PROPOSED

RARITAN VALLEY COMMUNITY COLLEGE
ACADEMIC COURSE OUTLINE

HITC 105 Introduction to Health Information Technology

I. Basic Course Information

A. Course Number and Title:	HITC 105 Introduction to Health Information Technology
B. New or Modified Course:	Modified
C. Date of Proposal:	Semester: Spring Year: 2020
D. Effective Term:	**Fall 2020**
E. Sponsoring Department:	Health Science Education
F. Semester Credit Hours:	3
G. Weekly Contact Hours:	Lecture: 2 hours Laboratory: 2 hours Out of class student work per week: 5
H. Prerequisites/Corequisites:	None
I. Laboratory Fees:	None
J. Name and Telephone Number or E-Mail Address of Department Chair and Divisional Dean at time of approval:	Beryl Stetson, Beryl.Stetson@raritanval.edu
Divisional Dean:	Sarah Imbriglio, Sarah.Imbriglio@raritanval.edu

II. Catalog Description

Pre-requisites/Co-requisites: **None**

This course is an introduction to the health information profession, the health information department, and the health record. This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include health record content, assembly, qualitative analysis, format, record control, storage, retention, forms design/control, indices and registers, and numbering and filing systems. This course provides in-depth presentation of the origin, uses, standards, content, format, access and retention of data across the health care continuum including both paper and electronic

health records. Documentation requirements for complete and accurate health records as required by licensing, certifying and accrediting agencies are also presented. This course also provides an introduction to the concepts of data analysis, information governance, and basic leadership theories and styles and how they relate to health information leadership roles.

III. Statement of Course Need

A. This course fulfills the "knowledge cluster content and competency" required by the American Health Information Management Association (AHIMA) and its accrediting body, the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

B. Students will use the AHIMA Virtual Lab (Vlab). In the AHIMA Vlab, students will gain hands-on experience with a commercial MPI system, which will familiarize them with Master Patient Index (MPI) software that is likely to be encountered in the workplace.

C. This course generally transfers as a program requirement in health information technology and medical coding.

IV. Place of Course in College Curriculum

A. Free Elective
B. This course does not serve as a General Education course.
C. This course meets a program requirement for the Health Information Technology A.A.S. degree program and the Medical Coding Certificate program.
D. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

A. Introduction to the HIM Profession
B. Health Information Functions, Purpose, and Users
C. Health Record Content and Documentation
D. AHIMA Virtual Lab
E. Data Management
F. Secondary Data Sources
G. Clinical Terminologies, Classifications, and Code Systems
H. Healthcare Information
I. Virtual Tour
J. Virtual Lab – use of an eMPI
K. Health Information Technologies
L. Leadership (in Healthcare)

VI. General Education and Course Learning Outcomes

A. General Education Learning Outcomes:

At the completion of the course, students will be able to:

1. Explain the use of classification systems, clinical vocabularies, and nomenclatures. (GE-1)
2. Describe components of data dictionaries and data sets. (GE-1)
3. Apply policies, regulations, and standards to the management of information. (GE-1,4)
4. Determine compliance of health record content within the health organization. (GE-1,4)

B. Course Learning Outcomes:

At the completion of the course, students will be able to:

1. Collect and maintain health data (such as data elements, data sets, and databases).
2. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.
3. Monitor and apply organization-wide health record documentation guidelines.
4. Apply policies and procedures to ensure organizational compliance with regulations and standards.
5. Report compliance findings according to organizational policy.
6. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.
7. Query and generate reports to facilitate information retrieval using appropriate software.
8. Maintain archival and retrieval systems for patient information stored in multiple formats.
9. Coordinate, use, and maintain systems for document imaging and storage.

C. Assessment Instruments

1. AHIMA Virtual Lab
2. discussions
3. assignments
4. quizzes
5. exams

VII. Grade Determinants

A. discussions
B. assignments
C. quizzes
D. mid-term
E. final

Given the goals and outcomes described above, LIST the primary formats, modes, and methods for teaching and learning that may be used in the course:

A. lecture/discussion
B. computer-assisted instruction
C. guest speakers
D. virtual laboratory
E. independent study

VIII. Texts and Materials

A. Textbooks:
Health Information Management Technology, An Applied Approach, Current Edition, Sayles; AHIMA, Chicago
Case Studies in Health Information Management, Current Edition, McCuen, et al; Cengage Learning, New York

B. Subscription to AHIMA Virtual Lab:
e-HIMS VIRTUAL LAB - FULL YEAR, Edition: N/A, AHIMA (enrollment code for Virtual Lab)

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

IX. Resources

A. Computer with internet access
B. AHIMA website