

**Career Technical Credit Transfer (CT)<sup>2</sup>  
Health Information Management Career Technical Assurance Guide (CTAG)  
March 22, 2017**

The following programs/courses, indicated by a Career-Technical Articulation Number (CTAN), are eligible for transfer among Ohio's public secondary (CT)<sup>2</sup> approved programs/courses and state institutions of higher education. The SCTAI alignment document with ODE competencies and postsecondary learning outcomes is available on the ODHE website at <https://www.ohiohighered.org/transfer/ct2/ctags>.

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| <b>CTHIM001 - Introduction to Health Information Management</b>   | <b>Credits: 3 Semester Hours</b>  |
| <p><b>Advising Notes:</b> In order to access postsecondary college credit for this CTAN, the student must:</p> <ul style="list-style-type: none"> <li>• Matriculate to an institution of higher education with an approved or comparable program within 3 years of graduating from an approved career-technical education institution.</li> <li>• Successfully complete <u>ODE secondary course <b>Health Information Technology (072135)</b></u> and earn a qualifying score of <b>62 or higher</b> on the end-of-course examination.</li> </ul> | <p>Secondary institutions must have pathway approval from the Ohio Department of Education. Certificate of Affirmation assurances are now incorporated into the CTE-26 application process.</p> |
| <b>CTHIM002 - Legal and Ethical Aspects of Health Information Management (Shared OAN Course OHL021)</b>   | <b>Credits: 2 Semester Hours</b>  |
| <p><b>Advising Notes:</b> In order to access postsecondary college credit for this CTAN, the student must:</p> <ul style="list-style-type: none"> <li>• Matriculate to an institution of higher education with an approved or comparable program within 3 years of graduating from an approved career-technical education institution.</li> <li>• Successfully complete <u>ODE secondary course <b>Health Information Management (072140)</b></u> and earn a qualifying score of <b>57 or higher</b> on the end-of-course examination.</li> </ul> | <p>Secondary institutions must have pathway approval from the Ohio Department of Education. Certificate of Affirmation assurances are now incorporated into the CTE-26 application process.</p> |

Each CTAN identifies the learning outcomes that are equivalent or common in introductory technical courses. In order for students to be able to receive credit under these agreements, the career-technical programs and the state institutions of higher education must document that their course/program content matches the learning outcomes in the CTANs. In accordance with Ohio Revised Code 3333.162, industry standards and certifications provide documentation of student learning.

## Requirements and Credit Conditions:

1. The receiving institution must have a comparable program, major, or courses approved through submission to the Ohio Department of Higher Education (CT)<sup>2</sup> approval process for the CTANs listed in this document.
2. Credits apply to courses in the specified technical area at Ohio's public institutions of higher education, provided the institution offers courses in the specific technical area. In the absence of an equivalent course, and when the institution offers the technical program, the receiving institution will guarantee to grant and apply an equivalent credit value of the Career-Technical Articulation Number (CTAN) toward the technical requirements of the specific degree/certificate program.
3. The applicant must provide proof to the receiving institution that they successfully completed a course that has been approved through the (CT)<sup>2</sup> approval process and that they earned a qualifying score on the end of course examination.
4. A career-technical student seeking credit under the terms of this CTAG must matriculate to an institution of higher education with an approved or comparable program within 3 years of graduating from an approved career-technical education institution.
5. A career-technical student who meets all eligibility criteria will receive the credit hour value for the comparable course(s) as offered at the receiving state institution of higher education.
6. The admission requirements of individual institutions and/or programs are unaffected by the implementation of (CT)<sup>2</sup> outcomes.
7. The transfer of credit through this CTAG will not exempt a student from the residency requirements at the receiving institution.

### CTHIM001 – Introduction to Health Information Management

**General 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.

**Credits:** 3 Semester Hours

#### Learning Outcomes:

Outcomes marked with an asterisk (\*) are essential and must be taught.

1. Describe the Health Information Management profession, the purpose, and structure of the American Health Information Management Association and the certification process.\*
2. Identify the roles and responsibilities of health information professionals in the development of health record systems.\*
3. Define the functions of the health record and its various components.\*
4. Identify the various uses of the health record and its importance to each user.\*
5. Identify healthcare data, structure, content, and data sets commonly used in the healthcare field.\*
6. Apply organization-wide health record documentation guidelines.\*
7. Apply policies and procedures to ensure organizational compliance with standards (accreditation, certification) and regulations (legal, licensing).\*
8. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.\*

9. Describe the attributes and issues associated with electronic health records.\*
10. Differentiate between the various formats to store and maintain health records and maintenance of these formats (paper, hybrid, electronic).\*

### **CTHIM002 – Legal and Ethical Aspects of Health Information Management (Shared OAN course OHL021)**

**General Course Description:** Evaluation of health care records as legal documents, special emphasis on policies and procedures concerning release of medical information and protecting patient confidentiality, principles and organization of the judicial system, and healthcare fraud and abuse and Health Insurance Portability and Accountability (HIPAA) regulations. Ethical issues in healthcare settings concerning the privacy and security of healthcare should be addressed.

**Credits:** 2 Semester Hours

#### **Learning Outcomes:**

Outcomes marked with an asterisk (\*) are essential and must be taught.

1. Differentiate between the types and sources of law, which constitute a basis for the use of medical or health information in litigation.\*
2. Distinguish between the components of the court system and trial process as related to the use of medical or health information in litigation.\*
3. Differentiate between types of evidence, process of e-discovery and the permissible use of evidence in litigation.\*
4. Appraise elements of negligence as related to standards of practice for the healthcare facility and the healthcare professional.\*
5. Recognize potential malpractice problems based upon the legal principles and standards of practice for healthcare professionals and/or facilities.\*
6. Interpret legal issues related to obtaining consent for treatment by healthcare facilities and healthcare professionals.\*
7. Distinguish between confidential and non-confidential information within a healthcare information system.\*
8. Assess general legal principles governing access to confidential health information in a variety of circumstances.\*
9. Interpret laws, regulations, standards, and ethics that govern and control the maintenance, disclosure, re-disclosure, and destruction of health information.\*
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.\*
11. Apply regulatory policies and procedures as required by federal law, including but not limited to the HIPAA Security Regulations.\*
12. Apply appropriate statutory requirements and/or applicable standards of practice to requests for access, use and disclosure of highly sensitive health information.\*
13. Interpret laws, regulations, and standards of practice as related to legal aspects of quality improvement, risk management, and corporate compliance programs.\*
14. Apply ethical standards and moral responsibility for protecting the privacy and confidentiality of health information.\*

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

**Health Information Management Panel Participants**

**Spring 2014**

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|-------------------------------|--|--|
| Pamela Greenstone             | University of Cincinnati                               | SCTAI Lead Expert                        |
| Mona Burke                    | Bowling Green State University                         | SCTAI Panel Expert                       |
| Jane Roberts                  | Columbus State Community College                       | SCTAI Panel Expert                       |
| Crystal Jones                 | Clark State Community College                          | SCTAI Panel Expert                       |
| Amy Anway                     | Terra Community College                                | SCTAI Panel Expert                       |
| Dr. Melanie Brodnik           | Ohio State University                                  | SCTAI Panel Expert                       |
| Laurie Rinehart-Johnson, J.D. | Ohio State University                                  | SCTAI Panel Expert                       |
| Dr. Melanie Brodnik           | Ohio State University                                  | TAG Panel Expert                         |
| Karen Motley                  | Sinclair Community College                             | TAG Panel Expert                         |
| Jan Kelly                     | University of Cincinnati                               | TAG Panel Expert                         |
| Misty Hamilton                | Zane State Community College                           | Item Writer                              |
| Cindy Kneip                   | Cincinnati State Community and Technical College       | Item Writer                              |
| William Fiala                 | University of Akron                                    | Item Writer                              |
| Judy Hutchins                 | Cincinnati State Community and Technical College       | Item Writer                              |
| Cyndi Brill                   | Ohio Department of Education                           |  |
| Eric Landversicht             | Ohio Department of Education                           |  |
| Dr. Jim Austin                | Center on Education and Training for Employment at OSU |  |
| Dr. Robert Casto              | Ohio Board of Regents                                  | SCTAI Special Coach                      |
| Jamilah Tucker                | Ohio Articulation and Transfer Network                 | Director of Career-Technical Initiatives |
| Anne Skuce                    | Ohio Articulation and Transfer Network                 | Senior Associate Director, SCTAI         |
| Misty McKee                   | Ohio Board of Regents                                  | Assistant Director, SCTAI                |
| Jessi Spencer                 | Ohio Board of Regents                                  | Administrative Coordinator of SCTAI      |