

El Monte Union High School District – Career Technical Education

7932 ADVANCED HEALTHCARE ADMINISTRATIVE SERVICES

DATE:

INDUSTRY SECTOR: Health Science and Medical Technology Sector

PATHWAY: Healthcare Administrative Services

CALPADS TITLE: Advanced Healthcare Administrative Services (Capstone)

CALPADS CODE: 7932

HOURS:	Total	Classroom	Laboratory/CC/CVE
	340	150	190

JOB TITLE	O*NET CODE	JOB TITLE	O*NET CODE
Medical and Health Services Managers	11-9111.00	Medical Records and Health Information Technicians	29-2071.00
Medical Transcriptionists	31-9094.00	Information Technology Project Managers	15-1199.09

COURSE DESCRIPTION:

This capstone course prepares students within a specific career in various areas of Healthcare Administrative Services that will enable them to complete the requirements for licensure, certification, or other industry recognized credentials; or students are prepared to enter into postsecondary education training programs in the selected Healthcare Administrative Services pathway. If applicable, course content will provide the knowledge and skills consistent with legislative requirements and the level of proficiency to perform skills within their identified scope of practice specific to employment.

A-G APPROVAL: No

ARTICULATION: None

DUAL ENROLLMENT: None

PREREQUISITES:	Prerequisite
	7931 Intermediate Healthcare Administrative Services
	7930 Introduction to Healthcare Administrative Services

METHODS OF INSTRUCTION

- Direct instruction
- Group and individual applied projects
- Multimedia
- Demonstration
- Field trips
- Guest speakers

STUDENT EVALUATION:

- Student projects
- Written work
- Exams
- Observation record of student performance
- Completion of assignment

INDUSTRY CERTIFICATION:

- Registered Health Information Technician (RHIT) Certification
- Registered Healthcare Documentation Specialist (RHDS) Certification
- Registered Health Information Administrator (RHIA) Certification

RECOMMENDED TEXTS:

- Health Information Management Technology: An Applied Approach 5th edition by Leslie L Gordon & Nanette B. Sayles ISBN# 9781584265177

PROGRAM OF STUDY

Grade	Fall	Spring	Year	Course Type	Course Name
9, 10, 11				Introductory	7930 Introduction to Healthcare Administrative Services
10, 11, 12				Concentrator	7931 Intermediate Healthcare Administrative Services
10, 11, 12				Capstone	7932 Advanced Healthcare Administrative Services

I. ELECTRONIC HEALTH SYSTEMS AND HIT	CR	Lab/CC	Standards
<ol style="list-style-type: none"> 1. Introduction to Computers – Impact of Computers, History of Computers in Healthcare, Hardware/Software, Communication and Internet technologies. 2. System Selection and Implementation – Planning, Organization of a Project, Project Identification, System Analysis, System Selection, Contract Negotiation, System Design, System implementation, Conversion/Training/Testing Plan, Conversation/ Go-live/ SystemEvaluation/Post Implementation. 3. Computers in Health Information Management (HIM)— Release of Information System / Disclosure Management, Encoder/Grouper , Canver and Other Registries, Chart Locator , Birth Certificate, Chart Deficiency , Transcription, Data Quality Indicator, Dictation System. 4. Administration Information Systems --- Financial information System, Human Resources Information System, Decision Support System, Master Patient Index, Patient Registration, Scheduling System, Practice Management, Materials management System, Facilities Management. 5. Clinical Information Systems --- Radiology Information System, Laboratory Information System, Nursing Information System, Pharmacy Information System, Patient Monitoring System/ Telehealth , Smart Cards, Impact of Clinical Information Systems on HIM (Health Information Management). 6. Electronic Health Records (EHR)--- Components of EHR, Benefits of EHR/ Barriers to the EHR, Functionality / Signatures, Classification Systems / Standards / Vocabulary Standards, Messaging Standards, Data Structures,EHR Tools/ Legal Issues / EHR Data , Interoperability/Transition Period, Impact of (EHR) Electronic Health Records on (HIM) Health Information Management. 7. Speech Recognition --- History of Speech Recognition, Benefits of Speech Recognition, Speech Recognition. 8. Role of (HIM) Health Information Management Professionals in Information Systems— Roles by Work Setting, Roles by Function. 9. The Future of Computers in Healthcare --- Evolving Technologies, Emerging Technologies 	10	15	<p>Academic: LS: 11-12.1, 11-12.2, 11-12.3, 11-12.4, 11-12.5 RSIT: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RLST: 11-12.1, 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WS: 11-12.2, 11-12.2a, 11-12.4, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WHSST: 11-12.1, 11-12.4, 11-12.6, 11-12.7, 11-12.8, 11-12.9</p> <p>CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7 Career Planning and Management: 3.1, 3.3, 3.6 Technology: 4.1, 4.2, 4.3, 4.4, 4.5 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Responsibility and Flexibility: 7.3 Leadership and Teamwork: 9.7 Technical Knowledge and Skills: 10.1, 10.3</p> <p>CTE Pathway: C1.1, C1.2, C1.5, C2.4, C5.2, C8.1, C8.2, C8.4, C12.1, C12.4</p>
II. HEALTH INFORMATICS	CR	Lab/CC	Standards
<ol style="list-style-type: none"> 1. What is Health infomatics? 2. Ways in which Health Information technology (HIT) has evolved to improve quality or enhance patient safety. 3. Types of Health Infomatics Drivers and Trends. 4. Health Level 7 (HL-7) in the OSI Model [Common Protocol for Exchange of Healthcare Information] 5. Office of the National Coordinator for Health Information Technology (ONC) Health IT Standards Committee. 6. Compare and Contrast Electronic Medical Record with Electronic Health Record. 7. How principals of Healthcare data Exchange and Healthcare data standards relate to Patient Care, Productivity and Data Analysis. 8. Fundamental requirements for an Effective Clinical Decision Support System 9. How Mental Workload, Selective Attention and Information Overload affect Health information Usability. 10. Cognitive Support advantages and disadvantages of Clinical Decision Support System (CDSS). 	10	10	<p>Academic: LS: 11-12.1, 11-12.2, 11-12.3, 11-12.4 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.9 WS: 11-12.2, 11-12.2b, 11-12.2f, 11-12.4, 11-12.6, 11-12.8, 11-12.9 WHSST: 11-12.4, 11-12.6, 11-12.8, 11-12.9</p>

CTE Anchor:
 Communications:
 2.1, 2.2, 2.3, 2.4,
 2.5, 2.6
 Career Planning
 and
 Management:
 3.1
 Technology: 4.1,
 4.2, 4.3, 4.5, 4.6
 Problem Solving
 and Critical
 Thinking: 5.1,
 5.3, 5.4
CTE Pathway:
 C1.1, C1.2

III. HEALTH INFORMATION TECHNOLOGY	CR	Lab/ CC	Standards
<ol style="list-style-type: none"> 1. The Health Information management (HIM) Profession 2. Healthcare Delivery System 3. Purpose and Function of the Health Record 4. Health Record Content and Documentation— Documentation Standards, General Documentation Guidelines, Documentation by Setting, Health Information Media, Role of Healthcare Professionals in Documentation. 5. Clinical Terminologies, Classifications and Code System 6. Data Management— Data Sources, Data Management, Data Governance, Data Quality, Data Management and Bylaws. 7. Secondary Data Sources— Differences between Primary and Secondary Data Sources, Purposes and Uses of Secondary Data Sources, Types of Secondary Data Sources, Healthcare Databases. 8. Health law— Basic Legal Concepts, Patient’s Rights Regarding Healthcare Decisions, The Legal Health Record. 9. Data Privacy and Confidentiality— Use and Disclosure, State Laws-Privacy, HIPAA Privacy Rule and ARRA, HIPAA Privacy Rule Documents, Uses and Disclosures of Health Information, HIPAA Privacy Rule Administrative Requirements, Enforcement of Federal Privacy Legislation and Rules, Medical Identity Theft, Patient Verification, Patient Advocacy and Compliance, (ROI) Release of Information. 10. Data Security— Protecting the Privacy of Data, Ensuring the Integrity of Data, Data Security Threats, Components of a Security Program, Coordinated Security Program, HIPAA Security Provisions, ARRA Security Provisions, Computer Data Forensics. 11. Health Information— The Role of Data Analytics in healthcare Information, Strategic Uses of Healthcare Information, Consumers and Healthcare Information, Health Information Exchange (HIE). 12. Healthcare Information— Systems Development Life-cycle. 13. Research and Data Analysis— Presentation of Statistical Data, Descriptive Statistics, Nominal Distribution, How to Analyze Information, Research Methodologies, Healthcare Research Organizations, Institutional Review Board (IRB) for Human Research Subjects. 14. Healthcare Statistics— Discrete vs. Continuous Data, Common Statistical Measures in Used in Healthcare. 15. Revenue Management and Reimbursement— Utilization Management, Case management. 16. Fraud and Abuse Compliance— Federal Regulations and Initiatives, Compliance Program, Coding and Fraud and Abuse, Clinical Documentation Improvement. 17. Leadership – Leadership Theories, Leadership Styles, Change Management, Critical Thinking Skills, Team Leadership, Team Meetings, Business Related Partnerships, Leadership Roles. 18. Performance Improvement— Performance Measurement and Quality Improvement, Quality Dimensions of Performance Improvement, Fundamental principals of Continuous Performance Improvement, Formal Performance Improvement Activities, Team-Based Performance Improvement, Clinical Quality Management Initiatives, Shared Governance. 19. Management— What is Management?, organizational behavior, Organizational Structure, Strategic and Operational Planning, Work Analysis, Change Movement and Project Management, Project Management, Financial Management, Management of Resources and Allocation, Management of Vendors and Contracts, Management of Mergers, Enterprise Information Management, Management of Corporate Compliance and Patient Safety. 20. Human Resources Management and Professional Development— Employment Law, Ethics and Labor Relations, Labor Relations, Human Resources Management Roles and Responsibilities, Training and Development. 21. Ethical Issues in HIM – Moral Values and Ethical Principals, Cultural Competence in the Healthcare Environment, Ethical Foundations of HIM, Ethical Issues related to Medical Identity Theft, Ethical Decision Making, Breach of Healthcare Ethics, Important Health Information Ethical Problems. 	20	16	<p>Academic: LS: 11-12.1, 11-12.2, 11-12.3 RLST: 11-12.1, 11-12.4, 11-12.5, 11-12.6 WS: 11-12.2, 11-12.2a, 11-12.2b, 11-12.2d, 11-12.2e, 11-12.6, 11-12.8 WHSST: 11-12.1, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9</p> <p>CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.3, 3.9 Technology: 4.1, 4.3, 4.4, 4.5 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.6 Health and Safety: 6.1, 6.2, 6.3 Responsibility and Flexibility: 7.2, 7.3, 7.4, 7.6, 7.7, 7.8 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 Leadership and Teamwork: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7 Technical Knowledge and Skills: 10.1, 10.2</p> <p>CTE Pathway: C1.1, C1.2, C1.3, C1.8, C2.3, C2.4, C3.1, C3.2, C6.1, C6.3, C6.4, C6.6,</p>

				C6.7, C7.1, C8.1, C8.2, C8.3, C8.4, C9.5, C12.2, C12.3, C12.4, C13.2, C13.4, C14.1, C14.2, C14.3, C15.3, C15.7
IV. HEALTHCARE LEGAL AND ETHICAL ISSUES	CR	Lab/CC	Standards	
<ul style="list-style-type: none"> 1. Introduction to Fundamentals of Law for Health Informatics and Information Management 2. Law and Ethics 3. The Legal System in the United States 4. Legal Proceeding 5. Evidence 6. Tort laws 7. Corporations, Contracts and Antitrust Legal Issues 8. Consent to Treatment 9. Legal Health Record 10. HIPAA Privacy Rule 11. HIPAA Security Rule 12. Security Threats and Controls (Vulnerabilities) 13. Patient Rights and Responsibilities 14. Access, Use and Disclosure and Release of Information 15. Required Reporting and Mandatory Disclosure Laws 16. Risk Management, Quality Improvement and Patient Safety 17. Corporate Compliance laws 18. Medical Staff (Organizational Laws and Legal Laws governing Medical Staff) 19. Workplace Laws --- (OSHA)Occupational Health and Safety Administration (Act) 	26	38	Academic: LS: 11-12.1, 11-12.2, 11-12.3, 11-12.4, 11-12.5 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.4, 11-12.5, 11-12.6, 11-12.9 WS: 11-12.2, 11-12.2c, 11-12.2d, 11-12.2f, 11-12.6, 11-12.8, 11-12.9 WHSST: 11-12.1, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.6 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 Technical Knowledge and Skills: 10.1, 10.2 CTE Pathway: C1.1, C1.2, C2.1, C3.1, C3.2, C5.1, C6.1, C6.3, C6.7, C7.1, C14.2	
V. INTERMEDIATE HEALTHCARE STATISTICS (HEALTHCARE STATISTICS II)	CR	Lab/CC	Standards	
<ul style="list-style-type: none"> 1. Mathematical Review --- Review of Basic Mathematical Functions , Fractions, Decimals, Percentages, Rates/Ratio/Proportion, Averaging, Rounding Data 2. Probability 3. Calculations of Census taking of Hospital Patient's, Hospital Units and Services, Beds and Bassinets,Hospital Departments and Review Census Calculation Tips. 4. Calculate Percent of Occupancy --- Bed/Bassinets Count Terms, Occupancy Ratio & Percentages of Beds and Bassinets, Rate Formulas, Occupancy Percentage for a Specified Period of Time. 5. Calculate Hospital Mortality Rates – Death rates, Gross Death Rate, New Death Rate, Newborn Death rate, Surgical Death Rates. 6. Calculate Miscellaneous Rates --Infection Rates, Consultation Rates, Patient Complication Rate, Comorbidity Rate, Bed Turnover Rates. 7. Calculate Vital Statistics Data/Rates 8. Frequency Distribution Rates – Create a Frequency Distribution, Ranks/Percentiles 9. Measure of Tendency and Variation --- Curves of Frequency Distribution, Measures of Tendency and Variability. 10. Data Presentations of the Calculations and Data Results/Conclusions. Tables and Charts/Graphs and Figures 	28	26	Academic: LS: 11-12.1, 11-12.2, 11-12.3, 11-12.4 RSIT: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RLST: 11-12.1, 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9 WS: 11-12.2, 11-12.2a,	

	<p>10. Data Presentations of the Calculations and Data Results/Conclusions— Tables and Charts/Graphics and Essays</p>		<p>11-12.2b, 11-12.2c, 11-12.2d, 11-12.2f, 11-12.4, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WHSST: 11-12.1, 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.7, 11-12.8, 11-12.9 A-SSE: 1, 1a, 1b, 4 A-CED: 1, 1.1, 2 A-APR: 1, 5 A-REI: 1, 10, 11, 12, 2, 3, 5, 6 F-IF: 1, 2, 4, 5, 6, 7, 7a, 7b, 7c, 7d, 8a, 8 F-BF: 1, 1a, 1b, 1c F-LE: 1a, 1b, 1c, 1, 2, 3 N-Q: 1, 2 S-IC: 1, 2, 3, 5, 6 S-ID: 1, 2, 6, 6c S-MD: 1, 5, 5a, 5b, 6, 7 APPS: 10.0, 7.0 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.4 Technology: 4.1, 4.3 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 Responsibility and Flexibility: 7.1, 7.5, 7.7, 7.8 Ethics and Legal Responsibilities: 8.5 Technical Knowledge and Skills: 10.1, 10.2, 10.3 CTE Pathway: C1.1, C1.2, C1.3, C1.6, C1.8, C3.2, C3.3, C3.6, C12.1, C12.2, C12.3, C12.4, C15.3</p>
VI.	HEALTHCARE MANAGEMENT AND SUPERVISION	CR	Lab/ CC Standards

	<p>A.Traditional Theories of Management and Leadership</p> <ol style="list-style-type: none"> 2. Management Functions in Health Information Management 3. Leadership Concepts in Health Information Management 4. Change Management in Health Information Management 5. Legal Aspects of Healthcare Management 6. Job Descriptions and Roles in Health Information Management 7. Recruitment, Selection and Retention in Health Information Management 8. Performance Management in Health Information Management 9. Training and Development in Health Information Management 10. Organizational Structure of Health Information Management 11. Professional Organization for HIM (Health Information Management) – (AHIMA) American Health Information Management Association. 	16	19	<p>Academic: LS: 11-12.1, 11-12.2, 11-12.3 RSIT: 11-12.1, 11-12.4 RLST: 11-12.1, 11-12.4, 11-12.5, 11-12.9 WS: 11-12.2, 11-12.2d, 11-12.4, 11-12.6, 11-12.8, 11-12.9 WHSST: 11-12.1, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5 Career Planning and Management: 3.1, 3.2, 3.3 Technology: 4.1 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 Responsibility and Flexibility: 7.1, 7.3, 7.4, 7.8 CTE Pathway: C1.1, C1.2, C4.1, C4.2, C4.3, C5.2, C6.1, C6.2, C6.3, C6.4, C6.5, C6.7, C8.1, C8.3, C8.4</p>
VII.	HEALTHCARE QUALITY AND PERFORMANCE IMPROVEMENT	CR	Lab/CC	Standards
	<p>A.Introduction and History of Performance Improvement</p> <ol style="list-style-type: none"> 1. Trace the Historical Events that have Contributed to Modern performance improvement Programs. 2. Identify key Legislation that has influenced the healthcare quality initiatives 3. Describe key individuals and organizations that have shaped the theory of performance improvement and develop models for use in performance activities. 2. Defining Performance Improvement (PI) Model 3. Identifying Improvement Opportunities Based on Performance Measurements 4. Using Teamwork in Performance Improvement 5. Aggregating and Analyzing Performance Improvement Data 6. Communicating Performance improvement Activities and Recommendations 7. Measuring Customer Satisfaction 8. Refining the Continuum of Care 9. Improving the Provision of Care, Treatment and Services 10. Preventing and Controlling Infectious Diseases 11. Decreasing Risk Exposure 12. Building a Safe Medication Management System 13. Managing the Environment of Care 14. Developing Staff and Human Resources 15. Organizing the Performance Improvement 16. Navigating the Accreditation, Certification, or Licensure Process 17. Implementing Effective Information Management Tools for Performance Improvement 18. Managing Healthcare Performance Improvement Projects 19. Managing the Human Side of Change (Procedures, Processes, Personnel etc.) 20. Developing the Performance Improvement Plan for the Healthcare Organization 21. Evaluating the Performance Improvement Program 22. Understanding the Legal Implications of the Performance Improvement 	20	24	<p>Academic: LS: 11-12.1, 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5, 11-12.6, 11-12.7, 11-12.8 RLST: 11-12.1, 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.7, 11-12.9 WS: 11-12.2, 11-12.2a, 11-12.2b, 11-12.2c, 11-12.2d, 11-12.2e, 11-12.2f, 11-12.4, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WHSST: 11-12.1, 11-12.10, 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.7, 11-12.8, 11-12.9</p>

			<p>A-SSE: 1, 1a, 1b, 4 A-REI: 10, 11, 12 F-IF: 1, 10, 2, 4, 5, 6, 7, 7a, 7b, 7d N-Q: 1, 2, 3 S-IC: 1, 2, 3, 5, 6 S-ID: 1, 2, 3, 4, 5, 6, 6a, 6b, 6c, 7, 8, 9 S-CP: 1 S-MD: 5, 5a, 5b, 6, 7 APPS: 10.0, 7.0</p> <p>CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.4, 3.5, 3.6 Technology: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 Health and Safety: 6.2, 6.5, 6.6, 6.7, 6.8 Ethics and Legal Responsibilities: 8.4 Leadership and Teamwork: 9.1, 9.2, 9.3, 9.4, 9.5, 9.7 Demonstration and Application: 11.2</p> <p>CTE Pathway: C1.1, C1.2, C1.3, C1.5, C1.6, C1.8, C2.3, C3.1, C3.2, C3.3, C3.4, C3.6, C4.1, C4.2, C4.3, C4.4, C5.1, C5.2, C6.1, C6.2, C6.3, C6.4, C6.5, C6.6, C6.7, C7.1, C7.2, C7.3, C7.4, C8.1, C8.2, C8.3, C8.4, C12.2, C12.3, C12.4, C13.1, C13.2, C13.3, C13.4, C14.1, C14.2, C14.3, C15.3, C15.7</p>
VIII.	MEDICAL TRANSCRIPTIONIST & HEALTH INFORMATION TECHNOLOGY PRACTICE	CR	Lab/CC Standards

	<p>1. DRAGON Medical Practice 4 Software Plus Headset [Health Information Technology] 1.) Data Entry Tool for Medisoft Advanced Case Studies, Create Office Documents, Medical Transcription Practice using Voice Recognition Software for the Medicia Office.</p> <p>2. Scan in Documents Using a Scanner directly into a medical Database/ Electronic Health Record [HIT Skills]</p> <p>3. Use a PAD or cell phone with an App. to Transfer data directly into a Medicia Database/ Electronic Health Record [HIT Skills]</p> <p>4. Medical Transcriptionist Career Opportunities and Skills</p>	12	22	<p>Academic: LS: 11-12.1, 11-12.2, 11-12.3, 11-12.4 RSIT: 11-12.1, 11-12.4, 11-12.7 RLST: 11-12.1, 11-12.2, 11-12.3, 11-12.5, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WS: 11-12.2, 11-12.2a, 11-12.2b, 11-12.2c, 11-12.2d, 11-12.4, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WHSST: 11-12.1, 11-12.2, 11-12.3, 11-12.4, 11-12.6, 11-12.7, 11-12.8, 11-12.9 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.3, 3.4, 3.6 Technology: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.6 Technical Knowledge and Skills: 10.1, 10.2, 10.3 Demonstration and Application: 11.1, 11.2, 11.3, 11.5 CTE Pathway: C1.1, C1.2, C2.1, C2.2, C4.3, C7.1, C8.2, C9.2, C9.4, C10.1, C10.2, C10.3, C10.4, C10.5, C15.2, C15.3</p>
IX.	REVIEW FOR RHIT (REGISTERED HEALTH INFORMATION TECHNICIAN) CERTIFICATION EXAM PREP	CR	Lab/ CC	Standards
	<p>A.Review for the RHIT Certification Exam</p> <ol style="list-style-type: none"> 1. Data Content, Structure and Information Governance --- 24-28% of the Test 2. Access, Disclosure, Privacy and Security --- 12-16% of the Test 3. Data Analytics and Use ----- 14-18% of the Test 4. Revenue Cycle Management --- 14-18% of the Test 5. Compliance ----- 13-17% of the Test 6. Leadership --- 11-15% of the Test <p>2. Student take a Practice Exam of the RHIT to see how they would score if it was an actual RHIT Test.</p>	4	10	<p>Academic: LS: 11-12.1, 11-12.2, 11-12.3, 11-12.4 RSIT: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RLST: 11-12.1, 11-12.2, 11-12.4, 11-12.5, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WS: 11-12.2, 11-12.2a, 11-12.2b,</p>

				<p>11-12.4, 11-12.8, 11-12.9 WHSST: 11-12.4, 11-12.8, 11-12.9 CTE Anchor: Communications: 2.1, 2.2, 2.4, 2.5, 2.7, 2.8 Career Planning and Management: 3.6, 3.9 Technology: 4.3 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.5, 8.7 Leadership and Teamwork: 9.1, 9.2, 9.3, 9.4 Technical Knowledge and Skills: 10.1, 10.2, 10.3 Demonstration and Application: 11.1, 11.2 CTE Pathway: C1.1, C1.2, C1.3, C1.4, C1.5, C1.6, C1.7, C1.8, C2.1, C2.2, C2.3, C2.4, C3.1, C3.2, C3.3, C3.4, C3.5, C3.6, C4.1, C4.2, C4.3, C4.4, C5.1, C5.2, C6.1, C6.2, C6.3, C6.4, C6.5, C6.6, C6.7, C7.1, C7.2, C7.3, C7.4, C8.1, C8.2, C8.3, C8.4, C9.1, C9.2, C9.3, C9.4, C9.5, C10.1, C10.2, C10.3, C10.4, C10.5, C11.1, C11.2, C11.3, C11.4, C11.5, C12.1, C12.2, C12.3, C12.4, C13.1, C13.2, C13.3, C13.4, C14.1, C14.2, C14.3, C15.1, C15.2, C15.3, C15.4, C15.5, C15.6, C15.7</p>
X.	REVIEW FOR THE REGISTERED HEALTHCARE DOCUMENTATION SPECIALIST (RHDS) CERTIFICATION EXAM PREP	CR	Lab/CC	Standards

A. Review for the RHDS (Registered Healthcare Documentation Specialist) Certification Exam

Test Sections from the Registered Healthcare Documentation Specialist Certification Exam

1. **Multiple Choice Questions**---- The majority of objectives involve assessment via a multiple-choice question type whereby the candidate will be asked to select an appropriate answer from a choice of 3-4 options, depending on the nature and scope of content.

2. **Transcription with Audio**---Some objectives require assessment via practical application. Candidates will be given an audio clip with transcribed text containing "blank" fields that must be filled in by the candidate. Excerpts may contain one or more blanks, and all blanks must be filled in correctly to receive credit for the question.

3. **Speech Recognized Draft of Text (SRT) Edition Against Audio**--- For this section of the exam, candidates will be provided with a speech-recognized draft of text and the accompanying dictated audio. The candidate will need to identify the word or phrase captured in error by the SRT engine and transcribe the correct word or phrase in the field provided.

4. **Clinical Medicine Questions**--- Questions in this section will assess the candidate's understanding of clinical terms, definitions, standards, and processes deemed to be level 2 concepts, ie, those common to the transcription experience of an acute-care transcriptionist or editor.

5. **Health Information Technology Questions** --- Questions in this section will assess the candidate's understanding of technology terms and definitions deemed to be level 2 concepts, ie, those that reflect the MT's understanding of trends, drivers, and standards in the health information management domain.

B. Students perform a simulated practice Test Timed for each part of the Registered Healthcare Documentation Specialist) Certification Exam. This way the student find out what score they would have obtained and it been an actual RHDS Examination.

4 10

Academic:

LS: 11-12.1,
11-12.2, 11-12.4
RSIT: 11-12.1,
11-12.4
RLST: 11-12.1,
11-12.2, 11-12.4,
11-12.5, 11-12.6,
11-12.8, 11-12.9
WS: 11-12.2,
11-12.2a,
11-12.2b,
11-12.2c,
11-12.2d,
11-12.8, 11-12.9
WHSST:
11-12.2, 11-12.4,
11-12.6, 11-12.8,
11-12.9

CTE Anchor:

Communications:
2.1, 2.2, 2.4, 2.5,
2.6, 2.7, 2.8
Career Planning
and
Management:
3.1, 3.2, 3.3, 3.4
Technology: 4.1,
4.2, 4.3, 4.4, 4.5
Problem Solving
and Critical
Thinking: 5.1,
5.2, 5.3, 5.4, 5.5,
5.6
Health and
Safety: 6.8
Responsibility
and Flexibility:
7.1, 7.2, 7.3, 7.4,
7.6, 7.7
Ethics and Legal
Responsibilities:
8.1, 8.2, 8.3, 8.4,
8.5, 8.6, 8.7
Leadership and
Teamwork: 9.2,
9.3, 9.4, 9.5
Technical
Knowledge and
Skills: 10.1, 10.2,
10.3, 10.4, 10.5
Demonstration
and Application:
11.1, 11.2

CTE Pathway:

C1.1, C1.2,
C1.3, C1.4,
C1.5, C1.6,
C1.7, C1.8,
C2.1, C2.2,
C2.3, C2.4,
C3.1, C3.2,
C3.3, C3.4,
C3.5, C3.6,
C4.1, C4.2,
C4.3, C4.4,
C5.1, C5.2,
C6.1, C6.2,
C6.3, C6.4,
C6.5, C6.6,
C6.7, C7.1,
C7.2, C7.3,
C7.4, C8.1,
C8.2, C8.3,

