**Essentials of Health Information Management**

**WRITTEN FINAL ASSIGNMENT**

**Master of Science in Health Informatics**

**A. INSTRUCTION**

One of the requirements of this course is to complete one final assignment of a given topic in **Essentials of Health Information Management**. Attached in this packet are the guidelines, instructions, and due dates for the assignments. Please keep the following expectations in mind:

1. Each assignment is worth 100 points.
2. Read instructions carefully and be sure to complete all aspects of the assignments.
3. Be thorough and complete in your work. Simple “yes/no” answers or “I agree” comments are not sufficient.
4. The assignments are developed to correspond to topics that we will be studying throughout the term. You will get the most out of the assignments if they are done well. Therefore, you will need to turn in your work by the deadlines designated in your syllabus and on the assignment sheet. No late assignments will be accepted.
5. All written assignments must be typed and double-spaced.

**B. DIRECTIONS.** After reading your two textbooks, answer all the following questions and case study as comprehensive as possible.

|  |  |  |
| --- | --- | --- |
| **No.** | **QUESTIONS** | **MARK** |
| **1** | List and describe programs and services offered as part of the continuum of care. | 10 marks |
| **2** | List and describe health information management career opportunities. | 10 marks |
| **3** | Differentiate among freestanding, hospital-based, and hospital-owned ambulatory care settings. | 15 marks |
| **4** | Summarize the purpose of the patient record and describe the different various types of patient records. | 15 marks |
| **5** | Distinguish between computerized patient records, electronic patient records, and electronic health records. | 20 marks |
| **6** | Differentiate between administrative and clinical data collected on patients. | 15 marks |
| **7** | Explain the rules, and arrange records for alphabetic, straight numerical, terminal digit, and middle-digit filing purposes. | 15 marks |
|  | **TOTAL** | **100 marks** |