Contents

...

Pretac	Ce	VII
1.	Introduction to Health Information Management	1
	HIM Standards began with establishment of AHIMA 2 Opportunities for health informatics (HI) 2 Methods to ensure data quality 3	
2.	Health Information Management's Professional Role in Efficient Management of Health Information in USA	6
	HIM professional skill set 7 Educational programs 10 Health information managers 10 Medical records and health information technicians 10	
3.	Heath Information Management Professionals Future Challenges	12
	HIM profession 13 Revolutionized HIM practice 13 Education is crucial for HIM workforce 14	
4.	Challenges of HIM Professionals with Emerging Technology and Reimbursement Methods	16
	HIM role and challenges 16 Implementing electronic health records 17 Coding and revenue cycle management (RCM) 17 Challenges of operating cost with decline income 18 Cost justification 18	
5.	Electronic Health Records (EHR) Functional Requirements and Specifications	20
	EHR functional requirements 20 Functional requirements versus technology 23	
6.	Tips for Evaluating the Pre-Implementation of Electronic Health Records Software	24
	Selection of software 24 Expected outcome of electronic health record software 25 Integration of information 26	

Preface

Medical Electronic Records Education Programs

	_	
7.	Challenges of Hospital IT and Networking Design for Electronic Health Records	29
	Potential causes related to patient <i>30</i> The IT department <i>32</i> Need to exchange clinical knowledge <i>33</i> Advantages of electronic health records <i>37</i>	
8	A Guide to Better Physician Documentation	38
0.	A Guide to better mysician bocumentation	50
9.	Personnel Requirements and Job Description	40
	Personnel management in medical record health information department 40 Job descriptions medical record officer (HIM): Qualification 41 Medical records technician (HIM): Qualification 43 Assistant medical records technician: Qualification 44 Information is relevant to the AHIMA of USA 45 Places for employment opportunities for qualified HIM professionals 49 HIM professionals need to possess the skills 50 Effective healthcare leadership needs and staying forefront of the competition 52	
10.	Diploma in Medical Record Technology (Health Information Management)	53
	Training Program Conceptual framework of the curriculum 54	
	Course outline 56 Teaching strategies: Theory and laboratory part 73 Medical record technologist program evaluation 99 Two-year diploma in Health Infermation Management Technology Program 103 Course description 106 Diploma in Health Information Management (sample structure program) 109	
11.	Bachelor's Degree in Health Information Management	115
	Role of HIM bachelor's degree graduates 117 Curriculum 120 Four-year degree in health infermation management (HIM) 123 Health infermation management baccalaureate degree course content 126	
12.	Master's Degree in Health Information Management	136
	Curriculum 140 Two-year master's degree in health information management 145 HIM masters degree course content 147	
13.	Directed Professional Practice Internship and Project Assignment	154
	Introduction 154 The Mission and philosophy of the HIM and technology university colleges or institutes 156 Directed practice program 158 Mock-up (simulation) MR laboratory at the college site 159 Directed professional practice at the hospital site 161 Student/intern daily hospital directed professional practice log 163 Guidelines for evaluating students 165 Internship postings in hospital 170	

xii

	Contents	xiii
	Topics for directed practice177Project assignment178Scope for project assignments190Suggested project works for HIM postgraduate students191	
14.	Syllabus for Eight-Week EMR and Clinical Pathway	196
	Course description 202 Objectives of the course 202	
15.	Syllabus for Six-Month Diploma in Medical/Healthcare Informatics	203
	Course description 205 Objectives of the course 205	
16.	Syllabus for Twelve-Month Diploma in Medical/Healthcare Informatics	207
	Course description 233 Objectives of the course 233	
17.	Syllabus for Four-Week Nursing Medical Information Technology	234
	Course description 239 Objectives of the course 240	
18.	Syllabus for Four-Week Information Technology (IT) for Front Office	241
	Course description 244 Objectives of the course 244	
19.	Syllabus for Four-Week Information Technology (IT) for Operation Theatre Staff	246
	Course description 249 Objectives of the course 250	
20.	Syllabus for Four-Week Information Technology (IT) for Wards	251
	Course description 255 Objectives of the course 255	
21.	Syllabus for Twelve-Week EMR for Medical Records and Medical Coding	257
	Part-I: Medical records (MR) 257 Course description 260 Objectives of the course 260 Part II: Electronic medical records (EMR) 261 Course description 270 Objectives of the course 271 Part III: Medical coding (MC) 271 Course description 273 Objectives of the course 274	
22.	Health Information Management Center for Excellence	275
	How to accomplish HIM center for excellence 278 Proposed building plan 279 National Institute of Allied Health Sciences (NIAHS), Ministry of Health and Family Welfare, Government of India 281	

xiv	Medical Electronic Records Education Programs		
23. Medical Record	ls Diploma Education Program in Kuwait	283	
Medical records pr	rogram <i>283</i>		
24 Recommendati	ions on Electronic Medical Records Standards in India	286	
Acronyns, Definition	n and Glossary 315		
Annexures Annexure I: Definitions of medical specialties 327 Annexure II: Glossary of terms used in software structure for EMR 329 Annexure III: Electronic health records (EHR) terminology 334 Annexure IV: Terms and definitions used in healthcare management 337 Annexure V: Standardized medical abbreviations with single meaning 350			
Bibliography			
Index		361	