Miami Dade College

Course Description

HIM1000 | Introduction to Health Information Technology | 2.00 credits

This course examines the role and functions of a health information technician. Students will learn about the structure, organization, and maintenance of the medical record. Students will also learn about the organization and function of various types of health care facilities, the responsibilities of national, state and local health agencies, and the organization and mission of the American Health Information Management Association.

Course Competencies:

Competency 1: The student will be able to introduce to the Health Information Management profession and associations by:

1. Identifying the American Health Information Management Association (AHIMA), its organizational structure, and its code of ethics
2. Identifying the role and responsibilities of the health information management professional
3. Delineating career opportunities for health information management professionals
4. Listing the various credentials of AHIMA and the American Academy of Professional Coders (AAPC)
5. Recognizing the function and benefits of associations' virtual communities and committees
6. Stating the purpose and educational advantages of the professional practice experience
7. Introducing health information management concepts common to allied health professionals

Competency 2: The student will examine the levels of the health care delivery setting and the legislation for the appropriation of care by:

1. Demonstrating characteristics of healthcare delivery and settings in the United States
2. Explaining the three levels of health care
3. Interpreting the organizational structure of the health care facility and its medical staff and the interdisciplinary relationships with the health information manager
4. Investigating the purposes and classifications of hospitals and other healthcare organizations
5. Describing the role of licensing and accrediting agencies
6. Distinguishing various types of ambulatory care settings, home care, and hospice agencies

Competency 3: The student will learn fundamentals of health record content and accrediting agencies' requirements of record keeping by:

1. Listing contents and formatting inpatient, outpatient, and physician office records
2. Discussing the role of the Forms Committee
3. Stating the importance of authentication of records
4. Comparing alternative storage methods
5. Describing the flow of health information in healthcare facilities
6. Investigating standards of content and documentation requirements of the medical record
7. Examining legislative requirements for handling health information
8. Discussing the impact of the electronic health record on the healthcare industry

Competency 4: The student will learn essential application components of electronic health record systems and the need to transmit data to the health information exchange

1. Discussing the evolution of electronic health records
2. Discussing the governmental role in the electronic health record system
3. Explaining the necessity and legislative push for electronic health records
4. Discussing electronic health record implementation issues
5. Defining and discussing the importance of the Regional Health Information Organization (RHIO), Health Information Exchange (HIE) and Nationwide Health Information Network (NHIN)
6. Identifying the administrative and clinical applications found in electronic health records
7. Accessing and retrieving electronic health record data

Competency 5: The student will learn the necessity of maintaining and retrieving data from indexes and registries in the health care facilities for education, planning research by:
1. Describing the various numbering and filing systems used in Health Information Management
2. Comparing the types of filing equipment used to store file folders
3. Describing circulation systems used to transport patient records
4. Identifying security measures that occur to safeguard patient records and information from theft, fire, and water damage
5. Explaining the need for indexes, registers, and data collection
6. Determining case abstracting requirements for patient records
7. Examining standards of health record form design
8. Accessing electronic health record systems software
9. Discussing the characteristics of health data collection

Competency 6: The student will learn the fundamental legal aspects of health information management using legal and regulatory terms for the release of protected health information by:
1. Recognizing legal and regulatory implications to the health record
2. Discussing the maintenance of patient records in everyday business
3. Explaining the impact of the Health Insurance Portability and Accountability Act (HIPAA) on health information and information systems
4. Maintaining confidentiality of protected health information
5. Identifying the privacy rule of HIPAA
6. Examining samples of privacy notices, Protected Health Information (PHI) disclosures, amendments, and consent forms
7. Interpreting legislation that impacts health information management

Competency 7: The student will learn the nomenclatures and classification systems used to collect, store, and process data for a variety of purposes by:
1. Introducing coding terminologies and classifications
2. Explaining coding classifications used for reimbursement delivery of health care services
3. Listing and defining Medicare prospective payment systems and fee schedules
4. Identifying National coverage determinations and payer policies
5. Distinguishing between fraud and abuse
6. Stating the purpose of the chargemaster and the need for chargemaster review
7. Differentiating services submitted on UB-04 or CMS-1450 and CMS-1500 forms
8. Describing the role of the Health Information Management (HIM) professional in health literacy
9. Attending a Health Information Management Tour at a local healthcare facility

Learning Outcomes:
- Solve problems using critical and creative thinking and scientific reasoning
- Formulate strategies to locate, evaluate, and apply information
- Demonstrate knowledge of ethical thinking and its application to issues in society