**Section 1. Proposed Course Outline** (A general statement of course content that informs class syllabus construction. Once approved, all sections of a given course must include this content, no matter which instructor teaches the course, or the mode of delivery. Divisions must include this new course outline in the Divisional Course Outline binder as required by COPPs.)

Course Number: HIM 200 Full Course Title for print catalog: Healthcare Statistics

Abbreviated Course Title for Banner:Healthcare Statistics (30 character limit)

Prerequisites: MTH52 or MTH 060 or test into MTH 065 or any other higher math class

Co-requisites:

Grade Option: X Graded (with P/NP option)  [ ]  Pass/No Pass only

|  |  |  |  |
| --- | --- | --- | --- |
| **Number/Type Credits** | **Term Minimum Contact** | **Term Maximum Contact** | **11-Week Term Contact** |
|  3 Lecture |  30 hours (lecture credits x 10) |  36 hours (lecture credits x 12) |  33 hours (lecture credits x 11) |
|  Lec/Lab |  hours (lec-lab credits x 20) |  hours (lec-lab credits x 24) |    hours (lec-lab credits x 22) |
|  Lab |  hours (lab credits x 30) |    hours (lab credits x 36) |    hours (lab credits x 33) |
|  3  **Total credits (sum)** |  30  **Total hours (sum)** |  36  **Total hours (sum)** |  33  **Total hours (sum)** |

|  |
| --- |
| Course Description (300 character limit): Healthcare statistics presents the collection and integration of given data. Computations of various formulas are used in analyzing and converting this data to useful information. Students learn appropriate methods to analyze, interpret, and present various types of data applicable to a variety of health care needs, i.e. patient care, management of a facility, and mandatory reporting requirements.  |
|  |
| **Course Outcomes and Proficiencies** | **Assessments Planned** |
| What will the student ***know*** or ***be able to do*** at the end of the course?What ***attitudes*** related to the subject will the student hold? | What evidence will demonstrate that students have achieved course outcomes? (assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.) |
| **Upon successful completion of this course, the student will:** | **How each outcome will be assessed:** |
|  | Completion of written assignments, case studies, and tests |
| Define statistics, define where statistics in healthcare originates, and identify the users of healthcare statistics | Completion of written assignments, case studies, and tests |
| Explain basic statistical mathematic functions: fractions, decimals, quotients, proportion, rate, and percentage | Completion of written assignments, case studies, and tests |
| Perform basic mathematical functions accurately | Completion of written assignments, case studies, and tests |
| Define, differentiate, and apply the terms related to hospital censuses, service days, and admission and discharge | Completion of written assignments, case studies, and tests |
| Define and compute: hospital and department census, inpatient service days, and admission and discharge | Completion of written assignments, case studies, and tests |
| Define and differentiate among the terms inpatient bed count, bed complement total bed count days, newborn bassinet count, bed count days, and newborn bassinet count days | Completion of written assignments, case studies, and tests |
| Compute the bed occupancy percentage by date and by service days | Completion of written assignments, case studies, and tests |
| Calculate the direct and indirect bed turnover rate | Completion of written assignments, case studies, and tests |
| Define and calculate: length of stay variables | Completion of written assignments, case studies, and tests |
| Define and calculate death rates for various populations | Completion of written assignments, case studies, and tests |
| Define and calculate operations and procedures | Completion of written assignments, case studies, and tests |
| Define and calculate cancer mortality | Completion of written assignments, case studies, and tests |
| Define and calculate hospital autopsies and their rates | Completion of written assignments, case studies, and tests |
| Define and calculate various morbidity rates | Completion of written assignments, case studies, and tests |
| Describe the uses of statistics computed within the HIM department regarding unit cost, productivity, and staffing levels | Completion of written assignments, case studies, and tests |
| Differentiate between operational and capital budgets | Completion of written assignments, case studies, and tests |
| Generate and verify computerized statistical reports for accuracy | Completion of written assignments, case studies, and tests |
| Define categorical data: nominal, ordinal, interval, and ratio | Completion of written assignments, case studies, and tests |
| Differentiate between discrete data and continuous data | Completion of written assignments, case studies, and tests |
| Describe and differentiate between various tools used for presenting data | Completion of written assignments, case studies, and tests |
| Create tables and graphs to display statistical information | Completion of written assignments, case studies, and tests |
| Define the basics of healthcare research | Completion of written assignments, case studies, and tests |
| Describe various types of research designs | Completion of written assignments, case studies, and tests |
| Understand the privacy considerations in clinical and biomedical research | Completion of written assignments, case studies, and tests |
| Understand and describe data interpretation issues | Completion of written assignments, case studies, and tests |

**Course Content by Major Topics**What topics will be presented? What are the main activities of the course? What are the central themes?

(See sample at <http://www.lanecc.edu/cops/format3.htm>.)

**Topics:**

1. Introduction to Health Statistics and Mathematical Review
2. Patient Census Data
3. Percentage of Occupancy
4. Length of Stay
5. Mortality Rates
6. Autopsy Rates
7. Morbidity and Other Miscellaneous Rates
8. HIM Dept. Statistics
9. Presentation of Data
10. Basic Research Principles

 **Section 2. Proposal Information**

|  |  |  |
| --- | --- | --- |
| **Course Developer:** | **Type of Proposal** | **Type of Course:**  |
|   | [x]  New course | [ ]  Lower Division Collegiate (transfer)  |
| Date:  | [ ]  Currently 199 or 299  | [x]  Professional/Technical (required or elective)  |
| Catalog year to take effect:  | [ ]  Experimental Course | [ ]  Developmental, numbered below 100 |
| 2014-2015 | [ ]  199 Special Studies |  |
|  | [ ]  299 Trends  |  |
|  | [ ]  Revised course (If increasing credits, use credit change form) |
|  | [ ]  Reactivated course with no change |
|  | [ ]  Reactivated course with changes  |

**Rationale:**

|  |
| --- |
| **How does this proposal further the goals of the program or department?**  |
| These specific categories of healthcare statistics are used in the Health Records/Health Information Management jobs at inpatient facilities. Offering this course will add content that has been missing or out of date for the current workplace, thereby offering students currently needed skills and knowledge for employability. |
| **What assessment evidence supports this proposal?** HRT/HIM Advisory Board recommendations, HRT/HIM Professional organizations, such as AHIMA. (ahima.org), required for future AAS HIM credentialing. |
|       |
| **How do you know there is a demand for this course?** Students are asking for courses to advance to the next level of HIM knowledge and to prepare for an AAS HIM degree. |

**Section 3. Curriculum Equity (**[**http://www.lanecc.edu/cops/curric.htm**](http://www.lanecc.edu/cops/curric.htm)**)**

**To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane’s Curriculum Equity policy in the following way(s):**

As outlined in LCC’s policy and procedure system, this course will strive to:

1. Promote an environment where all learners are encouraged to develop their full potential;

2. Use materials which acknowledge the equal status of all human groups and integrates their social relationships;

3. Portray women and men from diverse cultural and ethnic backgrounds in a wide range of roles;

4. Use quotations, references and reading recommendations which are authored by individuals who endorse pluralism;

5. Use gendered examples equally when illustrating theories and concepts;

6. Use class materials which assist students in clearly recognizing and accepting basic similarities among all members of the human race as well as the uniqueness and worth of every individual. Examples of such material could include diverse individuals regardless of race, gender, age, religion, disability, national origin, marital status, or class background.

7. This will be offered in an online format at a minimum annually, making it available to all LCC students of all geographic locations.

**Section 4. For revised courses only: PREVIOUS Catalog/Course Information:**

Course Number: Course Title in Banner: (30 characters maximum)

Full Course Title in print catalog:

Prerequisites:

Co-requisites:

Grade Option: [ ]  Graded (with P/NP option) [ ]  Pass/No Pass only

|  |  |  |  |
| --- | --- | --- | --- |
| **Number/Type Credits** | **Term Minimum Contact** | **Term Maximum Contact** | **11-Week Term Contact** |
|    Lecture |    hours (lecture credits x 10) |    hours (lecture credits x 12) |    hours (lecture credits x 11) |
|    Lec/Lab |    hours (lec-lab credits x 20) |    hours (lec-lab credits x 24) |    hours (lec-lab credits x 22) |
|    Lab |    hours (lab credits x 30) |    hours (lab credits x 36) |    hours (lab credits x 33) |
|    **Total credits (sum)** |     **Total hours (sum)** |     **Total hours (sum)** |     **Total hours (sum)** |

**Course Description:**

What will change? [ ] Course Number [ ] Title [ ] Course Description [ ] Credit hours [ ] Contact hours

**Section 5. Support Courses (New Professional/Technical course proposals must complete.)**

Professional/Technical courses are tracked within programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required.

|  |  |
| --- | --- |
| Program | Division |
| HRT/HIM AGS Degree and certificates | Health Professions |
| AAS HIM | Health Professions |

**Section 6. Overlap Courses (New course proposals must complete.)**

While overlap of course materials is not necessarily a flaw, duplication of course materials may lead to inefficient use of college resources. If there is overlap, the faculty of overlapping courses must agree on the extent of overlap and attach a rationale explaining its necessity.

Indicate all departments/courses that this course may overlap. Division Dean of existing course enters one of two options at right. Note: N/A is not an option.

Options:

1. No overlap.

2. Approved: overlap is acceptable. Rationale attached.

3. Disapproved: reasons attached.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Division | Course Number / Title | % Overlap | Option | Division Dean of existing course(Signature required for all options) | Date |
| Math | MTH 243 | 20 | 2 |  |       |

**Section 7. Qualification to fulfill degree requirements** (complete all relevant forms, available at <http://www.lanecc.edu/currsched/index.html> and send to Mary Brau for the Degree Requirements Review Committee):

[ ]  Form(s) applying for the following degree requirement status have been attached. (Only check this box when forms have been completed and attached.)

**AAOT, ASOT-Bus, OTM:**

[ ]  Arts & Letters

[ ]  Social Sciences

[ ]  Science /Computer Science

[ ]  Mathematics

**AAOT:**

[ ]  Cultural Literacy Option

**AAS, 1-year and 2-year certificates:**

[ ]  Human Relations

**Section 8. Library Impact Statement**

Under accreditation standards, Library consultation is essential for new programs, new courses and for substantively revised courses when the revisions entail any change in library use.

**What assignments will require the use of library and information resources?**

None. All course resources used are available online at CMS.gov, AHIMA.org, and other professional or government OER sites.

Each academic area has a Liaison Librarian (<http://www.lanecc.edu/library/services/liaison.htm>). Contact the designated librarian to discuss the library needs of your course. Please allow the librarian at least one week to assess library resources.

**To be completed by Liaison Librarian:**

[ ]  Library resources are adequate to support this proposal.

[ ]  Additional resources are needed but can be obtained from current funds.

[ ]  Significant additional Library funds/resources are required to support this proposal.

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 Liaison Librarian Date

**Section 9. Divisional Approval** (To be completed by Division Chair and Administrative Assistant)

**Human, Physical, and Financial Resources:**

[ ]  Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:

[x]  No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.
Explain: part time staff already available to teach course. Tuition will cover course costs.

**Required Certifications:**

[x]  We have developed minimum course certification standards according to the COPPs procedure “Instructor Qualifications: Credit,” to be filed with ASA upon course approval.

[x]  We have completed faculty certification form(s) for faculty qualified to teach this course, to be filed with ASA and Human Resources upon course approval.

Administrative Assistant/Coordinator Date

**Fees:**

[ ]  We have completed fee rationale and fee request forms to be submitted to ASA upon course approval, in compliance with the COPPs procedure, “Fees: Special”

[x]  No special fees will be required for this course.

**Divisional Recommendation:**

[x]  The Division Chair and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.

[x]  Faculty review of this course was completed within the division on 11/12/2013(date).

[x]  Pass [ ]  Do Not Pass

Academic Dean Date

**Section 10. College Approval**

Curriculum Committee Chair Date Executive Dean for Academic Affairs Date

Curriculum Approval Committee hearing:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Vice President for Academic & Date

 Student Affairs