Department:
Health Sciences – Medical Coding

Course Description:
This course covers methods for managing health data, content and structure of the health record, and documentation requirements for health records in various healthcare settings.

Course Competencies:
Upon completion of the course, the student should be able to:

1. Identify the content requirements for health records for various healthcare settings.
2. Identify the documentation requirements for health records for various healthcare settings.
3. Identify the maintenance requirements for health records.
4. Define primary and secondary records.
5. Compare and contrast document archival, retrieval, and imaging systems.
6. Describe proper management of a master patient identification registry.
7. Provide quantitative and qualitative analysis of a health record.
8. Describe registries used in healthcare.
9. Describe and explain the use of health record data collection tools.
10. Identify various data sources.
11. Describe healthcare data sets and health information systems.
12. State the importance of data quality, integrity, security processes, and monitoring in health records.
13. Apply computer concepts to healthcare data management.
14. Use communication and Internet technologies in healthcare.
15. Describe health information specialty systems, such as those used in coding.
16. Achieve general course outcomes.
   a. Make reasonable judgments after gathering, analyzing, and evaluating information.
   b. Obtain data using technological and traditional processes.
   c. Communicate with various audiences and technologies.
   d. Apply interpersonal skill and knowledge to actual situations.

Course Content:

A. Health Record Contents for Various Healthcare Settings
   1. Inpatient
   2. Outpatient
   3. Emergency Room
   4. Home Health
   5. Outpatient Therapy
   6. Mental Health
7. Hospice
8. Long-Term Care

B. Documentation Requirements for the Health Record
   1. Inpatient
   2. Outpatient
   3. Emergency Room
   4. Home Health
   5. Outpatient Therapy
   6. Mental Health
   7. Hospice
   8. Long-Term Care

C. Primary Records
D. Secondary Records
E. Document Archival, Retrieval, and Imaging Systems
F. Filing Systems
G. Registries Used in Healthcare
H. Master Patient Registry
I. Quantitative Analysis
J. Qualitative Analysis
K. Health Record Data Collection Tools
L. Data Sources
M. Data Sets and Systems
N. Computers and Advanced Communication Technologies in Healthcare
O. Data Retrieval, Maintenance, and Data Security Concepts
P. Data Integrity, Security Processes, and Monitoring

Learning Assessments:

Course competencies will be assessed by use of discussion questions, graded assignments, comprehensive assignments, research paper, quizzes, and exams.

Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be

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provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link: [https://highlandcc.edu/pages/disability-services](https://highlandcc.edu/pages/disability-services).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.