

**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 241**  Full Course Title for print catalog: **Health Information Management Applications 1**

Abbreviated Course Title for Banner: **HIM Apps 1**  (30 character limit)

Prerequisites: CS120 Concepts of Computing: Info Processing, instructor consent

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** |
| 4 Lecture | 40 hours (lecture credits x 10) | 48 hours (lecture credits x 12) | 44 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) |
| 4 **Total credits (sum)** | 40 **Total hours (sum)** | 48 **Total hours (sum)** | 44 **Total hours (sum)** |

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| **Course Description (300 character limit):** |
| This course examines the foundations of health information technology used in the collection and management of clinical information. Topics covered: the function, content, and structure of the health record. Data sets and healthcare information requirements and standards will also be covered. |
| **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:** |
| Summarize the development of the health information management profession from its beginnings to the present. | Exams, completion of written assignments, case studies, discussion questions |
| Evaluate contrast the paper-based, hybrid, and electronic methods in fulfilling the functions of the health record. | Exams, completion of written assignments, case studies, discussion questions |
| Describe the attributes of security, access, flexibility, connectivity and efficiency in fulfilling the functions of the health records. | Exams, completion of written assignments, case studies, discussion questions |
| Perform qualitative and quantitative analysis of records in various healthcare records, i.e. acute care and ambulatory records. | Exams, completion of written assignments, case studies, discussion questions |
| Define how various primary and secondary data sets are used in healthcare settings. | Exams, completion of written assignments, case studies, discussion questions |
| Describe the purpose, use, and documentation, requirements for customary reports, observations, orders, notes, authorizations, and consents included in a health record. | Exams, completion of written assignments, case studies, discussion questions |
| Identify types of numbering, filing, indexing and registry sets are used in health care settings. | Exams, completion of written assignments, case studies, discussion questions |
| Explain the purpose and elements of a personal health record. | Exams, completion of written assignments, case studies, discussion questions |
| Explore emerging activities at the federal, state, and regional level towards a national electronic health record. | Exams, completion of written assignments, case studies, discussion questions |
| Describe the purposes of registries and indexes, such as the master patient Index, disease index, and operational index. | Exams, completion of written assignments, case studies, discussion questions |
| Identify the role of the health information management professional in data stewardship of primary and secondary data. | Exams, completion of written assignments, case studies, discussion questions |

**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. The Health Information Management Profession
2. Purpose and Function of the Health Record
3. Content and Structure of the Health Record, including: Acute, Ambulatory Care, Long-term Care, Home Health and Hospice Records, along with Behavioral Health and Standards
4. Health Record Completion
5. Health Information Functions
6. Data Sets and Standards - review

**Section 2. Proposal Information**

|  |  |  |
| --- | --- | --- |
| **Course Developer:** | **Type of Proposal** | **Type of Course:**  |
| Shelley K. Williams | [x]  New course | [ ]  Lower Division Collegiate (transfer)  |
| Date: 10/1/2013 |  [ ]  Currently 199 or 299  | [x]  Professional/Technical (required or elective)  |
| Catalog year to take effect:  | [ ]  Experimental Course | [ ]  Developmental, numbered below 100 |
|  |  [ ]  199 Special Studies |  |
| 2014-2015\_X\_\_  |  [ ]  299 Trends  |  |
|  | [ ]  Revised course (If increasing credits, use credit change form) |
|  | [ ]  Reactivated course with no change |
|  | [ ]  Reactivated course with changes  |

**Rationale:**

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| How does this proposal further the goals of the program or department?  |
| The topics covered in this course are integral part of the CAHIIM requirements for the AAS Health Information Management degree program. This course can also be useful for other students currently working in a variety of healthcare employment. |
| What assessment evidence supports this proposal?  |
| HRT/HIM Advisory Board recommendations, CAHIM credentialing documentation (ahima.org) for AAS HIM credentialing. |
| How do you know there is a demand for this course?  |
| Required for AAS HIM degree. Also, may be used as directed elective for HI career pathway certificate and AAS HI 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 |
| HIM AAS Degree | 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 |
|       |       |       | 1 |  |       |
|       |       |       |       |  |       |

**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

[ ]  Cultural Literacy Option

**All degrees:**

[ ]  Health/Wellness/Fitness

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

[ ]  Human Relations

**Optional designation:**

[ ]  Sustainability status

**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: HP Division currently has faculty to teach course.

**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 12/9/2013(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