

HITT 1401
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

| | Proctored | Not Proctored |
|-------------|-----------|------------------|
| Assignments | | 40% |
| Exams | | 25% |
| Final Exam | 35% | |
| Total | 35% | 65% |

V. 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

VIII. Course Content

| Week | Topic |
|-------|-------------------------------------------------------------------------------------------------|
| 1 | Course Introduction |
| 2 | Chapter 1: Healthcare Delivery Systems |
| 3 | Chapter 2: Health Information Management Professionals |
| 4 | Chapter 3: Healthcare Settings |
| 5 | Chapter 4: Introduction to the Patient Record |
| 6 | Chapter 5: Electronic Health Records |
| 7 | Chapter 6: Patient Records Documentation Guidelines: Inpatient, Outpatient and Physician Office |
| 8 | Mid-Term |
| 9 | Chapter 7: Numbering & Filing Systems And Record Storage & Circulation |
| 10 | Chapter 8: Indexes, Registers & Health Data Collection |
| 11 | Chapter 9: Legal Aspects of Health Information Management |
| 12-14 | Chapter 10: Introduction to Coding & Reimbursement |
| 15 | Final Review |
| 16 | Final Exam |

***Disclaimer: Assignments due to change by instructor