

Date Adopted: October, 2001

Date Reviewed: Aug 2015

Date Revised: Aug 2015

OAD 215 HEALTH INFORMATION MANAGEMENT

I. OAD 215 HEALTH INFORMATION MANAGEMENT– 3 Semester Hours

II. Course Description

This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records, coding of diseases, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

III. Prerequisite

None

IV. Textbook

Textbook: Medical Coding Workbook for Physician Practices 2014-2015 Edition (ICD-10 Ed.)

Publisher: McGraw/Hill

Author: Valerius

V. Course Objectives

1. The student will have an understanding of medical offices and the health care industry
2. The student will be able to process claims and understand compliance of federal and state laws
3. The student will demonstrate an understanding of medical coding guidelines and principles
4. The student will use computer software to manage patient records
5. The student will demonstrate an understanding of various private and government insurance plans, Medicare, Medicaid, Workers' Compensation and be able to submit claims

VI. Course Outline of Topics

1. Given a minimum of one theory test on medical office and insurance terminology, the student must complete with at least 80 percent accuracy.
2. The student will be able to process claims and understand compliance of federal and state laws
3. Given a minimum of one test on processing claims and complying with federal guidelines, the student must complete with 100 percent accuracy.
4. The student will demonstrate an understanding of medical coding guidelines and principles.
5. Given assigned indexing and coding problems involving locating codes for various diseases and conditions, the student must complete with 100 percent accuracy.
6. The student will use computer software to manage patient records
7. Given laboratory practice exercises using medical software, the student will be able to demonstrate an understanding of patient billing, coding, insurance claims and management of patient records.
8. The student will demonstrate an understanding of various private and government insurance plans, Medicare, Medicaid, Workers' Compensation and be able to submit claims
9. Given assigned class work activities involving a variety of health care payers and a minimum of one test on private and government-sponsored insurance programs, the student must complete with 80 percent accuracy.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).