

DOUGLAS COLLEGE

A. Division: APPLIED PROGRAMS Date: June 1, 1994
 B. Department: Health Sciences New Course: X
 Revision of Course: _____
 Dated: _____

C. HISP 417 D. DATA RETRIEVAL & ANALYSIS II E. 3
 Subject & Course No. Descriptive Title Semester/Credits

F. Calendar Description:

This course focuses on the role of the health record practitioner in managing health data for the purposes of utilization review, risk management and quality review. This course will continue to provide students with practice opportunities in retrieving, organizing, analyzing and presenting data/information.

Summary of Revisions:
 (Enter date and Section)
 e.g. 1982-08-25
 Section C,E,F, and R

G. Type of Instruction:	Hours Per Week	H. Course Prerequisites:
Lecture	<u>3</u> Hrs.	HISP 300 + HISP 307 + HISP 317
Laboratory	_____ Hrs.	I. Course Corequisites: (recommended) HISP 407 + HISP 412
Seminar	_____ Hrs.	
Clinical Experience	_____ Hrs.	J. Courses for which this course is a pre-requisite: HISP 505
Field Experience	_____ Hrs.	
Practicum	_____ Hrs.	K. Maximum Class Size: 35
Shop	_____ Hrs.	
Studio	_____ Hrs.	
Student Directed Learning Other (Specify)	_____ Hrs.	
Total (11 weeks)	<u>3</u> Hrs.	

L. College Credit Transfer _____ M. Transfer Credit: Requested _____
 College Credit Non-Transfer X Granted _____

(Specify Course Equivalents or Unassigned Credit as Appropriate)
 U.B.C. _____
 S.F.U. _____
 U. Vic. _____
 Other _____

L. Kenward
 Course Designer(s)

[Signature]
 Divisional Dean

[Signature]
 Director/Chairperson

[Signature]
 Registrar

N. TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS
(Use Bibliographic Form):

Douglas College. HISP 417 manual. (current edition).

CIHI. Report booklet. (current edition). (From HISP 317).

Ontario Hospital Association. (1988). Guide for hospital utilization review and management in Ontario. Don Mills, ON: CHA. (From HISP 323).

Huffman, Edna. Medical record management. (current edition).
Berwyn, ILL: Physicians' Record Company. (From HISP 100).

Complete Form with Entries Under the Following Headings: O. Course Objectives;
P. Course Content; Q. Method of Instruction; R. Course Evaluation

O. COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to:

1. retrieve specified information accurately using the basic and special CIHI reports
2. describe the role and responsibilities of the health record practitioner in terms of data requirements for risk/utilization/quality management programs
3. assess, design, collect, organize, analyze and present statistical information using a variety of data sources to meet the needs of risk/utilization/quality management programs
4. use reportwriter software efficiently
5. select the most appropriate tabular or graphical method for presentation from raw data
6. design special studies using optional data items.

P. COURSE CONTENT

1. Data Retrieval
 - continued practice in the following tasks
 - computerized abstracting
 - CIHI basic reports
 - introduction to CIHI special reports
 - organized outpatient clinic program
 - emergency services program
 - Special Needs and Applications Program (SNAP)
 - accreditation
 - Care Appraisal Program 1 and 2 (CAP 1, 2)
 - Executive Information Program (EIP)
 - Alternate Level of Care (ALC)

2. **Utilization Review**
 - data collection/sources of data
 - documentation requirements
 - examples
3. **Risk Management**
 - data collection/sources of data
 - documentation requirements
 - generic screening (eg: Medical Management Analysis)
 - incident reports and unusual occurrences
 - infection control reporting
 - other examples
4. **Quality Management**
 - data collection/sources of data
 - documentation requirements
 - methodologies/tools
 - outcome screening
 - CCHSA Outcome Measures Project

Q. METHODS OF INSTRUCTION

1. **Lecture/Discussion**
2. **Group Discussion**
3. **Guest Lecturer**
4. **Application Case Studies/Health Records**

R. COURSE EVALUATION

Evaluation of the course will be based on the course objectives and will be in accordance with the Douglas College policies on student and course objectives.

Evaluation methods will include written tests and assignments.

General outline of evaluation is as follows:

Final Examination	25 %
Midterm Examination	25 %
Assignment x 3	45 %
Participation and Professionalism (P&P)	<u>5 %</u>
	100 %

* A minimum mark of 65 %, excluding the P&P mark, is required to pass the course. The P&P mark will then be added in order to obtain the final mark.

* Outline of evaluation may be subject to change.