

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. Introduction to the Health Information Management Professional	5
A. Brief Introduction and Overview of the Course	
B. HIM: A Profession in Transition	
1. The Profession Defined	
2. HIM Roles in the Workplace	
C. The Patient Record: A Valuable Primary Source of Health Data and Information	
D. Forces Influential in the Evolution of Patient Records	
1. From the Beginning Up To 1900	
2. From 1900 to Today	
a. Accreditation of Health Care Facilities	
b. Licensing of Health Care Facilities	
c. Professional Standards	
d. Health Care Insurance Benefits	
e. Medicare and Medicaid	
f. Medical Technologies	
E. The Evolving Patient Record System	
F. External Influences on the HIM Profession	
1. Voluntary Standards and Regulations	
2. Medicare and Medicaid	
3. Tax Equity and Fiscal Responsibility Act (TEFRA)	
4. Health Insurance Portability and Accountability Act (HIPPA)	
5. Computer Technologies	
6. Malpractice Claims	
7. Health Care Reorganization	
G. Development of the HIM Profession	
1. Formation of the Association	
2. Development of Formal Educational Programs	
3. Accreditation of Educational Programs	
4. Certification and Registration Programs	
a. RRL to RRA to RHIA	
b. ART to RHIT	
c. CRL and FAHIMA	
d. Certified Coding Specialists: CCS and CCS-P	
5. Continuing Education Requirements	
H. The AHIMA Today	
1. Structure	
2. Membership	
a. Component State Association (CSA): Florida Health Information Management Association (FHIMA)	
b. Local Association: Northeast Health Information Management Association	
3. Mission and Vision	
4. The Professional Code of Ethics	

COURSE TOPICS (continued)	<u>CONTACT HOURS PER TOPIC</u>
I. Looking to the Future	
J. Web Sites: AHIMA, FHIMA	
K. Ethical Issues	
II. Evolution of Health Care Systems in the United States	5
A. Historical Development	
1. Early Forms of Health Care: 2700BC to the 18 th Century	
2. Health Care in the Nineteenth Century	
3. Twentieth Century Reforms	
a. World Health Organization (WHO)	
b. Definition of "Health"	
4. Complexity of Health Care Today	
a. Healthy People 2000 and 2010	
B. Regulatory Agencies and Organizations	
1. Federal Government as Regulator	
a. Current Mechanisms of Regulation	
b. DHHS: Department of Health and Human Services	
c. SSA: Social Security Administration	
d. OSHA: Occupational Health and Safety Administration	
2. Role of States	
a. State Health Departments	
b. Licensure of Health Care Facilities	
3. Legislation	
4. Accreditation	
a. JCAHO: Joint Commission on Accreditation of Health Care Organizations	
b. AOA: American Osteopathic Association Hospital Accreditation Program	
c. CARF: Commission on Accreditation of Rehabilitation Facilities	
d. Community Health Accreditation Program	
e. NCQA: National Committee on Quality Assurance	
5. Regulatory Mechanisms of Health Occupations	
a. AMA: American Medical Association	
b. AOA: Bureau of Professional Education	
c. NLN: National League of Nursing	
d. State Licensure of Practitioners	
C. In the Health Care Community: Case Study	
D. Ethical Issues	
III. Health Care Delivery Systems	5
A. Issues and Trends	
B. The Continuum of Care	

COURSE TOPICS (continued)

CONTACT HOURS
PER TOPIC

- C. Ambulatory Care
 - 1. Medical Practice
 - a. The Development of Medical Practice
 - b. Solo Practice
 - c. Group Practice
 - d. The Controversy over Contract Practices
 - e. Medical Practice Costs and Financing
 - f. Malpractice and Professional Liability
 - g. Primary Care Physicians
 - h. The Appeal of Specialization
 - i. Medical Society Memberships
 - j. Rural and Inner City Practice
 - 2. Hospital Outpatient Departments
 - 3. Community Health Centers
(Neighborhood Health Centers)
 - 4. Ambulatory Surgery Centers
 - 5. Urgent Care Centers
 - 6. Emergency Care
 - a. Hospital Emergency Departments
 - b. Freestanding Emergency Centers
 - c. Ambulance Services
 - 7. Community-Based Care
 - 8. Family Planning Centers
 - 9. Clinical Laboratories
 - 10. Voluntary Health Agencies
 - 11. In the Health Care Community: Case Study
 - 12. Ethical Issues
- D. Hospitals
 - 1. History of Hospitals
 - a. Scientific Advances Influencing Hospital Care
 - b. The Johns Hopkins Hospital
 - 2. Modern Hospitals
 - 3. Hospital Characteristics
 - a. Hospital Ownership
 - 1) Non-Profit Hospitals
 - 2) For-Profit Hospitals
 - 3) Hospital Boards
 - 4) Government Hospitals
 - b. Hospital Size and Services
 - c. Multi-hospital Systems
 - d. Hospital Statistics
 - e. Hospital Organization and Administration
 - f. Medical Staff Privileges
 - g. Clinical and Supporting Departments
 - h. Hospital Licensure and Accreditation

CONTACT HOURS
PER TOPIC

COURSE TOPICS (continued)

- 1) JCAHO: Joint Commission on Accreditation of Healthcare Organizations
 - 2) Other Performance Evaluators
 4. Hospital Costs
 - a. PROs: Peer Review Organizations
 - b. CON: Certificate of Need
 - c. Payment of Hospital Costs
 5. Hospital Competition
 6. In the Health Care Community: Case Study
 7. Ethical Issues
 - E. Long-Term Care
 1. Nursing Homes
 - a. Demographics of Nursing Homes and Nursing Home Residents
 - b. Hospital-Based Care
 - c. Nursing Home Costs
 - d. Quality of Care, Quality of Life
 - e. The Eden Alternative
 - f. Assisted Living Facilities
 2. Subacute Care
 3. Community-Based Care
 - a. Home Health Care
 - b. Adult Day Care
 4. Hospice Care
 5. Rehabilitation Facilities
 6. Continuing-Care Communities
 7. In the Health Care Community: Case Study
 8. Ethical Issues
 - F. Mental Health Care
 1. History of Mental Health Care
 - a. The Move to Deinstitutionalization
 2. Challenges to Mental Health Services Delivery Today
 3. Mental Health Services Providers
 4. Funding and Expenditures for Mental Illness
 5. In the Health Care Community: Case Study
 6. Ethical Issues
 - G. Mobile Diagnostic Services
 - H. Contract Services
 - I. Health Care Reform in the 1990s
- IV. Health Care Professional
- A. The Health Care Team
 - B. Medical Education
 1. Medical Training and Knowledge in Colonial America
 2. Nineteenth-Century Medical Education

COURSE TOPICS (continued)

CONTACT HOURS
PER TOPIC

- a) The American Medical Association (AMA) and It's Influence on Medical Education
 - b) The Flexner Report and Reform
- 3. Modern Medical Education
 - a) Undergraduate Medical Education
 - b) Medical School Curriculum
 - c) Osteopathic Medicine
 - d) Cost of Medical Education
- 4. The Development of Medical Specialties
 - a) The Development of Standards in Graduate Medical Education
 - b) Modern Graduate Medical Education
 - c) Securing a Residency and Becoming a Specialist
 - d) Specialty Boards
 - e) Graduate Medical Education Financing
- 5. Medical Licensing
- 6. Continuing Medical Education
- 7. International Medical Graduates
- 8. In the Health Care Community: Case Study
- 9. Ethical Issues
- C. Nurses
 - 1. Nursing Overview
 - a. Factors Affecting the Supply of Nurses
 - b. Clinical Specialties in Nursing
 - c. Licensed Practical Nurses
 - d. Nursing Education Approval and Accreditation, and the National League for Nursing
 - e. The American Nurses Association
 - f. Public Health and Community Nursing
 - 2. Nurse Practitioners
 - 3. Nurse-Midwives
 - 4. Certified Registered Nurse-Anesthetists
- D. Physician Assistants
- E. Pharmacists
- F. Dentists
 - 1. Dental Hygienists
 - 2. Dental Assistants
- G. Optometrists
- H. Podiatrists
- I. Chiropractors
- J. Oriental Medicine Practitioners
- K. Therapists
 - 1. Physical Therapists
 - 2. Occupational Therapists
- L. Allied Health Personnel
 - 1. Health Information Management Professionals

CONTACT HOURS
PER TOPIC

COURSE TOPICS (continued)

<ul style="list-style-type: none"> M. Health Administration and Health Planners N. Health Care Team Models for Care <ul style="list-style-type: none"> 1. Team Approach 2. Nursing Care O. Ethical Issues 	
<ul style="list-style-type: none"> V. Financing Health Care <ul style="list-style-type: none"> A. Health Care Costs <ul style="list-style-type: none"> 1. Trends in Health Care Costs 2. Multiple Causes of Increased Health Care Costs 3. Resources for Health: Are They Limited? 4. Ethical Issues B. Paying for Health Care <ul style="list-style-type: none"> 1. The Insured Population 2. History of Health Insurance 3. Health Insurance Rate Structuring (Premium Calculation) 4. Health Insurance Today <ul style="list-style-type: none"> a. Commercial Insurance b. Government Plans <ul style="list-style-type: none"> 1) Medicare 2) Medicaid c. Managed Care <ul style="list-style-type: none"> 1) HMOs: Health Maintenance Organizations 2) PPOs: Preferred Provider Organizations 3) POSs: Point-of-Service Plans 4) Case Management 5) Managed Care Trends 5. Methods of Paying for Health Care Services <ul style="list-style-type: none"> a. Paying Hospitals b. Paying Physicians 6. Ethical Issues C. Utilization Review 	5
<ul style="list-style-type: none"> VI. The Changing Health Care Environment <ul style="list-style-type: none"> A. Managing Care by Managing Information <ul style="list-style-type: none"> 1. IOM: Institute of Medicine 2. Content of the Computerized Medical Record <ul style="list-style-type: none"> a. University Health System b. Small Rural Health System c. Urban Health System d. Large Rural Health System 3. Data Entry—Point-of-Care Entry <ul style="list-style-type: none"> University Health System <ul style="list-style-type: none"> a. Small Rural Health System 	5

COURSE TOPICS (continued)

CONTACT HOURS
PER TOPIC

- b. Urban Health System
 - c. Large Rural Health System
 - 4. Electronic Data Interchange
 - 5. Impact on Cost and Quality Analysis
 - 6. In the Health Care Community: Case Study
 - 7. Ethical Issues
- B. New Approaches to Health Care Delivery
 - 1. Measuring Outcomes to Define Quality
 - 2. Service as a Quality Measure
 - a. The Service Component of Physician Practices
 - b. The Service Component of Health Services Organizations
 - 3. In the Health Care Community: Case Study
 - 4. Ethical Issues
- C. Future Trends

PROGRAM TITLE: Health Information Management
 COURSE TITLE: Health Care Delivery Systems
 AS HIM CIP NUMBER: 0317.050600

LIST PERFORMANCE STANDARD ADDRESSED:

- 13.0 DISCUSS THE HEALTH CARE DELIVERY SYSTEM -- The student will be able to:
- 13.01 Define health as stated by the World Health Organization.
 - 13.02 List factors which influence health of the individual, nation and world.
 - 13.03 List the responsibilities of national, state and local health agencies.
 - 13.04 Describe the types of health care delivery systems.
 - 13.05 Define the role of the health care consumer.

ATD Medical Coder/Biller CIP NUMBER: 0317.050603
 LIST PERFORMANCE STANDARD ADDRESSED:

- 01.0 DEMONSTRATE KNOWLEDGE OF THE HEALTH CARE DELIVERY SYSTEM AND HEALTH OCCUPATIONS -- The student will be able to:
- 01.01 Identify the basic components of the health care delivery system.
 - 01.02 Describe the various types of health care providers and the range of services available including resources to victims of domestic violence.
 - 01.03 Describe the composition and functions of a health care team.
 - 01.04 Identify the general roles and responsibilities of the individual members of the health care team.
 - 01.05 Develop a basic understanding of human needs throughout the lifespan.
 - 01.06 Explain the importance of maintaining professional competence through continuing education.
 - 01.07 Describe trends affecting the delivery system of health care.
- 18.0 DEMONSTRATE ETHICAL AND LEGAL PRINCIPLES WITH REGARD TO THE USE OF MEDICAL RECORDS--The student will be able to:
- 18.01 Explain the importance of maintaining ethical and legal standards in compiling and using medical records.
 - 18.02 Discuss the Code of Ethics of the American Health Information Management Association.
 - 18.03 Explain the scope of practice of the medical coder/biller.
 - 18.04 Demonstrate ethical coding practices as outlined by AHIMA.



**Florida State College
At Jacksonville**

Course Learning Outcomes & Assessment

NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<i>Section 1</i>	
COURSE PREFIX AND NUMBER: HIM 1300	SEMESTER CREDIT HOURS: <u>2</u>
COURSE TITLE: <u>Healthcare Delivery Systems</u>	

<i>Section 2</i>			
TYPE OF COURSE: (Click on the box to check all that apply)			
<input type="checkbox"/> AA Elective	x	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	x	<input checked="" type="checkbox"/> AAS Required Professional Course	<input checked="" type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/>	PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)			

<i>Section 3 (If applicable)</i>			
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:			
<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics	
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities		

<i>Section 4</i>					
INTELLECTUAL COMPETENCIES:					
x Reading	<input type="checkbox"/> Speaking	x Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry	
x Writing	<input type="checkbox"/> Listening	x Information Literacy	x Ethical Judgment	<input type="checkbox"/> Working Collaboratively	

<i>Section 5</i>		METHOD OF ASSESSMENT
LEARNING OUTCOMES		
• Analyze the important changes affecting healthcare delivery in US in relation to the current system	Written tests, written reports, clinical practice	
• Interpret written material located in non-acute health care settings	Written tests, written reports, clinical practice	
• Compare and contrast between the different types of records that would be kept in each setting and the functions of a health information technologist in each setting	Written tests, written reports, clinical practice	
• Classify the different organizations of the various types of health care facilities	Written tests, written reports, clinical practice	
• Illustrate an understanding of the different setting by placing a patient into the appropriate non-acute care health care settings	Written tests, written reports, clinical practice	
• Identify the Accreditation, Medicare, and Medicaid requirements in regards to non-acute care settings	Written tests, written reports, clinical practice	
• Apply accreditation, licensing and certification standards for health care data in alternative health records	Written tests, written reports, clinical practice	
• Identify and compare the unique forms utilized in long term care, mental health, home health, ambulatory and hospice	Written tests, written reports, clinical practice	

<i>Section 6</i>	
Name of Person Completing This Form: <u>Eudelia S. Thomas</u>	Date: <u>11/15/2007</u>