HEALTH INFORMATION ADMINISTRATION (HLIN)

Courses

HLIN 301. Introduction to Health Data Management. 4 Units.
Introduces scope, functions, and administration of health information management as a profession. Overview of documentation content and structure of paper, hybrid, and electronic health records. Requirements of accrediting, certifying, and licensing entities that guide patient health data collection, with emphasis on acute care settings. Surveys functions within a health information management department.

HLIN 303. Clinical Classification Systems I. 3 Units.
Principles and conventions for ICD-10-CM and ICD-10-PCS coding techniques by body system and disease process. Basic coding techniques for diagnoses, surgical procedures, and other reasons for health-care encounters.

HLIN 304. Clinical Classification Systems II. 3 Units.
Continues coding techniques and conventions for ICD-10-CM and ICD-10-PCS by body system and disease process. Basic coding techniques for diagnoses, surgical procedures, and other reasons for health-care encounters.

HLIN 305. Health-Care Statistical Applications. 3 Units.
Problem-solving approach to health-care statistical applications and data presentation. Introduces research statistics. Laboratory sessions include instruction in the use of Microsoft Excel for data presentation and analysis.

HLIN 308. Introduction to Data Analytics. 4 Units.
Introduces data management, collection, analysis, and uses in health care. Concepts of transforming data into information, data analytic techniques, and data presentation. Uses software tools for the manipulation, analysis, and presentation of data. Introduces basic health-care statistical techniques.

HLIN 314. Computer System Architecture. 2 Units.
Study of computer system architecture and infrastructure: hardware, software, network topologies and components, networking and telecommunications, terminology, and concepts. Provides an understanding of how a computer works and the reasoning behind computer design.

HLIN 325. Pharmacology for Health Information Administration. 2 Units.
Provides understanding of pharmacology as required for medical record analysis, audits, and other related studies. Basic definitions, sources of information, and classification of drugs.

HLIN 361. Professional Practice Experience I. 1 Unit.
Supervised experience in health information departments and other areas of health care or health-related facilities. Includes applied laboratory assignments for health information administration professional courses.

HLIN 362. Professional Practice Experience II. 1 Unit.
Supervised experience in health information departments and other areas of health care or health-related facilities. Includes applied laboratory assignments for HIIM professional courses.

HLIN 363. Professional Practice Experience III. 1 Unit.
Supervised clinical experience in a health facility or health-related organization, with simulated laboratory experiences and assignments, during the Spring Quarter of the junior year. Written and oral reports of experience. Prerequisite: Successful completion of required fall quarter courses, enrollment in or completion of required winter courses, and enrollment in required spring quarter courses; or permission of department chair.

HLIN 395. Professional Practice Experience I—Junior Affiliation. 3 Units.
Three-week supervised clinical experience in a health facility or health-related organization at the end of the junior year. Written and oral reports of experience, with classroom discussion. Not required of registered health information technologists (RHITs). Prerequisite: Completion of junior-year courses and laboratory assignments; or permission of the department chair.

HLIN 401. Health Information Systems I. 4 Units.
The first in a series of two courses focusing on information system planning, development, and management health care. Topics addressed include system architecture, technology infrastructure, integration, and interoperability; application categories employed in health care, including electronic health records; data management strategies, including data quality and standardization movements; decision support; consumer informatics; human computer interfaces; and data and system security.

HLIN 402. Health Information Systems II. 5 Units.
Second course in a series of two courses focusing on information system planning, development, and management in health care. Topics include system architecture, technology infrastructure, integration, and interoperability; application categories employed in health care, including electronic health records; data management strategies, including data quality and standardization movements; decision support; consumer informatics and human-computer interfaces; and data and system security.

HLIN 404. Clinical Terminologies and Vocabularies. 2 Units.
Clinical terminologies, code sets, classifications systems, and nomenclatures as used in the electronic health record.

HLIN 407. Financial Management for Health Information Management. 2 Units.
Budget variance analysis, analysis of cost components, operating statements, and productivity related to a department budget. Examines financial accounting systems, financial evaluation ratios, and reports. Cost benefits realization preparation.

HLIN 408. Reimbursement for Health Care. 2 Units.
Financial aspects of health care involving prospective reimbursement systems, analysis of various health-care reimbursement schemes, and financial disbursements. Management issues in reimbursement using DRGs, APCs, and other prospective payment systems. Strategies and techniques for successful revenue cycle management.

HLIN 432. Database Management. 2 Units.
Theories and steps of database development using Microsoft Access. Design and construct relationships, forms, advanced queries with SQL, reports, and macros.
HLIN 441. Legal Aspects of Health Information Administration I. 2 Units.
Basic principles of law and ethics related to the health-care field.
Overview of the legal system and legal proceedings in the United States,
including alternative dispute resolution. Examines tort law. Analyzes
causes of action for improper disclosure. Components of the legal
health record. Compares confidentiality, privacy, and security. Examines
advance directives. Elements of risk management. Analyzes various
types of consents.

HLIN 442. Legal Aspects of Health Information Administration II. 3 Units.
Compares federal and state laws regarding access and disclosure of
Response to subpoenas, court orders, and search warrants. Introduces
the contents of the Health Insurance Portability and Accountability Act
(HIPAA), with in-depth emphasis on the privacy section. Components of
the Health Information Technology for Economic and Clinical Health Act.
Overview of medical identity theft. Elements of reporting requirements.

HLIN 444. Corporate Compliance in Health Care. 3 Units.
Practical application of the guiding principles of corporate compliance in
health-care organizations. Analyzes standards and policies established
by the Center for Medicare and Medicaid Services. Studies in-depth
The Joint Commission, HIPAA, qui tam laws, and fiscal intermediaries
—emphasizing business ethics and integrity. Includes the process of
institutional audits for fraud and abuse. Includes clinical documentation
improvement theory as it relates to health care.

HLIN 445. Coding Seminar. 2 Units.
Advanced coding concepts and comprehensive review of all health-care
coding systems. Current procedural terminology (CPT) at the beginning
and intermediate levels. Reviews the federally supervised coding auditing
process, including state and federal coding and billing regulations,
chargemaster maintenance, coding ethics, coding quality, and coding
compliance. Various code sets and terminologies used in health-care
systems. Overview of E & M coding. Prerequisite: HLIN 304; or equivalent.

HLIN 451. Quality Improvement in Health Care. 3 Units.
Quality improvement methodology. Data retrieval, display, and follow-up
for various sectors of health care. Mechanisms for promoting facility-
wide participation in achieving optimum patient care, as delineated in
medical staff-information management, accreditation, and government
standards. Risk management as an integral facet of quality improvement.
Relationship to corporate compliance.

HLIN 462. Professional Practice Experience IV. 1 Unit.
Supervised experience in health information departments and other areas
of health care or health-related facilities, with emphasis on management.
Includes applied laboratory assignments for HIIM professional courses.

HLIN 463. Professional Practice Experience V. 1 Unit.
Supervised experience in health information departments and other areas
of health care or health-related facilities, with emphasis on management.
Includes applied laboratory assignments for HIIM professional courses.

HLIN 475. Research Methods in Health Information Management. 3 Units.
Introduces the scientific method in research. Focuses on the major
steps of the research process as these steps relate to research report
evaluation, proposal writing, literature review, development of conceptual
framework, identification of variables, statement of hypotheses, research
design, and analysis and presentation of data. Common research design
and assessment of risk in epidemiologic studies.

HLIN 483. Alternative Delivery Systems in Health Care. 4 Units.
Focuses on health information management in delivery systems
such as: long-term care, hospital-based and free-standing ambulatory
care, hospice, home health, dialysis centers, veterinary medicine,
consulting, correctional facilities, mental health, substance abuse,
dental, rehabilitation, managed care, and cancer registry. Health record
content, format, and regulatory requirements; the role of the HIM
professional; data collection; risk and utilization management; and
quality improvement areas.

HLIN 484. Current Topics in Health Information Administration. 4 Units.
Focuses on career planning, management skills, and professional
development. Health information management professionals working in
various health-care settings share their knowledge and experience with
students. Includes preparation exercises for the national credentialing
examination.

HLIN 493. Health Information Management I. 4 Units.
Introduces basic management functions, philosophies, principles, and
tools of health-care management. Emphasizes management theory,
management tools, and application. Specific topics include: planning,
organizing, controlling, management by objective, problem solving and
decision making, and group dynamics.

HLIN 494. Health Information Management II. 4 Units.
Advanced study of topics relevant to management and leadership in the
HIM profession, including leadership theory and strategies; ergonomics/
workplace design; individual and organizational productivity; innovation
and change management; labor legislation; emotional intelligence;
cultural and workforce diversity; ethical and social responsibility;
disaster preparedness; entrepreneurism; tactical and strategic planning;
contemporary leadership issues.

HLIN 495. Professional Practice Experience Senior Affiliation. 3 Units.
Directed experience at an approved health care or health-related facility.
Applies skills and knowledge to management. Written and oral reports of
experience, with classroom discussion. International experience may be
available.

HLIN 496. Project Management. 2 Units.
Project management as related to health information systems and data
management.

HLIN 499. Health Information Administration Independent Study. 1-4 Units.
Student submits a project or paper on a topic of current interest in an
area of health information administration. Regular meetings to provide
the student with guidance and evaluation. Elected on the basis of need or
interest. May be repeated.