

Department : Office Systems Technology
Course Title : Healthcare Organization and Supervision
Section Name : HITT 2339
Start Date : 08/22/2011
End Date : 12/08/2011
Modality : WEB Instruction
Credits : 3

Instructor Information

Name : Sandie Graves
OC Email : sgraves@odessa.edu
OC Phone # : 432-335-6426
Office Hours: MW 8:00 am to 9am
10 am to 12 pm
TTH 9:30 am to 12 pm

Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

Course Description

A study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, 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 alternative health care delivery systems.

Prerequisites/Corequisites

None

Scans

1,2,3,4,5,6,8,9,11

LEARNING OUTCOMES:

At the conclusion of this course, the student should be able to:

1. Introduce health information management concepts common to allied health professionals.
2. Describe characteristics of health care delivery and settings in the United States.
3. Delineate career opportunities for health information management professionals.
4. Describe types of patient records, including documentation issues associated with each.
5. Describe numbering and filing systems and record storage and circulation methods.
6. Explain indexes, registers and health data collection.
7. Introduce legal aspects of health information management.
8. Provide an overview of coding and reimbursement.

COURSE COMPETENCIES:

At the conclusion of this course a student should be able to:

Explain medical discoveries of the Modern era
Summarize the evolution of health care delivery in the United States
Discuss the differences between primary, secondary, and tertiary care
Differentiate the types of hospital ownership
Compare the roles of a hospital governing board and administration
Name and describe medical specialties
Explain the various medical staff membership categories
Delineate the responsibilities of medical staff committees
List hospital departments, and explain the function of each
Detail services a health information management department performs
Provide examples of contract services for health information management
List hospital committees, and describe the function of each
Discuss differences among licensure, regulation, and accreditation of health care facilities
List and define hospital categories
Identify types of hospital patients
Differentiate among freestanding, hospital-based, and hospital-owned ambulatory care settings
Distinguish among various types of behavioral health care facilities
Detail services provided by a home care agency
Describe the goal of hospice care
Explain the various types of long-term care
Differentiate between the various managed care models
Name and describe federal health care facilities
Compare the responsibilities of agencies within the United States Public Health Services
Differentiate among various types of patient records
Summarize the purpose of the patient record
Provide examples of administrative and clinical data
Delineate provider documentation responsibilities
Summarize the development of the patient record
Explain the correct method for correcting documentation
Distinguish between manual and automated record formats
Discuss the importance of authentication of records
Compare alternative storage methods
Summarize patient record completion responsibilities
Explain general documentation issues that impact all patient records
Differentiate among administrative, financial, and clinical data collected on patients
List the contents of inpatient, outpatient, and physician office records
Identify accreditation standards and federal and state laws and regulations that impact patient record content
Detail forms design and control requirements, including the role of the forms committee
Explain the differences between serial, unit, and serial-unit numbering systems
Organize records according to serial, unit, and serial-unit numbering
Name and define the two major categories of filing: alphabetic and numeric
Define and organize records according to alphabetic and numeric filing systems
Cite advantages and disadvantages in the use of alphabetic and numeric filing systems
Explain the rules for straight numerical, terminal-digit, and middle-digit filing
Arrange records in alphabetic, straight numerical, terminal-digit, and middle-digit order

Compare the types of filing equipment used to store file folders
Calculate record storage needs
Discuss the components of a file folder, including color-coding, fastener position, preprinted material, and scoring and reinforcement
List and define the types of controls used in filing systems
Explain the procedure for organizing and managing loose filing
Describe circulation systems that are used to transport patient records
Identify security measures that occur to safeguard patient records and information from theft, fire, and water damage
Identify indexes, registers, and registries maintained by health care facilities and state and federal agencies
Explain the uses of indexes, registers, and registries
Determine case abstracting requirements for patient records
Discuss the characteristics of health data collection
Identify and define health information legal and regulatory terms
Maintain the patient record in the normal course of business
Maintain confidentiality of protected health information (PHI)
Comply with HIPAA privacy and security provisions
Interpret legislation that impacts health information management
Know nomenclatures and classifications, and state uses of each
Identify the structure of the Department of Health and Human Services (DHHS) and the Centers for Medicare & Medicaid Services (CMS)
List and define Medicare prospective payment systems (PPS) and fee schedules
State the function of a chargemaster and a chargemaster review
Name health care settings that submit the UB-92 and CMS-1500, respectively Explain electronic data interchange (EDI)
Define fraud and abuse
State the purpose of local coverage determinations (LCDs)
Appropriately release protected health information (PHI)

*INDICATES INTEGRATED, CORE CURRICULUMSKILLS
(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Materials

: Essential of Health Information Management
Principles and Practices
Michelle A. Green and Mary Jo Bowie
ISBN 0-7668-4503-6

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Assignments:

Assigned CHAPTER	Description	All Assignments and TEST DUE BY 11:55 pm
1	Healthcare Delivery Systems	August 31
2	Health Information Management Professional	Sept 10
3	Healthcare Settings	Sept 22
4	The Patient Record	Oct 3
5	Content of the Patient Record	October 14
6	Numbering and Filing Systems and Record Storage and Circulation	October 25
7	Indexes, Registers, and Health Care Data Collection	Nov 4
8	Legal Aspects of Health Information Management	Nov 18
9	Coding and Reimbursement	Dec 2
FINAL	Dec 3-5	Dec 5

Grading Policy

No late work is accepted. No makeup tests will be given.

Grading: This class is graded on a points system. Here is a breakdown of the points available
Final grades will be determined by the following :

1368-1521= A

1216-1367= B

1064-1215=C

912-1063=D

0-911= F

You have 5 days from the date that the grades are posted to dispute that grade. After that, I will not change your grade. It is up to you to check your grades weekly to make sure that the assignment grades were posted correctly.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**