MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

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: ADSM                        COURSE NUMBER: 1141

NUMBER OF CREDITS: 3

COURSE TITLE: Introduction to health Information and Delivery Systems

CATALOG DESCRIPTION:

Introduces the vital role of information processing in different health care organizations. Covers the basic concepts of health information systems and applies these concepts to electronic data collection, storage, retrieval, and other applications. Current medical record software will be utilized.

AUDIENCE: Medical Coding Students

FULFILLS MN TRANSFER CURRICULUM AREA(S) *(Leave blank if not applicable)*
Area: by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: 1 semester

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

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

1) ACADEMIC CONTENT: The academic objectives of this course are:
   1. Apply security techniques for storage, retrieval, and data collection.
   2. Apply techniques for medical record retention in a computerized system.
   3. Apply health database management in a computerized system.
   4. ☐

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
1. Understand role of networks in collecting, storing, and retrieving health care data.
2. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the EHR, PHR, and other administrative applications.
3. Apply knowledge of data base architecture and design (data dictionary, data modeling, data warehousing) to meet needs.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   1. Generate reports in a computerized system.
   2. Entering medical information into a computerized system.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   1. Apply confidentiality standards.
   2. Apply confidentiality and security measures to protect electronic health information.

TOPICS TO BE COVERED:
1. Collection and maintenance of health data
2. Organizational compliance standards
3. Record Documentation guidelines
4. Specialized software in the completion of Health Information management processes
5. Confidentiality standards

LIST OF EXPECTED COURSE OUTCOMES:
1. Demonstrate accuracy.
2. Apply good work ethic.
3. Apply confidentiality standards.
4. Contrast data versus information.
5. Understand role of networks in collecting, storing, and retrieving health care data.
6. Utilize electronic data collection and storage methods.
7. Demonstrate techniques for filing maintenance in a computerized system.
8. Describe techniques for medical record retention in a computerized system.
9. Apply security techniques for storage, retrieval, and data collection.
10. Apply techniques for medical record retention in a computerized system.
11. Understand role of document imaging techniques in a computerized system.
12. Understand role of voice technology.
13. Apply health database management in a computerized system.
14. Utilize master patient index in a computerized system.
15. Utilize health registry concepts in a computerized system.
17. Generate reports in a computerized system.
18. Enter medical information into a computerized system.
19. Abstract medical information in a computerized system.
20. Understand role of health information systems (such as administrative, patient registration, ADT, HIM applications, clinical, point of view, lab, radiology, pharmacy, etc.) in a computerized system.
21. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
22. Use specialized software in the completion of HIM processes such as record tracking, ROI, coding, registries, billing, quality improvement and imaging.
23. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the EHR, PHR, and other administrative applications.
24. Apply knowledge of data base architecture and design (data dictionary, data modeling, data warehousing) to meet needs.
25. Use appropriate electronic or imaging technology for data/record storage.
26. Query and generate reports to facilitate information retrieval.
27. Design and generate reports using appropriate software.
28. Maintain archival and retrieval systems for patients’ information stored in multiple formats.
29. Coordinate, use, and maintain systems for document imaging and storage.
30. Apply confidentiality and security measures to protect electronic health information.

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

EXPECTED STUDENT LEARNING OUTCOMES: listed above

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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