Essentials of Health Information Management: Principles and Practices
Essentials of Health Information Management: Principles and Practices

Second Edition

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Preface

INTRODUCTION
Managing health information is an important function of allied health professionals (e.g., cancer registrars, coders, health information administrators and technicians, medical assistants, medical office administrators, medical transcriptionists, and so on), and accurate management has become more exacting (e.g., due to changing federal regulations). Allied health professionals require thorough instruction in all aspects of health information management, including health care delivery systems, health information management professions, health care settings, the patient record (acute, outpatient, and alternate care settings) including the electronic health record (EHR), content of the patient record (standards and regulations), numbering and filing systems, record storage and circulation, indexes, registers, health data collection, legal aspects, and coding and reimbursement. Essentials of Health Information Management, provides the required information in a clear and comprehensive manner. Chapter content covers traditional recordkeeping concepts covered in an introduction to health information management course, and concepts common to all types of health care facilities are included. Chapters also focus on differences associated with record-keeping practices in hospitals, ambulatory care facilities, and physicians’ offices.

NOTE: E-mail delmarauthor@yahoo.com with suggestions to improve the textbook and its Supplements

OBJECTIVES
The objectives of this text are to
1. Introduce health information management concepts common to allied health professionals.
2. Describe characteristics of health care delivery and settings in the United States.
3. Delineate career opportunities for health information management professionals.
4. Describe types of patient records, including documentation issues associated with each.
5. Describe numbering and filing systems and record storage and circulation methods, including the electronic health record (EHR).
7. Introduce legal aspects of health information management.
8. Provide an overview of coding and reimbursement issues.

This text is designed to be used by college and vocational school programs to train allied health professionals (e.g., cancer registrars, coders, health information administrators and technicians, medical assistants, medical office administrators, medical transcriptionists, and so on). It can also be used as an in-service training tool for new health care facility personnel and independent billing services, or individually by health information specialists.

NEW TO THE SECOND EDITION
• Chapter 1 is updated to include information about new federal legislation, the Joint Commission, quaternary care, and ICD-10-CM implementation.
• Chapter 2 contains new content about professional associations that offer coding credentials and the health data analyst career.
• New Chapter 5 on Electronic Health Record (EHR) discusses the issues associated with implementation as well as the administrative and clinical applications of electronic records.
• chapter cover the latest information on HIPAA laws and legislation, including the Patient Safety and Quality Improvement Act
• Chapter 10 includes new content about payment systems, the recovery audit contractor (RAC) program, “never events,” hospital-acquired conditions (HACs), and present on admission (POA) indicators.

FEATURES OF THE TEXT
• Key terms and learning objectives at the beginning of each chapter help to organize the material. They can be used as a self-test for checking comprehension and mastery of the chapter. Key terms are bold-faced throughout each chapter and defined in the glossary to help students master the technical
vocabulary associated with health information management.
• Exercises are located after major topics to provide students with an opportunity to apply concepts and skills immediately.
• Numerous examples are provided in each chapter to illustrate health information management concepts.
• End-of-chapter Internet links, summaries, study checklists, and reviews reinforce learning and identify topics requiring further study.
• A StudyWare (CD-ROM) is provided on the inside back cover, which contains practice quizzes and games.

NOTE: Questions created for exercises, reviews, and the practice disk are intended to serve as a self-test of chapter content. For questions written to prepare students for taking certification exams (e.g., RHIT, CCS, CPC), Delmar Cengage Learning distributes the following products created for this purpose:

• Professional Review Guide for the RHIA and RHIT Examinations
• Professional Review Guide for the CCA Examination
• Professional Review Guide for the CCS and CCS-P Examinations
• Professional Review Guide for the CHP, CHS, and CHPS Examinations

SUPPLEMENTS
The following supplements accompany this text.

Instructor’s Manual,
ISBN 1-4390-6014-2

The instructor’s manual consists of two parts, one for the text and one for the student lab manual. Lesson plans, answers to chapter exercises and reviews, chapter exams answers to chapter exams, and answers to student lab manual assignments are included.

Student Lab Manual,
ISBN 1-4390-6006-1

The student lab manual includes application-based assignments organized according to textbook chapters. These assignments reinforce learning and encourage skill building. While intended for all students, the student lab manual will be particularly appropriate preparation for health information management students who will complete a future professional practice experience in the health information department of a hospital.

Online Companion
Additional resources can be found online at www.delmarlearning.com/companions. Search by author name, ISBN, or title to locate the online companion for Essentials of Health Information Management, Second Edition Resources include downloadable files to support the student lab manual and textbook, product updates, related links, and more. The Student Resources link at the Online Companion contains Adobe PDF files of assignments that can be completed as forms and sent as an e-mail attachment to instructors for evaluation. (Go to www.adobe.com to download the latest version of Adobe Reader to fill in forms.) Save completed forms as electronic files using the naming convention required by your instructor (e.g., GreenMPI.pdf for the master patient index card assignment).

Instructor Resources CD-ROM
The instructor resources CD-ROM contains a computerized test bank, instructor slides created in PowerPoint®, and an electronic version of the instructor’s manual. The computerized test bank provides test creation, delivery, and reporting capability. Instructors have the option of adding questions to further individualize tests created. Organized by chapter, the test bank contains approximately 1,000 questions. Instructor’s slides in PowerPoint® cover key topics and clarify difficult concepts. Organized by chapter, the slides provide another way to enhance learning. An electronic version of the instructor’s manual is included for the instructor’s convenience. The electronic version contains all of the content in the printed manual.

NOTE: Questions written for instructor manual chapter quizzes and the computerized test bank are intended to evaluate students’ understanding of chapter content. They are written according to all levels of Bloom’s taxonomy, a method created by Benjamin Bloom to categorize test questions (and course objectives) according to competence levels: knowledge, comprehension, application, analysis, synthesis, and evaluation.
WebTutor™

WebTutor is an Internet-based course management and delivery system designed to accompany the text. Its content is available for use in Angel, Blackboard, Desire2Learn, eCollege, Educator, or WebCT. Available to supplement on-campus course delivery or as the course management platform for an on-line course, WebTutor contains

- Chapter objectives
- Online chapter exams and a comprehensive final exam
- Correct and incorrect feedback associated with exam questions
- Discussion topics and learning links
- On-line glossary, organized by chapter
- Answers to textbook exercises and reviews and lab manual assignments
- Communication tools including a course calendar, chat, e-mail, and threaded discussions

To learn more, visit webtutor.cengage.com
HOW TO USE THE STUDYWARE™ CD-ROM

The StudyWare™ software helps you learn terms and concepts presented in the Essentials of Health Information Management, Second Edition text book. As you study each chapter in the text, be sure to complete the activities for the corresponding content areas on the CD-ROM. Use StudyWare™ as your own private tutor to help you learn the material in your textbook. When you open the software, enter your first and last names so the software can track your quiz results. Then choose a content area from the menu to take a quiz, complete an activity, or complete a coding case.

Quizzes

Quizzes include multiple choice, true/false, matching, and fill-in-the-blank questions. You can take the quizzes in both Practice Mode and Quiz Mode.

Use Practice Mode to improve your mastery of the material. You have multiple tries to get the answers correct. Instant feedback tells you whether you are right or wrong and helps you learn quickly by explaining why an answer is correct or incorrect.

Use Quiz Mode when you are ready to test yourself and keep a record of your scores. In Quiz Mode, you have one try to get the answers right, but you can take each quiz as many times as you want.

You can view your last scores for each quiz and print out your results to submit to your instructor.

Menus

You can access any of the menus from wherever you are in the program. The menus include Chapter Quizzes and activities.
Activities

Activities include Hangman, crossword puzzles, Concentration, and Championship Game. Have fun while increasing your knowledge!
A special thank-you is extended to the reviewers who have provided recommendations and suggestions for improvement throughout the development of the first edition. Their experience and knowledge has been a valuable resource for the authors.

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