.A.1, II.A.2, II.A.3, II.B.1, II.B.3., II.C.1., VI.H.1.)
15. Provide an overview of coding and reimbursement trends.

Revised August 15, 2017