

EDISON STATE COLLEGE

Division of Health Professions

COMMON COURSE SYLLABUS

PROFESSOR:

OFFICE LOCATION:

E-MAIL:

PHONE NUMBER:

OFFICE HOURS:

SEMESTER:

I. HIM2934 HIM Review–AS- 1 Credit

This course will provide the student with a review of the HIM coursework in the degree program in preparation for taking the national certification examination.

II. PREREQUISITES FOR THE COURSE:

HIM1000, HIM2222, HIM1140, HIM1211, HIM2253, HIM2214C, HIM2012, HIM1806, HIM2816, HIM2283 and permission of HIM Program Coordinator

CO-REQUISITES: HIM2210, HIM2510, MNA2345

III. GENERAL COURSE INFORMATION: Topic Outline

- Health Data Contents and Standards
- Information Retention and Access
- Legal and Ethical Aspects
- Health Information Privacy and Security
- Informatics and Information Systems
- Organization and Management
- Personnel Administration
- Classification Systems and Secondary Data sources
- Billing and Reimbursement
- Medical Sciences
- CPR-4 Coding
- ICD-9-CM Coding
- Quality and Performance Improvement
- Health Statistics and Research

IV. LEARNING OUTCOMES AND ASSESSMENT:

GENERAL EDUCATION COMPETENCIES:

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

- *Communication (COM):* To communicate effectively using standard English (written or oral).
- *Critical Thinking (CT):* To demonstrate skills necessary for analysis, synthesis, and evaluation.
- *Technology/Information Management (TIM):* To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.
- *Global Socio-cultural Responsibility (GSR):* To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

EDISON STATE COLLEGE

Division of Health Professions

- *Scientific and Quantitative Reasoning (QR)*: To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
Describe health data contents and standards.	Certification practice exam.	CT, TIM, COM
Explain information retention and access rules.	Certification practice exam.	CT, TIM, COM
Summarize legal and ethical aspects of managing health information.	Certification practice exam.	CT, TIM, COM
Describe health information privacy and security requirements.	Certification practice exam.	CT, TIM, COM
Identify informatics and information systems utilized in the management of health information.	Certification practice exam.	CT, TIM, COM
Apply organization and management policies to personnel supervision.	Certification practice exam.	CT, TIM, COM
Administer personnel policies.	Certification practice exam.	CT, TIM, COM
Define classification systems currently in use.	Certification practice exam.	CT, TIM, COM
Recognize secondary data sources.	Certification practice exam.	CT, TIM, COM
Apply billing and reimbursement rules to facility financial process.	Certification practice exam.	CT, TIM, COM
Demonstrate knowledge of medical science.	Certification practice exam.	CT, TIM, COM,
Correctly apply CPT-4 and ICD-9-CM codes to health records.	Certification practice exam.	CT, TIM, COM
Explain quality and performance improvement methods to health data.	Certification practice exam.	CT, TIM, COM
Calculate common health facility statistics.	Certification practice exam.	CT, TIM, COM, QR

EDISON STATE COLLEGE

Division of Health Professions

V. DISTRICT-WIDE POLICIES

PROGRAMS FOR STUDENTS WITH DISABILITIES

Edison State College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI. REQUIREMENTS FOR THE STUDENTS:

VII. ATTENDANCE POLICY:

VIII. GRADING POLICY:

IX. REQUIRED COURSE MATERIALS:

X. RESERVED MATERIALS FOR THE COURSE:

XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.

XII. CLASS SCHEDULE:

XIII. OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES: