**Course Description**

**HIM0009 | Introduction to Health Information Technology | 3.00 credits**

This course introduces students to health informatics and information management. Students will learn about the health care delivery system, communication skills, legal and ethical responsibilities, HIPAA and health records, and terminology related to health informatics. Other topics include developing leadership and teamwork skills and the application of critical thinking skills in a variety of presented scenarios.

**Course Competencies:**

**Competency 1:** The student will be able to demonstrate language arts, mathematics, and science knowledge and skills by:

1. Locating and evaluating key elements of oral and written information
2. Analyzing and applying data and measurements to solve problems and interpret documents
3. Collecting and evaluating data and developing scientific recommendations based on findings

**Competency 2:** The student will demonstrate an understanding of the healthcare delivery system and health occupations by:

1. Identifying levels of education, credentialing requirements, and employment opportunities in the healthcare field
2. Explaining regulatory agencies and organizations within the healthcare delivery system

**Competency 3:** The student will demonstrate the ability to communicate and use interpersonal skills effectively by:

1. Applying active listening skills to obtain and clarify information
2. Employing appropriate communication concepts and strategies to enhance oral and written communication in the workplace
3. Identifying characteristics of successful and unsuccessful communication, including barriers
4. Using appropriate medical terminology and abbreviations
5. Recognizing the importance of courtesy and respect for patients and other healthcare workers and maintaining good interpersonal relationships
6. Adapting communication skills to varied levels of understanding and cultural orientation, including diverse age, cultural, economic, ethnic, and religious groups

**Competency 4:** The student will demonstrate an understanding of health informatics and information management as a profession by:

1. Discussing the history of health information management
2. Discussing the professional opportunities within the health information management profession

**Competency 5:** The student will demonstrate an understanding of health data concepts by:

1. Describing the various uses of health data (primary and secondary)
2. Describing various characteristics of health data quality and standards

**Competency 6:** The student will demonstrate an understanding of the health record by:

1. Explaining the various formats of the health record
2. Explaining the various uses of the health record

**Competency 7:** The student will demonstrate a basic understanding of health information technology by:

1. Discussing how healthcare reform legislation can and does affect the health information technology field
2. Interpreting information from electronic health records (EHR) and applications in healthcare

**Competency 8:** The student will demonstrate an understanding of classification systems and clinical vocabularies by:

1. Discussing administrative and clinical terminologies as they relate to Health Information Management

**Competency 9:** The student will demonstrate an understanding of ethical issues in Health Information Management by:
1. Describing the code of ethics consistent with Health Information Management
2. Identifying ethical issues related to health information management
3. Justifying decisions based on ethical reasoning
4. Explaining personal and long-term consequences of unethical or illegal behaviors in the workplace

**Competency 10:** The student will demonstrate an understanding of privacy and confidentiality in healthcare by:
1. Identifying standards of the Health Insurance Portability and Accountability Act (HIPAA)
2. Explaining the composition of the legal patient record
3. Following health information record policies and procedures for security, including confidentiality

**Competency 11:** The student will demonstrate computer knowledge and skills by:
1. Saving and retrieving files from a computer
2. Performing research on the internet by identifying reliable websites
3. Utilizing professional email etiquette
4. Creating, editing, and saving an MS word document

**Competency 12:** The student will demonstrate personal money-management concepts, procedures, and strategies by:
1. Describing the effect of money management on personal and career goals.

**Competency 13:** The student will demonstrate employability skills by:
1. Identifying personal traits and attitudes desirable in a member of the healthcare team
2. Defining basic professional standards of healthcare workers as they apply to hygiene, dress, language and confidentiality
3. Writing an appropriate resume
4. Conducting a job search
5. Completing a job application
6. Identifying job interview techniques
7. Identifying positive work behaviors needed to be employable
8. Evaluating and comparing employment opportunities that match career goals
9. Researching the benefits of ongoing professional development
10. Describing entrepreneurship opportunities as a career planning option

**Competency 14:** The student will demonstrate leadership and teamwork skills needed to accomplish team goals and objectives by:
1. Identifying methods of maintaining effective working relationships with others in order to accomplish objectives and tasks

**Competency 15:** The student will demonstrate problem solving using critical thinking skills by:
1. Conducting technical research to gather information necessary for decision-making
2. Collapsing and reconfiguring data/ information
3. Evaluating the significance of data

**Competency 16:** The student will demonstrate an understanding of the importance of health, safety, and environmental management systems in organizations and their importance to regulatory compliance by:
1. Describing personal and job site safety rules and regulations
2. Explaining emergency procedures to follow in response to workplace accidents

**Competency 17:** The student will demonstrate an understanding of the roles within teams, work units, departments, and organizations by:
1. Describing the nature and types of business organizations
2. Listing quality control systems and practices common to the workplace

3. Explaining the impact of the global economy on business organizations

**Learning Outcomes:**
- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Demonstrate knowledge of ethical thinking and its application to issues in society
- Demonstrate knowledge of diverse cultures, including global and historical perspectives
- Use computer and emerging technologies effectively