Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT: HIMC  
COURSE NUMBER: 2100

NUMBER OF CREDITS: 3

COURSE TITLE: Computer Health Information

CATALOG DESCRIPTION: This course will introduce students to the basic concepts of health information delivery. Topics to be covered include but are not limited to electronic data collection, data storage and retrieval and other applications of various health information systems. Students will understand the role that the processing of information plays in the delivery of health care.

AUDIENCE: Health Information Technology students as well as students who satisfy the prerequisite requirements and are interested in gaining more knowledge in this area.

FULFILLS MN TRANSFER CURRICULUM AREA(S) N/A

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: HIMC 1140: Intro to Health Information and Delivery Systems

LENGTH OF COURSE: 1 semester

THIS COURSE IS USUALLY OFFERED: Every other year ☐ fall ☑ spring ☑ summer ☐ undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are: to learn the basic concepts of health information systems. These concepts will be introduced and applied using the various health information systems to demonstrate electronic data collection and data storage and retrieval along with various other applications pertinent to health information.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through: critical thinking exercises using the various health information systems and using real life scenarios within these systems.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Participation in online discussions.
b. Cooperative attitude with other students and instructor.
c. Ability to communicate via D2L, through email, discussion groups, and classroom materials.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Understanding the need to communicate with a diverse population.
   b. Gaining a self-awareness regarding the feelings toward people regardless of culture, values, or socioeconomic status.

TOPICS TO BE COVERED: The basic concepts of health information systems.

LIST OF EXPECTED COURSE OUTCOMES:
   a. Demonstrate accuracy and a positive work ethic.
   b. Apply HIPAA and confidentiality standards to protect electronic health information.
   c. Disseminate between information versus data.
   d. Demonstrate use of electronic data collection and storage methods.
   e. Demonstrate techniques for filing maintenance and medical record retention in a computerized system.
   f. Apply techniques for medical record retention and the collecting, storing and retrieving health care data in a computerized system.
   g. Utilize voice technology.
   h. Apply health database management including security techniques for storage, retrieval and data collection in a computerized system.
   i. Utilize the master patient index and the health registry concepts in a computerized system.
   j. Generate reports and enter medical information in a computerized system.
   k. Understand the role of managed care system in health care.
   l. Understand the role of health information systems in a computerized system in regards to administrative, patient registration, ADT, HIM applications, clinical, point of view, lab, radiology, pharmacy, etc.
   m. Demonstrate the use of technology to perform data collection, storage, analysis, and information reporting.
   n. Use specialized software to complete HIT processes including record tracking, ROI, coding, registries, billing, quality improvement and imaging.
   o. Apply knowledge of database architecture and design in accordance with the policies and procedures of the networks, intranet and internet applications used by various health care systems.
   p. Query and generate reports using the appropriate software to facilitate information retrieval.
   q. Use designated electronic or imaging software to maintain archival and retrieval systems for patient's information.
   r. Validate software or hardware technology and protect data integrity.
   s. Summarize data compiled from audit trail and data quality monitoring programs.
   t. Apply departmental and organizational data and information system security policies.
   u. Participate in the design and implementation of risk management, contingency planning, and data recovery in the planning, designing, selection, implementation,
COURSE LEARNING OUTCOMES (GENERAL):

STUDENT LEARNING OUTCOMES (SPECIFIC): Achieve expected course outcomes and a percentage score acceptable to the respective program. Students should be prepared to take the RHIT exam through AHIMA following completion of their health information technology courses.

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Problem Solving
- Student Presentations
- Interactive Lectures
- Creative Projects
- Individual Lectures
- Lecture
- Individual Coaching
- Demonstrations
- Films/Videos/Slides
- Lab
- Other (describe below)

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Tests
- Oral Presentations
- Worksheets
- Textbook Problems
- Papers
- Group Problems
- Term Paper
- Individual Projects
- Other (describe below)
- Collaborative Projects
- Portfolio

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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