Course Prefix and Number:  HIM 195  
Credits: 1

Course Title:  Topics in Health Information Management: Chart Retrieval Services

Course Description: Provides an opportunity for students to explore chart retrieval services through a comprehensive project. Prerequisites: SDV 100, ITE 115 or CSC 155, HLT 143, and HLT 195. Co-requisites: HIM 141, HIM 130, HIM 226, and HLT 195--Ethics for Health Care Personnel. Lecture 1 hour per week.

General Course Purpose: This is a capstone course, and all students in the Release of Information Specialist CSC must complete this course with a “C” or better.

Course Prerequisites and Co-requisites:
Prerequisites:  SDV 100, ITE 115 or CSC 155, HLT 143, HLT 195
Co-requisites:  HIM 141, HIM 130, HIM 226, HLT 195--Ethics for Health Care Personnel

Course Objectives:
Upon completing the course, the student will be able to
a. Demonstrate the skills, knowledge, and abilities related to the occupational role/function of the release of information specialist through a chart retrieval capstone project; and
b. Analyze evidence-based data and use critical-thinking skills for decision-making in chart retrieval.

Major Topics to Be Included:
a. Logging, tracking, verifying the request
b. Retrieving the patient information
c. Releasing only authorized information
d. Safeguarding sensitive information
e. Completing and invoicing the request

Effective Date of Course Content Summary:  January 1, 2015