

SCHOOL OF HEALTH SCIENCES
HEALTH INFORMATION TECHNOLOGY

COURSE OUTLINE

I. COURSE DESCRIPTION:

HM101 Health Information Management Introductory Concepts

C-2, P-3, Cr-3

This course includes a study of the health information management profession, functions, technologies, and purposes; health care delivery systems; health record content and documentation; data management, governance, privacy, and security; health law, including release of information processing; health information technologies; and healthcare information, including the health information exchange. (Online Only)

Two class hours and three lab hours weekly.

Prerequisites: None.

II. MATERIALS:

Text and Learning Materials: Sayles, Nanette. *Health Information Management Technology: An Applied Approach*. 5th edition. ISBN: 9781584265177. AHIMA Press.

III. EVALUATION METHODS:

Students will be evaluated in the following manner:

Written Assignment/Project	25%
Exams	25%
Final Comprehensive Exam	25%
Attendance /Assignments	25%

IV. STUDENT LEARNING OUTCOMES:

Upon completion of this course the student will be able to:

1. Describe healthcare organizations from the perspective of key stakeholders.
2. Identify policies and strategies to achieve data integrity.
3. Determine compliance of health record content within the health organization.
4. Explain the use of classification systems, clinical vocabularies, and nomenclatures.
5. Describe components of data dictionaries and data sets.
6. Apply privacy strategies to health information.
7. Apply security strategies to health information.
8. Identify compliance requirements throughout the health information life cycle.
9. Describe research methodologies used in healthcare.

10. Summarize standards for the exchange of health information.
11. Identify human resource strategies for organizational best practices.
12. Assess ethical standards of practice.
13. Describe consumer engagement activities.

V. MAJOR TOPICS:

1. Health Information Management Profession
2. Healthcare Delivery Systems
3. Health Information Functions, Purposes, and Users
4. Health Record Content and Documentation
5. Clinical Terminologies, Classifications, and Code Systems
6. Data Management
7. Secondary Data Sources
7. Health Law
8. Data Privacy and Confidentiality
9. Data Security
10. Ethical Issues in Health Information Management