# Health Information Technology (HIT) Course No. 14157 Credit: 1.0

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| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes:Health Science (51.9999)

Course Description: **Technical Level:** A class that introduces and prepares students to perform credentialing, electronic record keeping, organizational personnel management, financials, purchasing, technology selection/maintenance, data management systems, and accreditation compliance services for hospitals and other health care facilities and organizations. This class includes basic instruction in medical staff organization and management, medical terminology, credentialing and recredentialing, healthcare accreditation and regulatory standards, health care law, meeting and negotiation management, organizational budgets, financials, purchasing/maintaining inventory, and office information systems management.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: History of Health Information Systems/Technology (HIT)

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Describe historical management/ collection of health data. |  |
| 1.2 | Discuss importance of key legislation in development of HIT. |  |
| 1.3 | Discuss major concepts of HIT (meaningful use, principles of usability and design, clinical decision support (CDS) systems, workflow analysis, and process redesign). |  |
| 1.4 | Discuss how HIT involves both technology and business aspects of healthcare. |  |
| 1.5 | Identify the importance of HIT in daily business transactions, billing, ordering, patient information, personnel, and other factors in health care. |  |
| 1.6 | Identify the importance of HIT in daily IT/Computing requirements for billing, ordering, patient information, personnel, and other factors in health care. |  |
| 1.7 | Identify careers in HIT relating to health, business & IT. |  |
| 1.8 | Identify local, regional and national business and industry types related to Health Information (HIT). |  |
| 1.9 | Identify and discuss employment outlook, average wage/salary, and educational/certification requirements for employment. |  |

## Benchmark 2: Electronic Health Record (EHR) and Impact on Healthcare

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Identify factors affecting need for EHR in different healthcare settings. |  |
| 2.2 | Define purpose of and functional requirements for HER. |  |
| 2.3 | Identify components of an electronic health record (EHR) and/or electronic medical record (EMR): Diagnostic tests , History and physical, Medications, Patient demographics, Progress notes, Treatment Plan. |  |
| 2.4 | Discuss key issues in EHR development and implementation. |  |
| 2.5 | Identify and discuss various EHR systems. |  |
| 2.6 | Identify and discuss various EHR forms, documents, and recording options. |  |
| 2.7 | Identify and demonstrate the use of sample EHR systems. |  |
| 2.8 | Identify and demonstrate the use of sample case studies and EHRs. |  |

## Benchmark 3: Healthcare Regulations, Ethical, and Cultural Issues

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Discuss privacy, confidentiality, security issues, and related legal standards. |  |
| 3.2 | Analyze federal and state regulations related to privacy and quality of care. |  |
| 3.3 | Discuss major ethical and cultural issues in healthcare. |  |
| 3.4 | Describe methods to ensure data security and confidentiality. |  |
| 3.5 | Identify and describe the role of a professional code of ethics in HIT. |  |

## Benchmark 4: Professional Communication in Healthcare Environment

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Apply fundamentals of teamwork, leadership, and professional behaviors. |  |
| 4.2 | Practice problem-solving processes and collaboration within work teams. |  |
| 4.3 | Practice effective communication techniques: written communication, prepared speaking, active listening, body language / nonverbal communication. |  |
| 4.4 | Demonstrate cooperative behaviors to contribute to team success. |  |
| 4.5 | Identify and discuss common communication methods within healthcare.  |  |
| 4.6 | Identify and discuss common communication procedures and processes within healthcare. |  |
| 4.7 | Identify and discuss professionalism in the workplace. |  |
| 4.8 | Identify and discuss chain of command in the workplace. |  |

## Benchmark 5: Medical Terminology in Healthcare

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Define core principles of medical terminology: word roots, combining forms, prefixes, suffixes, eponyms, and modern language. |  |
| 5.2 | Practice building, spelling, pronouncing, and analyzing common medical terms. |  |
| 5.3 | Define and correctly pronounce medical terms associated with each body system. |  |
| 5.4 | Describe, define, and correctly pronounce common diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures, and medications. |  |
| 5.5 | Define common terms, acronyms, and abbreviations use in HIT. |  |

## Benchmark 6: Business & Information Technology- Computer Science Principles in Healthcare Systems

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Describe hardware and software options for computer and server systems in healthcare environment. |  |
| 6.2 | Examine online healthcare applications and discuss associated security and privacy issues. |  |
| 6.3 | Examine examples of application software and the elements that comprise them, focusing on healthcare systems. |  |
| 6.4 | Define and describe functions of operating systems and the usage of file systems. |  |
| 6.5 | Define and describe the different types of programming languages. |  |
| 6.6 | Define and describe the functions and different types of databases. |  |
| 6.7 | Define and describe the various types of network communications and network addressing. |  |
| 6.8 | Examine network standards and protocols within healthcare systems. |  |
| 6.9 | Describe safeguards against security concerns and programming for security. |  |

## Benchmark 7: Framework & System Design

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Define and describe and the building blocks of a large scale system. |  |
| 7.2 | Describe the collection, organization, and presentation of clinical data for record tracking, coding, registries, billing, imaging, and quality improvement. |  |
| 7.3 | Identify and explore existing local systems in EHR and HIT that regional healthcare businesses use. |  |
| 7.4 | Research how to integrate principles and explore the planning, design, implementation, integration, testing, evaluation, and support of healthcare information systems. |  |
| 7.5 | Identify and collaborate with local HIT users about the system(s), documents and uses. |  |
| 7.6 | Describe the process for new software development to meet a specific healthcare setting and need. |  |
| 7.7 | Identify local healthcare businesses that use technology for EHR & HIT. |  |

## Benchmark 8: Future of Health Information Systems

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Explore latest advances in computer technology related to healthcare and HIT. |  |
| 8.2 | Discuss implications and risks for ongoing development of HIT. |  |
| 8.3 | Explore employment opportunities for health information technologists in the workforce. |  |
| 8.4 | Identify and discuss common needs in regional healthcare and how they vary with emerging trends. |  |

## Benchmark 9: Business

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 9.1 | Identify and explore the overall functionality and importance of financial, accounting, marketing and project management within HIT. |  |
| 9.2 | Identify and discuss the basic needs of a health care business related to HIT and how it would relate to a business plan. |  |
| 9.3 | Develop and demonstrate the design and function of a health information system and what requirements are needed. |  |
| 9.4 | Identify regulations and restrictions businesses must follow to meet local, regional and federal requirements. |  |
| 9.5 | Collaborate with local/regional health care businesses that have a HIT and explore the structure, functionality, and challenges. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

CTE Pathways Help Desk

(785) 296-4908

pathwayshelpdesk@ksde.org



900 S.W. Jackson Street, Suite 102

Topeka, Kansas 66612-1212

[https://www.ksde.org](https://www.ksde.org/)

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