

# HIM - HEALTH INFORMATION MGMT (HIM)

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## **HIM 1203 Health Information Coding I (3-1-3)**

Covers the basics in applying appropriate codes from the latest International Classification of Diseases (ICD) to classify events of morbidity, mortality, surgical procedures and other non-surgical interventions with an emphasis on accuracy, completeness, and sequencing. It covers all body systems. Maternity, oncology, and external causes of morbidity and mortality are also covered. Factors influencing health status and contact with health services are included.

**Prerequisites:** HSC 1033

## **HIM 2003 Health Information Coding II (3-1-3)**

Offers a comprehensive approach to incorporate coding principles from theory to practice at an intermediate level, as well as introducing students to the science of pharmacology, focusing on the rationale for appropriate code assignment. Students are required to apply their knowledge of pharmacology when coding case studies. Students are also required to successfully complete HIM 1203 HI Coding I before commencing this course.

**Prerequisites:** HIM 1203

## **HIM 2113 Applied Pathophysiology I (3-1-3)**

Introduces pathophysiological processes of the body systems. The etiology, clinical features, diagnostic testing procedures and management of a selection of disorders affecting the major body systems is studied namely: cardiovascular, respiratory, gastrointestinal; including blood and lymphatic and endocrine system. An understanding of medical terminology used in describing clinical signs and symptoms, diagnostic techniques (laboratory based and radiological), surgical and medical procedures performed that comprise the patient's record is developed.

**Prerequisites:** HSC 1033

## **HIM 2203 Health Information Management Studies (3-1-3)**

Develops an understanding of comprehensive health information management skills: categorisation and processing of patient information into indexes, registers, registries, as well as the more common nomenclatures and classification systems, including the activities and functions of a typical health information management department. Introduces computerised record processing systems, using related patient data systems as examples whilst managing data quality and maintaining patient confidentiality.

## **HIM 2313 Applied Pathophysiology II (3-1-3)**

This course is a continuation of HIM 2113 Applied Pathophysiology I. The course continues to introduce pathophysiological processes of the body systems. The etiology, clinical features, diagnostic testing procedures and management of a selection of disorders affecting the major body systems is studied namely: urinary, musculoskeletal, nervous systems, skin disorders; female reproductive system, obstetrics and newborn care as well as male reproductive system.

**Prerequisites:** HIM 2113

## **HIM 2323 Legal and Ethical Aspects in HIM (3-1-3)**

This course provides knowledge of medico legal issues and how this affects the health information manager. It also explores ethical challenges in the management of health information as well as the contemporary health care setting. Upon successful completion of this course, students possess knowledge of medical - legal issues and how this affects the health information manager. Students learn to appreciate the ethical challenges in the management of health information in contemporary health care settings.

## **HIM 2403 Introduction to Management in Healthcare (3-1-3)**

Covers basic understanding of organizational management, motivation, leadership and conflict management is developed, along with an understanding of the functions of management from the viewpoint of a manager who is responsible for creatively solving problems and facilitating creative problem solving efforts in others.

## **HIM 2902 HIM Hospital Preceptorship I (0-8-2)**

Provides an opportunity for the application of knowledge and skills in an active health record department. Students acquire knowledge in, and experience with, the structure and responsibilities of a health records department and interdepartmental relationships. Students gain procedural experience in assembly, analysis, filing, management of master patient index, management of incomplete record processing, record tracking, and release of health information.

## **HIM 3003 Biostatistics (3-1-3)**

Introduces basic scientific principles, applied research methods, statistical concepts, and descriptive and inferential procedures typically used to enhance understanding health information. Course topics include: levels of measurement, frequencies, normal distributions, and graphs; rates and proportions, confidence intervals, and evaluating a medical test; correlations and comparing means; including hypothesis testing applied to case studies.

## **HIM 3013 Health Information Coding III (3-1-3)**

Develops further knowledge on health information coding using the latest ICD version, along with the application of abstracting complex case studies and the implication of these processes on the provision of better health planning, financing and administration. An understanding of the link between case mix, diagnostic related groups and health funding models and how these tools contribute to the provision of better health outcomes is also developed. Students need to successfully complete HIM 2003 HI Coding II before commencing this course.

**Prerequisites:** HIM 2003

## **HIM 3103 Health Informatics I (3-1-3)**

Introduces essential concepts and applications of information and communication technologies in healthcare. Upon successful completion of this course, students are expected to understand and apply system thinking to describe healthcare services; and assess computer hardware, software and networking technologies as components of healthcare information systems. Students need to successfully complete this course in order to proceed to HIM 4023 Health Informatics II.

**Prerequisites:** CIS 1303

## **HIM 3113 Health Information Coding IV (3-1-3)**

This course continues to develop the student's understanding of the coding function with an emphasis on using health information technology applications to assist in the coding process. It examines key elements of revenue cycle management and analyzes the function of HIM professionals using HIT applications in this process. Students evaluate issues related to coding compliance and recommend a coding compliance program based on national and international standards. Students must successfully complete HIM 3013 Health Information Coding III before commencing this course.

**Prerequisites:** HIM 3013

**HIM 3303 Epidemiology (3-1-3)**

Develops a basic understanding of core and central concepts in epidemiology. Includes historical origins, purpose and modern uses of epidemiology. Emphasis is on applied research, measurement, and data interpretation. Epidemiological study designs and case studies are used to enhance understanding of investigation of disease outbreak and to develop skills and abilities in critical thinking and evaluation.

**Prerequisites:** HIM 3003

**HIM 3912 Coding Preceptorship I (0-8-2)**

Offers a clinical coding preceptorship where students apply diagnosis and procedure coding techniques to actual patient records in an acute care practice environment with an emphasis on speed, accuracy, completeness and sequencing. In addition, the preceptorship provides an opportunity to analyze and suggest improvements to coding practices. Students must successfully complete HIM 3912 Coding Preceptorship I before proceeding to HIM 3914 Coding Preceptorship II in the following semester.

**Prerequisites:** HIM 2003

**HIM 3914 Coding Preceptorship II (0-16-4)**

Offers a clinical coding preceptorship where students apply diagnosis and procedure coding techniques to actual complex patient records in an acute care practice environment. The coding preceptorship provides opportunities to code increasingly complex records with an emphasis on speed, accuracy, completeness and sequencing. In addition, the preceptorship provides an opportunity to analyze and suggest improvements for best coding practices standards. Students must successfully complete HIM 3912 Coding Preceptorship I before commencing this course.

**Prerequisites:** HIM 3912

**HIM 4013 Quality Management in Healthcare (3-1-3)**

This course focuses on the concepts and processes of quality and how quality is applied throughout healthcare. It discusses activities and methods of quality improvement in health care facilities generally, and in the health information management department specifically where a quality improvement process is a project within the course. It also addresses the attributes of an effective quality improvement team. In addition, the course includes an introduction and application to the concept of risk management and utilization review processes.

**HIM 4023 Health Informatics II (3-1-3)**

Applies concepts related to strategic planning, analysis, design, evaluation, selection and implementation of health information systems. The course develops further understanding of health informatics field and the different patient care applications. Finally it applies assessment and evaluation methodologies to e-health applications. Students need to successfully complete HIM 3103 Health Informatics I before commencing this course.

**Prerequisites:** HIM 3103

**HIM 4033 Finance Management in Healthcare (3-1-3)**

Introduction to accounting systems and controls in healthcare, the accounting cycle and books of original entry, accrual accounting and reporting and interpreting financial statements. Topics include assets, liability, equity, balance sheets, income statements, cash flow, inventory, depreciation, managerial accounting, cost accounting, budgeting and decision making as related to cost control. Financial concepts will be covered in terms of its applications to the healthcare industry.

**HIM 4103 Health Data Analysis (3-1-3)**

Assesses the collection, interpretation and uses of health data beyond the client/patient treatment and disease/operation classification stages. Key emphases include: health data applications in management and clinical decision-making; performance indicators for health care funding, use and evaluation of coded and non-coded sources of health data for research, data management for clinical trials and regulatory and management issues surrounding registries and databases.

**Prerequisites:** HIM 3003

**HIM 4303 Health Care Economics and Health Insurance (3-1-3)**

Develops an understanding of health economics and economic analysis of the health care market. Identifies and assesses factors that control the health care insurance industry; describes and discusses the different models of health care cost control, including case mix funding systems and managed care programmes; describes and discusses the impact of adopting new technologies on cost of health care services; and finally, considers and discusses the ethical and political aspects of these new health care funding models from a global perspective.

**HIM 4413 Strategic Management in Health Care (3-1-3)**

Focuses on strategic management and its application in health care. Topics covered include: strategic planning and forecasting; marketing; organizational assessment; benchmarking; quality improvement; workplace re-design; and process re-engineering. Applies knowledge and skills gained to develop and evaluate departmental strategic plan and demonstrate the implementation of the plan at departmental and organizational levels.

**Prerequisites:** HIM 2403

**HIM 4904 HIM Hospital Preceptorship II (0-16-4)**

Allows Health Information Management students to work on specific projects related to the programme goals. Projects will be selected from any of the major health information management functions and also in relation to the requests and needs of the host site. The emphasis of this practicum is on working independently and applying work ethics and professionalism. A final project report is to be submitted to the host site supervisor and college instructor.