

## Health Information Management CTAG and Alignment

This document contains information about two Career-Technical Articulation Numbers (CTANs) for the proposed Health Information Management Services Career-Technical Assurance Guide (CTAG). The CTANs are:

1. Introduction to Health Information Management
2. Legal and Ethical Aspects of Health Information Management

**CTAN #1: Introduction to Health Information Management:**

**CTAN alignment with the Tech Prep Health Information Management Services Pathway in the Career Field Technical Content Standards of the Ohio Department of Education**

**Course Description:** Students will be introduced to the fundamentals of health information management and health care data including legal health record components, policies and procedures associated with health record completeness and compliance, the health information management profession, patient and health care data and health information management's role in survey readiness. Students will also discuss the various storage formats of health information including electronic health records.

**Advising Notes:** It is recommended that teachers of this course hold at least a bachelors degree (masters preferred) and minimum certification as a Registered Health Information Technician (RHIT). A career-technical student seeking credit under the terms of this CTAG must apply and be accepted to the college within three years of completing a career-technical education program/course or within the currency of the industry certificate or license.

**Semester Credit Hours: 3 ALL LEARNING OUTCOMES ARE ESSENTIAL**

<b>Learning Outcomes</b>  The student will be able to:	<b>Competencies in ODE's Revised Career Field Technical Content Standards Dated October 2013.</b>
<b>1. Describe the health information management profession, the purpose and structure of the American Health Information Management Association and the certification process</b>	1.1.2. Identify the scope of career opportunities and the requirements for education, training, certification, licensure, and experience.  1.1.4. Describe the role and function of professional

	<p>organizations, industry associations, and organized labor and use networking techniques to develop and maintain professional relationships.</p> <p>6.1.1 Define health information management (HIM) and differentiate among data, information and competency.</p>
--	--

<p><b>2. Identify the roles and responsibilities of health information professionals in the development of health record systems</b></p>	<p>6.1.1 Define health information management (HIM) and differentiate among data, information and competency</p> <p>6.1.2. Differentiate between primary and secondary health data sources and databases.</p> <p>6.1.3. Describe the principles of architecture, data standards, and use of health information systems.</p> <p>6.1.4. Use health record data collection tools (e.g., electronic medical/health records, meaningful use, document templates).</p> <p>6.1.5. Recognize standard data definitions, vocabularies, terminologies, nomenclatures (e.g., SNOMED-CT), classifications (e.g., ICD-10, HCPCS, CPT) and relevant healthcare data sets (e.g. OASIS, HEDIS, UHDDS) as used in the organization's health information systems.</p> <p>6.1.6. Differentiate between the types and content of patient health records and the data collected (e.g., paper-based, electronic medical/health records, personal health records, clearinghouse).</p> <p>6.1.7. Apply concepts of health record documentation requirements of external agencies and organizations (e.g., accrediting bodies, regulatory bodies, professional review organizations, licensure, reimbursement, discipline-specific, evidence-based best practice).</p>
	<p>6.1.8 Describe typical internal organizational health record documentation requirements, policies, and procedures.</p>

<p><b>3. Define the functions of the health record and its various components.</b></p>	<p>6.1.1 Define health information management (HIM) and differentiate among data, information and competency.</p> <p>6.1.2. Differentiate between primary and secondary health data sources and databases.</p> <p>6.1.3. Describe the principles of architecture, data standards, and use of health information systems.</p> <p>6.1.4. Use health record data collection tools (e.g., electronic medical/health records, meaningful use, document templates).</p> <p>6.1.5. Recognize standard data definitions, vocabularies, terminologies, nomenclatures (e.g., SNOMED-CT), classifications (e.g., ICD-10, HCPCS, CPT) and relevant healthcare data sets (e.g. OASIS, HEDIS, UHDDS) as used in the organization's health information systems.</p> <p>6.1.6. Differentiate between the types and content of patient health records and the data collected (e.g., paper-based, electronic medical/health records, personal health records, clearinghouse).</p> <p>6.1.7. Apply concepts of health record documentation requirements of external agencies and organizations (e.g., accrediting bodies, regulatory bodies, professional review organizations, licensure, reimbursement, discipline-specific, evidence-based good practice).</p>
--	--

	6.1.8 Describe typical internal organizational health record documentation requirements, policies, and procedures.
<b>4. Identify the various uses of the health record and its importance to each user.</b>	6.1.8 Describe typical internal organizational health record documentation requirements, policies and procedures.
<b>5. Identify healthcare data, structure, content, and date sets commonly used in the healthcare field.</b>	<p>6.1.1 Define health information management (HIM) and differentiate among data, information and competency</p> <p>6.1.2 Differentiate between primary and secondary health data sources and databases</p> <p>6.1.3 Describe the principles of architecture, data standards, and use of health information systems.</p> <p>6.1.5 Recognize standard data definitions, vocabularies, terminologies, nomenclatures (e.g., SNOMED-CT), classifications (e.g., ICD-10, HCPCS, CPT) and relevant healthcare data sets (e.g. OASIS, HEDIS, UHDDS) as used in the organization's health information systems.</p>
<b>6. Apply organization-wide health record documentation guidelines.</b>	<p>6.1.4 Use health record data collection tools (e.g., electronic medical/health records, meaningful use, document templates).</p> <p>6.1.8 Describe typical internal organization health record documentation requirements, policies and procedures.</p>

<p><b>7. Apply policies and procedures to ensure organizational compliance with standards (accreditation, certification) and regulations</b></p>	<p>6.1.7 Apply concepts of health record documentation requirements of external agencies and organizations (e.g., accrediting bodies, regulatory bodies, professional review organizations, licensure, reimbursement, discipline-specific, evidence-based good practice).</p>
<p><b>(legal, licensing).</b></p>	<p>6.1.9 Explain how to apply policies and procedures to ensure organizational compliance with regulations and standards, including Medicare, Medicaid, and other third-party payers.</p>
<p><b>8. Maintain the accuracy of the patient record as defined by organizational policy and external regulations and standards.</b></p>	<p>6.1.8 Describe typical internal organizational health record documentation requirements, policies and procedures.</p> <p>6.3.3 Input and use health information applying management principles to ensure quality, compliance, and integrity.</p> <p>6.3.4 Apply methods to ensure authenticity, timeliness, and completeness of health data entries.</p> <p>6.3.5 Document scope of practice information in an electronic health/medical record.</p>

<p><b>9. Describe the attributes and issues associated with electronic health records.</b></p>	<p>6.3.1. Create and update documents within the electronic health record and electronic health systems.</p> <p>6.3.2. Locate and retrieve information in the electronic medical/health records and other sources.</p> <p>6.3.3. Input and use health information applying management principles to ensure quality, compliance, and integrity.</p> <p>6.3.4 Apply methods to ensure authenticity, timeliness, and accuracy of health data entries.</p> <p>6.3.5. Document scope of practice information in an electronic health/medical record.</p>
	<p>6.3.6 Access and apply reference material available through an electronic health/medical record or other reference system.</p> <p>6.3.7. Resolve minor technology problems associated with using an electronic health/medical record.</p> <p>6.3.8. Follow access protocols for entry to an electronic health/medical record.</p> <p>6.3.9. Manage documents within the electronic health/medical record using standard protocol.</p> <p>6.3.12 Complete the common insurance claim forms ensuring federal, state and third-party insurance reimbursements are included and complete payer compliance claim forms.</p>

<b>10. Differentiate between the various formats to store and maintain health records and maintenance of these formats (paper, hybrid, electronic).</b>	6.1.6. Differentiate between the types and content of patient health records and the data collected (e.g., paper-based, electronic medical/health records, personal health records, clearinghouse).
---	---

**1. CTAN #2 : Legal and Ethical Aspects of Health Information Management**

CTAN alignment with the Tech Prep Health Information Management Services Pathway in the Career Field Technical Content Standards of the Ohio Department of Education. This CTAN contains all the learning outcomes of the OAN entitled “Legal Aspects” (OHL021) which is part of the Health Information Management TAG.

**Course Description:** Students will be introduced to the fundamentals of healthcare law including HIPAA Security and Privacy Rules. Students will discuss health information management ethics and health information management’s role in maintaining the confidentiality and security of health information. Students will participate in release of information activities for confidential and non-confidential health information.

Semester Credit Hours: 2

Advising Notes: It is recommended that teachers of this course hold a master’s degree and certification of either Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA)

Alignment: All outcomes are essential

<b>Learning Outcomes</b>  <b>The student will be able to:</b>	<b>Competencies in ODE’s Revised Career Field Technical Content Standards, dated October 2013</b>
---	---



<p><b>1. Differentiate between the types and sources of law, which constitute a basis for the use of health information in litigation.</b></p>	<p>6.2.1. Identify components of the legal system.</p> <p>6.2.2. Differentiate between types of evidence used in healthcare litigation, process of discovery, and the permissible use of evidence in litigation, recognizing the elements of negligence and medical malpractice.</p>
<p><b>2. Distinguish between the components of the court system and trial process as related to the use of medical or health information in litigation.</b></p>	<p>6.2.1. Identify components of the legal system.</p>
<p><b>3. Differentiate between types of evidence, process of e-discovery and the permissible use of evidence in litigation.</b></p>	<p>6.2.2. Differentiate between types of evidence used in healthcare litigation, process of discovery, and the permissible use of evidence in litigation, recognizing the elements of negligence and medical malpractice.</p>
<p><b>4. Appraise elements of negligence as related to standards of practice for the healthcare facility and the healthcare professional.</b></p>	<p>6.2.3. Interpret regulatory requirements, standards of practice, legal responsibility, limitations, and implications of actions and describe the appropriate avenues for reporting incidences of malpractice or negligence.</p>
<p><b>5. Recognize potential malpractice problems based upon the legal principles and standards of practice for healthcare professionals and/or facilities.</b></p>	<p>6.2 Confidentiality, Privacy, and Security: Apply the fundamentals of confidentiality, privacy and security to communicate health/medical information accurately and within legal/regulatory bounds to other external entities.</p> <p>6.2.1. Identify components of the legal system.</p>

	<p>6.2.2. Differentiate between types of evidence used in healthcare litigation, process of discovery, and the permissible use of evidence in litigation, recognizing the elements of negligence and medical malpractice.</p> <p>6.2.3. Interpret regulatory requirements, standards of practice, legal responsibility, limitations, and implications of actions and describe the appropriate avenues for reporting incidences of malpractice or negligence.</p> <p>6.2.4. Identify what constitutes the authorized access, release, and use of personal health information.</p> <p>6.2.5. Distinguish confidential and non-confidential information, and document and prioritize requests for personal health information according to privacy and confidentiality guidelines.</p> <p>6.2.6. Use networks, including intranet and internet, according to security and privacy policies and procedures.</p> <p>6.2.7 Describe the possible consequences of inappropriate use of health information.</p> <p>6.2.8 Implement administrative, physical and technical safeguards to maintain data integrity and validity.</p> <p>6.2.9 Describe elements that are included in the design of audit trails and data quality monitoring programs.</p>
<p><b>6. Interpret legal issues related to obtaining consent for treatment by healthcare facilities and healthcare professionals.</b></p>	<p>3.1.2 Maintain patients' rights, respect individual's choices, and obtain consent.</p> <p>6.2.4 Identify what constitutes the authorized access, release and use of personal health information</p>

<p><b>7. Distinguish between confidential and nonconfidential information within a healthcare information system.</b></p>	<p>6.2.4 Identify what constitutes the authorized access, release and use of personal health information</p> <p>6.2.5 Distinguish confidential and non-confidential information, and document and prioritize requests for personal health information according to privacy and confidentiality guidelines</p>
<p><b>8. Assess general legal principles governing access to confidential health information in a variety of circumstances.</b></p>	<p>6.2 Confidentiality, Privacy, and Security: Apply the fundamentals of confidentiality, privacy and security to communicate health/medical information accurately and within legal/regulatory bounds to other external entities.</p> <p>6.2.4 Identify what constitutes the authorized access, release and use of personal health information</p>

**9. Interpret laws, regulations, standards and ethics that govern and control the maintenance, disclosure and re-disclosure of confidential health information.**

6.2.3. Interpret regulatory requirements, standards of practice, legal responsibility, limitations, and implications of actions and describe the appropriate avenues for reporting incidences of malpractice or negligence.

6.2.4 Identify what constitutes the authorized access, release and use of personal health information

6.2.5. Distinguish confidential and non-confidential information, and document and prioritize requests for personal health information according to privacy and confidentiality guidelines.

**10. Apply regulatory policies and procedures for access and disclosure of protected health information (PHI) as required by federal law, including but not limited to the HIPAA Privacy Rule.\***

6.2.3. Interpret regulatory requirements, standards of practice, legal responsibility, limitations, and implications of actions and describe the appropriate avenues for reporting incidences of malpractice or negligence.

6.2.6 Use networks, including intranet, and internet, according to security and privacy policies and procedures.

6.2.8 Implement administrative, physical and technical safeguards to maintain data integrity and validity.

<p><b>11. Apply regulatory policies and procedures as required by federal law, including but not limited to the HIPAA Security Regulations.*</b></p>	<p>6.2.4 Identify what constitutes the authorized access, release and use of personal health information</p> <p>6.2.5 Distinguish confidential and non-confidential information, and document and prioritize requests for personal health information according to privacy and confidentiality guidelines.</p>
<p><b>12. Apply appropriate statutory requirements and/or applicable standards of practice to requests for access, use and disclosure of highly sensitive health information.</b></p>	<p>6.2.4 Identify what constitutes the authorized access, release and use of personal health information</p> <p>6.2.5 Distinguish confidential and non-confidential information, and document and prioritize requests for personal health information according to privacy and confidentiality guidelines.</p>

<p><b>13. Interpret laws, regulations, and standards of practice as related to legal aspects of quality improvement, risk management and corporate compliance programs.</b></p>	<p>6.2 Confidentiality, Privacy, and Security: Apply the fundamentals of confidentiality, privacy and security to communicate health/medical information accurately and within legal/regulatory bounds to other external entities.</p> <p>6.2.1. Identify components of the legal system.</p> <p>6.2.2. Differentiate between types of evidence used in healthcare litigation, process of discovery, and the permissible use of evidence in litigation, recognizing the elements of negligence and medical malpractice.</p> <p>6.2.3. Interpret regulatory requirements, standards of practice, legal responsibility, limitations, and implications of actions and describe the appropriate avenues for reporting incidences of malpractice or negligence.</p> <p>6.2.6. Use networks, including intranet and internet, according to security and privacy policies and procedures.</p> <p>6.2.7 Describe the possible consequences of inappropriate use of health information.</p> <p>6.2.8 Implement administrative, physical and technical safeguards to maintain data integrity and validity.</p> <p>6.2.9 Describe elements that are included in the design of audit trails and data quality monitoring programs.</p>
---	---

<p><b>14. Apply ethical standards and moral responsibility for protecting the privacy and confidentiality of health information.</b></p>	<p>6.2.7 Describe the possible consequences of inappropriate use of health information.</p> <p>6.2.8 Implement administrative, physical and technical safeguards to maintain data integrity and validity.</p> <p>6.2.9 Describe elements that are included in the design of audit trails and data quality monitoring programs</p>
--	---

**15. Assess the relevance of federal, state, and private sector initiatives related to the privacy, security and confidentiality of health information technology.**

6.2 Confidentiality, Privacy, and Security: Apply the fundamentals of confidentiality, privacy and security to communicate health/medical information accurately and within legal/regulatory bounds to other external entities.

6.2.1. Identify components of the legal system.

6.2.2. Differentiate between types of evidence used in healthcare litigation, process of discovery, and the permissible use of evidence in litigation, recognizing the elements of negligence and medical malpractice.

6.2.3. Interpret regulatory requirements, standards of practice, legal responsibility, limitations, and implications of actions and describe the appropriate avenues for reporting incidences of malpractice or negligence.

6.2.4. Identify what constitutes the authorized access, release, and

use of personal health information.

6.2.5. Distinguish confidential and non-confidential information, and document and prioritize requests for personal health information according to privacy and confidentiality guidelines.

6.2.6. Use networks, including intranet and internet, according to security and privacy policies and procedures.

6.2.7 Describe the possible consequences of inappropriate use of health information.

6.2.8 Implement administrative, physical and technical safeguards to maintain data integrity and validity.

6.2.9 Describe elements that are included in the design of audit trails and data quality monitoring programs.