

I. COURSE INFORMATION

- A. Allied Health NHA 235 Long Term Care Medical Records
- B. 3 credit hours
- C. No textbook required
- D. Prerequisites: None

II. COURSE DESCRIPTION

This course provides the student with the knowledge and skills needed to organize a Health Information Management document under the supervision of a Credentialed Health Information Management professional in a long term care setting. Topics include Health Information Management professional practice standards, documentation requirements, confidentiality, legal aspects, Medicare benefits and rules and regulations of Kansas licensed nursing facilities.

III. LEARNING OUTCOMES

- A. Define the role of the Health Information Management (HIM) designee in a long-term care facility
- B. Explain federal and state regulations regarding clinical record keeping in long term care
- C. Identify aspects of confidentiality
- D. Discuss the organization of information in the clinical record
- E. Discuss the history of health records
- F. Understand the role and function of other departments in the long-term care facility

IV. MAJOR CONTENT AREAS

- A. History of HIM
- B. Data access retention and destruction
- C. Confidentiality and discharged records
- D. Regulations, survey procedures and Medicare
- E. Documentation standards and systems
- F. Minimum data set and quality indicators

V. ASSIGNMENTS (may include but are not limited to)

- A. Reading assignments
- B. Writing assignments

VI. EVALUATION METHODS (may include but are not limited to)

- A. On-site skilled nursing facility visit and essay
- B. Quizzes
- C. Exams
- D. Presentations