HEALTHCARE DOCUMENTATION ESSENTIALS — ADMS 1360

A. Course Description

- Credits: 4.00
- Lecture Hours/Week: 2.00
- Lab Hours/Week: 2.00
- OJT Hours/Week: 0
- Prerequisites: None
- Corequisites: None
- MnTC Goals: None

This comprehensive course teaches the history of Health Information Management (HIM) in the United States with a focus on today's healthcare environment. Students will demonstrate understanding of the need for patient consent, the Importance of patient privacy and security laws, as well as the vital role specialty societies and accreditation authorities play in HIM. Students gain hands on experience in a simulated electronic record to experience how technology is used in HIM to obtain high-quality patient centered care. Students learn how to navigate within the electronic medical record, abstract meaningful patient data, and strengthen critical thinking skills needed to succeed in the healthcare arena. There are no pre-requisite courses for this class.

B. Course Effective Dates: 7/1/16 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. Abstract data to analyze if the care provided to patients is improving clinical outcomes.
2. Analyze the different Jobs within HIM and the different opportunities to become certified within the HIM field.
3. Explain how proper use of the electronic medical record enables maintenance and delivery of higher quality health data
4. Identify how patients develop their own personal health record and how patient engagement in healthcare correlates with higher quality of care.
5. Identify the history of healthcare delivery in the United States including the role of patients, providers, specialty societies, Insurers and regulators.
6. Illustrate application of Federal and State laws including privacy law, security law, consent for care legislation, retention of records requirements and legal ownership of medical records.
7. Understand the importance of accreditation and identify accrediting bodies such as the Joint Commission.
E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment
   As noted on course syllabus

G. Special Information
   None noted