SOUTHEAST COMMUNITY COLLEGE

HEALTH SCIENCES DIVISION

HEALTHCARE MANAGEMENT
Created Date: 10/2022
Syllabus Statements

I.   CATALOG DESCRIPTION
Course Number: **HCMG 1600**
Course Title: Health Information Management
Prerequisite(s):   None

Catalog Description: This course introduces the health information management and healthcare delivery systems. Topics include information management policy and procedure, healthcare settings, the patient record, electronic health records (EHRs), telemedicine, data collection standards, legal aspects of health information, coding, and reimbursement. Students will explore current and emerging trends and developments in health information management.

Credit Hours: 3
Class Hours: 45
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will:*

1. Summarize Health Information Management principles, terms and concepts.
2. Describe Health Information Management nomenclatures, classification systems, and coding standards.
3. Evaluate the selection, implementation and operation of Health Information Management systems and applications.
4. Explain the legal and ethical concepts and principles that direct the management of personal health information.
5. Evaluate the collection, access, analysis and secondary statistical use of quality health data to provide information to management/care teams, government bodies, researchers, and information technology product developers.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:
   A. STUDENT LEARNING OUTCOMES: *The student will be able to:*
       1.   Apply basic concepts and principles to identify, evaluate, select, organize, maintain, and provide access to physical and digital information assets.
       2.   Describe current information technologies and best practices relating to the preservation, integrity, and security of data, records, and information.
   B. GENERAL EDUCATION LEARNING OUTCOMES
       1.   GELO 3: Critical Thinking and Problem Solving
       Outcome: Acquire and integrate knowledge and construct relationships across disciplines.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information***)**
   A. UNITS--TBD

V. INSTRUCTIONAL MATERIALSREQUIRED
   A. Required Text(s): TBD

VI. METHODS OFPRESENTATION/INSTRUCTION
   A. Methods of presentation typically include a combination of the following:
   1. Lecture
   2. Role Play
   3. Handout Materials
   4. Class Participation/Presentations/Activities
   5. Case Studies and Group Work
   6. Guest Presenters
   7. Internet Resources
   8. Power Point slides and videos
   9. Pretests, Quizzes, and Exams.
   10. Assignments
   11. Projects
   12. Games may be used to augment some of the units

VII. METHODS OF EVALUATION
   A. Methods of evaluation typically include a combination of assignments, quizzes, exams, projects, etc.
   B. For grading expectations please see the course information document.

   SCC STANDARD GRADING SCALE POLICY:

A+	**95-100**	**C+**	**75-79**
A	**90-94**	**C**	**70-74**
B+	**85-89**	**D+**	**65-69**
B	**80-84**	**D**	**60-64**
		F	**Below 60**

VIII. SPECIFIC COURSEREQUIREMENTS
   A. ATTENDANCE
   Attendance is crucial to the success of this course. Any class missed could mean valuable missed information, which is difficult to obtain. Please notify the instructor of any pending absences or if you will be late.
   B. To be awarded credit towards a Healthcare Management AAS, the student must receive a "C+" or higher in the course.

Please see the course information document for course policies related to grading, expectations, assignments, assessments, and participation.