

2/3/2025

DATE

BUS DIVISION



REQUIRED COURSE



NEW COURSE



ELECTIVE COURSE



REVISION

Lake Land College

Course Information Form

| | | | | | | | | | |
|--------------------------------------|---|----------------------------|--|--------------------------------------|---|------------------------------|------|----------|-----|
| COURSE NUMBER: | MCS-040 | TITLE: (30 Characters Max) | | Health Information for Professionals | | | | | |
| SEM CR HRS: | 3 | Lecture: | 3 | Lab: | 0 | | | ECH: | 3 |
| Course Level: | <input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI | | <input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit | Clinical Practicum: | 0 | Work-based Learning: | 0 | WBL ECH: | 0 |
| Course PCS & CIP: | 12 - 51.0707 | | IAI Code | N/A | | Contact Hours (Minutes/Week) | | | |
| Repeatable (Y/N): | N | Pass/Fail (Y/N): | N | Variable Credit (Y/N): | N | Min: | Max: | 16 Wks | 150 |
| Prerequisites: | None | | | | | | | | |
| Corequisites: | None | | | | | | | | |
| Catalog Description: (40 Word Limit) | An introduction and overview to health information management. The course will cover the history of health information and the many applicable fields available to a health information management specialist. Students will explore the different areas of health information. | | | | | | | | |

| List the Major Course Segments (Units) | Contact Lecture Hours | Contact Lab Hours | Clinical Practicum | Work-based Learning |
|---|-----------------------|-------------------|--------------------|---------------------|
| Introduction to the health care delivery system | 1 | | | |
| The health information management profession | 3 | | | |
| Legal issues | 3 | | | |
| Ethical standards | 4 | | | |
| Health care data content and structures | 3 | | | |
| Nomenclatures and classification systems | 4 | | | |
| Quality health care management | 3 | | | |
| Health statistics | 3 | | | |
| Research | 3 | | | |
| Database management | 3 | | | |
| Information systems and technology | 2 | | | |
| Informatics | 2 | | | |
| Management and organization | 2 | | | |
| Human resource management | 3 | | | |
| Financial management | 3 | | | |
| Reimbursement methodologies | 3 | | | |
| TOTAL | 45 | 0 | 0 | 0 |

| EVALUATION | | | |
|---|--|--|--|
| QUIZZES <input checked="" type="checkbox"/> | EXAMS <input checked="" type="checkbox"/> | ORAL PRES <input type="checkbox"/> | PAPERS <input checked="" type="checkbox"/> |
| LAB WORK <input type="checkbox"/> | PROJECTS <input checked="" type="checkbox"/> | COMP FINAL <input checked="" type="checkbox"/> | OTHER <input type="checkbox"/> |

| COURSE MATERIALS | |
|---------------------|--|
| TITLE: | Health Information Management Technology: An Applied App |
| AUTHOR: | Nanette Sayles, Leslie Gordon |
| PUBLISHER: | AHIMA |
| VOLUME/EDITION/URL: | 6th Edition |
| COPYRIGHT DATE: | 2020 |

| MAJOR COURSE SEGMENT | HOURS | LEARNING OUTCOMES |
|---|-------|--|
| | | <i>The student will be able to:</i> |
| Introduction to the health care delivery system | 1 | 1. Discuss the overall field of health information with a focus on the modern healthcare environment and contemporary health information management. |
| The health information management profession | 3 | 1. Explain the Educational and Certification requirements of the health information management professions. 2. Identify the change in career roles of the health information management professional from the last half of the 20th century to present day. 3. List and describe the various roles played by the health information management professional in a tradition and nontraditional setting. |

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| Legal issues | 3 | <ol style="list-style-type: none"> 1. Distinguish between laws, regulations, rules, requirements, and standards. 2. Compare and contrast the roles of governmental entities in health care. 3. Explain the interrelationship between confidentiality and privacy. 4. Explain the goals of administrative simplification and combating fraud and abuse under the HIPPA (Health Insurance Portability and Accountability Act). |
| Ethical standards | 4 | <ol style="list-style-type: none"> 1. Discuss ethics, morals, values, etiquette, and law. 2. Define codes of ethics and discuss their importance. 3. Identify ethical challenges in general and their application to the role of supervision, the field of health care, and the specialized area of health information management. |
| Health care data content and structures | 3 | <ol style="list-style-type: none"> 1. Describe the categories of data collected and maintained by health care providers. 2. Trace the development of the concept of the personal health record. 3. Compare and contrast the forms design and forms control, and explain their application to paper-based and electronic health records. 4. Explain the concept of data flow and describe three data flow approaches |
| Nomenclatures and classification systems | 4 | <ol style="list-style-type: none"> 1. Differentiate between the terms medical language, vocabulary and nomenclature. 2. List nomenclatures that are prominent in the health information management field. 3. Explain the goal of the Unified Medical Language System. 4. Identify the major classification systems currently in use. 5. Describe the concept of case mix management. 6. Identify the impact of technology upon the coding function. |
| Quality health care management | 3 | <ol style="list-style-type: none"> 1. List the historical developments of data quality management, performance improvement, risk management, and utilization management. 2. Compute data using analytic tools. 3. Explain the role of government and private initiatives to promote and use data to support quality initiatives. 4. Describe the utilization review process. |
| Health statistics | 3 | <ol style="list-style-type: none"> 1. Identify the representative types of statistics found in health care. 2. Distinguish between the measures of central tendency: mean, median and mode. 3. Recognize the different types of data and the sources from which data can be obtained. |
| Research | 3 | <ol style="list-style-type: none"> 1. Compare and contract qualitative and quantitative research methods. 2. List the steps involved in research study design. 3. Describe the emerging trends associated with protecting human subjects or animals used in research. 4. Compare and contrast descriptive, analytic and experimental epidemiology. |
| Database management | 3 | <ol style="list-style-type: none"> 1. Define the terms database and database management. 2. Describe database design and its role in the information systems life cycle. 3. Explain the nature of data standards, particularly Health Level Seven as a messaging standard for hospital information systems. |
| Information systems and technology | 2 | <ol style="list-style-type: none"> 1. Compare and contrast the computer concepts of hardware and software. 2. Differentiate between the software concepts of operating systems, application programs, utility programs, and programming languages. 3. Explain communication technologies such as networks, the Internet, and security measures. |

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| Informatics | 2 | <ol style="list-style-type: none"> 1. Define the term informatics and describe its application in the health care field. 2. Explain the functionalities of an electronic health record. 3. Explain what a legal health record means in the context of an electronic health record environment. 4. Describe the technology applications of telemedicine, voice recognition, and digital imaging. |
| Management organization | 2 | <ol style="list-style-type: none"> 1. Explain the general principles of management: planning, organizing, directing, controlling, and leading. 2. Explain the interrelationships between planning, organizing, directing, controlling, and leading. 3. Compare and contrast specialized management theories. |
| Human resource management | 3 | <ol style="list-style-type: none"> 1. Define the concept of employment and differentiate between the various types of employees. 2. List and describe the various civil rights and workplace protection laws that relate to human resource management. 3. Describe the perspectives of the business community toward the concept of workforce diversity. |
| Financial management | 3 | <ol style="list-style-type: none"> 1. Explain the three parts of the finance cycle. 2. Identify the uses and users of accounting information. 3. Define a budget and describe the ways in which organizations rely upon them. 4. Identify the contents of a request for proposal. |
| Reimbursement methodologies | 3 | <ol style="list-style-type: none"> 1. Explain the concept of reimbursement methodologies as they relate to a health care organization's financial well-being. 2. Describe the different forms of managed care organizations. 3. Explain the process involved in revenue cycle management. |
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| Outcomes* | | At the successful completion of this course, students will be able to: |
|-------------------------------------|---|--|
| Course Outcome | Distinguish the certifications and credentials available to the health information professional | |
| Course Outcome | List and describe the various roles played by the health information management professional in a traditional and nontraditional setting. | |
| Course Outcome | Compare and contrast specialized management theories. | |
| Primary Laker Learning Competency | Professional Skills & Ethics: Students demonstrate professional skills and ethical accountability. | |
| Secondary Laker Learning Competency | Creative Thinking & Problem Solving: Students think creatively to solve problems. | |

*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.