| **PROFESSOR:** |  |
| --- | --- |
| **OFFICE LOCATION:** |  |
| **OFFICE HOURS:** |  |
| **PHONE NUMBER:** |  |
| **E-MAIL:** |  |
| **SEMESTER:** |  |
| **DELIVERY METHOD:** |  |

# COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:

## HIM 1000 Introduction to Health Information Management (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, coding and reimbursement.

## PREREQUISITES FOR THIS COURSE:

CGS 1100 and HSC 1531 with a grade of C or higher

### CO-REQUISITES FOR THIS COURSE:

None

## 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

## ALL COURSES AT FLORIDA SOUTHWESTERN STATE COLLEGE CONTRIBUTE TO THE GENERAL EDUCATION PROGRAM BY MEETING ONE OR MORE OF THE FOLLOWING GENERAL EDUCATION COMPETENCIES:

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

A. General Education Competencies and Course Outcomes

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

General Education Competency: Think

Course Outcomes or Objectives Supporting the General Education Competency Selected:

Identify and apply health information management concepts and functions common to all healthcare delivery settings and users of health data.B. Other Course Objectives/Standards

Verify the documentation in the health record is timely, complete, and accurate

Identify a complete health record according to organizational policies, external regulations, and standards

Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare

Identify and use secondary data sources

Validate the reliability and accuracy of secondary data sources

Apply retention and destruction policies for health information

Analyze policies and procedures to ensure organizational compliance with regulations and standards

Adhere to the legal and regulatory requirements related to health information management

Assist in preparing the organization for accreditation, licensing, and/or certification surveys

Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs

Release patient-specific data to authorized users and apply policies and procedures to ensure accuracy of health data

Collect and maintain health data (such as data elements, data sets, and databases)

Discuss different coding and classification systems and their uses

Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.

Design, generate, and query reports using appropriate software.

Use technology to ensure data collection, storage, analysis, and reporting of information in paper, hybrid or electronic record formats

Apply security system policies according to departmental standards and organizational data/information standards

Apply policies and procedures for the use of data required in health care reimbursement

Compare and contrast the data collected in acute care facilities with data collected in non-acute facilities

## DISTRICT-WIDE POLICIES:

### PROGRAMS FOR STUDENTS WITH DISABILITIES

Florida SouthWestern 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. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <https://www.fsw.edu/adaptiveservices>.

### REPORTING TITLE IX VIOLATIONS

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct. Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu). Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online. Additional information and resources can be found on the College’s website at <https://www.fsw.edu/sexualassault>.

## REQUIREMENTS FOR THE STUDENTS:

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

## ATTENDANCE POLICY:

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog and defers to the professor.)

## GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

| **Grade Percent** | **Letter Grade** |
| --- | --- |
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| Below 60 | F |

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

## REQUIRED COURSE MATERIALS:

(In correct bibliographic format.)

## RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

## CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

## ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

(Which would be useful to the students in the class.)