Standards and Competencies for Health Informatics (Course # 5505)

	Begin-End Yr
Standard 1 - The student will demonstrate knowledge of the academic subject matter required for proficiency within health care management	2009 -
1.1 - Read and evaluate patient/client charts, reports, and facility manuals	2009 -
1.2 - Perform mathematical functions.	2009 -
1.3 - Use health care terminology.	2009 -
1.4 - Use computerized database.	2009 -
Standard 2 - Students will demonstrate various effective communication methods for giving and obtaining health care information.	2009 -
2.1 - Assess others¿ ability to understand health care reporting.	2009 -
2.2 - Adapt communication to individual needs, including paraphrasing or translating	2009 -
2.3 - Apply communication skills for the special needs client	2009 -
2.4 - Demonstrate the ability to assess multicultural and multilingual clients	2009 -
2.5 - Use facility specific guidelines and methods of sending and receiving information	2009 -
2.6 - Access and use electronically produced information.	2009 -
Standard 3 - The student will understand the sources, routes, and flow of information in a health care facility	2009 -
3.1 - Analyze the complete system of information.	2009 -
3.2 - Analyze system functions to improve efficiency.	2009 -
3.3 - Ensure data security and confidentiality by controlling access and release information using Health Insurance Portability and Accountability Act (HIPPA).	2009 -
3.4 - Construct a healthcare delivery system model.	2009 -
3.5 - Calculate the cost effectiveness of two separate health care delivery systems using the same client procedure.	2009 -
Standard 4 - The student will understand how employability skills enhance their employment opportunities and job satisfaction	2009 -
4.1 - Exhibit personal skills such as attendance, time management, and individual responsibility	2009 -
4.2 - Demonstrate professional conduct and appearance.	2009 -
4.3 - Use analytical skills to solve problems and make decisions.	2009 -
4.4 - Adapt to changing situations in the health care industry.	2009 -
4.5 - Upgrade technology skills.	2009 -
4.6 - Analyze various career options and the preparation required for each career	2009 -
4.7 - Anticipate needs of clients and co-workers.	2009 -
Standard 5 - Students will understand the legal responsibilities, limitations, and the implications of their actions within the health care management delivery systems.	2009 -
5.1 - Research and evaluate malpractice and liability issues	2009 -
5.2 - Demonstrate and apply client confidentiality.	2009 -
5.3 - Analyze legal responsibilities and implications of specific actions within the health care delivery setting	2009 -
5.4 - Comply with legal requirements for documentation	2009 -
Standard 6 - The student will demonstrate accepted ethical practices with respect to cultural, social, and ethnic differences, particularly within the health care management environment.	2009 -
6.1 - Demonstrate loyalty and compassion to fellow workers and the health care organization	2009 -
6.2 - Document and demonstrate respect for the client rights.	2009 -
6.3 - Demonstrate equal treatment of all persons.	2009 -
6.4 - Document and report any activity that affects the health, safety, or welfare of clients or co-workers	2009 -
Standard 7 - The student will assess and evaluate the quantitative and qualitative requirements for client information	2009 -
7.1 - Analyze and document client information.	2009 -
7.2 - Demonstrate computer programs for process information.	2009 -
7.3 - Research and prepare computerized reports.	2009 -
7.4 - Compare and contrast requirements of external agencies such as insurance companies, courts, and regulatory bodies.	2009 -
Standard 8 - The student will demonstrate the ability to read and interpret a medical record, using knowledge of anatomy, physiology, disease processes, and medical terminology.	2009 -
8.1 - Locate information in the record for various purposes, such as filing, coding, or information processing	2009 -
8.2 - Recognize standardized coding systems and uniform data definitions.	2009 -
8.3 - Convert narrative information into a statistical database	2009 -
8.4 - Use automated systems.	2009 -
8.5 - Maintain specialty registries.	2009 -
Standard 9 - Students will evaluate the content and multiple uses of health information in health care delivery settings	2009 -
9.1 - Obtain and record client information using appropriate terminology	2009 -
9.2 - Create, route, and mail correspondence regarding the medical record	2009 -
9.3 - Transcribe health information.	2009 -
9.4 - Perform admission, discharge, and transfer functions.	2009 -
9.5 - Categorize and prioritize health information requests	2009 -
Standard 10 - Students will demonstrate the operations used to enter, retrieve, and maintain information	2009 -
10.1 - Select and use automated systems.	2009 -
10.2 - Maintain equipment and supplies.	2009 -
10.3 - Perform general troubleshooting.	2009 -

	10.4 - Use and maintain database, storage, and retrieval systems.	2009 -
Standard 11 - The student will perform classroom laboratory activities and apply knowledge and skills in a health care clinical setting.		2009 -
	11.1 - Read, interpret, verbalize, and apply policies and procedures appropriate to health care setting	2009 -
	11.2 - Participate in a health care facility orientation prior to clinical experience	2009 -
	11.3 - Demonstrate the use of pertinent safety precautions and aseptic techniques.	2009 -
	11.4 - Utilize proper communication, critical thinking, and problem-solving techniques	2009 -
	11.5 - Demonstrate the safe and appropriate use of equipment and supplies.	2009 -
	11.6 - Perform skills safely and effectively as outlined in policy and procedures of the health care facility and standards of the health care profession.	2009 -