**Course Description:**

Students develop, evaluate, and implement billing and record systems for health information data using various classification systems to code and categorize patient information. Topics include health record content and structure, diagnostic coding, legal and compliance requirements. Students will record transactions, process payments, and manage patient accounts. Further, students gain knowledge using coded data to produce and submit claims to insurance companies; reviewing and appealing unpaid and denied claims; and for handling collections on unpaid accounts.

**Strand 2. Human Body System**

Learners will describe the various anatomy, physiology, and pathophysiology associated with body systems and alterations related to the normal developmental process, obtain a health history, perform an evaluation of the body systems, and document using medical terminology.

**Outcome: 2.3. Medical Terminology**

Decipher medical terms through word origin and structure with an emphasis on derivation, meaning, pronunciation and spelling.

**Competencies**

2.3.1. Build and decipher medical term meanings by identifying and using word elements (e.g., word roots, prefixes, suffixes, combining forms).

2.3.3 Use diagnostic, symptomatic, and procedural terms to read and interpret various medical reports.

2.3.4. Use abbreviations and symbols to identify anatomical, physiological and pathological classifications and the associated medical specialties and procedures.

2.3.5. Communicate medical instructions and prepare medical documents using medical terminology.

*An “X” indicates that the pathway applies to the outcome.*

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| **Pathways** | X | Health Information Management |  | Medical Bioscience |  | Allied Health and Nursing |  | Exercise Science and Sports Medicine |
| **Green Practices** |  | Green-specific |  | Context-dependent |  | Does not apply |

**Strand 3. Therapeutic Interventions**

Learners will assist with improving the individual's health outcome and quality of life throughout the lifespan within their scope of practice.

**Outcome: 3.1 Environmental Interventions**

Create and maintain a safe, sterile, efficient, and developmentally appropriate care environment.

**Competencies**

3.1.3. Describe confidentiality guidelines in the Health Insurance Portability and Accountability Act (HIPAA).

3.1.7. Describe and follow the precautions used in oxygen therapy and pressurized gases.

3.1.12. Differentiate and apply principles of aseptic and sterile techniques.

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| **Pathways** | X | Health Information Management | X | Medical Bioscience | X | Allied Health and Nursing | X | Exercise Science and Sports Medicine |
| **Green Practices** |  | Green-specific |  | Context-dependent |  | Does not apply |

**Outcome: 3.4. Emergency Interventions**

Identify, activate and respond to medical, environmental, mechanical and natural emergencies and document interventions and outcomes.

**Competencies**

3.4.1. Perform healthcare provider cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED).

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| **Pathways** | X | Health Information Management | X | Medical Bioscience | X | Allied Health and Nursing | X | Exercise Science and Sports Medicine |
| **Green Practices** |  | Green-specific |  | Context-dependent |  | Does not apply |

**Strand 4. Assistive Care**

Learners demonstrate the skills and knowledge to provide personal assistive care for the activities of daily living to a variety of individuals across stages of development within their scope of practice.

**Outcome: 4.1. Scope of Practice**

Describe the roles and responsibilities of assistive personnel and identify the medical specialists who treat disorders of each body system.

**Competencies**

4.1.4. Describe the primary purpose of different healthcare settings.

4.1.5. Identify the medical specialists who treat disorders of each body system.

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| **Pathways** | X | Health Information Management |  | Medical Bioscience | X | Allied Health and Nursing | X | Exercise Science and Sports Medicine |
| **Green Practices** |  | Green-specific |  | Context-dependent |  | Does not apply |

**Strand 6. Health Information Management**

Learners will demonstrate basic computer literacy, health information literacy and skills, confidentiality and privacy of health records, information security and basic skills in the use of electronic health records.

**Outcome: 6.1. Health Information Literacy**

Apply principles of systems operations used to capture, retrieve, and maintain information from internal and external sources.

**Competencies**

6.1.1. Define health information management (HIM) and differentiate among data, information and

competency.

6.1.6. Differentiate between the types and content of patient health records and the data collected (e.g., paper‐based, electronic medical/health records, personal health records, clearinghouse).

6.1.7. Apply concepts of health record documentation requirements of external agencies and organizations (e.g., accrediting bodies, regulatory bodies, professional review organizations, licensure, reimbursement, discipline‐specific, evidence-based good practice).

6.1.8. Describe typical internal organizational health record documentation requirements, policies and procedures.

6.1.9. Explain how to apply policies and procedures to ensure organizational compliance with regulations and standards, including Medicare, Medicaid, and other third party payers.

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| **Pathways** | X | Health Information Management |  | Medical Bioscience | X | Allied Health and Nursing | X | Exercise Science and Sports Medicine |
| **Green Practices** |  | Green-specific |  | Context-dependent |  | Does not apply |

**Outcome: 6.2. Confidentiality, Privacy and Security**

Apply the fundamentals of confidentiality, privacy and security to communicate health/medical information accurately and within legal/regulatory bounds to other external entities.

**Competencies**

6.2.1. Identify components of the legal system.

6.2.2. Differentiate between types of evidence used in healthcare litigation, process of discovery and the permissible use of evidence in litigation, recognizing the elements of negligence and medical malpractice.

6.2.3. Interpret regulatory requirements, standards of practice, legal responsibility, limitations and implications of actions and describe the appropriate avenues for reporting incidences of malpractice or negligence.

6.2.4. Identify what constitutes the authorized access, release and use of personal health information.

6.2.5. Distinguish confidential and non‐confidential information, and document and prioritize requests for personal health information according to privacy and confidentiality guidelines.

6.2.6. Use networks, including intranet and internet, according to security and privacy policies and procedures.

6.2.7. Describe the possible consequences of inappropriate use of health information.

6.2.8. Implement administrative, physical and technical safeguards to maintain data integrity and validity.

6.2.9. Describe elements that are included in the design of audit trails and data quality monitoring programs.

6.2.10. Describe the relevance of federal, state and private sector initiatives related to the privacy, security and confidentiality of health information technology.

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| **Green Practices** |  | Green-specific |  | Context-dependent |  | Does not apply |

**Outcome: 6.3. Electronic Health Records and Coding**

Perform functions within electronic health records (EHRs) and electronic medical records (EMRs) to ensure accurate information, retrieve information and maintain data.

**Competencies**

6.3.1. Create and update documents within the electronic health record and electronic health systems.

6.3.2. Locate and retrieve information in the electronic medical/health records and other sources.

6.3.3. Input and use health information applying management principles to ensure quality, compliance, and integrity.

6.3.4. Apply methods to ensure authenticity, timeliness, and accuracy of health data entries.

6.3.5. Document scope of practice information in an electronic health/medical record.

6.3.6. Access and apply reference material available through an electronic health/medical record or other reference system.

6.3.7. Resolve minor technology problems associated with using an electronic health/medical record.

6.3.8. Follow access protocols for entry to an electronic health/medical record.

6.3.9. Manage documents within the electronic health/medical record using standard protocol.

6.3.10. Complete health information management (HIM) functions (e.g., scanning, transcription, voice recognition, releasing information) in a paper or electronic environment.

6.3.11. Perform procedural and diagnostic coding according to federal, state and third-party payer guidelines.

6.3.12. Complete the common insurance claim forms ensuring federal, state and third‐party insurance reimbursements are included and complete payer compliance claim forms.

6.3.13. Apply accurate medical terminology to electronic health/medical records.

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| **Pathways** | X | Health Information Management |  | Medical Bioscience | X | Allied Health and Nursing | X | Exercise Science and Sports Medicine |
| **Green Practices** |  | Green-specific |  | Context-dependent |  | Does not apply |