

ITT Technical Institute
HT203
Health Care Data Sets and Specialized
Registries
Onsite Course

SYLLABUS

Credit hours: 4

Contact/Instructional hours: 40 (40 Theory Hours)

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

Prerequisites: HT100 Medical Terminology or equivalent, HT102 Introduction to the Health Care Record or equivalent, HT105 Alternative Health Records or equivalent, HT207 Coding I or equivalent, GE258 Human Anatomy and Physiology I or HS210 Anatomy and Physiology I or equivalent, GE259 Human Anatomy and Physiology II or HS220 Anatomy and Physiology II or equivalent

Course Description:

This course identifies and examines common health care data sets, such as the UHDDS, UACDS, MDS, HEDIS, OASIS, DEEDS, EMEDS, and ORYX Core Measures. The course focuses on the content and standards associated with secondary health data sources, including disease registries.

SYLLABUS:Health Care Data Sets and Specialized Registries

Instructor: _____

Office hours: _____

Class hours: _____

Major Instructional Areas

1. Standardized data sets
2. Secondary data sources

Course Objectives

1. Explain the process for the collection and maintenance of health data (data elements, data sets, and databases).
2. Abstract and maintain data for clinical indices/databases/registries.
3. Apply policies and procedures to ensure the accuracy of health data.
4. Verify timeliness, completeness, accuracy, and appropriateness of health data and health data sources for registries and specialized databases.
5. Query databases to generate reports.
6. Use specialized software to collect and report data to meet specific organization research or registry needs.

Related SCANS Objectives

1. Demonstrate the ability to acquire and evaluate information.
2. Display the capacity for organizing and maintaining information.
3. Demonstrate the aptitude for interpreting and communicating information.
4. Exhibit the ability to use computers to process information.
5. Demonstrate a competence for working with systems.

Teaching Strategies

The curriculum is designed to promote a variety of teaching strategies that support the outcomes described in the course objectives and that foster higher cognitive skills. Delivery makes use of various media and delivery tools.

This course discusses the health care data sets and registries and how health information utilizes them. In addition, the course covers the key concepts of maintaining patient data as per standards disclaimed by accreditation organizations. The focus of this course is to enable students to examine and compare the functionality of different health care data sets and registries.

To help achieve the above goal, a mix of class activities and assignments will be used to familiarize students with various aspects of the U.S. health care system.

Course Resources

Student Textbook Package

- Sayles, N.. (2013). *Health information management technology: An applied approach* (4th ed.). Chicago: American Health Information Management Association.

- Peden, A. H. (2012). *Comparative health information management* (3rd ed.). Clifton Park, NY: Thomson Delmar Learning.

Note: You should have received the *Health information management technology: An applied approach* textbook in the course Introduction to Health Care Records and the *Comparative health information management* textbook in the course Alternative Health Records.

References and Resources

ITT Tech Virtual Library

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

■ General References

- > School of Study> Professional Organizations> American Medical Informatics Association
- School of Study> Professional Organizations> American Health Information Management Association
- > School of Study> Recommended Links

■ Other Resources

- **Websites:**
 - National Cancer Registrars Association
<http://www.ncra-usa.org/>
 - Joint Commission
<http://www.jointcommission.org>
 - Mathematica Policy Research, Inc. – Health Data Sets: Building Blocks for Research and Analysis
<http://www.mathematica-mpr.com/health/healthdata.asp>
 - Health Services Information Center, University of Washington – Data Sets Available in Health Services
<http://depts.washington.edu/hsic/resource/datasets/datasets.html>
 - Department of Health and Human Services Data Council
<http://aspe.os.dhhs.gov/datacncl/>
 - Commission on Cancer – Datalinks
<http://www.facs.org/cancer/coc/datalinks.html>
 - Commission on Cancer – National Cancer Data Base
<http://www.facs.org/cancer/ncdb/index.html>
 - National Cancer Institute
<http://www.cancer.gov/>
 - American Trauma Society – Courses in Trauma Registry
http://www.amtrauma.org/courses/exam_cert.html
 - Centers for Disease Control and Prevention – Birth Defects
<http://www.cdc.gov/ncbddd/bd/default.htm>
 - Centers for Disease Control and Prevention – Diabetes
<http://www.cdc.gov/diabetes>
 - Centers for Disease Control and Prevention – HIV/AIDS
<http://www.cdc.gov/hiv/print/default.htm>
 - Advance for Health Information Professionals
<http://health-information.advanceweb.com/>

- Centers for Medicare and Medicaid Services
<http://www.cms.hhs.gov/>
- National Practitioner Data Bank
<http://www.npdb-hipdb.com>
- National Center for Health Statistics (NCHS)
<http://www.cdc.gov/nchs>
- National Vital Statistics System (NVSS)
<http://www.cdc.gov/nchs/nvss.htm>
- Agency for Healthcare Research and Quality (AHRQ)
<http://www.ahrq.gov>
- Healthcare Cost and Utilization Project (HCUP)
<http://www.ahrq.gov/data/hcup/>
- **Books:**
 - The following books can be located and purchased at
<http://www.springer.com/medicine/oncology/book/978-0-387-29014-0>
 - *AJCC Cancer Staging Atlas*
 - The following books can be located and purchased at <http://www.ncra-usa.org>
 - *Cancer Registry Management Principles and Practices*, 3rd ed.
 - Any Medical Dictionary
 - *World Health Organization, International Classification of Diseases for Oncology*, 3rd Ed. (ICD-O-3)
<http://www.who.int/classifications/icd/adaptations/oncology/en/>
 - *The Cancer Registry CASE Book*, 2nd Ed.
<http://www.afritz.org/casebook.htm>
 - *SEER Summary Staging Manual 2000*
<http://seer.cancer.gov/tools/ssm/>
 - Amatayakul, M. K. (2012). *Electronic health records: A practical guide for professionals and organizations* (5th ed.). AHIMA.
 - Abdelhak, M., et. al. (2011). *Health information: Management of a strategic resource* (4th ed.). St. Louis, Missouri: Elsevier.
- **Downloadable Software, Forms, or Materials:**
 - MDS 2.0 Information and Form
<http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/downloads/MDS20MDSAllforms.pdf>
 - CDC's PowerPoint presentation on Quality Cancer Data Saves Lives
<http://www.cdc.gov/Cancer/npcr/registry/QualityData/>
 - State requirements for reporting cancer cases, including reportable listing and instructions for reporting. Refer to your state cancer registry reporting agencies for state-specific information.
 - Facility Oncology Registry Data Standards (FORDS): Revised for 2013
<http://www.facs.org/cancer/coc/fordsmanual.html>
 - Multiple Primary and Histology Coding Rules Revised for August 24, 2012
<http://seer.cancer.gov/tools/mphrules/download.html>
 - Collaborative Staging and Coding Manual, version 02.04
<http://www.cancerstaging.org/cstage/manuals/>
 - Center for Disease Control and Prevention: Registry Plus™ - Software Programs for Cancer Registries
<http://www.cdc.gov/Cancer/npcr/tools/registryplus/>
 - National Cancer Institute, Surveillance, Epidemiology & End Results Report (SEER) + RX – Interactive Antineoplastic Drugs Database <http://seer.cancer.gov/tools/seerrx/>
 - National Cancer Institute, Surveillance, Epidemiology & End Results Report (SEER), Seer Self Instructional Manuals for Tumor Registrars – Books 1, 2, 3, 4, 5, 7 and 8

- <http://www.seer.cancer.gov/training/manuals/>
Commission on Cancer> Accreditation> Cancer Program and Data Standards> Cancer Program Standards 2012, Version 1.1
<http://www.facs.org/cancer>

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

Evaluation & Grading

Course Requirements

1. **Attendance and Participation**
Regular attendance and participation are essential for satisfactory progress in this course.
2. **Completed Assignments**
Each student is responsible for completing all assignments on time.

Evaluation Criteria Table

The final grade will be based on the following weighted categories:

CATEGORY	WEIGHT
Exercises	20%
Writing Assignments	15%
Final Project Part 1-Research	20%
Final Project Part 2-Presentation	10%
Exams	15%
Final Exam	20%
Total	100%

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

Grade Conversion Table

Final grades will be calculated from the percentages earned in class 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

Course Outline

Unit	Activities for the unit
1—Introduction-Background on Data Sets	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ◦ Chapter 4: Healthcare Data Sets and Standards • Read from <i>Comparative Health Information Management</i> <ul style="list-style-type: none"> ◦ Chapter 1: Introduction, pp. 1-28 • Writing Assignment: 1
2—UHDDS and UACDS	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ◦ Chapter 4: Healthcare Data Sets and Standards • Read from <i>Comparative Health Information Management</i> <ul style="list-style-type: none"> ◦ Chapter 2: Hospital-Based Care, pp. 55-56 ◦ Chapter 3: Freestanding Ambulatory Care, p. 101 • Exercise: 1 • Final Project: Start
3—Minimum Data Sets for Long Term Care, Emergency Department, Home Healthcare, Etc.	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ◦ Chapter 4: Healthcare Data Sets and Standards • Read from <i>Comparative Health Information Management</i> <ul style="list-style-type: none"> ◦ Chapter 10: Long-Term Care, pp. 357-364 and pp. 369-380 • Exercise: 1
4—Electronic Data and Data Exchange	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ◦ Chapter 4: Healthcare Data Sets and Standards • Read from <i>Comparative Health Information Management</i> <ul style="list-style-type: none"> ◦ Chapter 1: Introduction, pp. 8-12 ◦ Chapter 2: Hospital-Based Care, p. 55 ◦ Chapter 3: Freestanding Ambulatory Care, p. 98-101 ◦ Chapter 15: Veterinary Settings, p. 541-543 • Exam 1 (Units 1-3)
5—Secondary Data Sources: Specialized Registries – Cancer Registry	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ◦ Chapter 8: Secondary Data Sources, pp. 436-441 • Exercise: 1
6—Cancer Registry	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ◦ Chapter 8: Secondary Data Sources, pp. 438-441 • Exercise: 1 • Writing Assignment: 1
7—Trauma, Birth Defects, and Diabetes Registries	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ◦ Chapter 8: Secondary Data Sources, pp. 441-444 • Exam 2 (Units 4-6)

	<ul style="list-style-type: none"> • Writing Assignment: 1
8—Implant, Transplant, and Immunization Registries	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ○ Chapter 8: Secondary Data Sources, pp. 445-450 • Writing Assignment: 1
9—Health Care Databases	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ○ Chapter 8: Secondary Data Sources, pp. 450-459 • Writing Assignment: 1 • Exam 3 (Units 7 & 8)
10—Processing and Maintenance of Secondary Databases	<ul style="list-style-type: none"> • Read from <i>Health Information Management Technology: An Applied Approach</i> <ul style="list-style-type: none"> ○ Chapter 8: Secondary Data Sources, pp. 460-466 • Final Project: Submit
11—Course Review and Final Exam	<ul style="list-style-type: none"> • Content Covered <ul style="list-style-type: none"> ○ Course Review ○ Final Exam (Units 1-10)

HIT Associate Degree Entry-Level Competencies

Refer to the following chart for the complete HIT Associate Degree Entry-Level Competencies.

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
I. Domain: Healthcare Data Management																	
A. Subdomain: Health Data Structure, Content and Standards																	
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 ✓						

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	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT207	HT200	HT203	HT204	HT205	HT208	HT211	HT212
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. Subdomain: Healthcare Information Requirements and Standards																	
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 ✓						✓
C. Subdomain: Clinical Classification Systems																	
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 ✓	✓		
D. Subdomain: Reimbursement Methodologies																	
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 ✓	✓		
II. Domain: Health Statistics, Biomedical Research and Quality Management																	
A. Subdomain: Healthcare Statistics and Research																	

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	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT207	HT200	HT203	HT204	HT205	HT208	HT211	HT212
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. Subdomain: Quality Management and Performance Improvement																	
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.															✓	✓	
III. Domain: Health Services Organization and Delivery																	
A. Subdomain: Healthcare Delivery Systems																	
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 ✓										✓	✓	
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. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues																	
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 ✓		✓	✓	✓	✓	
IV. Domain: Information Technology & Systems																	
A. Subdomain: Information and Communication Technologies																	

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	HT100	HS210*	HT102	HS220*	HT105	HT201	HT112	HT113	HT104	HT207	HT200	HT203	HT204	HT205	HT208	HT211	HT212
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. Subdomain: Data, Information, and File Structures																	
1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet departmental needs.								✓									
C. Subdomain: Data Storage and Retrieval																	
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 ✓						
D. Subdomain: Data Security																	
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 ✓	✓							✓	
E. Subdomain: Healthcare Information Management																	
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.															✓		✓

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V. Domain: Organizational Resources																	
A. Subdomain: Human Resources																	
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. Subdomain: Financial and Physical Resources																	
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.																	✓
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