

HEALTH INFORMATION TECH/1: TERMINOLOGY (90 Hours)

Course No.: 76-15-50

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. ORIENTATION AND SAFETY (3 hrs)

- _____ 1. Scope and purpose of course
- _____ 2. Class as part of Linked Learning Initiative
- _____ 3. Classroom policies and procedures
- _____ 4. Occupations in field of health info technicians
- _____ 5. Opportunities for gender equity/non-trad
- _____ 6. OSHA rules and regulations for industry
- _____ 7. EPA legislation and health industry
- _____ 8. EPA standards for hazardous waste disposal
- _____ 9. Class/workplace emergency procedures
- _____ 10. Employer/employee responsibilities to safety
- _____ 11. Safety test with 100% accuracy

B. RESOURCE MANAGEMENT (1 hr)

- _____ 1. Basic principals of resource management
- _____ 2. Management of time, material, personnel
- _____ 3. Effective use of time, material, personnel
- _____ 4. Economic benefits of managing resources
- _____ 5. Environmental benefits to good management

C. COMPLIANCE (1 hr)

- _____ 1. Policies and procedures to avoid fraud/abuse
- _____ 2. Laws/regulations governing healthcare claims
- _____ 3. Economic impact: Fraudulent healthcare claims

D. HEALTHCARE CASE REPORTS (3 hrs)

- _____ 1. Terms related to general/specialized reports
- _____ 2. Data collection accuracy /anamnesis
- _____ 3. Areas of specialization in healthcare

E. STRUCTURE OF MEDICAL TERMS (15 hrs)

- _____ 1. Structure/formation of common medical terms
- _____ 2. Origin/pronunciation/spelling/plurals of terms
- _____ 3. Spell/define/pronounce medical terminology
- _____ 4. Pass exam on medical terminology

F. MEDICAL ABBREVIATIONS (10 hrs)

- _____ 1. Terms and abbreviations used in physical exam
- _____ 2. Terms and abbreviations used in lab findings
- _____ 3. Terms and abbreviations used in prescriptions
- _____ 4. Identify symbols used in medical reports
- _____ 5. Pass exam on medical abbreviations/symbols

G. BODY SYSTEMS AND STRUCTURES (20 hrs)

- _____ 1. Musculoskeletal system
- _____ 2. Body systems and their organs
- _____ 3. Sense organs and related terms
- _____ 4. Medical areas of specialization
- _____ 5. Exam on body systems/medical specialties

H. CLINICAL AND DIAGNOSTIC PROCEDURES (10 hrs)

- _____ 1. Common clinical and diagnostic procedures
- _____ 2. 15 common clinical procedures
- _____ 3. Pass an exam on clinical procedures

I. SURGICAL PROCEDURES (10 hrs)

- _____ 1. Terms relating to common surgical procedures
- _____ 2. 15 surgical procedures
- _____ 3. Pass an exam on common surgical procedures

J. PATHOLOGICAL CONDITIONS (10 hrs)

- _____ 1. Common diseases and pathological conditions
- _____ 2. 20 diseases/conditions: Primary body systems
- _____ 3. Exam on diseases/condition to human body

K. MAJOR CLASSES OF DRUGS (5 hrs)

- _____ 1. Generic brand versus trade name drugs
- _____ 2. Identify/spell/classify various drugs
- _____ 3. Exam on common generic & trade name drugs

L. EMPLOYABILITY SKILLS (2 hrs)

- _____ 1. Employer requirements in an employee
- _____ 2. Identify potential employers in job search
- _____ 3. Electronic social networking in the job search
- _____ 4. Sample resume
- _____ 5. Accurate/legible/complete job application
- _____ 6. Sample job application
- _____ 7. Enthusiasm for job
- _____ 8. Appropriate appearance on job
- _____ 9. Continuous upgrading of job skills
- _____ 10. Customer service to establish relationships
- _____ 11. Appropriate interview techniques
- _____ 12. Resources to use for successful interview
- _____ 13. Appropriate follow-up procedures