



**COURSE:** HIT 114 HEALTH DATA SYS/STANDARDS

**HOURS:** Lecture: 2 Lab/Shop: 3 Work Exp/Clinical: 0 Credits: 3

### COURSE DESCRIPTION:

This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

**PREREQUISITE(S):** MED 121, Enrollment in HIT Program

**COREQUISITE(S):** None

### TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Farenholz, Cheryl and Ruthann Russo. Documentation for Health Records. Chicago, IL: American Health Information Management Association, 2013.  
ISBN #: 9781584262626

Reference only:

Sayles, Nanette B. Health Information Management Technology, An Applied Approach. 4<sup>th</sup> ed. Chicago, IL: American Health Information Management Association, 2013.  
ISBN #: 9781584263527

### STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Explain the maintenance and monitoring of data storage systems.
2. In a supervised setting, conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
3. Apply policies and procedures to ensure organizational compliance with regulations and standards.
4. Demonstrate understanding of the accreditation process, including preparation, licensing, and/or certification.
5. Maintain the accuracy and completeness of the patient records as defined by organizational policy and external regulations and standards.
6. Apply policies and procedures to ensure the accuracy of health data.
7. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.
8. Collect and maintain health data (such as data elements, data sets, and databases).
9. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care management, billing reports, registries and/or databases.

10. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from national, state, local, and facility level.
11. Describe the Electronic Health Record, the Hybrid Health Record, and the current state of technological adoption in healthcare organizations.
12. Describe the concept of the EHR and the terms related to it.
13. Describe the current initiatives to support standardization of the EHR and a national health information network.
14. Abstract and maintain data for clinical indices/databases/registries.

### **EXPLANATION OF SYLLABUS:**

The Student Learning Outcomes listed in this syllabus are those required actions that a student who successfully completes the course must be able to perform or exhibit. The educational experience, however, is a two-way, interactive process involving both the student and his/her instructor. The student must play an active role in the learning process in order to be successful. Each Instructor will provide an Instructor's Course Requirements document at the first class meeting explaining how he/she measures each of the Student Learning Outcomes listed in the syllabus. A student who is unable to accomplish the outcomes will not receive a passing grade in the course.

The information in this RCC Syllabus may not be accurate beyond the current semester. Textbooks and other course materials are subject to change. Students should verify the textbooks at the first class meeting with their instructor prior to purchasing.

### **RCC ATTENDANCE POLICY:**

Regular attendance is considered essential to realize course outcomes. Rules on attendance, tardiness, and leaving class early are addressed in each Instructor's Course Requirements document.

No matter the basis for absence, students are held accountable for academic activities, and faculty may require special work or tests to make up for missed classes.

When courses are delivered through online instruction (DL or Distance Learning) or through a combination of traditional classroom and online instruction (hybrid), class participation is no less important, though its measurement may be somewhat different.

The Nursing Department's requirement related to attendance exceeds the college policy. Nursing students are required to attend 90% of classes, labs, and clinicals. At the discretion of the instructor, a written assignment or makeup clinical may be given for hours missed determined to be unavoidable.

### **RCC GRADING SYSTEM:**

Richmond Community College employs a system of letter grades and corresponding quality points per grade to evaluate a student's performance in meeting the stated goals and objectives for each course.\*\*

### **SECURITY AND SAFETY PROCEDURES:**

RCC's upgraded security procedures require all doors to be locked at class start-time.

All students, faculty, staff, and visitors must wear visible identification (ID) badges. Identification badges should be worn on the front of clothing. RCC employees can stop, restrict, and remove from any school-related activity or function anyone who does not display an ID badge.

### **STUDENTS WITH DISABILITIES:**

Richmond Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which require that no qualified student with a disability be excluded from participation in or be denied the benefits of any services, programs or activities on the basis of his or her disability. If accommodations in the classroom and/or in extracurricular activities are required, the student is encouraged to contact the Disability Services Counselor in Student Services prior to the start of the semester; however, a student may request accommodations at any time. Reasonable accommodations may take up to three (3) weeks to implement. Richmond Community College is committed to providing support and services to students with disabilities to help them obtain a quality education and to reach their goals. Assistance is provided, as necessary, and is intended to help students participate in and benefit from the programs and activities enjoyed by all students.

### **WITHDRAWAL:\*\***

Students may withdraw from Richmond Community College courses at any time. However, depending upon what point in the semester the student withdraws from a course may have consequences for the student if they are receiving any form of financial aid, scholarships, and/or veterans benefits.

In order to formally withdraw from a course, the student must complete a Student Withdrawal Form. The student is encouraged to read through the refund policies, and discuss the impact of withdrawing with their instructor, advisor, financial aid staff, and/or Veterans' Coordinator.

Individual instructors may have attendance requirements in individual classes. The instructor will notify the student if they are at risk of being withdrawn from an individual course due to the attendance requirements outlined on the Instructor's Course Requirements for an individual course. The instructor will notify the student's advisor, financial aid staff, and/or the Veterans' Coordinator if an instructor initiated student withdrawal is imminent.

A withdrawal occurring before the 10% census reporting period ends for that course will not be included on the student's transcript.

A withdrawal occurring after the 75% point of the course time-frame will receive either a "WP" or a "WF". A "WP" grade is given to a student who is passing the course at the time of withdrawal. A course for which a "WP" grade is given will be counted as an attempted course. A "WF" grade is given to a student who is not passing the course at the time of withdrawal. A course for which a "WF" grade is given will count as an attempted course and will be counted as an "F" in computing grade point averages.

**A faculty member reserves the right to drop a student from a course due to non-compliance with college, departmental or clinical agency policies.**

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student's participation in the professional practice experience. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the HIT curriculum. It is important to note that the clinical site, not the College, determines whether the result of the criminal background check/drug screening disqualifies the student from clinical activities. The hospital or other clinical agency, in its sole discretion, may request the removal of any student who, based on the results of the criminal background check/drug screening, the agency deems as inappropriate to provide care, treatment, or services.

**\*\*Please refer to the online version of RCC's Catalog & Student Handbook for current academic and general policies.**