



CLASS NUMBER AND NAME: **MDN311 HEATH INFORMATION MANAGEMENT**

TOTAL HOURS/UNITS: 24 HOURS 2 UNITS

PREREQUISITES: NONE

TEXTS AND MATERIALS: Case Studies for Health Information Management, DVD Series, Patricia Schnering; Charlotte McCuen; Nanette B. S; Cengage Thompson/Delmar Learning 2007. (ISBN 9781418050214)

Study guides and exercises (provided by instructor)

CLASS DESCRIPTION: This course focuses on applying critical thinking skills to real HIM-related situations that occur in the workplace. The program aligns to the five health information management curriculum domains: health data management; health statistics, biomedical research, quality management; health service organization and delivery; information technology and systems; organization and management.

CLASS OBJECTIVES:

- To explain and learn the process of HIM-related situations.
- To achieve through discussion the importance of how these situations effect and impact the work place
- To role-play and become skilled at the challenge of management scenarios and how to handle the different situations with different departments and personnel.

CLASS FORMAT OVERVIEW: Students will view four DVD cases per week supplemented by instructor lecture. Class discussions and daily quizzes are used to reinforce case study topics.

METHODS OF INSTRUCTION: Much of the work is done in class, with explanations and clarifications by the instructor as the students go along. Correction of projects in class is an integral part of the learning experience.

The instructor provides student study guides and practice exercises.

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will be up to the instructor to decide if the student had arrived in time to be counted as present.
The instructor's decision will be final

Assignments will be collected periodically.

It will be the student's responsibility to learn of any assignments given in class when absent.

TESTING:

The student must complete the workbook pages (pass/fail).

The student must satisfactorily complete class work and tests in order to pass the course with a passing grade (60% or better).

Quizzes are given after each section to reinforce learned coding procedures. A cumulative final exam is given.

There are no retakes of any tests in Medical

LATE TESTING:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If the student is not present the day of the test and arrangements have not been made with the instructor to take the test early, the student will automatically be given the 10 percent penalty. (Late tests start with a "B")

LATE HOMEWORK WILL NOT BE ACCEPTED UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH INSTRUCTOR.

GRADING POLICIES:

Each student is graded on the cumulative point system as follows:

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
59 – 00%	F

The final grade is based on :

Quizzes.....	35%
In Class Packets.....	25%
Final.....	40%

Points are given for tests and quizzes, which are given after each chapter, after each learned coding procedure. This is the type of class in which learning occurs through doing. There is a comprehensive final exam.

Students out of uniform will be subject to the uniform contract grading policy.

IF THE STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.

ANTICIPATED LEARNING
OUTCOMES:

Upon completing this course, the student will be able to:

1. Know how to plan for the HIM system
2. Know the challenges related to the set up and function of a HIM system
3. Understand the accrediting entities involved with a HIM system

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1	Program # 1 Health Data Management 1.1 The Missing H&P Report 1.2 Fulfilling a Subpoena for the Record of Deceased Patient Discussion HW: 2 Hours	Program #1 Health Data Management 1.3 Transition to ICD10 1.4 Encoder System Update Discussion HW: 2 Hours	Review of Program #1 Review for Quiz	Quiz for Program #1
2	Program #2 2.1 How can HIM assist with research studies 2.2 Accurately timing and birth certificate reporting Discussion HW: 2 Hours	Program #2 2.3 Performance and Measurement Reporting 2.4 The Hallway Incident Discussion HW: 2 Hours	Review of Program #2 Review for Quiz	Quiz for Program #2
3	Program #3 Health Services Organization and Delivery 3.1 Preventable Death 3.2 Delinquent Medical Records and Joint Commission Discussion	Program #3 Health Services Organization and Delivery 3.3 Assessing the Compliance Plan 3.4 HIPAA Compliance Analysis Discussion	Review of Program #3 Review for Quiz	Quiz for Program #3
4	Program #4 Information Technology and Systems 4.1 Select a Master Index System 4.2 Data Quality Nightmare Discussion HW : 2 Hours	Program #4 Information Technology and Systems 4.3 Breach of Information Security 4.4 EHR with HIM Discussion HW: 2 Hours	Review of Program #4 Review for Quiz	Quiz for Program #4
5	Program # 5 Organization and Management 5.1 Failure to Launch 5.2 Suspending Physician Admitting Privileges Discussion HW: 2 Hours	Program #5 Organization and Management 5.3 Employee Counseling 5.4 Impromptu Interview Discussion HW: 2 Hours	Review of Program #5 Review for Quiz	Quiz for Program #5
6	Review of Quiz Results Begin Final Review	FINAL REVIEW	FINAL	Late Final Testing

This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences.

Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus word part list, flashcards, and practice tests all when appropriate to augment learning. Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.