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: 2140

NUMBER OF CREDITS: 2

COURSE TITLE: Calculating and Reporting Statistics in Healthcare

CATALOG DESCRIPTION: Evaluate and manage medical data for statistical purposes including collecting, analyzing, interpreting numerical data and presenting data to personnel in healthcare services and facilities.

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) (Leave blank if not applicable)
Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: one 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:
   a. To have a thorough understanding of healthcare statistics
   b. To know how to collect, analyze, interpret, and present numerical data related to healthcare services

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. Critical thinking skills to interpret case studies and analyze data
   b. Use problem-solving skills while running reports, reading data and relaying the information to appropriate healthcare departments
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:
1) Healthcare data management
2) Presentation of healthcare data
3) Outcome reporting
4) Research methods
5) Data analytics and decision support
6) Financial Management

COURSE LEARNING OUTCOMES (GENERAL):
1) Apply policies and procedures to ensure the accuracy and integrity of health data
2) Collect and maintain health data
3) Apply graphical tools for data presentations
4) Explain analytics and decision support
5) Apply report generation technologies to facilitate decision-making
6) Utilize basic descriptive, institutional, and healthcare statistics
7) Analyze data to identify trends
8) Explain common research methodologies and why they are used in healthcare
9) Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system
10) Plan budgets
11) Explain accounting methodologies
12) Explain budget variances

STUDENT LEARNING OUTCOMES (SPECIFIC):
1) Students will calculate common statistics used in the management of an HIM Department
2) Students will evaluate healthcare data
3) Students will identify the sources and users of healthcare data
4) Students will analyze healthcare data for reporting
5) Students will explain the role of Institutional Review Board in research
6) Students will determine how data analytics is used in making healthcare decisions
7) Students will determine the uses that statistics play in health information management

LEARNING/TEACHING TECHNIQUES used in the course are:
- Collaborative Learning
- Problem Solving
Student Presentations
Creative Projects
Lecture
Demonstrations
Lab

Interactive Lectures
Individual Coaching
Films/Videos/Slides
Other (describe below)

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

Reading
Oral Presentations
Textbook Problems
Group Problems
Other (describe below)

Tests
Worksheets
Papers
Term Paper

Individual Projects
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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