

EDISON STATE COLLEGE

Division of Arts and Sciences

COMMON COURSE SYLLABUS

PROFESSOR: _____ **OFFICE LOCATION:** _____
E-MAIL: _____ **PHONE NUMBER:** _____
OFFICE HOURS: _____ **SEMESTER:** _____

I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDIT HOURS:

HIM 1000 – INTRODUCTION TO HEALTH INFORMATION MANAGEMENT – AS – 3 CREDITS

This course provides an introduction to the profession, functions and management of health information. Topics covered will include healthcare delivery systems, the HIM profession, healthcare delivery settings, content and format of the patient record, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, electronic health records, legal issues and coding and reimbursement.

II. PREREQUISITES FOR THE COURSE:

Acceptance into the Health Information Management Program

CO-REQUISITES FOR THIS COURSE:

None

III. GENERAL COURSE INFORMATION: Topic Outline.

- Unit I:
 - Healthcare Delivery Systems
 - Health Information Management Professionals
 - Health Care Settings
- Unit II:
 - The Patient Record
 - Content of the Patient Record
- Unit III:
 - Numbering & Filing Systems and Record Storage & Circulation
 - Indexes, Registers, and Health Data Collection
- Unit IV:
 - Legal Aspects of Health Information Management
 - Coding and Reimbursement

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.

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 COMPETENCIES |
|--|---------------------------|--------------------------------|
| 1. Describe health information management concepts common to allied health professionals. | Unit Multiple Choice Test | CT |
| 2. Describe characteristics of health care delivery and settings in the United States. | Chapter Assignment | COM |
| 3. Delineate career opportunities for health information management professionals. | Chapter Assignment | CT, COM |
| 4. Describe types of patient records, including documentation issues associated with each. | Lab Assignments | CT |
| 5. Demonstrate numbering and filing systems and record storage and circulation methods. | Lab Assignment | COM, CT, TIM |
| 6. Explain indexes, registers and health data collection. | Chapter Tests | CT |
| 7. Introduce legal aspects of health information management. | Unit Exams | CT |
| 8. Create an overview of coding and reimbursement issues. | Comprehensive Final Exam | CT |

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: