

Pellissippi State Community College
Master Syllabus

**INTRODUCTION TO MANAGING HEALTH INFORMATION
ADMN 2321**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Fall 2017

Catalog Course Description

This course is a study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering, and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternate health care delivery systems.

Prerequisite(s)

None

Co-requisite(s)

ADMN 2304

Textbooks(s) and Other Course Materials

1. Biederman, Sue, Introduction to Health Information Management (Package), 15th Edition, Paradigm Publishing Intl., ISBN 13: 978-0763860912, 2015.

Week/Unit/Topic Basis

<u>Week</u>	<u>Chapter</u>	<u>Topic</u>
1	1	Introduction to Health Information Management
2	2	Healthcare Organizations
3	3	Hospital Departments and Medical Staff
4	4	Health Care Record Purpose and Components
5	5	Health Care Record Purpose and Components
6	6	Health Record Organization and Storage
7	7	Health Record Organization and Storage
8	8	Information Technology in Healthcare
9	9	Electronic Health Records
10	10	Legal Aspects of Health Information
11	11	Classification Systems and Reimbursement
12	12	Healthcare Statistics
13	13	Quality Case Management and Registries
14	14	Financial and Operational Management
15	--	Final Exam

Course Goals

NOTE: Roman numerals after course objectives reference goals of the Administrative Professional Technology program.

The course will

- A. Provide students with an overview of healthcare organizations in the United States. (II)
- B. Explain the organization of hospital administration and operations. (II)
- C. Explain hospital medical staff organization and function. (II, IV)
- D. Provide an introduction to health care records structure and function. (II, IV, V, VI)
- E. Introduce students to the various technology used in gathering and communicating medical information. (I, II, IV)
- F. Review various laws affecting health care records, including HIPPA. (II, III)

Expected Student Learning Outcomes

NOTE: Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

The student will

1. Describe characteristics of health care delivery and settings in the United States. (A, B)
2. Delineate career opportunities for health information management professionals. (A, B, C)
3. Describe types of patient records, numbering and filing systems, and record storage and circulation methods. (D, E)
4. Explain indexes, registers, and health data collection. (D, E, F)
5. Explain legal aspects of health information management. (F)
6. Identify and differentiate between classification systems and reimbursement systems. (D, E)
7. Analyze healthcare statistics. (D, E)
8. Identify the importance of and explain the process of quality case management and registries. (B, D, E, F)
9. Identify the basic process of financial and operations management in the health care field. (A, B)

Evaluation

Testing Procedures: -- 80% of grade

40% of the final grade is based on chapter tests, 20% on a mid-term exam and 20% on a final exam.

Laboratory Expectations: --0% of grade

Field Work: --0% of grade

Other Evaluation Methods: --20% of grade

Included in this evaluation component are homework, class participation, group projects and research projects.

Grading Scale

A	92-100
B+	89-91
B	82-88
C+	79-81
C	72-78
D	65-71
F	0-64

Policies

Attendance Policy

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

Academic Dishonesty

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

Accommodations for Disabilities

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. [Disability Services](http://www.pstcc.edu/sswd/) (<http://www.pstcc.edu/sswd/>) may be contacted via [Disability Services email](#) or by visiting Alexander 130.