

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Health Information Management</u>
COURSE RUBRIC AND NUMBER	<u>HITT 2149</u>
COURSE TITLE	<u>RHIT Competency Review</u>
COURSE CREDIT HOURS	<u>1 0 : 3</u> Credits Lec Lab

I. Catalog Description

Review Health Information Technology (HIT) competencies, skills, and knowledge. A grade of "C" or better is required in this course to take the next course. **Corequisite: HITT 2266. (0:3). Lab fee.**

II. Course Objectives

A. Unit I. RHIT Exam Domain I: Data Analysis and Management

1. Abstract information found in health records (for example, coding, research, physician deficiencies, and such).
2. Analyze data (for example, productivity reports, quality measures, health record documentation, case-mix index).
3. Maintain filing and retrieval systems for health records.
4. Identify anomalies in data.
5. Resolve risks and/or anomalies of data findings.
6. Maintain the master patient index (for example, enterprise systems, merge/unmerge medical record numbers, and such).
7. Eliminate duplicate documentation.
8. Organize data into a useable format.
9. Review trends in data.
10. Gather/compile data from multiple sources.
11. Generate reports or spreadsheets (for example, customize, create, and such).
12. Present data findings (for example, study results, delinquencies, conclusion/summaries, gap analysis, graphical).
13. Implement workload distribution.
14. Design workload distribution.
15. Participate in the data management plan (for example, determine data elements, assemble components, set timeframe).
16. Input and/or submit data to registries.
17. Summarize findings from data research/analysis.
18. Follow data archive and backup policies.
19. Develop data management plan.
20. Calculate healthcare statistics (for example, occupancy rates, length of stay, delinquency rates, and such).
21. Determine validation process for data mapping.
22. Maintain data dictionaries.

B. Unit II. RHIT Exam Domain II: Coding

1. Apply all official current coding guidelines.
2. Assign diagnostic and procedure codes based on health record documentation.
3. Ensure physician documentation supports coding.
4. Validate code assignment.
5. Abstract data from health record.
6. Sequence codes.
7. Query physician when additional clinical documentation is needed.
8. Review and resolve coding edits (for example, correct coding initiative, outpatient code editor, National Coverage Determination, Local Coverage Determination, and such).
9. Review the accuracy of abstracted data.
10. Assign POA (present on admission) indicators.
11. Provide educational updates to coders.
12. Validate grouper assignment (for example, MS-DRG, APC, and such).
13. Identify HAC (hospital-acquired condition).
14. Develop and manage a query process.
15. Create standards for coding productivity and quality.
16. Develop educational guidelines for provider documentation.
17. Perform concurrent audits.

C. Unit III. RHIT Exam Domain III: Compliance

1. Ensure patient record documentation meets state and federal regulations.
2. Ensure compliance with privacy and security guidelines (HIPAA, state, hospital, and such).
3. Control access to health information.
4. Monitor documentation for completeness.
5. Develop a coding compliance plan (for example, current coding guidelines).
6. Manage release of information.
7. Perform continual updates to policies and procedures.
8. Implement internal and external audit guidelines.
9. Evaluate medical necessity (CDMP—clinical documentation management program).
10. Collaborate with staff to prepare the organization for accreditation, licensing, and certification surveys.
11. Evaluate medical necessity (outpatient services).
12. Evaluate medical necessity (data management).
13. Respond to fraud and abuse.
14. Evaluate medical necessity (ISSI (utilization review)).
15. Develop forms (for example, chart review, documentation, EMR, and such).
16. Evaluate medical necessity (case management).
17. Analyze access audit trails.
18. Ensure valid healthcare provider credentials.

D. Unit IV. RHIT Exam Domain IV: Information Technology

1. Train users on software.
2. Maintain database.
3. Set up secure access.
4. Evaluate the functionality of applications.
5. Create user accounts.
6. Troubleshoot HIM software or support systems.
7. Create database.
8. Perform end user audits.
9. Participate in vendor selection.
10. Perform end user needs analysis.
11. Design data archive and backup policies.
12. Perform system maintenance of software and systems.
13. Create data dictionaries.

E. Unit V. RHIT Exam Domain V: Quality

1. Audit health records for content, completeness, accuracy, and timeliness.
2. Apply standards, guidelines, and/or regulations to health records.
3. Implement corrective actions as determined by audit findings (internal and external).
4. Design efficient workflow processes.
5. Comply with national patient safety goals.
6. Analyze standards, guidelines, and/or regulations to build criteria for audits.
7. Apply process improvement techniques.
8. Provide consultation to internal and external users of health information on HIM subject matter.
9. Develop reports on audit findings.
10. Perform data collection for quality reporting (core measures, PQRI, medical necessity, and such).
11. Use trended data to participate in performance improvement plans/initiatives.
12. Develop a tool for collecting statistically valid data.
13. Conduct clinical pertinence reviews.
14. Monitor credentials of physicians to practice in the facility.

F. Unit VI. RHIT Exam Domain VI: Legal

1. Ensure confidentiality of the health records (paper and electronic).
2. Adhere to disclosure standards and regulations (HIPAA privacy, HITECH Act, breach notifications, and such) at both state and federal levels.
3. Demonstrate and promote legal and ethical standards of practice.
4. Maintain integrity of legal health record according to organizational bylaws, rules, and regulations.
5. Follow state mandated and/or organizational record retention and destruction policies.
6. Serve as the custodian of the health records (paper or electronic).
7. Respond to Release of Information (ROI) requests from internal and external requestors.
8. Work with risk management department to provide requested documentation.
9. Identify potential health record related risk management issues through auditing.

10. Respond to and process patient amendment requests to the health record.
11. Facilitate basic education regarding the use of consents, healthcare power of attorney, advanced directives, DNRs, and such.
12. Represent the facility in court related matters as it applies to the health record (subpoenas, depositions, court orders, warrants).

G. Unit VII. RHIT Exam Domain VII: Revenue Cycle

1. Communicate with providers to discuss documentation deficiencies (for example, queries).
2. Participate in clinical documentation improvement programs to ensure proper documentation of health records.
3. Collaborate with other departments on monitoring accounts receivable (for example, unbilled, uncoded).
4. Provide ongoing education to healthcare providers (for example, regulatory changes, new guidelines, payment standards, best practices, and such).
5. Identify fraud and abuse.
6. Assist with appeal letters in response to claim denials.
7. Monitor claim denials/overpayments to identify potential revenue impact.
8. Prioritize the work according to accounts receivable, patient type, and such
9. Distribute the work according to accounts receivable, patient type, and such
10. Maintain the chargemaster.
11. Ensure physicians are credentialed with different payers for reimbursement.

H. For All Units

Adhere to the Health Occupation Division Criteria for Course Pursuit. (See attached.)

III. THECB Learning Outcomes (WECM)

1. Perform self-assessment of HIT competencies.
2. Resolve learning gaps.

IV. Evaluation

- A. Pre-assessment
The instructor will review and discuss the course on the first day of class. Due to specialized admission requirements for the HIMA Program, all students should have the necessary prerequisites/corequisite prior to enrollment.
- B. Post Assessment
A unit exam will be administered at the completion of each unit in this course. Quizzes over lecture/lab material and/or assigned reading are at the discretion of the instructor.

Unit activities/assignments will assigned by the instructor to further enhance students' understanding of the course objectives.

A comprehensive final examination will be administered for this course (The AHIMA RHIT Practice Exam).

The instructor will maintain a continuous record of each student's progress. Students not performing at a C level or better in the course will be referred for tutoring and/or counseling.

Students are encouraged to seek direction and help for those areas in which they experience difficulty. The course instructor may assign remedial or tutorial work designed to enhance student proficiency.

Students not adhering to the Health Occupations Criteria for course pursuit may be administratively withdrawn from this course. (See attached)

C. Grading Scale

93 - 100 = A

83 - 92 = B

75 - 82 = C

74 - 63 = D

62 - 0 = Failing

The student must receive a grade of "C" or better to pass this course.

V. Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.

HEALTH OCCUPATIONS DIVISION CRITERIA FOR COURSE PURSUIT

In order to establish guidelines for determining when a student has ceased to pursue the course objectives, the Health Occupations Division has set the following applicable standards.

1. The student must adhere to the attendance requirement of course HITT 2149. In order to pursue the course, the student must attend a minimum of 39 hours of instruction. (Meets a total of 48 hours).
2. The student will not be able to make up class hours.
3. Tardiness will be defined as being fifteen (15) minutes or more late to laboratory sessions and fifteen (15) minutes or more late to theory sessions. Students will be allowed two (2) events of tardiness, after which the tardiness will be considered an absence.
4. If required by instructor/coordinator, student also must follow the standards established in the El Paso Community College Health Occupations Programs Students Handbook for Allied Health Students and/or program addendum. The student is bound by standards in the El Paso Community College Health Occupations Programs Student Handbook for Allied Health Students as evidenced by the return of a signed/dated acknowledgment sheet.
5. Where the student continues to pursue the course objectives but is receiving failing grades, he/she will remain eligible to complete the course, except in instances where unsafe practice occurs.
6. The student must appear for examinations, presentations, or other required class activities and submit required papers, projects, and/or reports as identified in the course syllabus/calendar.

Failure of the student to follow the above will indicate that the student is no longer pursuing the objectives of the course and will result in faculty initiated withdrawal.

**EL PASO COMMUNITY COLLEGE
HEALTH OCCUPATIONS DIVISION
SCHOLASTIC DISHONESTY**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

1. Copying from another student's paper.
2. Using test materials not authorized by the person administering the test.
3. Unauthorized collaborating with or seeking aid from another student.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a test.
5. The unauthorized transportation or removal, in whole or in part, of the contents of the test.
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
7. Bribing another person to obtain a test or information about a test.
8. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
9. Any student involved in scholastic dishonesty as identified above, or in the Student Handbook, may, at the discretion of the faculty,
 - a. Have the test or paper graded zero (0).
 - b. Be removed from the class.
 - c. Be recommended for administrative dismissal from the course or program.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty's ability to declare prospective graduates to be reliable and ethical.