

Administrative Master Syllabus

Course Information

Course Title	Health Data Content and Structure
Course Prefix, Num. and Title	HITT 1301 Health Data Content and Structure
Division	Allied Health
Department	Health Information Technology
Course Type	WECM Course
	Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.
Pre-Requisites	None
Co-Requisites	Enter Co-Requisites Here.

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3:2:4
Equated Pay Hours	4
Lab/Other Hours Breakdown: Lab Hours	4
Lab/Other Hours Breakdown: Clinical Hours	Enter Clinical Hours Here.
Lab/Other Hours Breakdown: Practicum Hours	Enter Practicum Hours Here.
Other Hours Breakdown	List Total Lab/Other Hours Here.

Approval Signatures

Title	Signature	Date
Department Head:		
Division Chair:		
VPI:		

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

- A. Historical Development of the HIM Profession
 - 1. Origin
 - 2. Functions of the HIM department
 - 3. Development of the HIM practitioners and the professional organization
- B. The Medical Record (development, content, form)
 - 1. Development of a medical record
 - 2. Content of the medical record
 - a. Agencies and organizations that set standards for medical records
 - b. Basic sections
 - c. Composition of hospital records
 - 3. Composition of SNF and ICF records
 - 4. Composition of ambulatory care records
 - 5. Composition of home care and hospice records
 - 6. Composition of psychiatric records
 - 7. Tumor Registry
 - 8. Outpatient Departments
 - 9. Health information system for a radiology department
 - 10. Health information system for a clinical and pathology department
 - 11. Health information system for a physical therapy and occupational therapy departments
 - 12. Health information system for an industrial employee health clinic,
 - 13. Health information system for a university/college health center
 - 14. Medical record format
 - a. Source-oriented medical record
 - b. Problem-oriented medical record
 - 15. Technical evaluation and completion of medical records
 - a. Quantitative vs. qualitative review—definitions
 - b. Quantitative review—purpose, criteria for adequacy
 - c. Review check for deficiencies
 - d. Qualitative Analysis
 - e. Record completion procedures
- C. Clinical records as information Systems
- D. Forms design and control
- E. Numbering, filing and retention of records
- F. The medical staff
- G. Departmental Interrelationships
- H. Medical Library

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

- 1. Analyze health record content.
- 2. Describe health information management department function and purpose.
- 3. Differentiate the various types of health care facilities and their records.
- 4. Identify the various licensing and regulatory agencies in the healthcare industry.

Methods of Assessment:

1. Written exams, lab projects, assignments
2. Written exams, lab projects, assignments
3. Written exams, lab projects, group discussions
4. Written exams

Required text(s), optional text(s) and/or materials to be supplied by the student:

Green, Michelle A. and Mary Jo Bowie, Essentials of Health Information Management, current edition, Clifton Park, NJ: Delmar, Cengage Learning
ehrGo application, (Archetype Innovations, LLC).

Access to a computer with a webcam and microphone, a reliable internet connection, and access to the WCJC learning management system.

Suggested Course Maximum:

20

List any specific or physical requirements beyond a typical classroom required to teach the course.

Access to all appropriate technology for online courses.

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Grading scale:

93—100%	A
85—92%	B
78—84%	C
70—77%	D
69—0%	F

Final evaluation will be based on grades achieved during the semester and the final exam.

Daily Grade Average 30%

Test Average 50%

Final Exam 20%

Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course** – Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication



**Wharton County
Junior College**

- Empirical & Quantitative Skills
- Teamwork
- Social Responsibility
- Personal Responsibility

WECM Course – If needed, revise the Program SCANS Matrix and Competencies Checklist