

ARIZONA WESTERN COLLEGE
SYLLABUS

MCB 100 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT

Credit Hours: 3 Lec: 3

PREREQUISITE: Admission into the Medical Coding and Billing Program

COURSE DESCRIPTION

Introduction to the health information management (HIM) profession. Students will be provided with a solid foundation in the principles and applications of HIM such as the content and management of health records (electronic and paper-based), healthcare law, medical coding classification systems, healthcare statistics, financial management and quality management. Exploration of the healthcare delivery system/industry such as the environment of the healthcare system, organization structures and the various types of healthcare facilities.

1. COURSE GOAL

To introduce students to the health information management system in the healthcare industry.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 Define a health record and describe the different types of data a health record contains.
- 2.2 Describe the flow of clinical data and the differentiate between the various healthcare disciplines that contribute to the clinical documentation within a health record.
- 2.3 Describe the organization structure and best practices, strategic and operational planning and workflow processes of the health information management department.
- 2.4 Identify professions available in the health information management field.
- 2.5 Distinguish the difference between various types of healthcare facilities.
- 2.6 Describe the various methods of paper record filing and organization of paper-based health records.
- 2.7 Describe the meaningful use of electronic health records.
- 2.8 Determine compliance of health record content within a healthcare facility.
- 2.9 Identify financial management processes.
- 2.10 Identify the correct use of classification systems, clinical vocabularies and nomenclatures in healthcare.
- 2.11 Identify privacy and security strategies to protect the integrity of health information.
- 2.12 Identify the best practices for the retention and destruction of medical records.
- 2.13 Assess the risk management components in the health information management.
- 2.14 Assess examples of fraud in healthcare.
- 2.15 Assess ethical standards of coding/billing practice.
- 2.16 Calculate statistics for healthcare operations.
- 2.17 Identify quality measures set in place by accreditation agencies.
- 2.18 Describe the impact of health information technology and policies on quality health care.
- 2.19 Identify interprofessional and soft skills needed in a health information management environment.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations
- 3.3 Group Discussions

4. LEARNING ACTIVITIES

- 4.1 Assigned Readings
- 4.2 Group Discussions
- 4.4 Group Activities
- 4.4. Assignments

5. EVALUATION

- 5.1 Quizzes/Exams
- 5.2 Assignments
- 5.3 Participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or loose-leaf book, pens, pencils, dictionaries, and purchase textbook required for class
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester.

Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid. For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course