

**HITT 1301**  
**Health Data Content & Structure**

**Western Texas College**

- I. Basic Course Information
  - A. Course Description: Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.
  - B. Required Prerequisite: None
- II. Student Learning Outcomes
  - A. analyze health record content;
  - B. describe health information management department function and purpose;
  - C. differentiate the various types of health care facilities and their records;
  - D. identify the various licensing and regulatory agencies in the healthcare industry.
- III. Testing Requirements
  - A. The final exam must be proctored. (ask your instructor for more details)
- IV. Major Course Requirements

V.	Proctored	Not Proctored
Assignments		40%
Exams		25%
Final Exam	35%	
Total	35%	65%

- VI. Information on Books
  - A. Essentials of Health Information Management, 3rd Ed. Bowie ISBN:1-285-17726-6
- VII. Other Policies, Procedures and important dates. Please refer to the [WTC Catalog](#) for the following:
  - A. Campus Calendar
  - B. Final Exam Schedule
  - C. How to drop a class
  - D. Withdrawal Information
  - E. Student Conduct/Academic Integrity
  - F. Class Attendance
  - G. Student with disabilities

## Course Content

	Week 1 Handouts and Intro to Moodle
Chapter 1	Healthcare Delivery Systems
Chapter 2	Health Information Management Professionals
Chapter 3	Healthcare Settings
Chapter 4	Introduction to the Patient Record
Chapter 5	Electronic Health Records
Chapter 6	Patient Records Documentation Guidelines: Inpatient, Outpatient and Physician Office
Chapter 7	Numbering & Filing Systems And Record Storage & Circulation
Chapter 8	Indexes, Registers & Health Data Collection
Chapter 9	Legal Aspects of Health Information Management
Chapter 10	Introduction to Coding & Reimbursement
	Final Review
	Final Exam

\*\*\*Disclaimer: Assignments due to change by instructor

Last Modified: October 9, 2017