

Gallup Branch Campus Health Information Technology, AS

Broad Learning Goals

- A. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
- B. Collect, organize and present data for quality management, risk management, and other related studies.
- C. Apply policies and procedures for access and disclosure of personal health information.
- D. Use common software applications, such as spreadsheets, databases, word processing, graphics, presentation, and others in the execution of work processes.
- E. Assist in preparing the organization for accreditation and licensing surveys.

Student Learning Outcomes

- A1. Students will be able to perform a quantitative and qualitative analysis of the patient record.
- A2. Students will be able to abstract a patient record.
- A3. Students will be able to describe elements in a patient record.
- B1. Students will be able to perform chart review for surgical performance improvement.
- B2. Students will be able to perform a chart review for medical record documentation.
- B3. Students will be able to summarize incidents in a risk management database.
- B4. Students will be able to construct a bar graph of surgical delays.

- B5. Students will be able to describe the tools and components of a performance improvement program.
- C1. Students will be able to describe responsibilities of health information technicians with regard to data security.
- C2. Students will be able to describe the types of medical record information protected by law.
- C3. Students will be able to summarize the rights of patients and third parties to access health record information.
- D1. Students will be able to enter patient information into the SoftMed database.
- D2. Students will be able to construct a pie chart showing overtime hours.
- D3. Students will be able to set up a database using master patient index cards, performing 2 queries.
- D4. Students will be able to construct a bar graph showing the results of a chart review.
- D5. Students will be able to construct a PowerPoint presentation.
- E1. Students will be able to write a report on the purpose, rules, and accreditation standards regarding the history, physical, discharge summary, and progress notes sections of the health record.
- E2. Students will be able to write a report on the health information standards in the Information Management Chapter of the Joint Commission on Accreditation of Hospitals Manual.