

**J. Sargeant Reynolds Community College**  
**Course Content Summary**

**Course Prefix and Number:** HIM 142

**Credits:** 3

**Course Title:** Fundamentals of Health Information Systems II

**Course Description:** Focuses on health data collection, storage, retrieval, and reporting systems, with emphasis on the role of the computer in accomplishing these functions. Part II of II. Prerequisite: Passing score on the computer competency exam, ITE 115, or permission of the instructor. Lecture 3 hours per week.

**General Course Purpose:** Required for the Advance Coder Career Studies Certificate, this course is designed to allow students to gain an understanding of the data elements that comprise a patient information system; to develop skills in analyzing data for completeness and accuracy; to understand the vision of the computer-based patient record (CPR) and their role in its development; to gain knowledge of the various methods for filing, storage, and retention of health records; and to develop requisite skills in the filing and storage of health records

**Course Prerequisites and Co-requisites:**

Prerequisite: Passing score on the computer competency exam, ITE 115, or permission of the instructor

**Course Objectives:**

Upon completing the course, the student will be able to

- a. Discuss healthcare data elements and documentation standards, including documentation for inpatient, psychiatric, managed care, hospice, long-term care, and ambulatory surgery institutions;
- b. Apply policies and procedures for quantitative and qualitative analysis of primary healthcare data;
- c. Evaluate the accuracy of quantitative analysis;
- d. Evaluate and review primary and secondary healthcare data for institutional effectiveness;
- e. Apply and follow policies and procedures for data information reports by collecting, maintaining, analyzing, and displaying data based on external regulatory and accrediting agency standards;
- f. Employ accreditation standards for patient-related data;
- g. Discuss the role and purpose of the patient record;
- h. Evaluate appropriate user needs for computer-based patient records;
- i. Select and utilize appropriate technologies for computer-based patient records (storage, retention, and retrieval); and
- j. Construct a health record data filing system for retrieval, retention, archival storage, and destruction of healthcare data.

**Major Topics to be Included:**

- a. External regulatory agencies and accreditation standards: HIPPA
- b. Healthcare data elements and documentations standards: primary and secondary
- c. Quantitative and qualitative data analysis
- d. Computer-based patient record (CPR)
- e. Technology
- f. Health data record (filing, retrieval, retention, archival storage, and destruction)

**Effective Date of Course Content Summary:** January 20, 2016