Common Course Outline
HIIT 101
Fundamentals of Health Data Management
3 Credits

Community College of Baltimore County

Description

HIIT 101 – Fundamentals of Health Data Management introduces students to the field of health information management (HIM). It focuses broadly on health care delivery systems, legal and ethical issues in health care, compliance and regulatory requirements, health care data and its role in quality management, and information technology. This course presents documentation guidelines for health records and introduces compliance and regulatory requirements for the health care industry. Students learn how to abstract vital data, how to analyze health records to verify accuracy and completeness for reimbursement, and how to evaluate records for quality improvement.

3 Credits

Prerequisite: (ESOL 052 and ESOL 054) or ACLT 052 or ACLT 053

Overall Course Objectives

Upon completion of this course students will be able to:

1. explain the parts and importance of the health record and its role in different health care settings;
2. recognize multiple medical record formats, including paper-based and electronic;
3. explain the relationship between documentation guidelines and quality management;
4. differentiate between health care delivery systems and providers;
5. identify how regulations in the state of Maryland differ from other states;
6. explain the role of various providers in health care services;
7. organize a valid health record from unorganized data according to organizational policies, external regulations, and clinical standards;
8. verify completeness, accuracy, and appropriateness of data and data sources;
9. explain the importance of medical coding;
10. differentiate between outpatient and inpatient medical coding;
11. recognize the differences between frequently used medical insurance forms;
12. discuss official coding guidelines and conventions and how they apply to code selections;
13. differentiate between nomenclatures and classifications;
14. define the purpose of and uses for SNOMED-CT (Systematized Nomenclature of Medicine Clinical Terms);
15. describe the evolution and applications of information systems in health care;
16. recognize emerging trends and new technologies that will affect the development of health care information systems;

17. describe the importance of strategic information systems planning to a health care organization;
18. identify regulatory organizations that monitor the quality of health care;
19. explain legal and ethical issues surrounding privacy and security of patient medical information; and
20. evaluate HIM sources, including websites, publications, and organizations.

Major Topics

I. Functions of the Health Record
II. Content and Structure of the Health Record
    A. Paper-based Health Records
    B. Computerized Patient Records (CPR)
    C. Electronic Health Records (EHR)
III. Documentation Guidelines
IV. Data and Information Management
V. Health Care Data Sets
VI. Medical Coding Classification Systems
VII. Data Sources
VIII. Information Integrity and Data Quality
IX. Health Information Standards
X. Healthcare Delivery Systems
XI. Legal and Ethical Issues in Health Information Management
XII. Regulatory Guidelines
XIII. Health Insurance Portability and Accountability Act (HIPAA) and Compliance
XIV. Reimbursement Methodologies
XV. Nomenclature and Classification Systems
XVI. Information Systems and Security
XVII. Emerging Information Technologies and Software
XVIII. Management, Organization, and Human Resources
    A. Ergonomics and the Work Environment
    B. Team building
    C. Staffing
    D. Supervision
    E. Leadership roles

Course Requirements

Grading procedures will be determined by the individual faculty member but will include the following:

Grading/exams

- A minimum of 2 weekly assignments to include case studies
- A minimum of 2 graded discussion board assignments
- A minimum of 4 quizzes
- Written research project, minimum 750 words
- Midterm exam
- Comprehensive final exam

Written Assignments: Students are required to use appropriate academic resources.

Date Revised: 06/11/2019