



HCA-101 Health Information Management

Description:

HCA-101 introduces the concepts of health information technology and management. In the age of the Electronic Health Record (EHR), staying on top of the latest trends in technology and federal legislation is a must for today's health care professional. This course is mapped to the latest CAHIIM domains and standards, and includes new coverage of e-HIM, EHRs, data integrity and security, ICD-10-CM implementation, and HIPAA. Concise and approachable, HCA-101 presents topics in simple language that readers can easily understand.

Textbook: Essentials of Health Information Management: Principles and Practices, 3rd Ed. – Bowie, Green - ISBN: 9781305865822

Course objectives:

Throughout the course, you will meet the following goals:

- Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
- Analyze policies and procedures to ensure organizational compliance with regulations and standards.
- Adhere to legal and regulatory requirements related to health information management.
- Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements throughout the continuum of health care.

Contents:

Ch 1: Health Care Delivery Systems
Ch 2: Health Information Management Professionals
Ch 3: Health Care Settings
Ch 4: Introduction to the Patient Record
Ch 5: Electronic Health Records
Ch 6: Patient Record Documentation Guidelines: Inpatient, Outpatient, Physician Office
Ch 7: Numbering & Filing Systems and Record Storage & Circulation
Ch 8: Indexes, Registers, and Health Data Collection
Ch 9: Legal Aspects of Health Information Management
Ch 10: Introduction to Coding and Reimbursement

Grading Scale

A = 95-100%
B = 88-94.9%
C = 80-87.9%
D = 70-79.9%
F = Below 70%

Grade Weighting

Chapter Quizzes..... 70%
Final Exam 30%
100%