



## Memorandum

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To: Health Information Management Professionals

From: Jan Kelly, MBA, RHIA.  
Faculty Lead, Health Information Management TAG Review/Revision Panel

Re: Update to Health Information Management Transfer Assurance Guide (TAG) Courses  
Learning Outcomes

Date: March 23, 2017

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### **Background**

As the Panel Lead for the Health Information Management Transfer Assurance Guide (TAG) Faculty Review Panel, I received an inquiry from the Ohio Articulation and Transfer Network (OATN) in September 2015 to determine if any of the Health Information Management TAG courses were in need of a review. I responded to the inquiry by informing the OATN staff that the Health Information Management TAG courses have been carefully structured to meet the accreditation standards of the RHIT and RHIA and that the new competencies would go into effect in fall 2017.

In proactively responding to the upcoming changes, the OATN asked the HIM TAG Review Panel to examine the new competencies and compare them to the existing TAG courses. Faculty Review Panel members for the Health Information Management Transfer Assurance Guide (TAG) have had ongoing conversations over the past year and a half to refine and finalize their assessment on the currency of the TAG course learning outcomes and possible implications to the institutions on their currently approved TAG courses. The panel members communicated virtually during their discussion and finalization processes. In March 2017, the Review Panel came to a consensus, and as a representative of the Panel, I assure you that the Panel did a thorough examination of the new and old standards and considered all possible implications.

### **Updates**

#### Human Diseases (OHL019)

The Faculty Panel felt that the current learning outcomes for Human Diseases (OHL019) continue to be up-to-date. Therefore, the current approved courses will remain unchanged.

#### Medical Terminology (OHL020)

The Faculty Panel felt that the current learning outcomes for Medical Terminology (OHL020) continue to be up-to-date. Therefore, the current approved courses will remain unchanged.

### Computer Applications (OBU003)

The Faculty Panel felt that the current learning outcomes for Computer Applications (OBU003) continue to be up-to-date for HIM curriculum. Therefore, the current approved courses will remain unchanged.

### Legal Aspects (OHL021)

The Faculty Panel felt that most of the learning outcomes for Legal Aspects (OHL021) continue to be up-to-date and required minor tweaks for Learning Outcomes #5, 9, 10, and 11. Specific changes are as follows: #5 – replaced “Report” with “Recognize”; #9 – added “destruction”; and #10 & 11 – added “federal law, including but not limited to”. The current approved courses will remain unchanged, and no resubmission is required.

### Reimbursement (OHL022)

In terms of the learning outcomes for Reimbursement (OHL022), besides the addition of RBRVS to the essential learning outcome #10, the Faculty Panel felt that most of the current learning outcomes continue to meet the RHIT and RHIA competencies. However, the Panel also discovered a gap. After the panel discussions, the team concurred to add a new essential learning outcome as #21:

- #21. Evaluate the revenue cycle management processes in acute and ambulatory care setting (i.e., EOB, ABN, electronic data interchange, coding, charges, the bill reconciliation, etc.).\*

The remaining learning outcomes stay the same.

### **Implications for Your Reimbursement TAG Approved Course**

Because all of the formally reviewed and approved courses provided evidence to the unrevised learning outcomes, the Review Panel did not feel that a resubmission of currently approved courses was needed to validate those particular learning outcomes. However, when the team discussed various options and implications from those options for the added outcome #21, it was apparent to them that in order to assure the quality of the TAG approved courses, it is the Review Panel’s role to validate the coverage of this essential outcome. The Panel was also mindful of the implication for the institutions if the Panel were to request a complete resubmission that included evidence for the unchanged learning outcomes.

Below is what the Review Panel requests those institutions with currently approved Reimbursement (OHL022) to do in order to expedite the validation process:

1. Starting this fall review cycle (fall 2017), update the course information, including the working syllabus, in the Course Equivalency Management System (CEMS).
2. Complete this template requesting a narrative/evidence of student learning specifically for the additional learning outcome #21.
3. Create a new TAG match in CEMS and enter the narrative/evidence for #21 in the Workflow process. The system will warn that this new match is a duplicate match. Simply acknowledge the message and continue on with the Workflow. You can leave the boxes for the remaining learning outcomes blank. Also, estimate the time spent on #21.
4. Submit the newly created match to the institutional TAG coordinator in CEMS, who will forward the submission to OATN in CEMS.

We ask that all institutions with currently approved OHL022 will submit by the established deadlines and get their courses approved by the Review Panel by the end of spring 2018 review cycle. The TAG review and submission timeline is attached for your reference (which was provided by OATN staff). OATN has informed us that if courses are not approved by the end of the spring 2018 review cycle, the currently-approved courses will automatically expire. This may detrimentally impact the student's transferability and applicability of the courses. Therefore, the Review Panel appreciates your utmost effort on this matter. All of the necessary documents, according to OATN staff, have been posted on their website at <https://www.ohiohighered.org/transfer/tag/coursedescriptions>. Please have your faculty work with your TAG coordinator to initiate the work.

I wish to express my thanks for the dedicated work of the Health Information Management TAG Faculty Review/Revision Panel. I also wish to express my special thanks to Karen Motley from Sinclair College in the revision of Legal Aspects and Reimbursement courses. The faculty exhibited incredible collaboration and consensus building in the process of evaluating and updating the learning outcomes.

The faculty members of the Health Information Management TAG Faculty Review/Revision Panel include: Jan Kelly (Panel Lead, University of Cincinnati), Lisa Cerrato (Columbus State Community College), Christine Jerson (Lakeland Community College), Karen Motley (Sinclair College), and Marie Janes (The University of Toledo).

If you have any questions, please feel free to contact me at [kellyj9@ucmail.uc.edu](mailto:kellyj9@ucmail.uc.edu) or (513) 985-9742.

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