

Course number & name: AH 115 Health Care Delivery Systems

Credit hours: 4 quarter hours

Method of Delivery: eLearning

Course Description: Health care delivery and organizational structures, and accreditation standards are presented. Systems and processes for collecting, maintaining, and disseminating primary and secondary health related information, are included in this course. Various registries, indices, licensing, and regulatory agencies are discussed.

Prerequisite: None

Text(s) & Manual(s):

Introduction to Health Information Technology

- Author: Nadina Davis and Melissa LaCour
- Publisher: W.B. Saunders Company (2002)
- ISBN: 0-7216-8353-3

Materials needed for this course: Hardware/Software and Equipment: eLearning System Requirements for Midstate College and eLearning Suggested System Requirements for Midstate College.

Topics:

1. Healthcare delivery systems
2. Data collection, storage, and reporting
3. Healthcare regulations

Learning Objectives: Upon completion of this course, the student will be able to:

1. Define and use selected terms & abbreviations related to the health care industry.
2. Outline the role of federal, state, and local governments in the provision of healthcare and the development of the HIM profession.
3. Define the 10 characteristics of data quality.
4. Identify, describe and apply data validation checks, edits or rules for data base fields.
5. Describe a current data storage and retrieval system and determine alternative solutions to solve identified problems.
6. Identify the purpose of coding, nomenclature and classification systems and those factors that affect reimbursement of coding.
7. Discuss the factors that constitute quality coded data and common causes of coding errors.
8. Identify important uses of registry data.
9. Identify and describe commonly used methods for assessing and improving the quality of care /services.
10. Distinguish between confidential and non-confidential information.

Midstate Grading Scale:

90	100	A
80	89	B
70	79	C
60	69	D
0	59	F

Midstate Plagiarism Policy: Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

Instructor Information:

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Participation Requirements: You are expected to participate at least 2 days a week in several conference discussions/homework assignments relating to the subject materials for the week. Discussions will take place in the Classroom Newsgroup as assigned by the faculty member. You will read, analyze, and respond to questions and comments from the faculty member and the fellow students.

Methods of evaluating student performance: Your grade will be based on **1,000** possible points:

- **100 points** - Examination #1 (Consisting of True/False, matching, multiple choice)
- **100 points** - Examination #2 (Consisting of True/False, matching, multiple choice)
- **100 points** - Examination #3 (Consisting of True/False, matching, multiple choice)
- **100 points** - Final Examination (Consisting of True/False, matching, multiple choice)
- **600 points** - Classroom Participation (weekly summaries, vocabulary terms critical thinking questions, and responses to the study questions). There will be 50 assignments throughout the term; each assignment is worth 12 points. Two points will be deducted if assignments are turned in late or are lacking in content (this applies if you submit a short/vague weekly summary and/or a short/vague response to a weekly study problem.)

Examination Information:

1. **Examination #1** - will consist of 100 points and it will cover Unit One (Chapters 1-4). It will be posted in the Course Materials Newsgroup day 1 of week 5 and its due day 7 of week 5.
2. **Examination #2** - will consist of 100 points and it will cover Unit Two (Chapters 5-7). It will be posted in the Course Materials Newsgroup day 1 of week 8 and it is due day 7 of week 8.

3. **Examination #3** - will consist of 100 points and it will cover Unit Three (Chapters 8-9). It will be posted in the Course Materials Newsgroup day 1 of week 10 and it is due day 7 of week 10.
4. The **final examination** will consist of 100 points and it will cover chapters 1-11. It will be posted in the Course Materials Newsgroup day 2 of week 11 and it is due day 2 of week 12.

Instructor's Grading Scale:

90	100	A
80	89	B
70	79	C
60	69	D
0	59	F

Course Schedule:

Week 1	November 14	Through	November 20
Thanksgiving Vacation (November 21st through November 27th)			
Week 2	November 28 th	Through	December 4 th
Week 3	December 5 th	Through	December 11 th
Week 4	December 12 th	Through	December 18 th
Christmas Vacation (December 19th through January 1st)			
Week 5	January 2 nd	Through	January 8 th
Week 6	January 9 th	Through	January 15 th
Week 7	January 16 th	Through	January 22 nd
Week 8	January 23 rd	Through	January 29 th
Week 9	January 30 th	Through	February 5 th
Week 10	February 6 th	Through	February 12 th
Week 11	February 13 th	Through	February 19 th
Week 12	February 20 th	Through	February 25 th

Weekly Summary:

Every student must submit a weekly summary to the Classroom Newsgroup by day 7 for each week. (Please post your responses to the Classroom Newsgroup by replying to group to the weekly summary instructions that are posted day 1 of each week. Do not send your responses as a new post, after reading the instructions, hit reply group, then type and send your response.) For details on this assignment, refer to the weekly summary instructions, which are presented each week by the faculty member. Students will not be required to present a weekly summary for the first week of the course.

Week 1:

Objectives

Upon successful completion of this week, the student will be:

- familiarized with the eLearning classroom. Please make sure you answer each of the 3 questions and send your response to the appropriate room.

Assignments

➤ Written assignment

- Send me an e-mail assuring me that you have downloaded a copy of our course syllabus and let me know how familiar/comfortable you are using newsgroups.
- Summarize yourself in an autobiographical piece on who you are, what you do, why you are in school, what your future aspirations are etc. Let the other class members get to know you through this exercise. We will be sharing this information with everyone in this class. Post your summary by day 7 to the Classroom Newsgroup. Before you post your autobiography, please read my autobiography and follow the instructions on how to post/thread your autobiography (my autobiography will be posted day 1 of week 1).
- In the event I would need to speak with you, please provide me with telephone number(s), home, work, etc., where I can contact you. Post this information to the Assignments Newsgroup. (Only the faculty member has the rights to view the information posted to the Assignments Newsgroup).
- Complete the Health Care Delivery Systems (AH115) Online pre-test. This pre-test will be available online day 1 of week 1 through day 7 of week 1. This pre-test must be completed during week 1. Students will receive an e-mail from the eLearning Coordinator at the beginning of week 1 with specific instructions and the link to complete the pre-test.

These exercises should get you familiar with the Newsgroups and the way in which you will be able to communicate with the faculty member and your fellow classmates throughout the term. Have fun with these assignments.

Week 2:

Topics

- Health care delivery systems

Objectives

Upon successful completion of this week, the student will:

- Identify and describe the major medical professions and allied health occupations
- Calculate the length of stay for a patient
- Identify and describe different types of health care facilities.

Assignments

Required Reading

Read chapter 1 in *Introduction to Health Information Technology*

Written Assignments

- Vocabulary (Terms to be posted in the Course Materials newsgroup) - Please write out each term and definition. Submit by day 7. Please post your answers to the Assignments Newsgroup.
- Every student must respond to the questions posted to the Classroom Newsgroup. Please respond by day 5 to the Classroom Newsgroup.
- Every student must respond to the questions posted to the Chat Room. Please respond by day 5 to the Chat Room.

Weekly Summary

Each week you will present a brief report to the Classroom Newsgroup summarizing what you learned from the readings, assignments, and course activities. Each weekly summary is due at the end of the week. For details on this assignment, refer to the summary instructions, which are presented each week by the faculty member. Students will not be required to present a weekly summary for the first week of the course.

Week 3:

Topics

- Data elements

Objectives

Upon successful completion of this week, the student will:

- Define health data
- Identify data elements
- Distinguish among characters, fields, records, and files.

Assignments

Required Reading

Read chapter 2 in *Introduction to Health Information Technology*

Written Assignments

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Week 4:

Topics

- Organization of data elements in a health record
- Medical evaluation process
- Clinical data

Objectives

Upon successful completion of this week, the student will:

- Explain the SOAP strategy of medical evaluation.
- List and explain the elements of an admission record.
- List the elements of the Uniform Hospital Discharge Data Set.

Assignments

Required Reading

Read chapter 3 in *Introduction to Health Information Technology*

Written Assignments

- Vocabulary (Terms to be posted in the Course Materials newsgroup) - Please write out each term and definition. Submit by day 7. Please post your answers to the Assignments Newsgroup.
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Week 5:

Topics

- Postdischarge processing

Objectives

Upon successful completion of this week, the student will:

- List and explain the elements of data quality and give examples of the three types of controls.
- Explain the flow of postdischarge processing of health information.
- List and explain the major functions of a health information management department.

Assignments

Required Reading

Read chapter 4 in *Introduction to Health Information Technology*

Written Assignments

- Vocabulary (Terms to be posted in the Course Materials newsgroup) - Please write out each term and definition. Submit by day 7. Please post your answers to the Assignments Newsgroup.
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- Every student must respond to the questions posted to the Chat Room. Please respond by day 5 to the Chat Room.

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Week 6:

Topics

- Storage of health information

Objectives

Upon successful completion of this week, the student will:

- Explain the use of the master patient index
- Compare and contrast numbering systems for identification of patient records.

- Determine file retention schedules.
- Identify ways to ensure the physical security of health information.
- Explain a chart locator system

Assignments

Required Reading

Read chapter 5 in *Introduction to Health Information Technology*

Written Assignments

- Vocabulary (Terms to be posted in the Course Materials newsgroup) - Please write out each term and definition. Submit by day 7. Please post your answers to the Assignments Newsgroup.
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- Every student must respond to the questions posted to the Chat Room. Please respond by day 5 to the Chat Room.

Weekly Summary

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Week 7:

Topics

- Uses of health information

Objectives

Upon successful completion of this week, the student will:

- Identify various uses of health information.
- Identify appropriate requests for health information.
- Identify the steps in the quality assurance process.

Assignments

Required Reading

Read chapter 6 in *Introduction to Health Information Technology*

Written Assignments

- Vocabulary (Terms to be posted in the Course Materials newsgroup) - Please write out each term and definition. Submit by day 7. Please post your answers to the Assignments Newsgroup.
- Every student must respond to the questions posted to the Classroom Newsgroup. Please respond by day 5 to the Classroom Newsgroup.
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Weekly Summary

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Week 8:

Topics

- Retrieval and reporting of health information

Objectives

Upon successful completion of this week, the student will:

- Perform data analysis of the health information database.
- Understand statistical analysis of patient information.
- Describe the uses of statistical tools.

Assignments

Required Reading

Read chapter 7 in *Introduction to Health Information Technology*

Written Assignments

- Vocabulary (Terms to be posted in the Course Materials newsgroup) - Please write out each term and definition. Submit by day 7. Please post your answers to the Assignments Newsgroup.
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Weekly Summary

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presented each week by the faculty member. Students will not be required to present a weekly summary for the first week of the course.

Week 9:

Topics

- Confidentiality and compliance

Objectives

Upon successful completion of this week, the student will:

- List and describe the types of subpoenas.
- Develop and implement policies and procedures regarding release of information to patients and health care providers.

Assignments

Required Reading

Read chapter 8 in *Introduction to Health Information Technology*

Written Assignments

- Vocabulary (Terms to be posted in the Course Materials newsgroup) - Please write out each term and definition. Submit by day 7. Please post your answers to the Assignments Newsgroup.
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Weekly Summary

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Week 10:

Topics

- Health care reimbursement

Objectives

Upon successful completion of this week, the student will:

- Identify and explain major reimbursement methods.
- Describes APCs, RUGs, and DRGs
- Identify and explain the major components of the HCFA-1500 and the UB-92.
- Identify and describe the players in reimbursement
- Identify unethical billing practices.

Assignments

Required Reading

Read chapter 9 in *Introduction to Health Information Technology*

Written Assignments

- Vocabulary (Terms to be posted in the Course Materials newsgroup) - Please write out each term and definition. Submit by day 7. Please post your answers to the Assignments Newsgroup.
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Week 11:

Topics

- Human resource management
- Training and development

Objectives

Upon successful completion of this week, the student will:

- Identify and prioritize HIM department functions and services.
- Collect data and report on departmental productivity.
- Identify continuing education needs for HIM employees.

Assignments

Required Reading

Read chapters 10 & 11 in *Introduction to Health Information Technology*

Written Assignments

- Vocabulary (Terms to be posted in the Course Materials newsgroup) - Please write out each term and definition. Submit by day 7. Please post your answers to the Assignments Newsgroup.
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Weekly Summary

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Week 12:

Topics

- Final examination

Assignments

Written Assignments

- Week 12 will focus on our final examination. Our final examination will be posted in the Course Materials Newsgroup by 12:00 p.m. on day 2 of week 11 and is due day 2 of week 12. There will be a penalty for exams turned in later than day 2 of week 12.
- You will also be required to submit a summary reflecting your experiences in this course. More information will be given day 2 of week 11 in the Course Materials Newsgroup.