Course & Title: HIM 450: Application and Analysis of HIM Theory

Instructor:
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Contact Information:
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Credit Hours:
Three semester hours

Prerequisites:
Open only to matriculated baccalaureate degree health Information Management (HIM) students.

Description:
Advanced study in application and analysis of HIM theory in healthcare settings. Must be taken in semester prior to enrollment in HIM 495 Capstone PPE.

Introduction:
This is an application based course in which the student assimilates Health Information Management knowledge obtained from various classes, experiences, and literature reviews. The student will use critical thinking skills in order to apply, analyze, and/or evaluate situations or create new activities, procedures, programs, or projects.

Textbooks:
Book and subscription listed below are **mandatory**. Book and subscription can be obtained from the WKU Bookstore or Neehr Perfect.

McCuen, Sayles, and Schnering: Case Studies in Health Information Management, Second Ed., ISBN: 9781133602682; cengage.com

Neehr Perfect subscription. Neehr Perfect is a computerized patient chart, central database, and a communication and decision support tool.

Another **Required** Text: It is required that the student utilize a comprehensive HIM textbook. You may have used one of the textbooks below or a similar textbook used in your associate degree. Please contact the instructor with any questions.

Sayles: Health Information Management Technology: An Applied Approach, Fourth Ed., 9781584263527, ahima.org

Johns: Health Information Management Technology: An Applied Approach, Third Ed., 9781584262596, ahima.org

LaTour and Maki: Health Information Management Concepts, Principles, and Practice, Fourth Ed., ISBN: 9781584263593, ahima.org

Saunders: Health Information Management of a Strategic Resource, Fourth Ed., 9781437708875, Elsevierhealth.com

Additional Course Resources Available:

- AHIMA Body of Knowledge
- Cms.hhs.gov website
- Kentucky Legal Guide

- Joint Commission E-dition Manual
- List of Articles
- Other resources, as needed

Activities/Assignments:

Students will complete assignments listed beside the Course Competency Domain Clusters above.

All assignments must be turned in by the due date. Failure to comply with this

When completing work on blackboard, it is the responsibility of the student to make sure the grades are listed on the grade center.

Evaluation: The final grade will be derived from the following:

All Assignments   100%

The following grading system will be used:

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% - 50%	F

Attendance Policy: Online course. Students are expected to meet all deadlines.

Student Learning Outcomes:

At the conclusion of this course, the student should be able to meet the following 2011 AHIMA Curriculum Map for the Health Information Management Baccalaureate Degree.

Domain I: Health Data Management

I.A. Health Data Structure, Content, and Standards
- Manage health data (such as data elements, data sets, and databases). (I.A.1)
- Ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. (I.A.2)

I.B. Healthcare Information Requirements and Standards.
- Develop organization-wide health record documentation standards. (I.B.1)
- Maintain organizational compliance with regulations and standards. (I.B.2)
- Ensure organizational survey readiness for accreditation, licensing and/or certification processes. (I.B.3)
- Design and implement clinical documentation initiatives. (I.B.4)

I.C. Subdomain: Clinical Classification Systems
- Implement and manage applications and processes for clinical classification and coding. (I.C.2)
- Maintain processes, policies, and procedures to ensure the accuracy of coded data. (I.C.3)

I.D. Subdomain: Reimbursement Methodologies•

- Manage the use of clinical data required in PPS in healthcare delivery. (I.D.1)
- Manage the use of clinical data required in other reimbursement systems in healthcare delivery. (I.D.2)
- Implement and manage processes for compliance and reporting. (I.D.4)

Domain III: Health Services Organization and Delivery
III.A. Healthcare Delivery Systems
- Evaluate and implement national health information initiatives in the healthcare delivery system for application to information systems policies and procedures. (III.A.1)
- Interpret, communicate, and apply current laws, accreditation, licensure and certification standards related to health information initiates at the national, state, local, and facility levels. (III.A.2)
- Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services. (III.A.3)
- Translate and interpret health information for consumers and their caregivers. (III.A.5)

III.B. Healthcare Privacy, Confidentiality, Legal, and Ethical Issues
- Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure. (III.B.1)
- Manage access and disclosure of personal health information. (III.B.2)
- Develop and implement privacy training programs. (III.B.4)
- Assist in the development of security training. (III.B.5)
- Resolve Privacy Issues (III.B.6)
- Apply and promote ethical standards of practice. (III.B.7)

Domain IV: Information Technology and Systems
IVB. Information Systems
- Implement and manage knowledge based applications to meet end-user information requirements. (IV.B.6)

Domain V: Organization and Management
V.A. Human Resources Management
- Manage human resources to facilitate staff recruitment, retention and supervision. (V.A.1)
- Ensure compliance with employment laws.
- Develop and implement staff orientation and training programs. (V.A.3)
- Develop productivity standards for health information functions. (V.A.4)
- Monitor staffing levels and productivity, and provide feedback to staff regarding performance. (V.A.5)
- Analyze and report on budget variances. (V.A.8)
- Evaluate and manage contracts. (V.A.9)
- Apply principles of ergonomics to work areas. (V.A.10)

V.B. Strategic Planning and Organizational Development
- Apply general principles of management in the administration of health information services. (V.B.1)
- Demonstrate leadership skills (V.B.3)
- Apply project management techniques to ensure efficient workflow and appropriate outcomes. (V.B.4)

- Facilitate project management by integrating work efforts, as well as planning and executing project tasks and activities. (V.B.5)

Curriculum Components:

At the conclusion of this course, the student should be able to meet the following 2011 AHIMA Knowledge Clusters at the indicated taxonomic level:

Domain I: Health Data Management

I.A. Health Data Structure, Content, and Standards

- Capture, structure, and use of health information (Evaluating, 5) [Neehr Perfect Scavenger Hunt I, II, and III Assignments, Neehr Perfect EHR Evaluation AND case studies: 1-5   Chart Check-Out Screen Design and Data Quality, 1-6 Patient Demographic Data Entry Screen Design and Data Quality, 1-7 Encounter Abstract Screen Design and Data Quality, 1-8 Coding Abstract Data Entry Screen Design and data Quality, and 1-9 Designing a Report for Radiology and Imaging Services Exams]
- Health information media (paper, electronic) (Evaluating, 5) [Neehr Perfect Scavenger Hunt I, II and III Assignments, Neehr Perfect EHR Evaluation, AND case studies: 1-5   Chart Check-Out Screen Design and Data Quality, 1-6 Patient Demographic Data Entry Screen Design and Data Quality, 1-7 Encounter Abstract Screen Design and Data Quality, 1-8 Coding Abstract Data Entry Screen Design and data Quality, and 1-9 Designing a Report for Radiology and Imaging Services Exams]
- Data quality assessment and integrity (Evaluating, 5) *[Clinical Documentation Improvement Assignment]*
- Healthcare data sets (such as HEDIS, UHDDS, OASIS) (Analyzing, 4) *[Neehr Perfect UHDDS and EHR Assignment]*
- Health information archival and retrieval systems (Evaluating, 5) *[Case Study- Storage Requirements]*
- Data capture tools and technologies (such as forms; data input screens; templates, other health record documentation tools) (Evaluating, 5) *[Evaluation of Neehr Perfect screens AND case studies Chart Check-Out Screen Design and Data Quality, Patient Demographic Data Entry Screen Design and Data Quality, Encounter Abstract Screen Design and Data Quality, Coding Abstract Data Entry Screen Design and data Quality, and Designing a Report for Radiology and Imaging Services Exams]*

I.B. Healthcare Information Requirements and Standards.

- Standards and regulations for documentation (such as Joint Commission, CARF, COP) (Evaluating, 5) *[Case Study- Documentation Requirements for the History and Physical and Clinical Documentation Improvement Assignment]*
- Health information standards (Applying, 3) *Case Study- Documentation Requirements for the History and Physical]*
- Patient Identity Management Policies (MPI) (Applying, 3) *[Case Study- MPI and Duplicate MR Number Assignment and Patient Identity Management Assignment]*

I.C. Subdomain: Clinical Classification Systems

- Healthcare taxonomies, clinical vocabularies, nomenclatures (such as ICD-9-CM, ICD-10-CM/PCS, CPT, SNOMED-CT, DSM-IV, LOINC

(Understanding, 2) *[Clinical Documentation Improvement Assignment]*
- Data integrity, coding audits (Analyzing, 4) *[Clinical Documentation Improvement Assignment]*

I.D. Reimbursement Methodologies

- Clinical data and reimbursement management (Evaluating, 5) *[Clinical Documentation Improvement Assignment]*
- Compliance strategies and reporting (analyzing, 4) *[Case Study- Potential Compliance Issues]*
- Audit process such as compliance and reimbursement (Evaluating, 5) *[Clinical Documentation Improvement Assignment]*
- Payment systems (Analyzing, 4) *[Clinical Documentation Improvement Assignment]*

Domain III: Health Services Organization and Delivery
III.A. Healthcare Delivery Systems
- Organization and delivery of healthcare systems (Evaluating, 5) *[Case Study- Choosing a Personal Health Record; Case Study- Personal Health Record Education; Patient Identity Management Assignment; Health Care Delivery and E-Health Delivery Assignment (includes Telemedicine, Patient Portal, and Continuum of Care]*
- Components and operation of healthcare organizations including e-health delivery (Evaluating, 5) *[Case Study- Choosing a Personal Health Record; Case Study- Personal Health Record Education; Patient Identity Management Assignment; Health Care Delivery and E-Health Delivery Assignment (includes Telemedicine, Patient Portal, and Continuum of Care]*
- Accreditation standards (such as Joint Commission, NCQA, CARF, CHAP, URAC) (Evaluating, 5) *[Case Study- External Core Measure Reporting Requirements: ORYX Performance Measures for TJC and CMS and Case Study- Documentation Requirements for the History and Physical]*
- Regulatory and licensure requirements such as COP, state health departments (Evaluating, 5) *[Case Study- External Core Measure Reporting Requirements: ORYX Performance Measures for TJC and CMS and Case Study- Documentation Requirements for the History and Physical and Reporting Communicable Diseases]*

III.B. Healthcare Privacy, Confidentiality, Legal, and Ethical Issues
- Legislative and legal system (Analyzing, 4) *[Legislative and Legal System Assignment and Case Study- Accounting for Disclosure of PHI under HIPAA]*
- Privacy, confidentiality, security principles, policies and procedures (Evaluating, 5) *[Patient Identity Management Assignment]*
- Identity management (Evaluating, 5) *[Case Study- Enterprise MPI (E-MPI) and Case Study- Identity Theft and Patient Identity Management Assignment]*
- Elements of compliance programs (Evaluating, 5) *[Case Study- Accounting for Disclosure of PHI under HIPAA]*
- Professional ethical issues (Evaluating, 5) *[Clinical Documentation Improvement Assignment]*
- Information security training (Understanding, 2) *[Case Study- Developing a Training Program and In-service Development Privacy/Security Project]*

Domain IV: Information Systems
- Human factors and user interface design (Applying, 3) *[Neehr Perfect Scavenger Hunt I, II III]*

Domain V: Organization and Management
V.A. Human Resources Management
- Employment laws (Analyzing, 4) *[Summary of Employment Laws and Case Study Interviewing Job Applicants]*
- Principles of human resources management (recruitment, supervision, retention, counseling, disciplinary action) (Evaluating, 5) *[Case Study- Progressive Disciplinary Approach and Job Applicant and the ADA, and Additional Human Resource Management Issues Assignment]*
- Workforce education and training (Creating, 6) *[Case Study- Developing a Training Program and In-service Development Privacy/Security Project]*
- Performance standards (Evaluating, 5) *[Case Study- Developing a Coding Quality Plan and Case Study- Evaluation of Project Management Budget Variance]*

V.B. Strategic Planning and Organizational Development
- Critical thinking skills, emotional intelligence, employee engagement (Analyzing, 4)*[Case Studies]*
- Process reengineering and work redesign (Analyzing, 4) *[Case Study- Improving Workflow Process for Performance Improvement for Discharge Processing]*
- Change management (Analyzing, 4) *[Case Study- Defining a Project and Case Study- Improving Workflow Process for PI for Discharge Planning]*
- Facilitation of teams and meetings (Applying, 3) *[Case Study- Forming Committees]*
- Principles of management (Evaluating, 5) [Elements of Management Assignment; Case Studies- Organizational Chart; Improving Workflow; Writing a Policy and Procedure, and Ergonomics Assignment)
- Negotiation techniques (Analyzing, 4) *[Contract Review and Negotiation Assignment]*
- Communication and interpersonal skills (Evaluating, 5) *[Case Study- Personal Health Record and Case Study- Interdepartmental Communications]*
- Team/consensus building (Evaluating, 5) *[Case Study: Forming Committees]*
- Problem solving and decision making processes (Evaluating, 5)*[Case Studies and Case Study "Decision Making"]*

Disability Accommodations:
In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Accessibility Services in DSU-1074 of the Student Success Center in Downing University Center. The OFSDS telephone number is (270) 745-5004 V/TDD.

Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Accessibility Services.

Once accessibility services/accommodations have been granted and initiated, please contact me with any questions or concerns. Also, if you believe that you are not receiving the disability services to which you are entitled, please address this concern with me immediately so discussion and/or adjustments can occur.

Syllabus Changes: Class and exam schedules are subject to change.

Rev. 8/2016

HIM 450: Application and Analysis of HIM Theory

Schedule for the semester

WEEKS	TOPIC	ASSIGNMENT
Week 1	MPI	Case Studies: 1 - 3 : MPI and Duplicate MR Number Assignment and 1-4: Enterprise MPI (E-MPI)
Week 2	Storage Requirements Reporting Requirements	**Wk 1 Work Due: Monday, Feb. 1** Case Studies: 5 - 3 8 : Storage Requirements and 1-16: External Core Measure Reporting Requirements: ORYX… and 4-24: Reporting Communicable Diseases
Week 3	Delivery of healthcare systems, E-health delivery, and Personal Health Record (PHR)	**Wk 2 Work Due: Monday, Feb. 8** Delivery of healthcare systems and E-health Delivery Assignment (Telemedicine, Patient Portal Assignment, and Continuum of Care Assignment); Case Studies: 1 - 24: Choosing a PHR and 1 - 25: PHR Education
Week 4	Documentation	**Wk 3 Work Due: Monday, Feb 15** NeehrPerfect Scavenger Hunt I, II, III, IV
Week 5	Documentation Standards	**Wk 4 Work Due: Monday, Feb 22** Case Study: 1 - 10: Documentation Requirements for the H&P, Neehr Perfect HIT, NeehrPerfect Case Study Review, Retrieval of Data in EHR and Neehr Perfect UHDDS and EHR Analysis of Data Sets Assignment
Week 6	Documentation Data Entry	**Wk 5 Work Due: Monday, Feb 29** Neehr Perfect Data Entry Series
Week 7	Compliance Issues Clinical Documentation Improvement (CDI)	**Wk 6 Work Due: Monday, Mar 7** Case Study: 2 - 19: Potential Compliance Issues and CDI Project and Neehr Perfect Communication within the EHR
Week 8	Evaluation of EHR and Screen Designs	**Wk 7 Work Due: Monday, Mar 14** Neehr Perfect EHR Cause and Effect and EHR Doc Evaluation AND Case Studies: 1-5 Chart Check-Out Screen Design and Data Quality 1-6 Patient Demographic Data Entry Screen Design and Data Quality 1-7 Encounter Abstract Screen Design and Data Quality 1-8 Coding Abstract Data Entry Screen Design and data Quality 1-9 Designing a Report for Radiology and Imaging Services Exams
Week 9	Performance Measures Patient Identity Management	**Wk 8 Work Due: Monday, Mar 21** Case Studies: 2 - 23: Developing a Coding Quality Plan and 4-38: Identity Theft and Patient Identity Management Assignment

WEEKS	TOPIC	ASSIGNMENT
Week 10	Legislative and Legal Systems; Accounting for Disclosures;	**Wk 9 Work Due : Monday, Mar 28** Legislative and Legal Systems Assignment; Case Study: 4 - 2: Accounting for Disclosure of PHI under HIPAA
Week 11	Developing a Training Program and Privacy/Security	**Wk 10 Work Due: Monday April 4** Case Study: 6-9: Developing a Training Program and In-service Development: Privacy/Security Project
Week 12	Human Resources	**Wk 11 Work Due: Monday, April 11** Summary of Employment Laws and Case Study 6-7: Interviewing Job Applicants Approach and 6 – 8: Job Applicant and the ADA 6 - 12: Progressive Disciplinary Case Study Additional Human Resource Management Issues Assignment
Week 13	Principles of Management	**Wk 12 Work Due: Monday, April 18** Elements of Management Assignment Case Studies: 7 - 1 : Organization Chart 6-2: Writing a Policy and Procedure 7 - 1 0 : Improving Workflow Process for PI for Discharge Planning Assignment on Ergonomics
Week 14	Project Teams Contract Negotiations	**Wk 13 Work Due: Monday April 25** Case Studies: 7 - 1 3 : Defining a Project and 7-15: Forming Committees Assignment: Contract Review and Negotiations
Week 15	Communication and Decision Making	**Wk 14 Work Due: Monday, May 2** Case Studies: 6 - 1 5 : Interdepartmental Communications and 6 - 11: Decision Making
Week 16	Budgeting	**Wk 15 Work Due: Monday May 9** Case Study: 7 - 2 0 : Evaluation of Project Mgmt Budget Variance **Wk 16 Work Due: Thursday May 12**

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Content

I. Health Data Management
    A. Clinical Documentation Analysis
    B. Documentation Standards
    C. Electronic Records
    D. Forms and Screens
    E. Archival and Retrieval
    F. Patient Identification
    G. MS-DRGs and Reimbursement
    H. Clinical Documentation Improvement
    I. Compliance

II. Health Services Organization and Delivery
    A. Laws, Accreditation, Licensure, and Certification Standards
    B. International politics, economics, and social influences on healthcare
    C. Internal and external Customer Needs
    D. Personal Health Records
    E. Privacy and Security Training
    F. Ethical Standards

III. Organization and Management
    A. Human Resources
    B. Orientation and Training Staff
    C. Productivity Standards
    D. Budgeting
    E. Contract Negotiation
    F. Principles of Management
    G. Leadership
    H. Decision Making and Problem Solving
    I. Communication
    J. Workflow Process
    K. Project Management
    L. Committees

2/2014

Objectives

IV.   Health Data Management
    A. To analyze clinical documentation for content, quality, and compliance
    B. To identify documentation standards
    C. To utilize electronic records
    D. To analyze forms and screens
    E. To evaluate archival and retrieval systems
    F. To improve patient identification process
    G. To analyze MS-DRGs and reimbursement
    H. To evaluate Clinical Documentation Improvement

V.   Health Services Organization and Delivery
    A. To assess laws, accreditation, licensure, and certification standards
    B. To understand politics, economics and social influences on the international level
    C. To identify internal and external customer needs
    D. To promote Personal Health Records
    E. To develop privacy and security training
    F. To promote ethical standards

VI.   Organization and Management
    A. To apply human resource skills
    B. To apply employment laws
    C. To develop orientation and training staff
    D. To establish productivity standards
    E. To evaluate budget variance
    F. To review and negotiate contracts
    G. To implement principles of management
    H. To project leadership
    I. To utilize critical thinking skills in making decisions
    J. To problem solve enhancing respect for diversity of people, ideas, and cultures
    K. To communicate appropriately
    L. To evaluate and improve workflow process
    M. To initiate project management
    N. To form committees

10/2014