FORMAT FOR CURRICULUM CHANGE PROPOSAL

To: Curriculum Committee

From: Biological Sciences

Date Submitted: October 30, 2007

Type of Curriculum Change Requested: Course credit hour change (one course will increase by an hour and another will decrease by one hour).

Submitted By: Melinda Wilkins, HIM Program Director *mw*

Approved By: Department Head: *Charlie Hogan*

                  Dean of School: *McMahon* 11-30-07

Reviewed By: Registrar: *Tammy Woods*

                  Vice-President for Academic Affairs

I.   Program or curriculum change as it will appear in the catalog.

Lab will be deleted from HIM 3024 to become HIM 3023 and a lab will be added to HIM 4033 to become HIM 4034.

HIM 3023 Introduction to Health Information Management
Fall. Prerequisite: Admission to the HIM Program. A study of the history of health records, professional ethics, the functions of a health information department, retention of records, medical forms, health information practices, and responsibilities to healthcare administration, medical staff, and other medical professionals.

HIM 4034 Advanced Coding Principles
Spring. Prerequisite: HIM 3033. A continuation of HIM 3033, including advanced principles of coding using ICD-9-CM and CPT. Experience with coding of health records as well as DRG grouping and the administrative aspects of coding will be emphasized. Lecture three hours. Laboratory two hours.

Course fees: $10 lab fee.

II. Course Information

     A. Rationale for the requested change.

         Previously, Introduction to Health Information Management was a four hour course that included a lab. However, the lab activities are more appropriate for inclusion in a coding class. This change emerged from assessment. Our graduates felt the need for more hands-on coding in a lab environment as well as the HIM industry in general. More emphasis is now placed on the coding function than ever before. It is not the intention

to increase the number of hours for graduation for the HIM Program. Therefore, it is proposed to delete the lab from HIM 3024, making it HIM 3023 and add a lab to HIM 4033, making it HIM 4044. It is felt that this will better serve the needs of the HIM students.

B. What impact will the change have on staffing, on other programs, budget, and space allocation?

    1. Within the department requesting the change.

       Current HIM faculty will be able to teach the courses.

    2. Outside the department.

       No impact outside the department.

C. Effective date or term.

    Fall, 2008.

D. **When applicable, state with which departments you have specifically coordinated this change? (If unable to identify coordinating departments that change affects, Academic Affairs can offer assistance in identifying course use.)

List Department Head/ Program Director Consulted: (Add to list as needed)	Indicate Support for Proposal (yes/no)	Date:
1. No other programs are impacted.		
2.		
3.		
4.		
5.		

If no, please attach explanation from responding Department Head indicating why they do not support the proposal.

Note: A syllabus should accompany each course proposal. The syllabus should contain the objectives of the course, a summary of course content, and bibliography of resources.

*Each new program proposal must include an assessment plan using the approved University Assessment Form.

*Updated 8/1/04
**Updated 9/1/05

Outline in specific detail how your proposal will alter the program (include course number and title):

HIM program (handwritten)

Fall Start	
Freshman Fall Semester Add/Change: Delete: Total Hours:	**Freshman Spring Semester** Add/Change: Delete: → *Medical Asst Program* (handwritten) Total Hours:
Sophomore Fall Semester Add/Change: HIM 2033 (handwritten) Delete: HIM 3033 (handwritten) ✓ Total Hours: 18 (handwritten)	**Sophomore Spring Semester** Add/Change: Delete: Total Hours:
Junior Fall Semester Add/Change: HIM 3023 Delete: HIM 3024 Total Hours: 15 ✓	**Junior Spring Semester** Add/Change: Delete: Total Hours:
Senior Fall Semester Add/Change: Delete: Total Hours:	**Senior Spring Semester** Add/Change: HIM 4034 Delete: HIM 4033 Total Hours: 17
Spring Start (If applicable)	
Freshman Spring Semester Add/Change: Delete: Total Hours:	**Freshman Fall Semester** Add/Change: Delete: Total Hours:
Sophomore Spring Semester Add/Change: Delete: Total Hours:	**Sophomore Fall Semester** Add/Change: Delete: Total Hours:
Junior Spring Semester Add/Change: Delete: Total Hours:	**Junior Fall Semester** Add/Change: Delete: Total Hours:
Senior Spring Semester Add/Change: Delete: Total Hours:	**Senior Fall Semester** Add/Change: Delete: Total Hours:
Total Program Hours	

HIM program (handwritten)

Arkansas Tech University
Health Information Management Program

Course: HIM 3023 Introduction to Health Information Management

Instructor: Melinda Wilkins, M.Ed., RHIA
                1311 North El Paso, T5
                Phone: 968-0441
                E-mail: mwilkins@atu.edu
                Office hours: MW 1-3
                              TR 9-12, 1-3
                              Friday by appointment

Description: A study of the history of health records, professional ethics, the
              functions of a health information department, retention of records,
              medical forms, health information practices, and responsibilities to
              healthcare administration, the medical staff, and other medical
              professionals.

Prerequisite: Admission to HIM Program.

Text: Abdelhak, Health Information: Management of a Strategic
              Resource, 3rd. Ed., 2007 (required).

              Student Workbook for above (required).

Bibliography (supplemental reading):
              Journal of the American Health Information Management Association
              You will receive this publication upon joining AHIMA as a student
              member (www.ahima.org).

Justification/rationale: This course serves as an orientation into the field of
              health information management. The student will be introduced
              into the various functions that are typical in a health information
              environment. In learning the technical aspects of the field, it is felt
              that they will have a better understanding for making management
              decisions.

Objectives: At the end of the course, the student will have a working
              understanding of the following AHIMA Domains, Subdomains,
              and Tasks:

Domain I: Healthcare Data
              A. Subdomain: Data Structure, Content and Use
                  1. Verify timeliness, completeness, accuracy, and

appropriateness of data and data sources (e.g., patient care, management, billing reports and/or databases).

Domain II: Health Information Analysis
A. Subdomain: Healthcare Statistics and Research
1. Abstract records for department indices/database/registries.

Domain III: Healthcare Environment
A. Subdomain: Healthcare Delivery Systems
2. Understand the role of various providers and disciplines throughout the continuum of healthcare services.
C. Subdomain: Healthcare Information Requirements and Standards
2. Perform quantitative analysis of health records to evaluate compliance with regulations and standards.
3. Perform qualitative analysis of health records to evaluate compliance.

Domain IV: Information Technology and Systems
A. Subdomain: Information Technology
2. Use electronic or imaging technology to store medical records.
5. Protect data integrity and validity using software or hardware technology.
B. Subdomain: Health Information Systems
1. Collect and report data on incomplete records and timeliness of record completion.
2. Maintain filing and retrieval systems for paper-based patient records.
3. Maintain integrity of master patient/client index.
4. Maintain integrity of patient numbering and filing systems.
5. Design forms, computer input screens, and other health record documentation tools.

Learning Objectives:
1. Identify key players in medical history.
2. Compare and contrast early efforts to record medical information with today's patient record.
3. Track the parallels between the development of health care and the development of the health record.
4. Describe the influence of changes in the U.S. healthcare system on the health information management (HIM) profession.
5. List the attributes of a profession and apply them to the HIM

profession.

6. Trace the development of the HIM profession.
7. Describe the benefits of membership in a professional association.
8. List and describe some of the roles of HIM professionals in today's healthcare environment.
9. Identify major milestones in the HIM profession.
10. Compare and contrast the purposes of the computer-based patient record with those of the patient record in the early 1900's.
11. Describe the impact of information technology on the HIM profession.
12. Identify the requirements for initial and continuing certification within the HIM profession.
13. Give an acceptable definition of data and information.
14. Differentiate between data and information.
15. Describe the following types of data:
    Socioeconomic
    Financial
    Clinical
    Primary
    Secondary
16. Identify those factors that are significant in the use of data.
17. Discuss the importance of data integration and clinical data management.
18. Identify the primary individuals or groups that collect and distribute data within the healthcare facility.
19. Identify key organizations external to the healthcare facility that collect and distribute data.
20. Describe how the following individuals and groups are users of data:
    Healthcare practitioners
    Payers
    Social uses
    Employers
    Judicial process
    Media
    Patients
    Planners/policy development
    Research/epidemiologists
21. Differentiate between the manual and electronic processing of data to produce appropriate health care information.
22. Describe the importance of quality data and the mechanisms and controls used to ensure quality.
23. Define confidentiality.
24. Identify concerns related to data and the protection of patient

confidentiality.

25. Describe the purpose and sponsor of the following data sets and databases:

    Uniform Hospital Discharge Data Set

    Uniform Ambulatory Care Data Set

    Minimum Data Set for Long-Term Care and Resident
        Assessment Protocols

    National Cancer Data Base

    Uniform Clinical Data Set

    Hospital Discharge Databases

    ASTM E1384 Standard Content and Structure of the
        Computer-Based Patient Record

26. Discuss the importance of data in the care of the patient.

27. Identify the steps in the management decision-making process with particular attention in the step dealing with collection of data.

28. Describe the users of health care data and the importance of addressing the needs of each.

29. Discuss the importance of consistency and compatibility in data collection both within an institution and across the health care delivery system.

30. Explain ASTM E 1384 and its relation to the computer-based patient record and data collection.

31. Describe the concept of a universal personal identification number (UPIN) as the number that uniquely identifies the patient, provider, or practitioner, including encryption of the patient's UPIN.

32. Identify the major minimum data sets, their scope, and special features.

33. Identify the values and uses of uniform data sets.

34. Explain the major data input technologies, including their applications, strengths, and weaknesses.

35. Explain event and data validation checks and the use and value of each method.

36. Describe the general principles of forms and views design.

37. Identify the basic forms and format of the paper-based patient record.

38. Describe the role of the health information manager in data collection.

Evaluation: Grades for this course will be assigned according to performance on lab assignments, homework and exams. Each assignment/exam will be weighted appropriately. Attendance and class participation may also be taken into consideration as a part of your grade.

At the time assignments are made, the instructor will notify students of date due. Students are responsible for turning papers in on time. Assignments turned in late will be accepted, but the grade will be lowered 5% for each weekday the assignment is late.

You must contact the instructor prior to an examination if an examination will be missed. Make-up exams will be given at the discretion of the instructor and the final grade will be lowered 10% automatically.

The following grading scale will be used in all HIM courses:

A 92-100
B 84-91
C 75-83
D 65-74
F . . . . . 64 - 0

A grade of "C" or better must be earned in all HIM courses in order to complete graduation requirements.

Attendance Policy: Students in the Health Information Management Program are being trained for professional positions in the health care environment. Accountability and reliability are important attributes of the successful professional. The student is expected to attend class. Excessive nonuniversity-excused absences (more than one per credit hour) will result in the student's grade being lowered one percentage point per absence. This attendance policy is also applicable to any required meetings outside of class time, to include ArHIMA seminars or convention or any other professional meeting or seminar required by the instructor(s). Students with 7 absences will be dropped from class.

Example: HIM 4073 – student is absent 4 times. Final grade is 90%. Student will receive 89% for a final grade.

Ethics: Unethical behavior will not be tolerated and is subject to disciplinary action or possible expulsion from the HIM program and/or TECH, as detailed in the TECH Student Handbook. Due process is outlined in the TECH Student Handbook   Each student must do his/her own work on examinations, assignments, and projects and maintain confidentiality of classroom discussions and information gained from all aspects of the educational experience, regardless of the setting. No cheating or plagiarism will be tolerated.

Classroom Courtesy: Please turn cell phones off during class time. It is disruptive when phones ring and not appropriate to talk on the phone or text during class time.

Arkansas Tech University
Health Information Management Program
Advanced Coding (HIM 4034) Syllabus

Course: HIM 4034 Advanced Coding Principles

Instructor: Chris Merle, MS, RHIA
1311 El Paso Avenue (Campus Building T-5)
Phone: 968-0364
E-mail: cmerle@atu.edu
Office hours: MW 12-4, F 12-2
 TR by appointment

Description: A continuation of HIM 3033, dealing with advanced principles of coding using ICD-9-CM and CPT-4. Experience with coding of health records, reimbursement methodologies for inpatient and outpatient encounters, and the administrative aspects of coding will be emphasized. At least one computer software system (encoder) to assign codes will be utilized.

Prerequisite: HIM 3033.

Texts: Current Procedural Terminology, American Medical Association, current year.
ICD-9-CM, Hospital Version, any publisher, current year.
Basic CPT/HCPCS Coding, AHIMA, current year

Bibliography (supplemental reading):
- Journal of the American Health Information Management Association
- American Health Information Management Body of Knowledge, http://www.ahima.org
- Abdelhak, Health Information: Management of a Strategic Resource, W.B. Saunders, 2000.

Justification/rationale: This course serves as continuation of the basic coding course. In an ever-changing world of healthcare, the student must be given current information dealing with reimbursement issues. It is essential that the new concepts be introduced in a timely manner. Recent emphasis on Medicare fraud and abuse issues are crucial for the HIM professional.

Objectives: At the end of the course, the student will have a working understanding of the following AHIMA Domains, Subdomains, and Tasks:

Domain 1: Healthcare Data
Subdomain 1.a: Data Structure, Content and Use
1.a.4: Validate coding accuracy using clinical information found in the health record.

Subdomain 1.b: Clinical Classification Systems – ICD-9-CM Coding
1.b.1. Assign diagnosis/procedure codes using ICD-9-CM.

Subdomain 1.c: Clinical Classification Systems – CPT-4 Coding
1.c.1: Assign procedure codes using CPT/HCPCS.

Domain 2: Information Technology and Systems
Subdomain 2.a: Healthcare Statistics and Research
2.d.1: Abstract records for department indices/databases/registries.

Domain 3: Healthcare Environment
Subdomain 3.a: Healthcare Delivery Systems
3.a.1: Interpret and apply laws, accreditation, licensure and certification standards, monitor changes, and communicate information-related changes to others in the facility.

Subdomain 3.c: Healthcare Information Requirements and Standards
Subdomain 3.c.6: Ensure facility-wide adherence to health information services' compliance with regulatory requirements (e.g., ICD-9-CM Cooperating parties coding guidelines, HCFA Compliance Plan, Correct Coding Initiative).

The student will also have an understanding of:
- Concurrent versus retrospective coding
- Use of Coding Clinic
- Coding Policies
- Physician Query Process
- Role of reimbursement systems in coding
- Use of encoders
- Medicare fraud and abuse, to include optimization pitfalls

Evaluation: Grades for this course will be assigned as follows -
Exams/Projects - 75%
Lab Assignments/Homework - 25%

At the time assignments are made, the instructor will notify students of date due. Students are responsible for turning papers in on time. Late assignments will <u>not</u> generally be accepted, but may be at the discretion of the instructor.

The student must contact the instructor <u>prior</u> to an examination if an examination will be missed. Make-up exams will be given at the discretion of the instructor and the final grade will be lowered 10% automatically.

The following grading scale will be used in all HIM courses:
A 92-100
B 84-91
C 75-83
D 65-74
F . . . . . 64 – 0

A grade of "C" or better must be earned in all HIM courses in order to complete graduation requirements.

Attendance Policy: Students in the Health Information Management Program are being trained for professional positions in the health care environment. Accountability and reliability are important attributes of the successful professional. The student is expected to attend class. Excessive absences will be penalized by the deduction of 1% off the final grade for every absence over 1 per credit hour.

For example, in HIM 4073 (a 3-credit hour class) a student misses 4 times. His/her final grade is 92%. The grade will be lowered by 1%, thereby giving him/her 91% in the class and lowering the letter grade from an "A" to a "B."

Communications Devices: Mobile communications (phone calls, text messaging, etc.) are absolutely prohibited during class. If a student is using such devices during class, he/she will be asked to leave and an absence will be incurred.

Ethics: Unethical behavior will not be tolerated and is subject to disciplinary action or possible expulsion from the HIM program and/or TECH, as detailed in the TECH Student Handbook. Due process is outlined in the TECH Student Handbook. Each student must do his/her own work on examinations, assignments, and projects and maintain confidentiality of classroom discussions and information gained from all aspects of the educational experience, regardless of the setting. No cheating or plagiarism will be tolerated.