

**Career Technical Credit Transfer (CT)²
Health Information Management Career Technical Assurance Guide (CTAG)
Updated 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)² approved programs/courses and state institutions of higher education.

CTHIM001 Introduction to Health Information Management	Credits: 3 Semester Hours
<p>Advising Notes: In order to access post-secondary college credit for this CTAN, the student must:</p> <ul style="list-style-type: none"> • Matriculate to an institution of higher education with an approved or comparable program NO LATER than 3 years after completing the approved secondary program • Successfully complete ODE course Health Information Technology (072135) with a "C" or better and earn a qualifying score of 62 or higher on the end-of-course exam 	<p>CERTIFICATE OF AFFIRMATION FORM can be used for course submission through CEMS. https://www.ohiohighered.org/transfer/ct2/affirmation</p>
CTHIM002 Legal and Ethical Aspects of Health Information Management (Shared OAN Course OHL021)	Credits: 2 Semester Hours
<p>Advising Notes: In order to access post-secondary college credit for this CTAN, the student must:</p> <ul style="list-style-type: none"> • Matriculate to an institution of higher education with an approved or comparable program NO LATER than 3 years after completing the approved secondary program • Successfully complete ODE course Health Information Management (072140) with a "C" or better and earn a qualifying score of 57 or higher on the end-of-course exam 	<p>CERTIFICATE OF AFFIRMATION FORM can be used for course submission through CEMS. https://www.ohiohighered.org/transfer/ct2/affirmation</p>

*See Requirements and Credit Conditions.

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)² 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 she/he completed a course or program that has been approved through the (CT)² approval process and that she/he holds the appropriate credential or has passed the end-of-course assessment(s).
4. A career-technical student seeking credit under the terms of this CTAG must enroll and submit their verification form to the college within three years of completing a career-technical course. Students may earn credit within the currency of the industry certificate or license.
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)² 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 OHL 021)

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

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
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Jan Kelly	University of Cincinnati	TAG Panel Expert
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Cindy Kneip	Cincinnati State Community and Technical College	Item Writer
William Fiala	University of Akron	Item Writer
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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