

## FLORIDA STATE COLLEGE AT JACKSONVILLE

## COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: HIM 1110

COURSE TITLE: Health Data Concepts

PREREQUISITE(S): HSC 1531

COREQUISITE(S): HIM 1300

CREDIT HOURS: 2

CONTACT HOURS/WEEK: 2

CONTACT HOUR BREAKDOWN:

Lecture/Discussion: 2

Laboratory:

Other \_\_\_\_\_:

FACULTY WORKLOAD POINTS: 2

STANDARDIZED CLASS  
SIZE ALLOCATION: 24

## CATALOG COURSE DESCRIPTION:

This course provides in-depth presentation of the origin, uses, standards, content, format, access and retention of data across the health care continuum including both paper and electronic health records; forms and screen design and control. Health care indexes and registers are also discussed.

SUGGESTED TEXT(S): Abdelhak, et al. Health Information: Management of a Strategic Resources, text and workbook, Philadelphia, PA: W.B. Saunders, current edition.

Peden, Ann. Comparative Records of Health Information Management. Albany, NY: Delmar, Current Edition

IMPLEMENTATION DATE: Fall Term, 2002

REVIEW OR MODIFICATION DATE: Fall Term, 2002 (20031)  
Fall Term, 2008 (20091) - Outline Review Process 2007

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
<ul style="list-style-type: none"> <li>I. Data Access and Retention               <ul style="list-style-type: none"> <li>A. Brief Introduction and Overview of the Course</li> <li>B. Access and Retention of Paper-Based Records                   <ul style="list-style-type: none"> <li>1. Record Identification                       <ul style="list-style-type: none"> <li>a. Alphabetic Identification</li> <li>b. Numeric Identification</li> </ul> </li> <li>2. Filing Equipment                       <ul style="list-style-type: none"> <li>a. Filing Cabinets</li> <li>b. Open-Shelf Filing</li> <li>c. Motorized Revolving Units</li> <li>d. Compressible Units</li> </ul> </li> <li>3. Space Management                       <ul style="list-style-type: none"> <li>a. Centralized Files</li> <li>b. Decentralized Files</li> </ul> </li> <li>4. Filing Methodologies                       <ul style="list-style-type: none"> <li>a. Alphabetic Filing</li> <li>b. Straight Numeric Filing</li> <li>c. Terminal Digit Filing</li> </ul> </li> <li>5. Master Patient Index                       <ul style="list-style-type: none"> <li>a. Content</li> <li>b. Creation of the Index</li> </ul> </li> <li>6. Other Indexes                       <ul style="list-style-type: none"> <li>a. Disease Index</li> <li>b. Operation Index</li> <li>c. Physician Index</li> </ul> </li> <li>7. Registers                       <ul style="list-style-type: none"> <li>a. Birth Register</li> <li>b. Death Register</li> <li>c. Operation Register</li> </ul> </li> <li>8. Records Management Issues                       <ul style="list-style-type: none"> <li>a. File Folders</li> <li>b. Color Coding</li> <li>c. Record Security</li> <li>d. Storage of Inactive Records</li> <li>e. File System Conversion</li> </ul> </li> <li>9. Record Tracking                       <ul style="list-style-type: none"> <li>a. Manual Record-Tracking Systems</li> <li>b. Automated Record-Tracking Systems</li> </ul> </li> <li>10. Record Retention                       <ul style="list-style-type: none"> <li>a. State Statutes and Regulations</li> <li>b. Facility Needs</li> <li>c. Retention Schedule</li> <li>d. Facility Closure</li> </ul> </li> <li>11. Record Destruction</li> <li>12. Disaster Recovery for Paper-Based Records</li> </ul> </li> </ul> </li> </ul>	8

COURSE TOPICS (CONTINUED)	CONTACT HOURS <u>PER TOPIC</u>
<ul style="list-style-type: none"> <li>C. Computer Technology in Automated Data Access and Retention               <ul style="list-style-type: none"> <li>1. Hardware</li> <li>2. Input, Output, and Storage Devices</li> <li>3. Terminals and Workstations</li> <li>4. Pen-Based Devices</li> <li>5. Document Imaging Devices</li> <li>6. Voice Recognition</li> <li>7. Communications                   <ul style="list-style-type: none"> <li>a. Local Area Networks</li> <li>b. Wide Area Networks</li> </ul> </li> <li>8. Client Server Technology</li> </ul> </li> <li>D. Access and Retention of Image-Based Records               <ul style="list-style-type: none"> <li>1. Micrographics                   <ul style="list-style-type: none"> <li>a. Microforms</li> <li>b. Equipment</li> <li>c. Legal Considerations</li> <li>d. Cost Analysis</li> </ul> </li> <li>2. Optical Image Processing                   <ul style="list-style-type: none"> <li>a. Clinical Data Repository vs. Optical Imaging</li> <li>b. System Components</li> <li>c. System Benefits and Advantages</li> <li>d. Evaluating System Requirements</li> <li>e. Implementation Strategies</li> <li>f. Legal Considerations</li> </ul> </li> </ul> </li> <li>E. Use of Contact Services</li> </ul>	
II. Data Collection Standards	8
<ul style="list-style-type: none"> <li>A. Health Data Users and Decision Making               <ul style="list-style-type: none"> <li>1. Users and Uses of Health Data                   <ul style="list-style-type: none"> <li>a. Patients</li> <li>b. Health Care Practitioners</li> <li>c. Health Care Providers and Administrators</li> <li>d. Third-Party Payers</li> <li>e. Utilization Managers</li> <li>f. Quality of Care Committees</li> <li>g. Accrediting, Licensing, and Certifying Agencies</li> <li>h. Governmental Agencies</li> <li>i. Employers</li> <li>j. Attorneys and the Courts                       <ul style="list-style-type: none"> <li>in the Judicial Process</li> </ul> </li> <li>k. Planners and Policy Developers</li> <li>l. Educators and Trainers</li> <li>m. Researchers and Epidemiologists</li> </ul> </li> </ul> </li> </ul>	

## COURSE TOPICS (CONTINUED)

CONTACT HOURS  
PER TOPIC

- n. Media Reporters
- 2. Decision Making
- B. Overview of the Patient Record
  - 1. The Unique Roles of the Patient Health Record
  - 2. Definitions
    - a. Data
    - b. Information
    - c. Patient Health Record
    - d. Primary Patient Record
    - e. Secondary Patient Record
- C. Data Collection Standards
  - 1. Non-Governmental
    - a. Accrediting Organizations
    - b. Professional Organizations
  - 2. Governmental
    - a. Department of Health and Human Services
    - b. Overview of Information and Data Sets
    - c. Core Health Data Elements
      - 1) Person/Enrollment Data
      - 2) Encounter Data
- D. Basic Principles of Data Collection
  - 1. User Needs
  - 2. General Forms and Views
    - a. Administrative Forms
      - 1) Registration Record
      - 2) Consent for Treatment
      - 3) Consent to Release Information
      - 4) Consent to Special Procedures
      - 5) Advanced Directives
      - 6) Patient Rights Acknowledgement
      - 7) Property and Valuables List
      - 8) Birth and Death Certificates
    - b. Clinical Forms
      - 1) Registration Record
      - 2) Medical History and Review of Systems
      - 3) Physical Examination
      - 4) Interdisciplinary Patient Care Plan
      - 5) Physician's Orders
      - 6) Progress Notes
      - 7) Consultation Report
      - 8) Discharge and Interval Summary
    - c. Operative Forms
      - 1) Anesthesia Report
      - 2) Recovery Room Report

COURSE TOPICS (CONTINUED)	CONTACT HOURS <u>PER TOPIC</u>
<ul style="list-style-type: none"> <li>3) Operative Report</li> <li>4) Pathology Report</li> <li>d. Obstetric Data               <ul style="list-style-type: none"> <li>1) Antepartum Record</li> <li>2) Labor and Delivery Record</li> <li>3) Postpartum Record</li> </ul> </li> <li>e. Neonatal Data               <ul style="list-style-type: none"> <li>1) Birth History</li> <li>2) Neonatal Identification</li> <li>3) Neonatal Physical Examination</li> <li>4) Neonatal Progress Notes</li> </ul> </li> <li>f. Nursing Forms               <ul style="list-style-type: none"> <li>1) Nursing Notes</li> <li>2) Graphic Sheet</li> <li>3) Medication Sheet</li> <li>4) Special Care Units</li> </ul> </li> <li>g. Ancillary Forms               <ul style="list-style-type: none"> <li>1) Electrocardiographic Reports</li> <li>2) Laboratory Reports</li> <li>3) Radiology and Imaging Reports</li> <li>4) Radiation Therapy</li> <li>5) Therapeutic Services</li> <li>6) Case Management and Social Service Record</li> <li>7) Patient and Family Teaching and Participation</li> <li>8) Discharge and Follow-Up Plan</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>3. Format Types           <ul style="list-style-type: none"> <li>a. SOMR: Source-Oriented Medical Record</li> <li>b. POMR: Problem-Oriented Medical Record</li> </ul> </li> </ul>	
E. Methods to Ensure Data Quality	
<ul style="list-style-type: none"> <li>1. Record Content Review           <ul style="list-style-type: none"> <li>a. Quantitative Analysis</li> <li>b. Qualitative Analysis</li> <li>c. Statistical Analysis</li> <li>d. Authentication</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>2. Retrospective Completion           <ul style="list-style-type: none"> <li>a. Incomplete Records</li> <li>b. Delinquent Records</li> </ul> </li> </ul>	
F. Data Quality Monitoring Methods and Solutions	
<ul style="list-style-type: none"> <li>1. Quality Assessment and Improvement Study of Patient Record Documentation           <ul style="list-style-type: none"> <li>a. Quantitative Analysis</li> <li>b. Qualitative Analysis</li> <li>c. Legal Analysis</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>2. Special Concerns of Alternative Care Settings</li> </ul>	
<ul style="list-style-type: none"> <li>3. Clinical Staff Activities Related to Data Quality</li> </ul>	

COURSE TOPICS (CONTINUED)	<u>CONTACT HOURS PER TOPIC</u>
<ul style="list-style-type: none"> <li>a. Medical Record Committee</li> <li>b. Clinical Pertinence Reviews</li> <li>c. Indicator Monitoring Program</li> <li>4. Facility Structure that Encourages Data Quality               <ul style="list-style-type: none"> <li>a. JCAHO Information Management Standards</li> <li>b. Information Resources Management Committee</li> </ul> </li> <li>5. Characteristics of Data Quality               <ul style="list-style-type: none"> <li>a. Definition</li> <li>b. Accuracy</li> <li>c. Accessibility</li> <li>d. Comprehensiveness</li> <li>e. Consistency</li> <li>f. Currency</li> <li>g. Data Definition</li> <li>h. Granularity</li> <li>i. Precision</li> <li>j. Relevancy</li> <li>k. Timeliness</li> </ul> </li> <li>G. Computerized Patient Record Initiatives               <ul style="list-style-type: none"> <li>1. ASTM E 1384 Content Guide for Computer-Based Patient Records - Overview</li> <li>2. ASTM E 1384 Major Segments</li> </ul> </li> <li>H. Management Issues</li> </ul>	7
<p>III. Data Needs Across the Health Care Continuum</p> <ul style="list-style-type: none"> <li>A. Minimum Data Sets</li> <li>B. Ambulatory Care               <ul style="list-style-type: none"> <li>1. Data Needs</li> <li>2. UACDS: Uniform Ambulatory Care Data Set</li> <li>3. Special Forms and Views                   <ul style="list-style-type: none"> <li>a. Problem List</li> <li>b. Encounter Record</li> <li>c. Emergency Record</li> </ul> </li> <li>4. Issues in Data Collection and Quality</li> </ul> </li> <li>C. Acute Care               <ul style="list-style-type: none"> <li>1. Data Needs</li> <li>2. UHDDS: Uniform Hospital Discharge Data Set</li> <li>3. Special Forms and Views                   <ul style="list-style-type: none"> <li>a. Interval History and Physical</li> <li>b. Attestation Statement</li> </ul> </li> <li>4. Issues in Data Collection and Quality</li> </ul> </li> <li>D. Long-Term Care               <ul style="list-style-type: none"> <li>1. Data Needs</li> <li>2. MDS: Minimum Data Set for Nursing Home Resident Assessment and Care Screening</li> <li>3. Special Forms and Views</li> </ul> </li> </ul>	

CONTACT HOURS  
PER TOPIC

## COURSE TOPICS (CONTINUED)

a. Pharmacy Consultation	
b. Transfer or Referral Form	
4. Issues in Data Collection and Quality	
E. Rehabilitation	
1. Issues in Data Collection and Quality	
F. Home Health Care	
1. Data Needs	
2. OASIS: Outcome and Assessment Information Set	
3. Special Forms and Views	
a. Service Agreement	
4. Issues in Data Collection and Quality	
G. Hospice	
1. Data Needs	
2. Special Forms and Views	
3. Issues in Data Collection and Quality	
H. Behavioral Health	
1. Data Needs	
2. Special Forms and Views	
a. Special Assessment	
b. Psychiatric History and Diagnosis Report	
c. Restraint and Seclusion	
d. Electroconvulsive and Other Therapies	
e. Issues in Data Collection and Quality	
I. Other Areas	
1. Dental Care	
2. Veterinary Care	
J. Consulting	
IV. Data Quality and Technology	7
A. Database Structure and Model	
1. Data Model	
2. Characters, Fields, Records, and Files	
3. Types of Data	
4. Selection of Appropriate Type of Data Management Software	
a) File Management System	
b) Relational Database Management System	
c) Other Database Alternatives	
B. Data Quality and Computer Systems	
1. Issues and Characteristics	
a) Validity	
b) Reliability	
c) Completeness	
d) Recognizability	

## COURSE TOPICS (CONTINUED)

CONTACT HOURS  
PER TOPIC

- e) Timeliness
- f) Relevance
- g) Accessibility
- h) Security
- i) Legality
- 2. Design of Computer Systems to Ensure Data Quality
  - a) Computer Code Design
  - b) Development of Edit or Validation Checks
    - 1) Event Validation
    - 2) Transaction Validation
    - 3) Sequence Checks
    - 4) Batch Totals
    - 5) Audit Trail
    - 6) Duplicate Processing
    - 7) Data Validation Techniques
    - 8) Format Checks
    - 9) Reasonableness Checks
    - 10) Check Digits
- C. Design and Control of Paper Forms and Computer Views
  - 1. Forms or Views Team
  - 2. General Design Principles
    - a) Needs of Users
    - b) Purpose of the Form or View
    - c) Selection and Sequencing of Items
    - d) Standard Terminology, Abbreviations and Format
    - e) Instructions
    - f) Simplification
    - g) Paper Forms Design
    - h) Computer View/Screen Format Design
    - i) Other Display Features
  - 3. General Control Principles
- D. Report Accuracy
- E. Testing Database Program Design
- F. Backup and Data Retention
- G. Data Security Procedures
- H. Documentation of Instruction to Support the Database
- I. Training
- J. Data Quality Monitoring Methods and Solutions
- K. Architecture
  - 1. Hardware
  - 2. Electronic Data Entry Technology
    - a) Keyed Entry Devices
    - b) Keyboard and Mouse
    - c) Light Pen

COURSE TOPICS (CONTINUED)

CONTACT HOURS  
PER TOPIC

- d) Touch-Sensitive Screens
  - e) Graphics Tablet
  - f) Portable and Hand-Held Terminals
  - g) Scanned Entry
  - h) Optical Scanners
  - i) Bar Code Readers
  - j) Optical Character Readers
  - k) Mark-Sense Readers
  - l) Magnetic Ink Character Readers
  - m) Magnetic Strip
  - n) Voice Recognition
  - o) Biomedical Devices
  - p) EDI: Electronic Data Interchange
- L. Output
- M. Software
- N. Communications
1. LANs: Local Area Networks
  2. WANs: Wide Area Networks
  3. Client-Server Technology
  4. Internet

PROGRAM TITLE: Health Information Management  
 COURSE TITLE: Health Data Concepts  
 AS HIM CIP NUMBER: 0317.050600

## LIST PERFORMANCE STANDARD ADDRESSED:

16.0 FOLLOW PROCEDURES TO ASSURE ADEQUATE DOCUMENTATION OF HEALTH CARE--The student will be able to:

- 16.01 Follow procedures for quantitative and qualitative analysis of health records.
- 16.02 Identify purposes and uses of health records.
- 16.03 Identify basic health record forms and required content.
- 16.04 Assemble and analyze a health record.
- 16.05 Follow procedures for the retention of health information.
- 16.06 Follow procedures designed to control the flow of health care data.
- 16.07 Follow procedures for the destruction of health records.
- 16.08 Identify health information imaging techniques and equipment.

17.0 FILE, MAINTAIN AND RETRIEVE HEALTH INFORMATION--The student will be able to:

- 17.01 Identify and describe admission numbering systems and their advantages and disadvantages.
- 17.02 Identify and describe filing systems and their advantages and disadvantages.
- 17.03 File and retrieve health information.
- 17.04 Retrieve health information from manual or automated systems.

ATD Medical Coder/Biller CIP NUMBER: 0317.050603

## LIST PERFORMANCE STANDARD ADDRESSED:

17.0 EXPLAIN THE BASICS OF HEALTH INFORMATION SERVICES—  
 The student will be able to:

- 17.01 Describe origin, history and definition of medical records.
- 17.02 Describe the functions of the medical record department, i.e., data collecting, filing, retrieving, coding, indexing, etc.
- 17.03 Explain the classification and functions of health information management personnel and chain of command.
- 17.04 State reasons medical records are important in the health care delivery system.
- 17.05 Explain different filing systems used in health care institutions.
- 17.06 Describe the development of the medical record.
- 17.07 Explain the importance of the medical record in relation to state and federal agencies, accrediting and licensing agencies.
- 17.08 Demonstrate the use of a master patient index (MPI) system.

