

HIM-1423: HEALTH DATA DOCUMENTATION, SOURCES AND CLASSIFICATION SYSTEMS

Cuyahoga Community College

Viewing: HIM-1423 : Health Data Documentation, Sources and Classification Systems

Board of Trustees:

March 2021

Academic Term:

Fall 2021

Subject Code

HIM - Health Information Management

Course Number:

1423

Title:

Health Data Documentation, Sources and Classification Systems

Catalog Description:

Documentation requirements for complete and accurate health records as required by licensing, certifying and accrediting agencies; forms design; functions of data analysis and abstracting; healthcare data sets and standards; clinical vocabularies and classification standards; primary and secondary healthcare data sources.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

HIM-1301 Introduction to Health Information Management, and HIM-1311 Legal Aspects of Health Care.

Outcomes

Course Outcome(s):

Apply policies, regulations, and standards to the management of information.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Examine federal legislation such as HIPAA, HITECH, ARRA
2. Identify policies and strategies to achieve data integrity.
3. Determine compliance of health record content within the health organization.
4. Identify the components of risk management related to health information management and methods to safeguard health information.
5. Justify the importance of healthcare information to the healthcare industry
6. Describe the content, creation and use of health records for both primary and secondary purposes in healthcare.

Course Outcome(s):

Explain the use of classification systems, clinical vocabularies, and nomenclatures.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Understand the history, uses, and structure of ICD-10-CM & PCS, ICD-O-3, HCPCS, CPT, SNOMED CT, DSM-V-TR, and nursing vocabularies.
 2. Describe the coding process.
 3. Identify the technology used in the coding process (such as encoder, grouper, query process).
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Course Outcome(s):

Apply privacy and security strategies to health information.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Analyze the respective requirements of the individual rights provided by the HIPAA Privacy Rule.
 2. Differentiate authorization and right of access
 3. Identify compliance requirements throughout the health information life cycle.
 4. Identify threats to the security of data
 5. Identify methods to safeguard data from inappropriate access
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Course Outcome(s):

Apply health informatics concepts to the management of health information.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Distinguish among data elements, data sets, databases, indices, data mapping, and data warehousing.
 2. Report health care data through graphical representations.
 3. Describe research methodologies used in health care.
 4. Describe the concepts of managing data.
 5. Summarize standards for the exchange of health information.
 6. Manage data within a database system.
 7. Identify standards for exchange of health information.
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Course Outcome(s):

Describe the registries used in hospitals according to purpose, methods of case definition and case finding, data collection methods, reporting and follow-up and pertinent laws and regulations affecting registry operations.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Distinguish between primary and secondary data and between patient-identifiable and aggregate data.
 2. Identify the internal and external users of secondary data.
Compare the facility-specific indexes commonly found in hospitals.
 3. Assess data quality issues in secondary records.
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Course Outcome(s):

Evaluate data dictionaries and data sets for compliance with governance standards.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Describe components of and purpose of data dictionaries and data sets.
 2. Distinguish the differences between data and information.
 3. Define the term healthcare data sets and describe the purpose of several different data sets (such as UHDDS, UACDS, DEEDS, MDS, OASIS, HEDIS, ORYX).
 4. Explain the need for electronic data interchange standards.
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Methods of Evaluation:

1. Class participation
2. Homework assignments
3. Midterm and/or Final examination
4. Quizzes

Course Content Outline:

1. Clinical terminologies, classifications, and code systems
 - a. History and importance of clinical terminologies, classifications, and code systems
 - i. SNOMED CT
 - ii. CPT
 - iii. ICD-10-CM
 - iv. ICD-10-PCS
 - v. ICF
 - vi. ICD-O-3
 - vii. DSM-5
 - viii. LOINC
 - ix. HCPCS
2. Data management
 - a. Data sources
 - b. Data management
 - i. Data elements, sets, databases, indices
 - ii. Data mapping
 - iii. Data warehousing
 - c. Information governance
 - i. Business intelligence
 - ii. Enterprise information management
 - d. Data governance
 - i. Data stewardship
 - ii. Data integrity
 - iii. Data sharing
 - iv. Data interchange standards
 - e. Data quality
 - i. AHIMA's data quality management model
 - ii. Data collection tools
 - iii. Clinical documentation integrity
 - f. Data management and bylaws
 - g. Data management technology
3. Secondary data sources
 - a. Difference between primary and secondary data sources
 - b. Purposes and users of secondary data sources
 - i. Internal and external users
 - c. Types of secondary data sources
 - i. Indexes
 1. Disease, operation, and physician
 - ii. Registries
 1. Cancer, trauma, birth defect, diabetes, implant, transplant, immunization, and others

- d. Healthcare Databases
 - i. National and state administrative databases
- 4. Data privacy and confidentiality
 - a. User and disclosure
 - b. State laws – privacy
 - c. HIPAA privacy rule and ARRA
 - i. ONC
 - ii. Covered entities, business associates, protected health information, de-identified information
 - iii. Minimum necessary
 - iv. Treatment, payment, and operations
 - v. Individual rights
 - d. HIPAA privacy rule documents
 - i. Notice of privacy practice, consent, authorization
 - e. Breach notification
 - f. Requirements related to commercial uses, marketing, and sale of information and fundraising
 - g. Enforcement of federal privacy legislation and rules
 - h. Disclosure of health information
 - i. Medical identity theft
 - j. Patient advocacy
- 5. Data security
 - a. Ensuring integrity and availability of data
 - b. Data security threats
 - c. Components of a security program
 - i. Risk management programs
 - ii. Access safeguards
 - iii. Physical safeguards
 - iv. Administrative safeguards
 - v. Software application safeguards
 - vi. Network safeguards
 - vii. Disaster planning and recovery
 - d. HIPAA security provisions
- 6. Health information systems
 - a. The current state of health information systems
 - b. Scope of health information systems
 - c. Source systems
 - i. Administrative and financial, clinical, specialty systems
 - ii. Core clinical EHR systems
 - iii. Supporting infrastructure
 - d. Systems development life cycle
- 7. Healthcare information
 - a. Role of data analytics in healthcare information
 - b. Strategic uses of healthcare information
 - c. Consumers and healthcare information
 - d. Health information exchange

Resources

Sayles, Nanette and Gordon, Leslie. *Health Information Management Technology: An Applied Approach*. 6th. Chicago: AHIMA, 2020.

Biedermann, Sue and Dolezel, Diane. *Introduction to Healthcare Informatics*. 2nd. Chicago, IL: AHIMA Press, 2017.

Resources Other

1. American Health Information Management Association (AHIMA) Virtual Lab student enrollment.
2. *Advance for Health Information Professionals*. King of Prussia: Merion.
3. *Journal of the AHIMA*, Chicago: AHIMA.
4. *For the Record: A Weekly News Magazine for Medical Record Administrators and Technicians*. Spring City: Great Valley.
5. Other professional journals, newsletters and readings as assigned which are relevant to current practices.

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