

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Course number & Name: AH 141 – Health Data and Content

Credit hours: 4 quarter hours

Course Description: This course introduces the student to the health information profession, sources of, the origin and purpose, content, assembly, numbering, analysis, filing, retention and use of health-related records. Issues in health care affecting health information professionals will be discussed.

Prerequisite: AH 110 Medical Terminology I and AH 120 Human Anatomy and Disease

Text(s) & Manual(s): 1. Essentials of Health Information Management Principles and Practices
2. Lab Manual to Accompany Essentials of Health Information Management Principles and Practices

Author(s): 1 & 2. Michelle A. Green & Mary Jo Bowie

Publisher: 1. Thomson Delmar Learning – ISBN# 0-7668-4502-8 (pbk.)
2. Thomson Delmar Learning – ISBN# 0-7668-4503-6

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

1. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases
2. Apply policies and procedures to ensure accuracy of health data and organizational compliance with regulations and standards (such as accreditation, certification, licensure)
3. Report compliance findings according to organizations policy.
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
5. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.
6. Collect, organize and present data fro quality management, unitization management, risk management, and other related studies.
7. Apply Institutional Review Board (IRB) processes and policies.
8. Apply policies and procedures for access and disclosure of personal health information.
9. Communicate benchmark staff performance data
10. Demonstrate understanding of the structure and function of health information (individual, comparative, and aggregate)
11. Select appropriate health information media (such as paper, computer, web-based)
12. Identify data sources (primary, secondary)
13. Identify data definitions, vocabularies, terminologies, and dictionaries
14. Utilization management, risk management, and case management
15. Regulatory quality monitoring requirements
16. External standards, regulations, and initiatives (such as licensure, certification, accreditation, HIPPA)
17. Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy)
18. Release of information policies and procedures
19. Identify health information specialty systems (such as ROI, coding, registries)
20. Identify roles and functions of teams and committees

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

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.

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

DATE	Material Covered	Homework
23-May	Introduction Pretest	
25-May	Lecture – Chapter 1 Mock Meeting	Chapter 1 study review questions - p. 33-4; Lab assignments 1-1 and 1-3
30-May	Quiz – Chapter 1	
1-Jun	Careers in Health Information Professional Organizations	Chapter 2 review questions - pp. 52-53 Lab Assignment 2-4
6-Jun	Quiz – Chapter 2 Lecture – Chapter 3	
8-Jun	Quiz – Chapter 3 Lecture Chapter 4	Lab assignments 4-1, 4-2, 4-3
13-Jun	Quiz – Chapter 4 Lecture – Chapter 5	Chapter 5 review questions - pp. 190-191
15-Jun	Record Assembly & Analysis Exercises Form design	Lab assignments 5-1 and 5-2 in class Lab assignment 5-3
20-Jun	Quiz – Chapter 5 Assembly & analysis competency	
22-Jun	Lecture – Chapter	Chapter 6 review questions - p. 223
27-Jun	Filing & Storage exercises in class	Lab assignments 6-1 and 6-2 in class
29-Jun	Quiz – Chapter 6 Filing competency	
4-Jul	No Class	
6-Jul	Lecture – Chapter 7, Part I - Indexes, Registers, and Data Collection	
11-Jul	Index & registry competency Lecture – Data and Statistics	Chapter 7 review questions p. 251 Lab assignment 7-3
13-Jul	Quiz – Chapter 7 Statistics competency	
18-Jul	Legal Aspects of Health Information	Chapter 8 review questions pp. 291-292
20-Jul	Lab exercises 8-2, 8-3, & 8-4 in class	
25-Jul	Quiz – Chapter 8 Release of information competency	
27-Aug	Lecture – Chapter 9	Chapter 9 review questions p. 322-324
1-Aug	Lab exercises 9-1 & 9-2 in class	Lab assignment 9-3
3-Aug	Quiz – Chapter 9 Review for final exam	
8-Aug	FINAL EXAM	