

# **HT105**

## **Alternative Health Records**

### **[Onsite]**

**Course Description:**

This course examines the application of health record and information management principles, best practices, standards, and regulations and processes in non-acute health care organizations. This course requires a laboratory component.

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

Prerequisite: HT102 Introduction to the Health Care Record or equivalent; Prerequisite or Corequisite: GE117 Composition I

**Credit hours: 4**

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

## Syllabus: Alternative Health Records

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Instructor: \_\_\_\_\_

Office hours: \_\_\_\_\_

Class hours: \_\_\_\_\_

### Major Instructional Areas

1. The settings, patients and caregivers typical of alternative health care settings
2. Licensure and accreditation in alternative health care settings
3. Documentation standards in alternative health care settings
4. Reimbursement and funding in alternative health care settings
5. Health Information Management in alternative health care settings

### Course Objectives

1. Describe important changes that have affected health care delivery in the United States and expanded the role of health information managers.
2. Examine the HIM requirements in ambulatory care.
3. Examine the HIM requirements in managed care.
4. Investigate the HIM requirements in dialysis care and in correctional facility settings.
5. Examine the HIM requirements in mental health and substance abuse.
6. Examine the HIM requirements in mental retardation or developmental disabilities care.
7. Investigate the HIM requirements in long-term care and rehabilitation settings.
8. Examine the HIM requirements in home health and hospice care settings.
9. Discuss the HIM requirements in dental and veterinary care settings.
10. Investigate the HIM requirements in consulting.
11. Apply and promote the ethical standards of practice.
12. Research the ITT Tech Virtual Library for more information about the developments in the field of Health Information Management (HIM) within alternative health care facilities.

### 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 and Final Lab, are listed below in the pattern of <Unit Number>.<Assignment Number>. For example, Lab 2.2 refers to the 2nd lab activity in Unit 2.

Unit	Activities
1–  Changes in Health Care Delivery	<ul style="list-style-type: none"> <li>• Content Covered:               <ul style="list-style-type: none"> <li><i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i> <ul style="list-style-type: none"> <li>○ Chapter 1, Introduction</li> </ul> </li> </ul> </li> <li>• Lab: 1.1</li> <li>• Assignment: 1.1</li> </ul>
2–  Ambulatory Care	<ul style="list-style-type: none"> <li>• Read from:               <ul style="list-style-type: none"> <li><i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i> <ul style="list-style-type: none"> <li>○ Chapter 2, Hospital-Based Ambulatory Care</li> <li>○ Chapter 3, Freestanding Ambulatory Care</li> </ul> </li> </ul> </li> <li>• Lab: 2.1</li> <li>• Assignment: 2.1</li> <li>• Assignment: 2.2</li> </ul>

Unit	Activities
3– Managed Care	<ul style="list-style-type: none"> <li>• Read from: <i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i> <ul style="list-style-type: none"> <li>○ Chapter 4, Managed Care</li> </ul> </li> <li>• Lab: 3.1</li> <li>• Assignment: 3.1</li> </ul>
4– Dialysis Care and Correctional Facilities	<ul style="list-style-type: none"> <li>• Read from: <i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i> <ul style="list-style-type: none"> <li>○ Chapter 5, Dialysis</li> <li>○ Chapter 6, Correctional Facilities</li> </ul> </li> <li>• Lab: 4.1</li> <li>• Lab: 4.2</li> <li>• Assignment: 4.1</li> <li>• Assignment: 4.2</li> <li>• Exam 1</li> </ul>
5– Mental Health and Substance Abuse	<ul style="list-style-type: none"> <li>• Read from: <i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i> <ul style="list-style-type: none"> <li>○ Chapter 7, Mental Health: Long-Term and Acute Services</li> <li>○ Chapter 8, Substance Abuse</li> </ul> </li> <li>• Lab: 5.1</li> <li>• Lab: 5.2</li> <li>• Assignment: 5.1</li> <li>• Assignment: 5.2</li> </ul>
6–	<ul style="list-style-type: none"> <li>• Read from:</li> </ul>

Unit	Activities
Mental Retardation or Developmental Disabilities	<p><i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i></p> <ul style="list-style-type: none"> <li>○ Chapter 9, Facilities for Individuals with Mental Retardation or Developmental Disabilities</li> </ul> <ul style="list-style-type: none"> <li>● Lab: 6.1</li> <li>● Assignment: 6.1</li> </ul>
7– Long-Term Care and Rehabilitation	<ul style="list-style-type: none"> <li>● Read from:</li> </ul> <p><i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i></p> <ul style="list-style-type: none"> <li>○ Chapter 10, Long-Term Care</li> <li>○ Chapter 11, Rehabilitation</li> </ul> <ul style="list-style-type: none"> <li>● Lab: 7.1</li> <li>● Lab: 7.2</li> <li>● Assignment: 7.1</li> <li>● Assignment: 7.2</li> <li>● Exam 2</li> </ul>
8– Home Health Care and Hospice	<ul style="list-style-type: none"> <li>● Read from:</li> </ul> <p><i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i></p> <ul style="list-style-type: none"> <li>○ Chapter 12, Home Health Care</li> <li>○ Chapter 13, Hospice</li> </ul> <ul style="list-style-type: none"> <li>● Lab: 8.1</li> <li>● Lab: 8.2</li> <li>● Assignment: 8.1</li> <li>● Assignment: 8.2</li> </ul>
9– Dental Care and Veterinary Settings	<ul style="list-style-type: none"> <li>● Read from:</li> </ul> <p><i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i></p> <ul style="list-style-type: none"> <li>○ Chapter 14, Dental Care Settings</li> </ul>

Unit	Activities
	<ul style="list-style-type: none"> <li>○ Chapter 15, Veterinary Settings</li> <li>• Lab: 9.1</li> <li>• Lab: 9.2</li> <li>• Assignment: 9.1</li> <li>• Assignment: 9.2</li> </ul>
10– Consulting	<ul style="list-style-type: none"> <li>• Read from: <i>Comparative Health Information Management 2<sup>nd</sup> Edition:</i> <ul style="list-style-type: none"> <li>○ Chapter 16, Consulting</li> </ul> </li> <li>• Lab: 10.1</li> <li>• Assignment: 10.1</li> <li>• Exam 3</li> </ul>
11– Review, Final Exam, and Final Lab	<ul style="list-style-type: none"> <li>• Review</li> <li>• Final Exam</li> <li>• Final Lab</li> </ul>

## Instructional Methods

This course discusses alternative health care facilities and 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, federal and state regulations, as well as licensure and certification. 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 for alternative health settings. 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 and Final Lab.
- 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 insight into the actual work environment of a health care organization.
- Lab assignments are included that use health care records and forms to familiarize the students with the procedure for maintaining patient records in alternative health care settings.

## Instructional Materials and References

### Student Textbook Package

Peden, Ann H. (2005). *Comparative health information management (2nd ed.)*. Thomson Delmar Learning.

### References

#### ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library at <http://www.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.

- Books 24x7
  - Barton, P. L. (2007). *Understanding the U.S. health services system (3<sup>rd</sup> ed.)*. Chicago: Health Administration Press. Also available from [http://common.books24x7.com.proxy.itt-tech.edu/book/id\\_26355/book.asp](http://common.books24x7.com.proxy.itt-tech.edu/book/id_26355/book.asp) (accessed March 27, 2010).
  - Morrissey, M. A. (2008). *Health insurance*. Chicago: Health Administration Press. Also available from [http://common.books24x7.com.proxy.itt-tech.edu/book/id\\_26359/book.asp](http://common.books24x7.com.proxy.itt-tech.edu/book/id_26359/book.asp) (accessed March 27, 2010).

### Periodicals

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

- EbscoHost CINAHL Plus with Full Text
  - Clarkson, K., & Robinson, K. (2010). Life on dialysis: a lived experience. *Nephrology Nursing Journal*, 37(1), 29-35.
  - Finding discharge options for uninsured immigrants. (2009). *Hospital Case Management*, 17(11), 163-165.
  - Rhea, S. (2009). The next makeover: reformers want revamped role for managed care. *Modern Healthcare*, 39(42), 32-33.
  - Seal, K., Metzler, T., Gima, K., Bertenthal, D., Maguen, S., & Marmar, C. (2009). Trends and risk factors for mental health diagnoses among Iraq and Afghanistan veterans using Department of Veterans Affairs health care, 2002-2008. *American Journal of Public Health*, 99(9), 1651-1658.
  - Taylor, M. (2007). Prisoners of the system. Court rulings have led to major changes over the years in the delivery of care to the nation's inmates, a uniquely challenging patient population. *Modern Healthcare*, 37(8), 25-27.
  - Telehealth network connects rural Nebraska. (2009). *Health Management Technology*, 30(12), 24-27.
  
- EbscoHost MasterFile Premier
  - Greene, J. (2009). Community health GROWS UP. *Trustee*, 62(9), 6-10.
  
- LexisNexis
  - Burling, S. (2009, July 12). New market for special end-of-life care that is . . . INPATIENT. *The Philadelphia Inquirer*, p. D01. Retrieved March 27, 2010, from *LexisNexis Academic*.

### Program Links

Go to School of Study> Health Sciences> Professional Organizations

- American Health Information Management Association



## Other References

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

### Web sites

- Accreditation Association for Ambulatory Health Care

<http://www.aaahc.org>

- American Medical Association

<http://www.ama-assn.org>

- Centers for Medicare and Medicaid Services

<http://www.cms.hhs.gov/>

- National Medical Association

<http://www.nmanet.org/>

- National Library of Medicine

<http://www.nlm.nih.gov>

- Utilization Review Accreditation Commission

<http://www.urac.org>

- The Joint Commission  
<http://www.jointcommission.org>

- American Health Information Management Association (AHIMA)—Professional Development and Career Counseling

- <http://www.ahima.org/certification/>

- <http://www.ahima.org/careersinhim/default.aspx>

- Medical Group Management Association (MGMA)—Professional Development

<http://www.mgma.com/pd/>

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
Labs	30%
Assignments	20%
Exams	20%
Final Exam	15%
Final Lab	15%

CATEGORY	WEIGHT
Total	100%

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

<b>HIT ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES</b>															
<b>Domains, Subdomains, and Tasks</b>	<b>Curriculum Course(s) in Which Task is Covered</b>														
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT202	HT200	HT203	HT204	HT205	HT206
<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>															

<b>HIT ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES</b>															
Domains, Subdomains, and Tasks	Curriculum Course(s) in Which Task is Covered														
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT202	HT200	HT203	HT204	HT205	HT206
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	✓
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 ✓	✓

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Domains, Subdomains, and Tasks	Curriculum Course(s) in Which Task is Covered														
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT202	HT200	HT203	HT204	HT205	HT206
<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 ✓										✓

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	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT202	HT200	HT203	HT204	HT205	HT206
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 ✓	✓

<b>HIT ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES</b>															
<b>Domains, Subdomains, and Tasks</b>	<b>Curriculum Course(s) in Which Task is Covered</b>														
	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT202	HT200	HT203	HT204	HT205	HT206
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 ✓				✓
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.								✓							



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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.															

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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

*(End of Syllabus)*