

HEALTH INFORMATION MANAGEMENT (HIM) TRANSFER ASSURANCE GUIDE (TAG) January 11, 2010

Ohio Transfer Module:		
Ohio Transfer Module (OTM) Requirements: 36-40 semester hours / 54-60 quarter hours. Students should select courses within the OTM that complement the selected major and meet any specific general education requirements. Students are encouraged to complete the OTM to ensure maximum transferability and application of credits.		
<u>Required Disciplines</u>	<u>Minimum Required Hours</u>	<u>Recommended Courses</u>
Area I. English Composition Area II. Mathematics Area III. Arts & Humanities Area IV. Social Sciences Area V. Natural & Physical Science	3 sem. / 5-6 qtr. 3 sem. / 3 qtr. 6 sem. / 9 qtr. 6 sem. / 9 qtr. 6 sem. / 9 qtr.	Anatomy w/ lab and Physiology
Additional courses beyond the minimum required hours, from any of the disciplines listed above, will count toward the completion of the OTM (36-40 semester hours or 54-60 quarter hours).		
Major Courses– Hours/courses listed below that count toward the major or pre-major requirements.		
a. Human Diseases – OHL019	Credits: 3-4 semester hours / 5 quarter hours	
Advising Notes: Previously called Pathophysiology		
b. Medical Terminology – OHL020	Credits: 2 -3 semester hours / 3-4 quarter hours	
Advising Notes:		
c. Legal Aspects – OHL021	Credits: 2 semester hours. / 3 quarter hours	
Advising Notes:		
d. Computer Applications – OBU003	Credits: 3 semester hours / 4-5 quarter hours	
Advising Notes:		
e. Reimbursement – OHL022	Credits: 2 semester hours. / 3 quarter hours	
Advising Notes: Prerequisite – Clinical Classifications		
Transfer Assurance Guides Total Guaranteed Credits (Range)		
• Ohio Transfer Module	36 – 40 sem.	54 – 60 qtr.
• Pre-major / Major	0 – 12 to 14 sem.	0 –18 to 20 qtr.

Institutional Requirements: For entrance and graduation, a transfer student must meet all institutional requirements which would include, but may not be limited to: minimum grade point average, residency requirements, upper division credits attained, minimum grades in specific courses, performance requirements (ex. dance, music) and other requirements of native students from the same institution.

OHL019 - HUMAN DISEASES (Previously Pathophysiology)
3-4 Semester Hours/ 5 Quarter Hours

Related TAG's: Health Information Management

Outcomes marked with an asterisk are considered essential and must be taught. For this OAN, all outcomes are essential.

- 1. Apply principles of normal anatomy and physiology of human body systems to the pathophysiological processes of common health problems.***
- 2. Differentiate between physiological functioning and pathophysiological processes in the various systems of the human body.***
- 3. Define the common terms used to describe disease, such as lesions, organic and functional disease, symptomatic and asymptomatic disease, etiology, and pathogenesis.***
- 4. Describe the basic concepts of pathophysiology at the cellular level related to injury, self-defense mechanism, mutation, and cellular proliferation. ***
- 5. Discuss the etiology, pathogenesis, morphology, local & systemic effects of cell injury. ***
- 6. Discuss the etiology, pathogenesis morphology and clinical significance of selected disorders of the musculoskeletal, cardiopulmonary, renal, nervous, gastrointestinal, immune, hematological and endocrine systems.***
- 7. Identify signs, symptoms and diagnostic tests for common human disorders and diseases of the respiratory, hematological, cardiovascular, gastrointestinal, urinary, endocrine systems, obstetrics, pediatrics, gynecology, radiology, orthopedics, psychiatry, neurology, pharmacology, ophthalmology and oncology. ***
- 8. Describe the manifestation of specified diseases/conditions and identify related medical terminology, surgical procedures, medical specialties, diagnostic and clinical procedures, and treatment modalities.***
- 9. Describe the effects of predisposing factors on specific body systems.***
- 10. Identify specific treatments and prevention measures related to human diseases.***
- 11. Interpret clinical information and diagnostic studies related to diagnoses, conditions/problems, significant procedures and pharmaceuticals for the ambulatory and inpatient care settings.***

OHL020 - MEDICAL TERMINOLOGY

2-3 Semester Hours/3-4 Quarter Hours

Related TAG's: Health Information Management

Outcomes marked with an asterisk are considered essential and must be taught. For this OAN, all outcomes are essential.

- 1. Define medical prefixes, suffixes, combining forms, word roots, and compound words.***
- 2. Describe how medical terms are constructed using word elements.***
- 3. Construct medical words by combining forms, prefixes and suffixes.***
- 4. Apply the rules used to build singular/plural forms of medical terms derived from the Greek and Latin language.***
- 5. Define a medical term by dividing it into its elements.***
- 6. Spell terms related to the pathology, diagnostic and treatment procedures, and pharmacology of each body system.***
- 7. Pronounce terms related to the pathology, diagnostic and treatment procedures, and pharmacology of each body system.***
- 8. Identify common diagnostic procedures and conditions including laboratory and radiology tests and exams.***
- 9. Identify the body systems in terms of their major structures, functions, and related work parts.***
- 10. Identify the medical specialists who treat disorders of each body system.***
- 11. Identify body planes, directions, cavities, quadrants and regions.***
- 12. Define common medical and healthcare abbreviations. ***
- 13. Describe the anatomical structures of the given body systems, common diseases, and medical and surgical procedures.***
- 14. Interpret various medical reports that use common diagnostic, symptomatic, and procedural terms and standard abbreviations. ***

**OHL021- Legal Aspects (Healthcare Privacy, Confidentiality, Legal and Ethical Issues)
2 Semester Hours/3 Quarter Hours**

Related TAG's: Health Information Management

Outcomes marked with an asterisk are considered essential and must be taught. For this OAN, all outcomes are essential.

1. **Differentiate between the types and sources of law, which constitute a basis for the use of medical or health information in litigation.***
2. **Distinguish between the components of the court system and trial process as related to the use of medical or health information in litigation.***
3. **Differentiate between types of evidence, process of e-discovery and the permissible use of evidence in litigation.***
4. **Appraise elements of negligence as related to standards of practice for the healthcare facility and the healthcare professional.***
5. **Report potential malpractice problems based upon the legal principles and standards of practice for healthcare professionals and/or facilities.***
6. **Interpret legal issues related to obtaining consent for treatment by healthcare facilities and healthcare professionals.***
7. **Distinguish between confidential and non-confidential information within a healthcare information system.***
8. **Assess general legal principles governing access to confidential health information in a variety of circumstances. ***
9. **Interpret laws, regulations, standards, and ethics that govern and control the maintenance, disclosure and re-disclosure of health information.***

10. **Apply regulatory policies and procedures for access and disclosure of protected health information (PHI) as required by the HIPAA Privacy Rule.***
11. **Apply regulatory policies and procedures as related to the HIPAA Security Regulations.***
12. **Apply appropriate statutory requirements and/or applicable standards of practice to requests for access, use and disclosure of highly sensitive health information.***
13. **Interpret laws, regulations, and standards of practice as related to legal aspects of quality improvement, risk management and corporate compliance programs. ***
14. **Apply ethical standards and moral responsibility for protecting the privacy and confidentiality of health information.***
15. **Assess the relevance of federal, state, and private sector initiatives related to the privacy, security and confidentiality of health information technology. ***

OBU003 - Computer Applications
3 Semester Hours 4-5 Quarter Hours

Related TAG's: Health Information Management

Outcomes marked with an asterisk are considered essential and must be taught. For this OAN, all outcomes are essential.

- 1. Identify hardware and software systems with a focus on personal computers and emerging technologies.***
- 2. Identify the components of a computer system.***
- 3. Demonstrate efficient file management techniques using an operating system's file management tools.***
- 4. Describe the basic concepts of information systems.***
- 5. Evaluate the current value, the potential value, the limitations, and potential dangers (e.g., violation of privacy, copyright, software piracy, and computer crime) in the use of computers.***
- 6. Apply appropriate technology tools and resources to locate and retrieve information from various sources (e.g., on-line, libraries, etc.).***
- 7. Demonstrate the ability to create documents and manipulate text data using the current available software.***
- 8. Demonstrate the ability to organize and manipulate numerical data using the currently available spreadsheet software.***
- 9. Demonstrate the ability to create and manipulate simple presentation materials using the currently available presentation software.***
- 10. Demonstrate the ability to create and manipulate simple databases using the currently available database software.***
- 11. Evaluate the role of information systems in supporting organizational goals.***
- 12. Demonstrate use of email systems and use proper etiquette and netiquette when communicating electronically.***
- 13. Evaluate the ethical, social and political impact of information systems.***
- 14. Evaluate the strengths and weaknesses of computer functions and information systems.***
- 15. Navigate Intranet and Internet applications.***
- 16. Recognize fundamental networking technologies (e.g., wireless, cellular).***

OHL022 - Reimbursement

2 Semester Hours/3 Quarter Hours

Related TAG's: Health Information Management

Prerequisite – Clinical Classification

Outcomes marked with an asterisk are considered essential and must be taught. For this OAN, all outcomes are essential.

- 1. Define health care reimbursement terms, phrases, and abbreviations.***
- 2. Describe the similarities and differences between the major payment methods in the US including Inpatient and Outpatient Prospective Payment Systems.***
- 3. Differentiate between the code sets approved by the HIPAA of 1996.***
- 4. Examine coding compliance issues that influence reimbursement.***
- 5. Explain the major types of voluntary healthcare insurance plans and the common models and policies of payment for commercial healthcare insurance plans.***
- 6. Differentiate between the various government-sponsored healthcare programs.***
- 7. Describe the origin, evolution and types of managed care plans as they relate to healthcare reimbursement. ***
- 8. Explain the common models and policies of payment for inpatient and outpatient Medicare and Medicaid prospective payment systems.***
- 9. Manage the use of clinical data required in prospective payment systems (PPS) and other reimbursement systems in healthcare delivery. ***
- 10. Apply DRG, MS-DRG, APC-based, (etc.) reimbursement principles and payment rate calculations.***
- 11. Describe the selection and development of applications and processes for organizations' revenue cycle management including chargemaster, claims management and financial decision support. ***

- 12. Implement processes for compliance and reporting related to the national Correct Coding Initiative, Local Medical Review Policies [LMRP]; Medicare Code Editor [MCE]; Resource-Based Relative Value Scale [RBRVS]; Outpatient Code Editor [OCE], RACs, etc. ***
- 13. Identify and interpret key form locators on the UB-04 (previously UB-92), CMS 1500 and the CMS-1450.***
- 14. Describe the claims processing logic.***
- 15. Evaluate expected reimbursement for various third-party payer contract provisions.***
- 16. Explain the life/revenue cycle of a patient account from the point of registration through closure.***
- 17. Identify purposes, goals, and intent of compliance programs and regulations as related to fraud and abuse. ***
- 18. Locate current references (web-sites and other sources) regarding updates for healthcare reimbursement rules, regulations, polices, and procedures.***
- 19. Identify the major systems of data collection and review in non-acute care settings (i.e., UB-04, MDS, IRF-PAI, OASIS, etc.) as related to reimbursement practices and payment systems (i.e., APCs, HHRG, RUGS, LTC-DRGs, CMGs, etc.)***
- 20. Recognize uses of encoder and grouper applications as applied in revenue management activities. ***

Health Information Management TAG – Faculty Participants

Faculty

Gail Smith
Lisa Cerato
Jane Roberts
Kathy Loflin
Pamela Luber
Molly Weiland
Karen Wright
Kitty Kisker
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Sue Wambold
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Institution

Cincinnati State Technical and Community College
Columbus State Community College
Columbus State Community College
Cuyahoga Community College
Cuyahoga Community College
Hocking Technical College
Hocking Technical College
Ohio Board Regents - Consultant
Ohio State University (The)
Ohio State University (The)
Owens Community College
Sinclair Community College
Stark State College of Technology
University of Toledo
University of Toledo
Washington State Community College