

**ITT Technical Institute**

**HT102**

**Introduction to the Health Care Record**

**Onsite Course**

**SYLLABUS**

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**Credit hours:** 4

**Contact/Instructional hours:** 50 (30 Theory Hours, 20 Lab Hours)

**Prerequisite(s) and/or Corequisite(s):**

None.

**Course Description:**

This course is an introduction to the health care record: its purpose, content, structure, uses and users. The course identifies documentation standards and health care record standardization resources (laws, regulations and accreditation agencies). The form and functionality of paper-based and electronic health care records are examined and compared. This course requires a laboratory component.

# Syllabus: Introduction to the Health Care Record

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Instructor:	_____
Office hours:	_____
Class hours:	_____

## *Major Instructional Areas*

1. Role of the Health Information Technician
2. Functions, content, and structure of the health care record
3. Purposes and uses of a health care record
4. Numbering and filing systems and record storage and circulation
5. Regulations and requirements of health care record contents, storage, privacy, and security
6. Indexes, registers, and other health data collection
7. Roles and responsibilities of health care staff in completing a health care record

## *Course Objectives*

1. Discuss career opportunities in the field of Health Information Management (HIM).
2. Identify the types of patient records and state their purpose, function, and importance.
3. Demonstrate knowledge about the content of the patient record.
4. Organize patient records using appropriate numbering and filing systems.
5. Demonstrate knowledge of patient records storage and circulation systems used in health care.
6. Maintain health information in the form of indexes, registers, and registries for the purposes of quality improvement, planning, and research.
7. Collect and maintain patient-related data by using specialized HIM software and technologies.
8. Apply and promote the ethical standards of practice.
9. Research the ITT Tech Virtual Library for more information about the developments in the field of HIM.

## **SCANS Objectives**

SCANS is an acronym for Secretary's Commission on Achieving Necessary Skills. The committee, created by the National Secretary of Labor in the early 1990s, created a list of skills and competencies that the committee feels are necessary for employees to function in a high-tech job market.

1. Demonstrate understanding of the need for acquiring, organizing, and maintaining data.
2. Demonstrate understanding of the working of social, organizational, and technological systems.
3. Demonstrate competence in using computers to acquire, organize, analyze, and communicate information.

## **Course Outline**

Note: All graded activities, except the Final Exam, Final Lab, and Group Presentation are listed below in the pattern of <Unit Number>.<Assignment Number>. For example, Lab 2.4 refers to the 4th lab activity in Unit 2.

Unit	Activities
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<b>Unit</b>	<b>Activities</b>
1— Introduction to HIM and AHIMA	<ul style="list-style-type: none"> <li>• Content Covered: Read from <i>Health information management technology, an applied approach</i> (4th ed.):               <ul style="list-style-type: none"> <li>○ Chapter 1, “Introduction to the HIM Profession”</li> </ul> </li> <li>• Lab 1.1 – Certification Exam Research</li> <li>• Lab 1.2 – AHIMA Student Membership</li> <li>• Assignment 1.1 – Workbook Review Quiz</li> <li>• Assignment 1.2 – Ethics Scenarios Handout</li> </ul>
2— Functions and Content of the Health Record	<ul style="list-style-type: none"> <li>• Content Covered: Read from <i>Health information management technology, an applied approach</i> (4th ed.):               <ul style="list-style-type: none"> <li>○ Chapter 2, “Purpose and Function of the Health Record”</li> <li>○ Chapter 3, “Content and Structure of the Health Record,” pp. 77-117</li> </ul> </li> <li>• Lab 2.1 – Hospital Record Comparison</li> <li>• Lab 2.2 – OB and NB Record Comparison</li> <li>• Lab 2.3 – ER Record Comparison</li> <li>• Lab 2.4 – Consent Comparison</li> <li>• Assignment 2.1 – Workbook Review Quiz</li> <li>• Assignment 2.2 – Medicare and Medicaid</li> </ul>
3— Formats of the Health Record: Paper, EHR, and PHR	<ul style="list-style-type: none"> <li>• Content Covered: Read from <i>Health information management technology, an applied approach</i> (4th ed.):               <ul style="list-style-type: none"> <li>○ Chapter 3, “Content and Structure of the Health Record,” pp. 70-75, 119-124, 125-135</li> </ul> </li> <li>• Lab 3.1 – Documentation Standards</li> <li>• Lab 3.2 – Create a PHR</li> <li>• Lab 3.3 – Workbook Application Exercise, Acute Care Record Report Identification</li> <li>• Lab 3.4 – SOAP Note</li> <li>• Lab 3.5 – AHIMA Virtual Lab Orientation</li> <li>• Assignment 3.1 – Workbook Review Quiz</li> <li>• Assignment 3.2 – Corrections to a Record</li> <li>• Assignment 3.3 – VA vs. Commercial EHR</li> </ul>
4— Stages of EHR	<ul style="list-style-type: none"> <li>• Content Covered: Read from <i>Health information management technology, an applied approach</i> (4<sup>th</sup> ed.):               <ul style="list-style-type: none"> <li>○ Chapter 16, “Electronic Health Records”</li> </ul> </li> <li>• Lab 4.1 – Workbook Application Exercise, Emerging Technologies</li> <li>• Lab 4.2 – Data Conversion Techniques</li> <li>• Lab 4.3 – EHR Features</li> <li>• Assignment 4.1 – Workbook Review Quiz</li> <li>• Assignment 4.2 – ARRA Legislation Impact</li> <li>• Assignment 4.3 – NHII</li> <li>• Exam 4.1</li> </ul>
5—	<ul style="list-style-type: none"> <li>• Content Covered:</li> </ul>

<b>Unit</b>	<b>Activities</b>
Clinical Vocabularies and Classification Systems	<p>Read from <i>Health information management technology, an applied approach</i> (4<sup>th</sup> ed.):</p> <ul style="list-style-type: none"> <li>○ Chapter 5, “Clinical Vocabularies and Classification Systems”</li> <li>● Lab 5.1 – Workbook Application Exercise, Trends in Coding</li> <li>● Lab 5.2 – Workbook Application Exercise, Encoding Systems</li> <li>● Assignment 5.1 – Workbook Review Quiz</li> <li>● Group Presentation Assigned – Clinical Vocabularies and Classification Systems</li> </ul>
6— UHDDS and Health Information Technology Functions Part I	<ul style="list-style-type: none"> <li>● Content Covered:</li> </ul> <p>Read from <i>Health information management technology, an applied approach</i> (4th ed.):</p> <ul style="list-style-type: none"> <li>○ Chapter 4, “Healthcare Data Sets and Standards” pp. 139-149</li> <li>○ Chapter 7, “Health Information Functions,” pp. 315-322, 327-343, 377-379</li> <li>● Lab 6.1 – UHDDS Chart Comparison</li> <li>● Lab 6.2 – Identification &amp; Filing Systems</li> <li>● Lab 6.3 – Registration of a New Patient in the Virtual Lab</li> <li>● Lab 6.4 – Storage Systems and Calculation of Space</li> <li>● Assignment 6.1 – Workbook Review Quiz</li> <li>● Assignment 6.2 – Color Coding Systems</li> <li>● Assignment 6.3 – Alternate Storage Methods</li> </ul>
7— Health Information Technology Functions Part II	<ul style="list-style-type: none"> <li>● Content Covered:</li> </ul> <p>Read from <i>Health information management technology, an applied approach</i> (4th ed.):</p> <ul style="list-style-type: none"> <li>○ Chapter 7, “Health Information Functions,” pp. 349-354, 388-391</li> <li>● Lab 7.1 – Quantitative Analysis and Deficiencies</li> <li>● Assignment 7.1 – Workbook Review Quiz</li> <li>● Assignment 7.2 – Diagram Deficiency to Completion Monitoring</li> <li>● Exam 7.1</li> </ul>
8— Health Information Technology Functions Part III	<ul style="list-style-type: none"> <li>● Content Covered:</li> </ul> <p>Read from <i>Health information management technology, an applied approach</i> (4th ed.):</p> <ul style="list-style-type: none"> <li>○ Chapter 7, “Health Information Functions,” pp.322-326, 393-396</li> <li>● Lab 8.1 – Create Indices in Excel</li> <li>● Lab 8.2 – Abstracting for Birth Certificates</li> <li>● Assignment 8.1 – Workbook Review Quiz</li> <li>● Assignment 8.2 – Registries Research</li> </ul>
9— Health Information Technology Functions Part IV	<ul style="list-style-type: none"> <li>● Content Covered:</li> </ul> <p>Read from <i>Health information management technology, an applied approach</i> (4th ed.):</p> <ul style="list-style-type: none"> <li>○ Chapter 7, “Health Information Functions,” pp. 403-406</li> <li>● Lab 9.1 – Delinquency Rates for The Joint</li> </ul>

Unit	Activities
	Commission (TJC) <ul style="list-style-type: none"> <li>• Lab 9.2 – Report Completion Rates for TJC</li> <li>• Assignment 9.1 – Workbook Review Quiz</li> <li>• Assignment 9.2 – TJC Project</li> </ul>
10— Health Information Technology Functions Part V	<ul style="list-style-type: none"> <li>• Content Covered:            Read from <i>Health information management technology, an applied approach</i> (4th ed.):           <ul style="list-style-type: none"> <li>○ Chapter 7, “Health Information Functions,” pp. 354-360, 406-427</li> </ul> </li> <li>• Lab 10.1 – Forms Review and Update</li> <li>• Lab 10.2 – Forms Control Process Diagram</li> <li>• Lab 10.3 – Policy and Procedure</li> <li>• Assignment 10.1 – Workbook Review Quiz</li> <li>• Assignment 10.2 – Mock Facility Budget Review</li> <li>• Exam 10.1</li> </ul>
11— Course Review, Final Exam, Final Lab, and Group Presentations	<ul style="list-style-type: none"> <li>• Review</li> <li>• Final Exam</li> <li>• Final Lab</li> <li>• Group Presentation</li> </ul>

## Instructional Methods

This course discusses the content of patient records and how health information professionals create them. In addition, the course covers the key concepts of maintaining patient data as per standards declared by accreditation organizations. The focus of the course is to enable students to examine and utilize patient health records in Health Information processes.

To help achieve the above goal, the course uses a mix of class activities and assignments that will familiarize the students with various aspects of the U.S. health care system. The course also identifies documentation standards and standardization resources for health care records, including laws, regulations, and accreditation agencies. In addition, it describes the methods for storage and retrieval of patient records. The following strategies are used in the course:

- Exams are used at regular intervals in the course to review the concepts that have been taught.
- The course concludes with a comprehensive Final Exam, Final Lab, and Group Presentation in Unit 11.
- Application-based assignments are used to enable the students to apply the concepts that are taught in class, with class discussions that follow a case study–based approach related to real-life scenarios. These discussions also provide an insight into the actual work environment of a health care organization.
- The lab assignments use health care records and forms to familiarize the students with the procedure for maintaining patient records in the Acute Care setting.
- To incorporate teamwork strategies, a group project with a presentation is utilized.

## Instructional Materials and References

### Student Textbook Package

- Sayles, N.. (2013). *Health information management technology: An applied approach* (4th ed.). Chicago: American Health Information Management Association.
- *Pocket glossary for health information management and technology* (3rd ed.). (2012). Chicago: AHIMA.

Please note: You will also need these textbooks for other courses in the program.

### References

#### ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library at <http://library.itt-tech.edu/> to access online books, journals, and other reference resources selected to support ITT Tech curricula.

#### Books

You may click “Books” or use the “Search” function on the home page to find the following books.

- Books24x7
  - Kudyba, S. (2010). *Healthcare Informatics: Improving Efficiency and Productivity*. (accessed January 15, 2013)
  - Amatayakul, M. (2012). *Process Improvement with Electronic Health Records: A Stepwise Approach to Workflow and Process Management*. (accessed January 15, 2013)
- Ebrary
  - Gasch, B. & Gasch, A. (2010). *Successfully Choosing Your EMR: 15 Crucial Decisions*. (accessed January 15, 2013)
- eBooks on EbscoHost
  - *Careers in health information technology: Medical records specialists*. (2007). Chicago: Institute for Career Research. (accessed January 15, 2013)
  - Dlugacz, Y. D. (2006). *Measuring health care: Using data for operational, financial, and clinical improvement*. San Francisco: John Wiley & Sons, Inc. (accessed January 15, 2013)
  - Harris, D. M. (2008). *Contemporary issues in healthcare law and ethics* (3<sup>rd</sup> ed.). Chicago: Health Administration Press. (accessed January 15, 2013)
  - Lewis, M. A.; Tampo, C. D. (2007). *Medical Law, Ethics, & Bioethics for the Health Professions* (6<sup>th</sup> ed.). F.A Davis, Co. (accessed January 15, 2013)
  - Nowicki, M. (2008). *Financial management of hospitals and healthcare organizations* (4<sup>th</sup> ed.). Chicago: Health Administration Press. (accessed January 15, 2013)

- Wachter, R.M. (2008). *Understanding Patient Safety*. McGraw-Hill Medical. (accessed January 15, 2013)
- Walburg, J. (2006). *Performance management in healthcare: Improving patient outcomes: An integrated approach*. London: New York Taylor & Francis Routledge. (accessed January 15, 2013)
- Walker, J. M., Bieber, E. J., & Richards, F. (2005). *Implementing an electronic health record system*. London Springer Science & Business Media, 2005. (accessed January 15, 2013)

### **Periodicals**

You may click “Periodicals” or use the “Search” function on the home page to find the following periodicals.

- EbscoHost Academic Search Elite
  - Cooper, H. (2009). Changing roles of health information managers: An education perspective. *Health Information Management Journal*, 38(3), 38-42.
  - Macpherson, B. (2010). The Role of Health Information Manager in creating data fit for purpose. *Health Information Management Journal*, 39(3), 58-59.
  - Shepheard, J. (2010). Editorial: Health Information Managers have a role to play in the transformation of data. *Health Information Management Journal*, 39(2), 4-6.
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  - Peikes, D.; Zutshi, A.; Genevro, J.; Parchman, M.; Meyers, D. (2012) Early Evaluations of the Medical Home: Building on a Promising Start. *American Journal of Managed Care*, 18(2), 105-122.
  - Franklin, M. (2009). No ‘Home’ Without an EMR. *H&HN: Hospitals & Health Networks*, 83(11), 8.
  - Huff, C. (2009). Plugging in a nation. *H&HN: Hospitals & Health Networks*, 83(3), 22-25.
  - Lorenzi, N., Kouroubali, A., Detmer, D., & Bloomrosen, M. (2009). How to successfully select and implement electronic health records (EHR) in small ambulatory practice settings. *BMC Medical Informatics & Decision Making*, 9, 1-13.
  - Bero, C.; Lee, T. (2010) Achieving Meaningful Use: A Health System Perspective. *American Journal of Managed Care*, 16, 9-12.
  - Lee, K.J.; Smith, R.M. (2011). EHR/EMR: “Meaningful use”, stimulus money, and the Serenity Prayer. *ENT: Ear, Nose & Throat Journal*, 90(2), 25-28.
  - McCune, D. (2012). The Fundamentals of Meaningful Use. *Review of Ophthalmology*, 19(10), 24-27.
  - McKinney, M. (2009). Capturing revenue, avoiding coding errors take on higher priority. *H&HN: Hospitals & Health Networks*, 83(9), 10-12.

- McKinney, M. (2009). HIPAA and HITECH: Tighter control of patient data. *H&HN: Hospitals & Health Networks*, 83(6), 50-52.
- Wilson, J. (2009). Making electronic health records meaningful. *Annals of Internal Medicine*, 151(4), 293-296.

● EbscoHost CINAHL Plus with Full Text Database

- Bauer, C., & Bozard, C. (2009). Leveling the playing field. *Health Management Technology*, 30(2), 14.
- Pine, M.; Sonneborn, M.; Schindler, J.; Stanek, M.; Maeda, JL; Hanlon, C. (2012). Harnessing the Power of Enhanced Data for Healthcare Quality Improvement: Lessons from a Minnesota Association Pilot Project. *Journal of Healthcare Management*, 57(6), 406-18.
- Maeng, DD; Marstolf, GR. (2011). Comparing Patient Outcomes across Payer Types: Implications for Using Hospital Discharge Records to Assess Quality. *Health Services Research*, 46(6pt1), 1720-40.
- Bradford, H., Cárdenas, V., Camacho-Carr, K., & Lydon-Rochelle, M. (2007). Accuracy of birth certificate and hospital discharge data: A certified nurse-midwife and physician comparison. *Maternal & Child Health Journal*, 11(6), 540-548.
- Chen, R., Klein, G., Sundvall, E., Karlsson, D., & Ahlfeldt, H. (2009). Archetype-based conversion of EHR content models: Pilot experience with a regional EHR system. *BMC Medical Informatics & Decision Making*, 9(33).
- Forster, M., Bailey, C., Brinkhof, M., Graber, C., Boule, A., Spohr, M., et al. (2008). Electronic medical record systems, data quality and loss to follow-up: Survey of antiretroviral therapy programmes in resource-limited settings. *Bulletin of the World Health Organization*, 86(12), 939-947.
- Kahn, J., Aulakh, V., & Bosworth, A. (2009). What it takes: Characteristics of the ideal personal health record. *Health Affairs*, 28(2), 369-376.
- Lee, C., Robinson, K., Wendt, K., & Williamson, D. (2009). The preparedness of hospital health information services for system failures due to internal disasters. *Health Information Management Journal*, 38(2), 18-25.
- Liu, D., Zucherman, M., & Tulloss, W. (2006). Six characteristics of effective structured reporting and the inevitable integration with speech recognition. *Journal of Digital Imaging*, 19(1), 98-104.
- Neupert, P., & Mundie, C. (2009). Personal health management systems: Applying the full power of software to improve the quality and efficiency of care. *Health Affairs*, 28(2), 390-392.
- Reidel, K., Tamblyn, R., Patel, V., & Huang, A. (2008). Pilot study of an interactive voice response system to improve medication refill compliance. *BMC Medical Informatics & Decision Making*, 8(46).
- Van Lom, K. (2009). Self-correcting the impression. *Health Management Technology*, 30(2), 16.

- Weiss, D. (2008). Speech recognition: Evaluation, implementation, and use. *Applied Radiology*, 24-27.

### **Reference Resources**

You may click “Reference Resources” or use the “Search” function on the home page to find the following reference resources.

- Opposing Viewpoints Resource Center – Health Care Reform
- Additional Reference Resources – Health – My Personal Health Record

### **Recommended Links**

School of Health Sciences (under the School of Study menu)> Recommended Links> Health IT Certification

### **Professional Organizations**

School of Health Sciences (under the School of Study menu)> Professional Organizations>

- American Health Information Management Association
- American Medical Informatics Association
- Healthcare Information and Management Systems Society
- National Alliance for Health Information Technology
- National Association of Health Data Organizations

### **Other References**

The following resources may be found **outside** of the ITT Tech Virtual Library, whether online or in hard copy.

#### **Periodicals**

- Advance for Health Information Professionals
- Fierce Health IT
- For the Record
- HCPro for Health Information Management
- Healthcare IT News

#### **Websites**

- American Health Information Management Association  
<http://www.ahima.org>
- American Medical Association  
<http://www.ama-assn.org>
- Joint Commission on Accreditation of Healthcare Organizations.  
<http://www.jointcommission.org>
- National Library of Medicine  
<http://www.nlm.nih.gov>
- National Medical Association  
<http://www.nmanet.org/>
- Utilization Review Accreditation Commission  
<http://www.urac.org>

All links to Web references outside of the ITT Tech Virtual Library are always subject to change without prior notice.

## Course Evaluation and Grading

### Evaluation Criteria Table

The final grades will be based on the following categories:

CATEGORY	WEIGHT
Assignments	10%
Group Presentation	15%
Labs	20%
Exams	25%
Final Exam	15%
Final Lab	15%
<b>Total</b>	<b>100%</b>

Note: Students are responsible for abiding by the Plagiarism Policy.

### Grade Conversion Table

The final grades will be calculated from the percentages earned in the course, as follows:

A	90–100%	4.0
B+	85–89%	3.5
B	80–84%	3.0
C+	75–79%	2.5
C	70–74%	2.0
D+	65–69%	1.5
D	60–64%	1.0
F	<60%	0.0

## HIT ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES

Domains, Subdomains, and Tasks	Curriculum Course(s) in Which Task is Covered																
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT207	HT200	HT203	HT204	HT205	HT208	HT211	HT212
<b>I. Domain: Healthcare Data Management</b>																	
<b>A. Subdomain: Health Data Structure, Content and Standards</b>																	
1. Collect and maintain health data (such as data elements, data sets, and databases).			A ✓		A ✓			✓			A ✓			✓			
2. Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.			A ✓		A ✓						A ✓						
3. Apply policies and procedures to ensure the accuracy of health data.			A ✓		A ✓						A ✓						
4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.	A ✓		A ✓		A ✓			✓			A ✓						
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.			A ✓		A ✓			✓			A ✓	✓		✓	✓		
<b>B. Subdomain: Healthcare Information Requirements and Standards</b>																	
1. Monitor and apply organization-wide health record documentation guidelines.			A ✓		A ✓						A ✓						✓
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.			A ✓		A ✓						A ✓			✓			✓
3. Report compliance findings according to organizational policy.			✓		✓						A ✓						✓
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.			✓		✓						A ✓						✓
5. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.			✓		✓						A ✓						✓
<b>C. Subdomain: Clinical Classification Systems</b>																	
1. Use and maintain electronic applications and work processes to support clinical classification and coding.											A ✓		✓		✓		
2. Apply diagnosis/procedure codes using ICD-9-CM.											A ✓				✓		
3. Apply procedure codes using CPT/HCPCS.													A ✓		✓		
4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.											A ✓			A	✓		
5. Adhere to current regulations and established guidelines in code assignment.											A ✓		✓	A ✓	✓		
6. Validate coding accuracy using clinical information found in the health record.											A ✓		✓	A	✓		
7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so on).										✓				A	✓		

## HIT ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES

Domains, Subdomains, and Tasks	Curriculum Course(s) in Which Task is Covered																
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT207	HT200	HT203	HT204	HT205	HT208	HT211	HT212
8. Resolve discrepancies between coded data and supporting documentation.										A ✓			✓	A ✓	✓		
<b>D. Subdomain: Reimbursement Methodologies</b>																	
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.										✓				✓	✓		
2. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.										✓				✓	✓		
3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.										✓		✓		✓	✓		
4. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.														A ✓	✓		
<b>II. Domain: Health Statistics, Biomedical Research and Quality Management</b>																	
<b>A. Subdomain: Healthcare Statistics and Research</b>																	
1. Abstract and maintain data for clinical indices/databases/registries.										✓	A ✓	A ✓			✓		
2. Collect, organize and present data for quality management, utilization management, risk management, and other related studies.											A ✓				✓	✓	
3. Compute and interpret healthcare statistics.						✓					A ✓					✓	
4. Apply Institutional Review Board (IRB) processes and policies.									✓							✓	
5. Use specialized databases to meet specific organization needs such as medical research and disease registries.						✓			✓			A ✓	✓		✓	✓	
<b>B. Subdomain: Quality Management and Performance Improvement</b>																	
1. Abstract and report data for facility-wide quality management and performance improvement programs.															✓	✓	
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.															✓	✓	
<b>III. Domain: Health Services Organization and Delivery</b>																	
<b>A. Subdomain: Healthcare Delivery Systems</b>																	
1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.						A ✓									✓		
2. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.			A ✓			A ✓									✓	✓	

## HIT ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES

Domains, Subdomains, and Tasks	Curriculum Course(s) in Which Task is Covered																
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT207	HT200	HT203	HT204	HT205	HT208	HT211	HT212
3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.					A ✓									✓	✓		
4. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.					A ✓						A ✓			✓		✓	
<b>B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues</b>																	
1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.									✓								
2. Apply policies and procedures for access and disclosure of personal health information.									✓		A ✓						
3. Release patient-specific data to authorized users.									✓		A ✓						
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.									✓		A ✓						
5. Conduct privacy and confidentiality training programs.									A ✓		A ✓						
6. Investigate and recommend solutions to privacy issues/problems.									A ✓		A ✓						
7. Apply and promote ethical standards of practice.			A ✓		A ✓				A ✓	A ✓	A ✓		✓	✓	✓	✓	
<b>IV. Domain: Information Technology &amp; Systems</b>																	
<b>A. Subdomain: Information and Communication Technologies</b>																	
1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.			✓		A ✓			✓			A ✓			A ✓	✓	✓	
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.			A ✓		A ✓	✓			✓		A ✓			A ✓	✓	✓	✓
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.			A ✓		A ✓			✓	✓	✓	A ✓		A ✓	A ✓	✓	✓	
4. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.			✓					✓						✓	✓		
<b>B. Subdomain: Data, Information, and File Structures</b>																	
1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet departmental needs.								✓									
<b>C. Subdomain: Data Storage and Retrieval</b>																	
1. Use appropriate electronic or imaging technology for data/record storage.			✓								A ✓				✓		

## HIT ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES

Domains, Subdomains, and Tasks	Curriculum Course(s) in Which Task is Covered																	
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT207	HT200	HT203	HT204	HT205	HT208	HT211	HT212	
2. Query and generate reports to facilitate information retrieval.			A ✓					✓							✓			
3. Design and generate reports using appropriate software.			✓			✓		✓			A ✓			✓	✓	✓		
4. Maintain archival and retrieval systems for patient information stored in multiple formats.			✓					✓										
5. Coordinate, use and maintain systems for document imaging and storage.			✓						✓		A ✓							
<b>D. Subdomain: Data Security</b>																		
1. Apply confidentiality and security measures to protect electronic health information.								A ✓	A ✓		A ✓				✓			
2. Protect data integrity and validity using software or hardware technology.			✓					A ✓	A ✓		A ✓				✓			
3. Apply departmental and organizational data and information system security policies.								A ✓	A ✓		A ✓				✓			
4. Use and summarize data compiled from audit train and data quality monitoring programs.								✓								✓		
5. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.								A ✓	✓							✓		
<b>E. Subdomain: Healthcare Information Management</b>																		
1. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.								✓										
2. Use the principles of ergonomics and human factors in work process design.															✓		✓	
<b>V. Domain: Organizational Resources</b>																		
<b>A. Subdomain: Human Resources</b>																		
1. Apply the fundamentals of team leadership.											✓				✓		✓	
2. Organize and contribute to work teams and committees.											A ✓				✓	✓	✓	
3. Conduct new staff orientation and training programs.																	✓	
4. Conduct continuing education programs.											A ✓				✓		✓	
5. Monitor staffing levels and productivity standards for health information functions, and provide feedback to management and staff regarding performance.															✓		✓	
6. Communicate benchmark staff performance data.																✓	✓	
7. Prioritize job functions and activities.															✓		✓	
8. Use quality improvement tools and techniques to monitor, report and improve processes.															✓	✓	✓	
<b>B. Subdomain: Financial and Physical Resources</b>																		
1. Make recommendations for items to include in budgets and contracts.		A ✓																✓
2. Monitor and order supplies needed for work processes.																		✓
3. Monitor coding and revenue cycle processes.														✓	✓		✓	
4. Recommend cost-saving and efficient means of achieving work processes and goals.																		✓

## HIT ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES

Domains, Subdomains, and Tasks	Curriculum Course(s) in Which Task is Covered																
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT207	HT200	HT203	HT204	HT205	HT208	HT211	HT212
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.															✓		✓

\* HS210 and HS220 are equivalent to GE258 and GE259 respectively.  
 A=application; ✓ = teach