

Health Information Management

HIM 115

Principles of Health Inform Mgt. 3.00 credits

This course will focus on investigating the importance of the medical record in the health care system. Students will discover the profession of Health Information Management and the many different roles and credentials that are possible in this career path. Professional membership associations and codes of ethics will be explored. Topics will include: purpose, format, content, and accuracy of health records; ownership of health information; access, retention and destruction; privacy and confidentiality; indexes and registries, and legal requirements including HIPAA. Students will learn how medical coding is dependent on the quality of patient health information. An exploration of paper records vs. electronic health records will be included. (Formerly titled: Medical Records Science. Formerly numbered: HCA 115). Prerequisite(s): ENG 101.

HIM 200

Health Information Systems. 3.00 credits

This course will focus on the use of electronic information systems in healthcare. It integrates medical administrative and clinical record management and computer technology for performing common medical practice functions. The course covers computer hardware and software components, network and World Wide Web technologies, decision support systems, health information standards, information system acquisition or in-house development, implementation, evaluation, user training, and maintenance. Students get hands-on experience of electronic health record creation, updating, maintenance, and utilization to gain proficiency in the use of Electronic Health Record (EHR).

HIM 205

Revenue Cycle Management. 3.00 credits

This course covers the types of healthcare insurance and reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to describe the health insurance claims process, explain the steps for completing a claim form, and comply with reimbursement and reporting requirements. (Formerly Titled: Reimbursement Methodologies) Prerequisite(s): ENG 101.

HIM 210

Clinical Classification Systems 1. 3.00 credits

This course will focus on the basic theory, practices and guidelines of the ICD-10-CM/PCS coding system and compare it to various existing and past coding systems such as CPT-4 and ICD-9-CM. Students will code diagnoses and procedures from simplistic to complex, including real or simulated patient records. Students will be introduced to encoders and the coding compliance process. (Formerly: HRM 310, Medical Billing & Coding. Also Formerly titled: Medical Coding & Billing I.) Prerequisite(s): BIO 212, BIO 215, HCA 105.

HIM 211

Clinical Classification Systems 2. 3.00 credits

This course will focus on the basic theory, practices, and guidelines of the Current Procedural Terminology coding system, and an overview of HCPCS. Students will code procedures from simplistic to complex, including real or simulated patient records. Students will evaluate coding software and perform a coding audit. (Formerly titled: Medical Billing & Coding II: CPT) Prerequisite(s): HCA 105, BIO 212, BIO 215.

HIM 220

Advanced ICD Coding. 3.00 credits

This course will focus on intermediate to advanced principles and application of the ICD-10-CM and ICD-10-PCS coding systems. Students will code more complex procedures using case studies along with real or simulated patient records. Advanced coding concepts related to hospital DRGs, case mix index, severity of illness systems will be covered. Students will be introduced to SNOMED, coding quality monitor reporting, crosswalks, and maps. A focus on coding compliance strategies will be included. Prerequisite(s): HIM210

HIM 221

Advanced CPT Coding. 3.00 credits

This course will focus on intermediate to advanced principles and application of the Current Procedural Terminology (CPT) and HCPCS Level II coding systems. Students will code more complex procedures using case studies along with real or simulated patient records. Procedural groupings (APC, RUGs) will be explored as well as RBRVS. Students will examine professional fee billing examples related to coding and apply it to real-world scenarios. A focus on Evaluation and Management services and coding in ambulatory surgical centers will be included. Prerequisite(s): HIM 211

HIM 230

Intro to Cancer Registry & Mgt. 3.00 credits

This course is designed to provide an overview of the cancer registry field. The course will focus on the importance of quality data collection, the differences between hospital based and population based (Central Cancer Registries), registry management, standard setting organizations, the legal aspects and privacy of cancer patients' data, reporting cancer data for the use of cancer prevention and surveillance and basic statistics and epidemiology formulas.

HIM 231**Cancer Registry Operations..... 3.00 credits**

This course will focus on the processes used in the daily operations of a cancer registry. There will be an overview of identification of cases, coding, maintaining quality lifetime follow up, and the role these elements play in providing data for analysis. Other topics include legal/ethical issues surrounding a cancer registry, the importance of cancer committees, cancer conferences and quality monitoring. Students will examine the requirements of state and national standard setters as well as voluntary standards for accredited programs of the American College of Surgeons Commission on Cancer.

HIM 233**Cancer Disease Coding and Staging.. 3.00 credits**

This course is designed to provide an overview of cancer disease coding and staging. Students will be introduced to various cancer registry coding manuals and students will learn how and when to utilize each manual to assign primary site, histology and stage. Prerequisite(s): HIM 230, HIM 231, HCA 105, BIO 212, BIO 215

HIM 235**Oncology Treatment and Coding..... 3.00 credits**

This course will focus on oncology treatment and coding. Other topics include an overview of nomenclature and classification systems. Students will examine major sites of cancer, diagnostic and staging procedures, treatment modalities, clinical trials and research protocols. There will be an overview of AJCC staging, SEER Summary Staging and Extent of Disease. Concepts used by physicians and cancer survival organizations to determine treatment and survival will be emphasized. Prerequisite(s): HCA 105, BIO 212, BIO 215, HIM 230, HIM 231.

HIM 237**Canc Reg Data Analytics, Qual, Util. . . 3.00 credits**

This course will provide an introduction to data analytics and cancer statistics. This course will emphasize the use of cancer registry within hospitals, central cancer registries, and nationally. Students will receive an overview of report preparation and presentation of cancer registry data. This course will also cover quality control of cancer registry data within the hospital and central cancer registry levels. Prerequisite(s): HIM 230, HIM 231, HCA 105, BIO 212, BIO 215

HIM 239**Abstracting Methods for Oncology.... 3.00 credits**

This course will utilize basic abstracting principles and methods of the cancer registry to thoroughly review and analyze electronic health records and other source documents. Students will examine cancer identification, patient identification, and facility information as it pertains to the sections of an abstract. In addition, this course will provide general instructions on cancer registries resources and manuals used to accurately apply coding guidelines with hands on experience abstracting major disease sites. Prerequisite(s): HIM 230, HIM 231, HCA 105, BIO 212, BIO 215

HIM 290**Medical Coding Practicum..... 3.00 credits**

This is the culminating course for students completing the Medical Coding certificate. Students will gain practical experience applying ICD-10-CM, ICD-10-PCS, and CPT coding to authentic medical charts. Students will also complete coursework to prepare to sit for a coding credential examination after graduation. This course should be taken in the last semester of the student's Medical Coding certificate program. Prerequisite(s): HIM 220, HIM 221

HIM 291**Cancer Registry Practicum..... 3.00 credits**

This course is the final step in the Cancer Registry Management Certificate program. The course provides real-world types of experiences and activities in the technical aspects of cancer registry operations and cancer surveillance methods to complement the previous coursework. Students will engage in the NCRA virtual practicum activities and the core competency assessments. All core competency assessments must be passed at 70% in order to pass this course. Upon successful completion of this course and the certificate, students with an associate's degree will be eligible to apply for the Certified Tumor Registrar (CTR) exam through the NCRA. Students may find that it is necessary to spend more time than evenings and weekends on these activities and assessments. Those working full-time will need to be prepared to take some days off if extra time is needed. Prerequisite(s): HIM 230, HIM 231, HIM 233, HIM 235, HIM 237, HIM 239

HIM 300**Medical Vocabularies & Classif Syst. . 3.00 credits**

The course will focus on common coding, terminologies and vocabularies used in the healthcare delivery and management. This include International Classification of Diseases (ICD) coding, Healthcare Common Procedures Coding System (HCPCS), Current Procedural Terminology (CPT) coding, National Drug Codes (NDC), Systematized Nomenclature of Medicine Clinical Terms (SNOMED), Logical Observation Identifiers Names and Codes (LOINC), Drug Terminology Systems, and Data Interchange Standards (DIS). Prerequisite(s): ENG 101, ENG 102, HCA 105.

HIM 305**Health Info Services Mgt and Ldrshp. . 3.00 credits**

This course will focus on an overview of concepts and issues related to healthcare supervision, management and leadership. Through the examination of management and leadership topics, the student will explore the skills and knowledge needed to be successful in a diverse healthcare environment in a variety of situations. Topics include the role of the supervisor or manager, the functions of management, delegation, time management, the hiring process, motivating, developing and mentoring staff, performance appraisal, communication, managing change, budgeting and teamwork. Students will also learn various employment laws and regulations. (Formerly Titled: Healthcare Organizations Management) Prerequisite(s): ENG 101, ENG 102.

HIM 315**Population Hlth, Stats, Research. 3.00 credits**

This course will focus on introducing statistical principles, methods, and formulas to the health information management (HIM) students that are essential to the professional. Students will become familiar with the definitions of various healthcare statistics; the use of data for financial, clinical, and quality management activities; recognize the importance of accuracy and validity of data and outcomes; use computerized and manual methods of computing and presenting statistical data; and examine regulatory, accreditation, and vital statistics reporting. (Formerly Titled: Healthcare Statistics) Prerequisite(s): ENG 101, ENG 102, MAT 105.

HIM 320**Electronic Hlth Rec & Interoperabil. . . . 3.00 credits**

This course will focus on the basics of electronic health records and health information exchanges. Students will learn the purpose, design, and function of these systems along with the legal and regulatory guidelines. Emphasis will be placed on the organizational demands and healthcare user needs. (Formerly Titled: Electronic Hlth Records/Info Exch) Prerequisite(s): ENG 101, ENG 102.

HIM 371**Revenue Cycle and CDI. 3.00 credits**

In this course students will focus on the revenue cycle that will include the study of the relationship between financials and clinical documentation that drives the operational revenue cycle performance. Topics to be covered include: clinical documentation excellence, adapting to third party payer requirements, and where CDI falls in the revenue cycle. Students will explore designing, planning, operationalizing and implementing an effective CDI program. Lastly, the vision and mission of CDI will be studied along with partnerships required and the team approach. Prerequisite(s): ENG 101, ENG 102, HCA 105, BIO 212, BIO 215, HIM 205.

HIM 373**CDI Operational Process. 3.00 credits**

In this course, students will study the principles of chart review along with clinical concepts to identify gaps in documentation. The goal will be that students will understand documentation provider clarifications and the key elements of the CDI process. Defining, developing and acquiring CDI staff skill sets, core competencies and knowledgebase promoting achievement of clinical documentation excellence will be explored. Students will learn the CDI tools, metrics and key performance indicators, and how to effectively develop provider education. Prerequisite(s): HCA 105, BIO 212, BIO 215, HIM 205, HIM 210, HIM 211.

HIM 405**Healthcare Info Law, Prvcy, & Scrty. . . 3.00 credits**

This course will focus on the basic terminology and processes of the U.S. legal system and then move into topics specific to the management of health information. Topics covered include privacy, security, confidentiality, contracts, meaningful use, HIPAA, HITECH, medical identity theft, E-Discovery, and professional liability issues. Students will learn the standards for releasing patient information and the design and implementation of information privacy and security policies and procedures that maintain not only the patient's privacy but also adhere to a healthcare organization's legal and ethical requirements. Prerequisite(s): ENG 101, ENG 102.

HIM 420**Healthcare Quality Management. 3.00 credits**

This course will focus on exploring the topics of healthcare research and quality management specifically related to health information and teamwork with other healthcare professionals. The theory, practice, and management of performance and quality improvement processes in healthcare organizations will be addressed. Students will practice using quality management tools, analyzing data, and experiencing communication best practices related to performance improvement projects. All topics will be explored as they relate to accreditation, licensure and other quality standards. Healthcare research techniques will be discussed and practiced as they relate to health information, quality, and the advancement of the health information management profession. (Formerly Titled: Health Research and Quality) Prerequisite(s): ENG 101, ENG 102, HIM 115, HIM 315.

HIM 435**Healthcare Data Analytics & Informa. . 3.00 credits**

This course will focus on introducing students to the purpose and value of healthcare data analytics. Students will study data analytical processes that enable decision making. Topics include database management and querying, data visualization, data capture tools, data mining, data warehouses, and decision support. Students will analyze clinical information and data to identify trends of quality, safety, and effectiveness of healthcare. Students will also focus on information governance strategies in the health care field and information planning throughout a healthcare organization. This will include data formatting, health information as an asset, and the value of information to drive organizational performance. (Formerly Titled: Healthcare Data Analytics/Info Gov) Prerequisite(s): ENG 101, ENG 102, HIM 115, HIM 200, HIM 315.

HIM 475

Compliance and Medical Necessity... 3.00 credits

In this course, students will focus on CDI ethical principles, compliant queries, and clinical validation. Topics will include bidirectional clinical indicators, case studies by diagnosis, ethics in CDI, the criteria for quality documentation and communication of patient care. Discussion on how CDI relates to insurance coverage will be included. There will also be a focus on medical necessity and case studies on denials for medical necessity. Lastly, students will study the expanding role of CDI leadership and how it directly relates to the financial health of the healthcare organization. Prerequisite(s): HCA105, BIO212, BIO215, HIM205, HIM210, HIM211, HIM371*, HIM373*. *May be taken concurrently

HIM 477

Mastering Documentation..... 3.00 credits

In this course, students will practice defining and applying documentation standards and learn how to communicate, interact, and engage providers in the standards of documentation as an integral part of the practice of medicine. Coding standards will be reviewed, along with the relationship to quality documentation. Prerequisite(s): HCA105, BIO212, BIO215, HIM205, HIM210, HIM211, HIM371*, HIM373*. *May be taken concurrently

HIM 491

CDI Case Study Practicum..... 3.00 credits

This course is the culmination of the CDI certificate and will focus on real-world practice through case studies and clinical application. Students will apply the principles of query and optimal DRG assignment. This practice will be critical in preparing students for a role in CDI employment and the experience and knowledge needed to work as a CDI specialist. Prerequisite(s): HCA 105, BIO 212, BIO 215, HIM 205, HIM 210, HIM 211, HIM 371, HIM 373, and HIM 475.

HIM 498

Health Information Mgmt Practicum... 3.00 credits

This course will focus on giving the student professional practice experience in both a real healthcare setting and a virtual setting, using simulations and virtual lab software. The student will gain supervised practical experience with a minimum of 40 hours on-site at a healthcare facility. The student will complete a project for their practicum site and may be allowed and required to work on the project off-site. The practicum allows the student to gain experience as a health information professional in an actual healthcare work setting, and is essential to training and certification. This course should be taken in the last semester of the student's HIM program. Prerequisite(s): ENG 101, ENG 102.

HIM 499

Health Information Mgmt Capstone.... 3.00 credits

This is the required capstone course in the Charter Oak State College Health Care Administration concentration and should be taken in the student's last semester. This should be taken as the last course in HIM major program. This course is designed to allow students to share their professional practice experience with classmates in structured discussions and to prepare their practicum project for formal presentation. Students will evaluate and synthesize course information in relation to their practice experience. Case studies will be used to review core HIM competencies and to stimulate new ideas and reasoned conclusions. In addition, students will prepare for the Registered Health Information Administrator (RHIA) exam by reviewing all core competencies and completing weekly exam simulation questions. This course must be taken at Charter Oak State College. Prerequisite(s): ENG 101, ENG 102, HIM 498.