

**JEFFERSON COLLEGE**

**INSTITUTIONAL COURSE GUIDE**

**HIT100**

**INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY**

3 Credit Hours

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# **HIT100 Introduction to Health Information Technology**

I.

Discuss concerns (r)3 htmio p (r)ots3 htc httsirio p (r)3 htner

2. Formats of the Health Record
  3. Users of the Health Record
  4. HIM Functions
  5. MPI
  6. Identification Systems
  7. HIM Functions in an Electronic Environment
  8. Hybrid Record
  9. Medical Transcription
  10. Release of Information
  11. Clinical Coding
  12. HIM Interdepartmental Relationships
  13. HIM Software
- D. Health Record Content and Documentation
1. Documentation standards
  2. General Documentation Guidelines
  3. Documentation by Setting
  4. Health Information Media
  5. Role of Healthcare Professionals in Documentation
- E. Clinical Terminologies, Classifications, and Code Systems
1. Clinical Terminologies
  2. Classifications
  3. Code Systems
  4. Clinical Terminologies, Classifications, and Code Systems Found in Health Data and Information Sets
  5. Database of Clinical Terminologies, Classifications, and Code Systems
- F. Data Management
1. Data Sources
  2. Data Management
  3. Data Governance
  4. Data Quality
  5. Data Management and Bylaws
- G. Secondary Data Sources
1. Differences between Primary and Secondary Data Sources
  2. Purposes and Users of Secondary Data Sources
  3. Types of Secondary Data Sources
  4. Healthcare Databases
- H. Health Law
1. Basic Legal Concepts
  2. Patient Rights Regarding Healthcare Decisions
  3. Overview of Legal Issues in HIM
  4. Legal Health Record



- O. Revenue Management and Reimbursement
  - 1. Healthcare Insurance
  - 2. Revenue Cycle Management
  - 3. Healthcare Insurers
  - 4. New Trends
  - 5. Utilization Management
  - 6. Case Management
  - 7. Healthcare Reimbursement Methodologies
  
- P. Fraud and Abuse Compliance
  - 1. Federal Regulations and Initiatives
  - 2. Compliance Program
  - 3. Coding and Fraud and Abuse
  - 4. Clinical Documentation Improvement
  
- Q. Leadership
  - 1. Leadership Theories
  - 2. Leadership Styles
  - 3. Change Management
  - 4. Critical Thinking Skills
  - 5. C-Suite
  - 6. Team Leadership
  - 7. Team Meetings
  - 8. Business-Related Partnerships
  - 9. Leadership Roles
  
- R. Performance Improvement
  - 1. Performance Measurement and Quality Improvement
  - 2. Quality Dimensions of Performance Improvement
  - 3. Fundamental Principles of Continuous Performance Improvement
  - 4. Formal Performance Improvement Activities
  - 5. Team-Based Performance Improvement
  - 6. Managing Quality and Performance Improvement
  - 7. Clinical Quality Management Initiatives
  - 8. Shared Governance
  
- S. Management
  - 1. Management
  - 2. Organizational Behavior
  - 3. Organization Structure
  - 4. Strategic and Operational Planning
  - 5. Work Analysis, Change Management, and Project Management
  - 6. Project Management
  - 7. Financial Management
  - 8. Management of Resources and Allocation
  - 9. Management of Vendors and Contracts
  - 10. Enterprise Information Management
  - 11. Management of Mergers
  - 12. Management of Corporate Compliance and Patient Safety

- T. Human Resources Management and Professional Development
  - 1. Employment Law, Ethics, and Labor Relations
  - 2. Labor Relations
  - 3. Human Resources Management Roles and Responsibilities
  - 4. Training and Development
  
- U. Ethical Issues in HIM
  - 1. Moral Values and Ethical Principles
  - 2. Cultural Competence in the Healthcare Environment
  - 3. Ethical foundations of HIM
  - 4. Ethical Issues Related to Medical Identity Theft
  - 5. Ethical Decision Making
  - 6. Breach of Healthcare Ethics
  - 7. Important Health Information Ethical Problems

#### IV. METHOD(S) OF INSTRUCTION

- A. Lecture (if applicable)
- B. Readings from textbook
- C. Supplemental handouts
- D. Discussion Boards

#### V. REQUIRED TEXTBOOK(S)

- A. Sayles, N. and Gordon, L., (current edition). Health Information Technology An Applied Approach. Chicago, IL: AHIMA Press.

#### VI. REQUIRED MATERIALS

- A. Textbook(s)
- B. A computer with internet access (available through the Jefferson College Labs)

#### VII. SUPPLEMENTAL REFERENCES

- A. Class handouts
- B. Current internet resources
  - 1. Online reference materials
  - 2. American Health Information Management Association (AHIMA) website. [www.ahima.org](http://www.ahima.org)

#### VIII. METHOD OF EVALUATION

- A. Assignments (21 @ 25 points each)
- B. Discussion Board (16 @ 16 points each)
- C. Vocab Quizzes (21 @ 10 points each)
- D. Summative Written Examinations (21 @ 25 points each)
- E. Written Project (1 @ 60 points)
- F. HIT Careers Assignment (1 @ 20 points)
- G. Professionalism Contract/HIT Handbook/SmarterMeasure (3 @ 15 points each)
- H. Final Exam (1 @ 50 points)
- I. Grading Scale:
  - A = 90-100%
  - B = 80-89.9%
  - C = 70-79.9%
  - D = 60-69.9%
  - F = 0-59.9%

The HIT Program runs a strict point system and does not calculate weighted grades.

The instructor reserves the right to make changes to the syllabus at any time.

#### IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library: phone 636-797-3000, ext. 3169).

#### X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook. Any student who cheats or plagiarizes will be subject to dismissal from the Health Information Technology program and will be referred to the college for disciplinary action. (See College website [www.jeffco.edu/HIT](http://www.jeffco.edu/HIT))

#### XI. ATTENDANCE STATEMENT

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

#### XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related

activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.

XIII.