### Course Outline

**DEPT. HIMC**  
**COURSE NUMBER:** 1140  
**NUMBER OF CREDITS:** 3  
Lecture: 3 Lab: 0 OJT 0

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Introduction to Health Information Management</th>
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**Catalog Description:**

Introduction to Health Information Management demonstrates fundamental health information management concepts, including the health care system, health record, stakeholders, and the health information profession.

**Prerequisites or Necessary Entry Skills/Knowledge:**

None

**FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)**

- Goal 1: Communication: By meeting the following competencies:
- Goal 2: Critical Thinking: By meeting the following competencies:
- Goal 3: Natural Sciences: By meeting the following competencies:
- Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:
- Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:
- Goal 6: The Humanities and Fine Arts: By meeting the following competencies:
- Goal 7: Human Diversity: By meeting the following competencies:
- Goal 8: Global Perspective: By meeting the following competencies:
- Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:
- Goal 10: People and the Environment: By meeting the following competencies:

**Topics to be Covered**

- Collection and maintenance of health information
- Organizational compliance standards
- Record document guidelines
- Specialized software in the completion of Health Information management processes
- Confidentiality standards.

**Student Learning Outcomes**

- Demonstrate the purpose of the health record.
- Describe the health information management profession.
**Summarize stakeholder of the U.S. Healthcare System**
**Summarize healthcare delivery forces, internal and external.**
**Summarize policy and organizational strategies that impact health information.**
**Identify types of documents that comprise a health record.**
**Understand compliance of health record content.**
**Demonstrate the continuum of care and the impact on the health record.**
**Understand Health Information Portability and Accountability Act (HIPAA) privacy and security rules.**
**Understand the health information life cycle.**
**Understand internal and external forces that can impact compliance.**
**Recognize classification systems, clinical vocabularies, and medical nomenclatures.**
**Describe legal process regarding health information.**
**Describe ethical standards of practice regarding health information and health information professionals.**
**Describe components of clinical documentation improvement.**
**Define health information engagement activates for the consumer.**

| Is this course part of a transfer pathway: | Yes ☐ No ☒ |

Revised Date: 2/11/2021