

HIM 100 Health Data Content and Structure

Credit Hours:

4 Hours (includes lab component)

Instructor:

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Prerequisites:

None

Description:

Emphasis on the health information profession, interdisciplinary relationships, health care data management, documentation standards, methods of access and retention of image-based information and maintenance of health information in acute and non-acute care facilities.

Procedures for maintaining vital statistics and specialized registries will be included.

Textbooks:

Health Information Management Technology: An Applied Approach 5th Ed, Sayles, 2016, American Health Information Management Association, ISBN: 978-1-58426-517-7

Students will need a Networked Educational Electronic Health Record (**Neehr Perfect**) subscription for access to the Electronic Health Record.

Description: Quarterly (up to 3 months)

ISBN: 978-0-9858379-3-8

Additional Requirements:

-AHIMA Student membership

Examinations:

There will be eleven chapter quizzes and a Comprehensive Final Examination.

Any Make-up quizzes taken during finals week.

You will be permitted only one make-up quiz for the semester.

What to do if you have technology issues:

For any type of email and/or computer problems you will need to contact the IT helpdesk via wku.edu/it/chat or via phone @ 270-745-7000 so that you can give your instructor the ticket # in the event you need to have your exam/quiz reset.

Evaluation:

The final course grade will be derived for the following:

11 Chapter Quizzes and 1 Examination	100 points= 1200
21 Lab/Clinical Skills	100 points= 2100
11 Proof of Readings	35 points= 385

The following Grade System will be used:

Test scores will be worth 70% of your grade.

Total points divided by the possible points multiplied by .7=Answer

POR and Lab/clinical skills will be worth 30%.

Total points divided by the possible points multiplied by .3=Answer

Add both answers to get your percentage

100-90	A
89-80	B
79-70	C
69-60	D
59 and below	F

Attendance:

Students are expected to log into Bb every week and complete the assigned module.

Instructional Methods:

Power Points and other electronic venues

Review of Medical Records

Utilization of Computer

Lab Activities

Others, as appropriate

Disability Accommodations:

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, room 1074 of the Student Success Center. The phone number is 270.745.5004. or email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a letter of accommodation from The Student Accessibility Resource Center.

LEARNING ASSISTANCE AT WKU

The Learning Center (TLC) is located on the main campus in the Academic Advising and Retention Center, DUC-A330. Should you require academic assistance with this course, or any other General Education Course, there are several places that can provide you with help. TLC tutors in most major undergraduate subjects and course levels throughout the week--they can also direct you to one of many tutoring and assistance Centers across campus. To make an appointment, or to request a tutor for a specific class, call 745-6254 or stop by DUC A330. Log on to TLC's website at www.wku.edu/tlc to find out more.

The Glasgow campus also has a Resource Center. Contact Glasgow campus for details.

Students are also encouraged to make use of the **Writing Center** located at three locations on campus:

Cherry Hall
Helm Library
The Learning Center
Call 745-5710 for hours of operation

Schedule Note:

Class and exam schedules are subject to change according to class progress.

Disclaimer:

References to external websites are provided for the convenience of the student. These sites may contain articles on politically and socially controversial topics and are presented from the prospective of providing information. The instructor is not responsible for the content of these external sites and does not necessarily endorse the views or agree with the information held on these sites; the instructor does not take moral stances on issue.

Rev. 03/2017

One of the first things that you need to do is to place the schedule of this class in your calendar in order to keep up with when assignments/quizzes are to be completed.

HIM 100- HEALTHCARE DATA CONTENT AND STRUCTURE

WEEK	TOPIC	ASSIGNMENT
1	Module #1: Syllabus	Purchase text; Orientation Quiz over Syllabus; HIM Handbook Activity; Introduce yourself using the discussion board
2	Module #2: Ch. 1 HIM Profession	Read Introduction and Pages 3-16; On Bb submit POR over reading; Chapter 1 Quiz

3	Module #3: Ch. 2 Healthcare Delivery System	Read Pages 19-47; On Bb submit POR over reading; Complete the AHIMA Career Mapping and Continuum of Care lab ; Chapter 2 Quiz
4	Module #4: Ch. 3 Health Information Functions, Purpose, and Users	Read Pages 51-76; On Bb submit POR over reading; complete the following Neehrperfect lab assignments: Level I Scavenger Hunt; Level II Scavenger Hunt; Chapter 3 Quiz
5	Module #5: Ch. 4 Health Record Content and Documentation	Read Pages 81-109; On Bb submit POR over reading; Complete Labs assignments: Introduction to Chart Deficiencies; CPRS Analyzing for Chart Deficiencies; Chapter 4 Quiz
6	Module #6: Ch. 5 Clinical Terminologies, Classifications, and Code Systems	Read Pages 113-135; On Bb submit POR over reading; UHDDS & the EHR; Hospital Inpatient Quality Measures; Chapter 5 Quiz
7	Module #7: Fall Break	Module #8 will open early so you can begin working on it. Have fun and be safe!
8	Module #8: Ch. 6 Data Management	Read Pages 139-146 & 165-166; On Bb submit POR over reading; Quality Improvement Utilizing the EHR; Chapter 6 Quiz
9	Module #9: Ch. 7 Secondary Data Sources	Read Pages 171-189; On Bb submit POR over reading; Communication within the EHR; Data Entry; Retrieval of Data; Chapter 7 Quiz
10	Module #10 Ch. 8 Health Law	Read Pages 195-209; On Bb submit POR over reading; Health Information Terminology; Understanding the Joint Commission's Tracer Methodology; Chapter 8 Quiz
11	Module #11	Release of Information; Introduction to Privacy, Security, & Confidentiality in the EHR; Release of Information & Accounting for Disclosure
12	Module #12: Ch. 9 Data Privacy and Confidentiality	Read Pages 218-228 & 243-248; On Bb submit POR over reading; Introducing HITECH & the History of EHRs; Chapter 9 Quiz
13	Module #13: Ch. 12 Healthcare Information	Read Pages 330-334; On Bb submit POR over reading; Introduction to the Cancer Registry; Chapter 12 Quiz
14	Module #14: Ch. 21 Ethical Issues	Read Pages 603-619; On Bb submit POR over reading; Watch Health Literacy Video; Chapter 21 Quiz
15	Module #15: Legal Record Comparison	Please refer to instructions in this module.
16	Finals week	Comprehensive Final should be taken by December 5th @ 4:00 p.m.

POR- Proof of Readings Schedule is subject to change. Rev. 07/17