



IFHIMA
International Federation of
Health Information Management Associations

IFHIMA Education Modules – Outline Curriculum

Unit 1: The Health Record

- A. The Health Record
- B. Purpose of a Health Record
- C. Uses of a Health Record
- D. Development of the Health Record
- E. Value of the Health Record
- F. Content of the Health Record
- G. Documentation and Record Structure
- H. Responsibility for Health Records
- I. Health Record Forms
- J. Medico-Legal Aspects

Unit 2. Patient Identification, Registration & Master Patient Index

- A. Record Identification Systems
- B. Patient Registration
- C. Master Patient Index (MPI)
 - Content (Demographic & Visit Levels)
- D. Manual Master Patient Index
 - In-patients
 - Organisation of MPI
 - Methods used for filing
 - General Filing Rules
- E. Supplies & Equipment for a Manual MPI
- F. Computerised MPI

Unit 3. Record Identification Systems, Filing And Retention Of Health Records

- A. Record Identification Systems
 - Alphabetic Identification
 - Numerical Identification
- B. Types of Numbering Systems
- C. Assignment of Numbers
- D. Number Control
- E. Record Linkage or Longitudinal Records
- F. Filing Systems
 - Alphabetical
 - Numerical
- G. Location of Files
- H. Other considerations in Filing Systems

- Loose sheets
- Voluminous records
- Special flagging
- Satellite record centres
- I. Record Control & Chart Tracking Systems
 - Health record request policies
 - Health record requests
 - Outguides (Tracers)
 - Automated tracking systems
 - Colour coding on file folders
 - Transportation of health records
 - Other record controls
 - Other filing rules
- J. Filing Equipment & Supplies for Paper-Based Records
 - Filing equipment
 - Filing supplies
- K. Retention of Health Records
 - Criteria for record retention
 - Methods of record retention

Unit 4. Healthcare Statistics

- A. Data Definitions
- B. Inpatient Statistical Data Collection And Calculations
- C. Outpatient Statistical Data Collection And Calculations
- D. Reports
- E. Quality Control

Unit 5a. Disease & Procedure Classification & Indexing ICD 9 (Updated July 2011)

- A. Disease Classification
- B. ICD 9 Volume 1
- C. ICD 9 Volume 2
- D. Coding Procedure

Unit 5b. Disease & Procedure Coding ICD 10

- A. Disease Classification
- B. ICD 10
- C. Chapters of ICD 10
- D. Structure of ICD 10 Code
- E. Volume 1 – Tabular List
 - Blocks
 - 3-Character Categories
 - 4-Character Categories
 - Optional 5th Character
 - Conventions
 - Corrections
 - Update Process
- F. Volume 3 – Alphabetic Index
 - Conventions used in volume 3
 - Assigning a code

- Certain Infectious & Parasitic Diseases
- Chapters I - XIV

Unit 5c. Coding Exercises ICD 9

Unit 5d. Coding Diseases of the Respiratory System, Digestive System & Genito-Urinary System ICD 9 (Updated July 2011)

- A. Chapter VIII - Diseases of the Respiratory System
- B. Chapter IX - Diseases of the Digestive System
- C. Chapter X - Diseases of the Genitourinary system
- D. Coding Exercises
- E. Chapters XI – XV – Coding Obstetric & Neonatal Conditions
- F. Coding Exercises
- G. Coding Diseases Of The Skin, Musculoskeletal System And Symptoms
Signs & Ill Defined Conditions
- H. Coding Exercises
- I. Trauma Coding
- J. Coding Exercises
- K. V Codes
- L. Coding Exercises

Unit 5e. International Classification of Procedures in Medicine

- A. Coding Exercises
- B. International Classification of Procedures in Medicine
- C. Coding Exercises
- D. Disease & Procedure Index
- E. Review Questions

Unit 6. Hospital Computerised Health Record Applications

- A. Computer Applications
 - Master Patient Index
 - Admission, Discharge, Transfer & Death
 - Daily Reports
 - Monthly Reports
 - Disease & Procedure Index

Unit 7. Administration and Management of the Health Record Department

The Management Process

- A. Planning
- B. Organising
 - Job design
 - Job analysis
 - Work Satisfaction
 - Formalising organisational structure
 - Organisational change & development
 - Developing human resources
- C. Directing
- D. Control

E. Problem Solving
Unit 8. Planning a Health Record Department
<p>Six Phases of Design of a Health Record Department</p> <p>A. Definition Phase</p> <ul style="list-style-type: none"> • Location • Space • Staff Required • Equipment • Functional design and logistical placement of key work areas • System of communication • Transport • Layout <p>B. Brief Phase</p> <ul style="list-style-type: none"> • Architects Brief • Other inclusions in the brief <p>C. Department Phase</p> <p>D. Total Facility Phase</p>
Unit 9. Manual for Educators
<p>A. Effective Teaching & Learning</p> <p>B. Defining Learning Objectives</p> <p>C. Creating Conditions for Learning</p> <p>D. Learning Resources</p> <p>E. Evaluation of Teaching & Assessment of Learning</p> <p>F. Feedback on Lecture Planning</p>
Unit 10. The Electronic Health Record
Under development
Unit 11. Confidentiality
Under development

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