

# **Health Information Technology (HIT) for IT Specialist**

## **Outline**

### **Health Information Technology Module 1**

#### **Health Care Data**

- Health Care Delivery Systems
- Health Care Professionals
- Comparison of Facilities
- Legal and Regulatory Environment
- Collecting Health Care Data
- Basic Concepts
- Key Data Categories
- Medical Decision Making
- Describing Data
- Data Elements in Health Record
- Data Quality
- Data Sets

### **Health Information Technology Module 2**

#### **Health Information Management Processing**

- Electronic Health Records
- Government and Private Sector Intervention
- Implementing an HER
- Acute Care Records
- Clinical Flow of Data Clinical Data
- Discharge Data Set
- Data Quality
- Post Discharge Processing
- Electronic Health Record Management
- Other Health Information Management Roles

## **Health Information Technology Module 3**

### **Coding and Reimbursement**

- Code Sets
- ICD-9-CM
- ICD-10-CM
- ICD-10-PCS
- HCPCS/CPT-4
- Special Purpose Code Sets
- Uses for Coded Clinical Data
- Paying for Health Care
- Types of Reimbursement
- Reimbursement Methodologies
- Billing
- Patient Financial Services

## **Health Information Technology Module 4**

### **Managing Health Records**

- Ambulatory Care
- Other Inpatient Health Care Settings
- Long-Term Care
- Behavioral Health Facilities
- Home Health Care
- Master Patient Index
- Identification of Physical Files
- Legal Systems
- Chart Locator Systems
- Information Systems
- Security of Health Information
- Record Retention

## **Health Information Technology Module 5**

### **Statistics**

- Organized Collection of Data
- Data Retrieval
- Presentation
- Routine Institutional Statistics
- Reporting of Data
- Statistical Analysis of Patient Information
- Uses of Health Information
- Quality of Health Care
- Monitoring Quality of Health Information
- Organization and Presentation of Data
- Health Care Facility Committees
- Health Information in Quality Activities

## **Health Information Technology Module 6**

### **Legal and Supervisory Issues**

- Confidentiality
- HIPAA
- Access
- Consent
- Release of Information
- Preparing a Record for Release
- Internal Requests for Information
- Sensitive Records
- Federal, Corporate, and Facility Compliance
- HIM Department Management
- HIM Department Workflow
- Evaluating Department Operations

## **Electronic Health Records Module 1**

### **Introduction to the Electronic Health Record**

- Closed System
- Certification Commission for Health Information Technology
- Authorized Testing and Certification Bodies
- Medical Office Workflow Systems
- Clinical Staff Collaboration
- Detailed Clinical Step
- Specialized Dashboards
- Meaningful Use
- Audit Log
- MedTrack User Guide
- Function Keys and Navigation
- Patient Responsibility

## **Electronic Health Records Module 2**

### **Scheduling**

- Providers
- Family Doctor
- Primary and Urgent Care
- Employee Health
- Time Range and Increment
- Location Structure and Level
- Division and Staff Level
- Block Out and Clear Time Range
- Existing and New Patient
- Patient Responsibility
- Payers
- Authorization Number

## **Electronic Health Records Module 3**

### **Patient Registration, Clinic Status, and Patient Intake**

- Scheduled Appointments
- Disciplines of Medicine
- Blended Checklists
- Occupational Medicine
- Medical Workflow Status
- Discipline Waiting Times
- Total Elapsed Time for Patient Visit
- Reasons for Visiting
- Medical History and Vital Signs
- Expanded and Standard Answers
- Store Responses and Normal Answers

## **Electronic Health Records Module 4**

### **Initial Contact, Processing Orders, and Out the Door**

- Workflow Status
- Touch Screen and Voice Recognition
- Most Likely Orders
- Waiting Times and Question Types
- Wet and Over Reads
- Clinical Decision Support
- SOAP Notes
- Blink Speed and Visit Documentation
- Order Codes
- Referral and Specialist
- Tracking and Status of Referral
- ICD-9 and ICD-10

## **Electronic Health Records Module 5**

### **Clinical Use of Electronic Health Record**

- History of the Chief Complaint
- Review of Systems
- Family and Social History
- Dispensed Medications
- Prescribed Medications
- ePrescribing
- Aftercare Instructions
- Work Restrictions and Follow Up
- Summation and Case Closed
- Professional Services
- Key Components and Contributory Factors
- Decision Making

## **Electronic Health Records Module 6**

### **Patient Discharge**

- Patient Discharge Workflow
- Out the Door Process and Open Orders
- Aftercare Instructions
- Occupational Health Reason
- Copayment and Coinsurance Amount
- Global Billing Period
- Results Pending and Incomplete Visits
- Further Review Needed and Charts Needing Review
- On-line Open Cases Aging and Open Cases
- Billable Items and Super Bill
- Needs Authorization and Provider Notes Incomplete
- Further Review Done and Transcriptionist

## **Electronic Health Records Module 7**

### **Posting Charges, Billing and Accounts Receivable**

- Billing Editor and Ready for Posting
- Charges Available for Review
- Ignored Line Items and Posting the Charges
- Print Bills in Batches
- Invoices Processor
- Batched Totals
- Lock Box
- Tax Identification Number
- Balance Bill
- No Payments
- Overpaid and Denied
- Payments Not Yet Applied

## **Electronic Health Records Module 8**

### **Collection Activity and Refunds**

- Case/Billing Activity Log
- Follow-Up Notes
- Attaching Documents
- Reminders For Follow-Up Activity
- Refunds to Payers
- Overpayments
- Refunding All of a Payment
- Unidentified Payments
- Refunding on a Line Item
- Refund Batches
- Closing a Refund Batch
- Refund Check Process

## **Healthcare IT Technician (CompTIA HIT-001) Exam Prep Module 1**

### **Healthcare IT and Data Flow**

- HITECH Act
- Healthcare Facilities
- Departments in Hospitals
- Healthcare IT Goals
- Patient Flow Through Hospital Stay
- Learning Support Flow
- Getting to Know Information Systems
- Getting to Know HIS
- Getting to Know the Message
- Following the Data Flow
- EDIS ADT Data Flow
- LIS Data Flow

## **Healthcare IT Technician (CompTIA HIT-001) Exam Prep Module 2**

### **Regulations and Organizational Behavior**

- Standard Agencies, Laws, and Regulations
- Healthcare Programs and Laws
- HIPAA Controls and Compliance
- Record Retention and Disposal
- Types of Health Records
- Legal Best Practices and Documentation
- Handling PHI
- Proper Communication Methods
- HER/EMR Access Roles and Responsibilities
- Organizational Structures and Operation
- Executing Daily Activities
- HIT Technician Role



## **Healthcare IT Technician (CompTIA HIT-001) Exam Prep Module 3**

### **IT Operations**

- Internet and Intranets
- OSI Model
- Cloud Computing and Virtualization
- Programming Languages
- Networking
- Solving Network Problems
- Basic Network Devices and Hardware
- Network Tools
- HER/EMR Information Systems
- Configuring Workstations and Peripherals
- Troubleshooting

## **Healthcare IT Technician (CompTIA HIT-001) Exam Prep Module 4**

### **Medical Business Operations and Security**

- Understanding the Clinical Environment
- Medical Terms, Imaging, and Tests
- Medical Departments
- Healthcare Support Software
- Change Control
- Understanding Permission Levels
- Understanding Physical Security
- Password Best Practices
- Encryption Types
- Secure Wireless Networks
- Disposing of PHI