

**HIM 56 - Introduction to Health Information Management****Catalog Description****Transfer Status:** CSU**Unit(s):** 2.00**Lecture:** 34.00 Contact hours/68.00 Out of class hours/102.00 Total hours/2.00 Unit(s)**Total:** 34.00 Contact hours/68.00 Out of class hours/102.00 Total hours/2.00 Unit(s)

Course Description: This course is an introduction to the growing, dynamic profession of Health Information Management (HIM) and provides a foundation for those students pursuing the HIM field including medical office administration and medical coding. Foundational topics include the field of HIM; the purpose, evolution, and structure of US healthcare delivery systems; the purpose, organization, and storage of medical health records; the role of information technology in healthcare; the functions and organization of Electronic Health Records (EHR); the legal aspects of health information; and the standardized usage of classification systems to document diagnoses and procedures to support reimbursement methods, data management, and research in healthcare.

Objectives

Upon successful completion of this course, the student should be able to:

1. Define the Health Information Management (HIM) field and identify career opportunities and advancements.
2. Describe the purpose, evolution, and structure of the United States' complex healthcare delivery organizations and systems.
3. Describe the purpose, elements, organization, and storage of medical health records.
4. Explain the role of information technology in healthcare.
5. Distinguish the legal aspects of health information including Health Insurance Portability and Accountability Act (HIPAA).
6. Describe the functions and organization of Electronic Health Records (EHR).
7. Summarize the standardized usage of healthcare classification systems and reimbursement methods.

Course Content

Topic Titles / Suggested Time Topic	
	<u>Lecture</u>
<u>Topics</u>	<u>Lec Hrs</u>
Introduction to the Health Information Management (HIM)	6.00
Healthcare delivery systems	4.50
Medical health records	4.50
Information technology in healthcare	4.00
Healthcare classification systems and reimbursement methods	6.00
Electronic Health Records (EHR)	3.00
Legal aspects of health information including HIPAA	6.00
Total Hours: 34.00	

Methods of Instruction

- A. Class Activities
- B. Discussion
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Lecture
- E. Certificate of Achievement: Medical Coding Certificate

Methods of Evaluation

- A. Exams/Tests
- B. Quizzes
- C. Homework
- D. Class participation
- E. Written Assignments

Examples of Assignments

Reading Assignments

1. Read the chapter "Hospital Organization and the Medical Staff." Read the "Think Critically" assignment at the end of the chapter. In a Word document, type the steps you would take as the director of health information management in order to ensure that the standard set by the Joint Commission is included in your healthcare organization's rules and regulations.
2. Read the chapter on "Legal Aspects of Health Information Management." Then read the "Think Critically" assignment at the end of the chapter. Be prepared to discuss five examples of items that a healthcare facility would need to have in place in order to be in compliance with established laws, regulations, and professional standards.

Writing Assignments

1. Conduct research on the health information manager. Visit and read at least two credible, up-to-date sites. Based on your research, write a one-page report on the following: job description of a typical health information manager; skills, education, and experience needed for a health information manager; and a summary of the skills, education, and experience you already have. Summarize your report and cite sources using the MLA Style format.
2. Conduct Internet research regarding the opportunities in the field of Health Information Management (HIM). In a Word document, type a 1 1/2-page report and include the following information: describe the field as a whole; identify the career paths that one can take; identify the skills, education, and experience needed to pursue the myriad of HIM career paths; and summarize your findings. Cite sources using the MLA Style.

Out-of-Class Assignments

1. Go to CAHIIM.org and find three CAHIIM accredited baccalaureate programs. Be prepared to discuss program locations and requirements.
2. Visit a healthcare organization in your area and interview a health information manager regarding his or her role.

Recommended Materials of Instruction

Biedermann, S. & Olson, D. (2015). Introduction to Health Information Management. *Paradigm*, 1st.

Minimum Qualifications

Health Information Technology

Created/Revised by: Sloan, Sandra

Date: 12/05/2016