Catalog Description: Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

Lecture hours = 3, Lab hours = 0

Prerequisites: None

Semester Credit Hours: 3
Lecture Hours per Week: 3
Lab Hours per Week: 0
Contact Hours per Semester: 48

State Approval Code: 5107070000

INSTRUCTIONAL GOALS AND PURPOSES:
To introduce student to the historic development, organization and characteristics of the health care delivery system; current payment and reimbursement systems; accrediting agencies applicable to health care; the functions of health care providers; organizational patterns of health care facilities; medical staff organization and bylaws; and to the health information management profession from its beginnings to the present.

LEARNING OBJECTIVES:
1. Explain the evolution of the health care systems in the United States.
2. Identify the social, legal, and economic factors that affect the delivery of health care.
3. Explain the development of the health information profession from its beginnings until the present and into the future.
4. Identify the various types of health services professionals and their training, practice requirements, and practice settings.
5. Identify and describe the regulators of healthcare, including government and non-government entities.
6. Describe the basic organization of the various types of hospitals, the levels of services they provide, and the sources of financing.
7. Describe the various types of ambulatory care facilities, the levels of services they provide, and the sources of financing.

8. Describe the various types of long-term care institutions, the levels of services they provide, and the sources of financing.

9. Describe the types and recipients of mental and rehabilitative health services, and the sources of financing.

10. Describe the historical development of healthcare reimbursement in the United States.

11. Describe the critical health policy issues in the U.S. and explain the future trends in health care.

12. Explain the differences among licensure, accreditation and certification.

**SPECIFIC COURSE OBJECTIVE (Includes SCANS information):**
After studying the material presented in the texts, lecture, laboratory, computer tutorials, and other resources, the student should be able to complete all behavioral/learning objectives listed below with a minimum competency of 70%.

1. Describe the basic characteristics of the U.S. healthcare system
   a. Identify the social, legal, and economic factors that affect the delivery of health care.
   b. Define terms related to health care delivery systems.
   c. Define abbreviations used to describe various aspects of the health care delivery system.

   **SCANS Basic Skills:** Ai, Aii, Aiv, Av, Bi, Biv, Bv, Bvi, Ci, Cii, Civ, Cv
   **SCANS Workplace Skills:** Ai, Aiii, Aiv, Bi, Bvi, Ci, Cii, Ci, Civ, Di, Dii, Di, Dii, Ei, Eii

2. Explain the development of health information management profession from its beginnings until the present and into the future.
   a. Compare the educational requirements for RHIA and RHIT.
   b. Trace the development of the HIM profession.
   c. Describe the purpose and structure of the American Health Information Management Association
   d. List and describe some of the roles of HIM professionals in today's health care environment.
   e. Describe the impact of information technology on the HIM profession.
   f. Identify the requirements for initial and continuing certification within the HIM profession.

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   **SCANS Workplace Skills:** Ai, Aiii, Aiv, Bi, Bvi, Ci, Cii, Ci, Civ, Di, Dii, Dii, Ei, Eii

3. Explain the evolution of health care systems in the United States.
4. Identify and describe the regulators of healthcare, including government and non-government entities.
   a. Outline the role of the federal, state, and local governments in the provision of health care.
   b. Distinguish among the various health care organizations responsible for providing health care.
   c. Identify some of the key forces that are likely to shape the delivery of health services in the 21st century.

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SCANS Workplace Skills: Ai, Aiii, Aiv, Bi, Bvi, Ci, Cii, Ciii, Civ, Di, Dii, Dii, Ei, Eii

5. Identify the various types of health services professionals and their training, practice requirements, and practice settings.
   a. Explain the difference between primary care and specialty care and recognize the causes for an imbalance between primary care and specialty care in the United States. Explain the various methods of healthcare reimbursement.
   b. Identify the various governmental and private agencies involved in health care financing.
   c. Describe the basic concept of insurance and differentiate between group, self-insurance, individual insurance, and managed care.
   d. Identify basic insurance terminology such as premiums, covered services, and cost-sharing.
   e. Outline the history of cost control efforts: legislation and regulation; the development of prospective payment and the impact on hospitals and consumers.
   f. Describe Medicare and Medicaid, eligibility requirements, and terms related to each.

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SCANS Workplace Skills: Ai, Aiii, Aiv, Bi, Bvi, Ci, Cii, Ciii, Civ, Di, Dii, Dii, Ei, Eii

6. Describe the various types of ambulatory care facilities and the levels of services they provide.

SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Biv, Bv, Bvi, Ci, Cii, Cvi, Cv
SCANS Workplace Skills: Ai, Aiii, Aiv, Bi, Bvi, Ci, Cii, Ciii, Civ, Di, Dii, Dii, Ei, Eii

7. Explain the evolutionary development of hospitals and their organization and administration.
   a. Describe the classification of acute health care facilities, including bed size, ownership and control, population served, and services offered.
   b. Describe the organization of the administration and medical staffs of the health care facility.
c. Describe the role of the medical staff in relationship to the governing body, administration, and the various services of the health care facility.

d. Outline the organizational structure of the professional staff, including the membership, clinical privileges, services, committees, and bylaws.

e. Identify the procedure and duration for JCAHO accreditation

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SCANS Workplace Skills: Ai, Aii, Aiv, Bi, Bvi, Ci, Cii, Civ, Di, Dii, Dii, Ei, Eii

8. Describe the various types of long-term care institutions, the levels of services they provide, and the sources of financing.

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SCANS Workplace Skills: Ai, Aii, Aiv, Bi, Bvi, Ci, Cii, Ciii, Civ, Di, Dii, Dii, Ei, Eii

9. Describe the types and recipients of mental health services.

SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Biv, Bv, Bvi, Ci, Cii, Civ, Cv,
SCANS Workplace Skills: Ai, Aii, Aiv, Bi, Bvi, Ci, Cii, Ciii, Civ, Di, Dii, Dii, Ei, Eii

10. Describe the historical development of healthcare reimbursement in the United States.

a. Describe the concept of managed care and provide examples of different types of managed care organizations.

b. Describe the purpose and basic benefits of the following government-sponsored health programs: Medicare Part A, Medicare Part B, Medicare Advantage, Medicaid, CHAMPVA, TRICARE, HIS, TANF, PACE, SCHIP, FECA, and workers’ compensation.

c. Describe prospective payment systems.

d. Describe the purpose of the fee schedules, chargemasters, and auditing procedures that support the reimbursement process.

SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Biv, Bv, Bvi, Ci, Cii, Civ, Cv,
SCANS Workplace Skills: Ai, Aii, Aiv, Bi, Bvi, Ci, Cii, Ciii, Civ, Di, Dii, Dii, Ei, Eii

11. Describe the critical health policy issues in the U.S. and explain the future trends in healthcare.

SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Biv, Bv, Bvi, Ci, Cii, Civ, Cv,
SCANS Workplace Skills: Ai, Aii, Aiv, Bi, Bvi, Ci, Cii, Ciii, Civ, Di, Dii, Dii, Ei, Eii
METHODS OF EVALUATION: The above objectives will be evaluated by:

Written Exercises
Students will be required to complete and submit assigned Review Questions at the end of each chapter; summarize *Journal of AHIMA* articles; summarize computer searches of regulatory agencies and complete a Health Care Settings Matrix of Information as assigned.

Examinations
There will be at least 3 computer-delivered examinations including recognition and recall as well as analysis and discrimination. There will be a comprehensive Final Examination at the end of the semester.

Health Care Issues Notebook
Students are required to create and submit a Health Care Issues notebook to meet Objectives 1 and 12. This assignment is designed to enable the students to become aware of health related issues in the community as well as those on a national level which will have an influence on the community. The student will be required to bring the notebook to the instructor for grading on or before the due date.

Attendance Policy
This class will be entirely online, however, timely and adequate participation in class discussions will determine the student’s professionalism portion of their grade.

Professionalism
Success in one’s career is almost as dependant on professional behavior as on one’s academic knowledge and abilities. Students are expected to exhibit professional behavior in all activities associated with this course. Professional behavior includes:

- **Participates in Class** – The student participates in class discussions and informs the instructor in a timely manner of unavoidable situations that cause the student to be delinquent with class assignments.
- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect for others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without alienating others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communications skills** – The student listens, speaks and writes using correct grammar.
• **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient, provider, fellow student and college information.

**COURSE GRADE:**
Final grade in the course will be an average of total scores achieved during the semester.

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Major Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Assignments &amp; Discussions</td>
<td>20%</td>
</tr>
<tr>
<td>Health Related Issues Notebook</td>
<td>10%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>20%</td>
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</tbody>
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Letter grades for the course will be assigned as follows:

A: 90-100  
B: 80-89.9  
C: 70-79.9  
D: 60-69.9  
F: Below 60

**Withdrawing from a course is the student’s responsibility.** Students who fail to officially withdraw by notifying the Records and Admission office will receive the grade of “F” in the class. Refer to the College calendar for the official Last Day to Withdraw with a “W”.

**TEXTBOOKS:**
• For current texts and materials, use the following link to access bookstore listings: [http://www.panolacollegestore.com](http://www.panolacollegestore.com)

**OTHER:**
• For testing services, use the following link: [http://www.panola.edu/elearning/testing.html](http://www.panola.edu/elearning/testing.html)
• If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building or go to [http://www.panola.edu/student-success/disability-support-services/](http://www.panola.edu/student-success/disability-support-services/) for more information.
• Withdrawing from a course is the student’s responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
If any student in this class has special classroom or testing needs because of a physical, learning or emotional condition, please contact the ADA Student Coordinator, in Support Services in the Martha Miller Administration Building, telephone 903-693-1123.

Associate Degree Entry-Level Competencies
DOMAINS, SUBDOMAINS, AND TASKS FOR THE
Registered Health Information Technician
For 2006 and Beyond

I. Domain: Health Data Management

D. Subdomain: Reimbursement Methodologies
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.

3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.

III. Domain: Health Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems
1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.

2. Apply current laws, accreditation licensure and certification standards related to health information initiatives from the national, state, local and facility levels.

3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, etc.

4. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
Secretary of Labor's Commission on Achieving Necessary Skills (SCANS)

I. BASIC SKILL COMPETENCIES

A. Basic Skills
   i. **Reading:** Locate, understand and interpret written information in prose and in documents such as manuals, graphs and schedules.
   ii. **Writing:** Communicate thoughts, ideas, information and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
   iii. **Arithmetic & Mathematical Operations:** Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
   iv. **Listening:** Receive, attend to, interpret, and respond to verbal messages and other cues.
   v. **Speaking:** Organize ideas and communicate orally.

B. Thinking Skills
   i. **Creative Thinking:** Generate new ideas.
   ii. **Decision Making:** Specify goals and constraints, generate alternatives, consider risks and evaluate and choose the best alternative.
   iii. **Problem Solving:** Recognize problems and devise and implement plan of action.
   iv. **Visualize (“Seeing Things in the Mind’s Eye”):** Organize and process symbols, pictures, graphs, objects, and other information.
   v. **Reasoning:** Discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

C. Personal Qualities
   i. **Responsibility:** Exert a high level of effort and persevere toward goal attainment.
   ii. **Self-Esteem:** Believe in one's own self-worth and maintain a positive view of oneself.
   iii. **Sociability:** Demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
   iv. **Self-Management:** Assess oneself, set personal goals, monitor progress, and exhibit self-control.
   v. **Integrity & Honesty:** Choose ethical courses of action.

II. WORKPLACE COMPETENCIES

A. Resources:
   i. **Time:** Select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
   ii. **Money:** Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
   iii. **Material & Facilities:** Acquire, store, allocate, and use materials or space efficiently.
   iv. **Human Resources:** Assess skills and distribute work accordingly, evaluate performance and provide feedback.

B. Interpersonal Skills:
   i. **Participate as Member of a Team:** Contribute to group effort.
   ii. **Teach Others New Skills:**
   iii. **Serve Clients/ Customers:** Work to satisfy customers' expectations.
   iv. **Exercise Leadership:** Communicate ideas to justify position, persuade & convince others,
responsibly challenge existing procedures & policies.

v. **Negotiate:** Work toward agreements involving exchange of resources, resolve divergent interests.

vi. **Work with Diversity:** Work well with men and women from diverse backgrounds.

C. **Information:**
   i. **Acquire and Evaluate Information.**
   ii. **Organize and Maintain Information.**
   iii. **Interpret and Communicate Information.**
   iv. **Use computers to process information.**

D. **Systems:**
   i. **Understand Systems:** Know how social, organizational and technological systems work and operate effectively with them.
   ii. **Monitor & Correct Performance:** Distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance.
   iii. **Improve or Design Systems:** Suggest modifications to existing systems and develop new or alternative systems to improve performance.

E. **Technology**
   i. **Select Technology:** Choose procedures, tools or equipment including computers and related technologies.
   ii. **Apply Technologies to Task:** Understand overall intent and proper procedures for setup and operation of equipment.
   iii. **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.