



# Health Information Management Diploma

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

### Copyright

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### Prior learning credit options at Saskatchewan Polytechnic

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See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

### How to navigate this document

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This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

### Contents of this guide

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This guide contains the following specific PLAR information and tools for this program

- A. [PLAR fees](#)
- B. [PLAR eligibility and options](#)
- C. [Dates when PLAR assessment is available](#)
- D. [Special directions for this program](#)
- E. [PLAR contact person](#)
- F. [Self-rating course outlines](#)

## A. PLAR fees

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Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

## B. PLAR eligibility and options

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To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

### Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). See [course outlines](#) in this guide to identify any pre- or co-requisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with corequisites.

### Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

## C. Dates when PLAR assessment is available

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PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

**All PLAR assessments must be completed by June 15 of each academic year.**

## D. Special directions for this program

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**Review** the [PLAR process and FAQs](#) and the information in this guide.

**Self-rate** your learning for each course using the [Course Outlines](#) in this guide.

**Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.

Apply for admission to the program. See [directions](#) for applying.

**Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.

**Finalize** an assessment plan with your assigned assessor.

**Complete** assessment before your PLAR registration expires.

## E. PLAR contact person

Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

**Tara Fournier, Program Head**  
Saskatchewan Polytechnic, Regina Campus  
Phone: 306 – 775 - 7642  
Email: [fourniert@saskpolytech.ca](mailto:fourniert@saskpolytech.ca)

## F. Self-rating course outlines

Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
<b>Semester 1</b>		
<a href="#">APHY 100</a>	Anatomy and Physiology 1	<a href="#">Arts &amp; Sciences</a>
<a href="#">CLIN 101</a>	Clinical – Records Management and Professionalism	
<a href="#">CLIN 102</a>	Clinical – Coding 1	
<a href="#">COMP 174</a>	Introduction to Microsoft Excel 1	<a href="#">Standardized Computer Programs</a>
<a href="#">COMP 179</a>	Introduction to PowerPoint	<a href="#">Standardized Computer Programs</a>
<a href="#">ENGL 101</a>	Critical Reading and Writing	<a href="#">Arts &amp; Sciences</a>
<a href="#">HINF 160</a>	Health Record Systems	
<a href="#">MED 161</a>	Medical Terminology	
<a href="#">PATH 161</a>	Pathophysiology 1	
<b>Semester 2</b>		
<a href="#">APHY 200</a>	Anatomy and Physiology 2	<a href="#">Arts and Sciences</a>
<a href="#">CLIN 236</a>	Clinical – Coding 2	
<a href="#">CLIN 237</a>	Clinical – Coding 3	

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>Delivered by another department/program</b>
<a href="#">COMM 262</a>	Workplace Communication	<a href="#">Arts &amp; Sciences</a>
<a href="#">HINF 161</a>	Health Information Analysis 1	
<a href="#">PATH 272</a>	Pathophysiology 2	
<a href="#">PATH 273</a>	Pathophysiology 3	
<b>Semester 3</b>		
<a href="#">PRAC 165</a>	Health Information Practicum 1	
<b>Semester 4</b>		
<a href="#">COMP 175</a>	Introduction to Microsoft Excel 2	<a href="#">Standardized Computer Programs</a>
<a href="#">COMP 176</a>	Introduction to Microsoft Access 1	<a href="#">Standardized Computer Programs</a>
<a href="#">COSC 262</a>	Database Programming	<a href="#">Arts &amp; sciences</a>
<a href="#">HINF 260</a>	Epidemiology and Population Health	
<a href="#">HINF 261</a>	Health Information Analysis 2	
<a href="#">HINF 262</a>	Health Care Law and Ethics	
<a href="#">HINF 264</a>	Theories and Concepts of Program Management	
<a href="#">HINF 265</a>	Health Information Systems	
<a href="#">STAT 260</a>	Statistics for Health Sciences	<a href="#">Arts &amp; Sciences</a>
<b>Semester 5</b>		
<a href="#">CLIN 288</a>	Clinical – Coding 4	
<a href="#">HINF 263</a>	Human Resource Management and the Employee	
<a href="#">HINF 266</a>	Health Standards and Informatics	
<a href="#">PRAC 262</a>	Health Information Practicum 2	

## APHY 100 - Anatomy and Physiology 1

You will develop an understanding of the human body, its structures and how it functions to maintain homeostasis. You will acquire knowledge of the interactions of the body's structures including cells, tissues, organs, and certain organ systems. You will learn the structures and functions of the integumentary, skeletal, muscular, cardiovascular, and respiratory systems.

**Credit unit(s):** 4.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the sciences of anatomy and physiology of the human body.			
2. Describe the chemical levels of organization of the human body.			
3. Describe the structures and functions of human cells.			
4. Describe the structures and functions of human tissues.			
5. Describe the structures and functions of the integumentary system.			
6. Describe the structures and functions of the skeletal system.			
7. Describe the structures and functions of the muscular system.			
8. Describe the structures and function of blood.			
9. Describe the structures and functions of the cardiovascular system.			
10. Describe the structures and functions of the lymphatic system.			
11. Describe the structures and functions of the respiratory system.			

**CLIN 101 - Clinical - Records Management and Professionalism**

In this clinical experience, you will apply basic health information management principles to theory and the clinical setting. You will focus on basic health record procedures including chart assembly and chart review. You will also learn about electronic records management. You will apply professionalism, employability skills and various health information management duties while in the workplace setting.

**Credit unit(s):** 4.0  
**Prerequisites:** HINF 160  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Apply the concepts of professionalism.			
2. Demonstrate employability skills.			
3. Assemble patient records.			
4. Perform chart review.			
5. Examine electronic records management.			
6. Perform basic health information management tasks in the workplace setting.			

**CLIN 102 - Clinical - Coding 1**

Your clinical experience will focus on the introductory concepts behind coding with the International Statistical Classification of Diseases and Related Health Problems, 10th revision, Canada/Canadian Classification of Health Interventions (ICD-10-CA/CCI). You will learn how to code basic neoplasm and infection cases. You will also learn about the Canadian Institute for Health Information.

**Credit unit(s):** 4.0  
**Prerequisites:** none  
**Corequisites:** CLIN 101, MED 161, APHY 100  
**Equivalent course(s):** none

<b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b>		<b>Competent</b>	<b>Learning</b>	<b>None</b>
<b>Competent:</b>	I can apply this outcome without direction or supervision.			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome.			
<b>None:</b>	I have no knowledge or experience related to this outcome.			
1.	Explore the background, basic statistics and coding resources within the Canadian Institute for Health Information (CIHI).			
2.	Describe classification systems and coding.			
3.	Apply the ICD-10-CA classification system.			
4.	Apply the CCI classification system.			
5.	Apply the coding process.			
6.	Apply ICD-10C-A and CCI to neoplasm cases.			
7.	Apply ICD-10-CA and CCI to infection cases.			

**COMP 174 - Introduction to Microsoft Excel 1**

You will study the basic features of Excel. You will learn to create workbooks, format spreadsheet elements, manipulate multiple worksheets, create simple charts and use simple formulas and functions.

**Credit unit(s):** 1.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Create a spreadsheet.			
2. Use basic functions and productivity tools.			
3. Work with multiple worksheets.			
4. Create basic charts.			



**COMP 179 - Introduction to PowerPoint**

You will receive instruction and practice in creating, modifying, and delivering a presentation using Microsoft PowerPoint. You will enhance the presentation by adding charts, tables, visual elements, multimedia, transition effects and animations. You will study how to present, distribute, and customize presentations.

**Credit unit(s):** 1.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Create a presentation.			
2. Modify a presentation.			
3. Use tables and charts in a presentation.			
4. Deliver a presentation.			

### ENGL 101 - Critical Reading and Writing

You will develop basic skills in critical analysis and effective reading by analyzing and evaluating materials from various disciplines. You will also refine your understanding and practice of the structures of composition by writing a research paper on a topic of your choice using APA-style.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1.Practice critical writing skills.			
2.Practice critical reading skills.			
3.Demonstrate persuasive writing strategies in the writing process.			
4.Evaluate research publications.			
5.Create a research paper on a chosen topic by applying critical reading, writing and research skills.			
6.Modify a research paper illustrating revision and editing skills.			

## HINF 160 - Health Record Systems

You will explore the structure of the health care system and uses of health information. You will study federal and provincial legislation regarding health records and the ethical/legal considerations involved in the confidentiality of health information. You will examine basic health information management department procedures.

**Credit unit(s):** 4.0  
**Prerequisites:** none  
**Corequisites:** ENGL 101, COMP 179  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the changing role of the health information management professional.			
2. Explain the evolution of the Canadian health care system.			
3. Describe the healthcare environment.			
4. Examine the uses of the health record and health information.			
5. Examine the role of the health information management professional in privacy, confidentiality and disclosure of health information.			
6. Examine the contents and structure of a health record.			
7. Describe the principles involved in forms design.			
8. Examine the procedures involved in Quantitative Analysis (QA) for document deficiencies.			
9. Apply methods for retrieving, identifying, filing, and controlling/tracking health records/information.			
10. Discuss methods for storing and retaining health records and health information.			
11. Identify the structure and governance of medical staff within an acute care facility.			

### MED 161 - Medical Terminology

Your studies will focus on medical language and its use in practical situations. You will be introduced to the structure and function of medical language and the medical terms relating to body systems.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
<b>Competent:</b>	I can apply this outcome without direction or supervision.			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome.			
<b>None:</b>	I have no knowledge or experience related to this outcome.			
1.	Apply the principles related to basic word structure of medical language.			
2.	Use medical terms related to organization of the body.			
3.	Use medical terms that contain diagnostic and procedural suffixes.			
4.	Use medical terms that contain prefixes.			
5.	Use medical terms related to medical specialists, allied health specialists and case reports.			
6.	Use medical terms related to body systems.			

**PATH 161 - Pathophysiology 1**

You will be introduced to various concepts and disease processes that can affect normal body structure and function. You will study the common diagnostic investigations and treatments associated with each disease process. You will also study the effects of drugs on the human body.

**Credit unit(s):** 2.0  
**Prerequisites:** MED 161  
**Corequisites:** APHY 100  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the effects of drugs on the body.			
2. Explain the science of pathophysiology.			
3. Discuss the concepts of inflammation and tissue repair.			
4. Discuss the concept of altered immunity.			
5. Describe the pathophysiology of infection.			
6. Discuss genetic and developmental disorders.			
7. Describe the pathophysiology of neoplasms.			
8. Describe the concepts of altered fluid, electrolyte and acid-base balance.			

## APHY 200 - Anatomy and Physiology 2

You will continue to study the anatomy and physiology of the human body, focusing on how its structures function to maintain homeostasis. You will learn the structures and functions of the endocrine, urinary, nervous, digestive, sensory, and reproductive systems.

**Credit unit(s):** 4.0  
**Prerequisites:** APHY 100  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the structures and functions of endocrine glands.			
2. Describe the structures and functions of the urinary system.			
3. Describe the structures and functions of nerve tissue.			
4. Describe the structures and functions of the central nervous system.			
5. Describe the structures and functions of the peripheral nervous system.			
6. Describe the structures and functions of the digestive system.			
7. Describe the structures and functions of the general and special senses.			
8. Describe the structures and functions of the reproductive system.			

## CLIN 236 - Clinical - Coding 2

Your clinical experience will focus on coding with the International Statistical Classification of Diseases and Related Health Problems, 10th revision, Canada/Canadian Classification of Health Interventions (ICD-10-CA/CCI). You will study body systems including: skin, musculoskeletal, cardiovascular, blood and respiratory. You will examine orthopaedic trauma cases. You will also learn how to abstract acute care data.

**Credit unit(s):** 4.0  
**Prerequisites:** CLIN 102  
**Corequisites:** APHY 200, PATH 272  
**Equivalent course(s):** none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
Competent:	I can apply this outcome without direction or supervision.			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome.			
<b>None:</b>	I have no knowledge or experience related to this outcome.			
1.	Apply ICD-10-CA and CCI to skin, subcutaneous tissue, and breast cases.			
2.	Apply ICD-10-CA and CCI to musculoskeletal and connective tissue cases.			
3.	Apply ICD-10-CA and CCI to significant orthopaedic trauma cases.			
4.	Apply ICD-10-CA and CCI to cardiovascular cases.			
5.	Apply ICD-10-CA and CCI to blood, hematopoietic, leukemia and lymphoma cases.			
6.	Apply ICD-10-CA and CCI to respiratory cases.			
7.	Demonstrate how to abstract acute care visit data.			

### CLIN 237 - Clinical - Coding 3

Your clinical experience will build on the skills developed in Clinical - Coding 1 (CLIN 102). You will focus on coding with the International Statistical Classification of Diseases and Related Health Problems, 10th revision, Canada/Canadian Classification of Health Interventions (ICD-10-CA/CCI). You will study body systems including: digestive, hepatobiliary, urinary, reproductive, nervous, special senses and endocrine systems. You will examine nutritional, metabolic, mental, and behavioural disorder cases. You will also learn how to abstract ambulatory care data.

**Credit unit(s):** 7.0  
**Prerequisites:** CLIN 236  
**Corequisites:** APHY 200, PATH 273  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Apply ICD-10-CA and CCI to digestive cases.			
2. Apply ICD-10-CA and CCI to hepatobiliary and pancreatic cases.			
3. Apply ICD-10-CA and CCI to kidney and urinary tract cases.			
4. Apply ICD-10-CA and CCI to male reproductive cases.			
5. Apply ICD-10-CA and CCI to female reproductive cases.			
6. Apply ICD-10-CA and CCI to nervous system cases.			
7. Apply ICD-10-CA and CCI to eye cases.			
8. Apply ICD-10-CA and CCI to ear, nose, throat, and mouth cases.			
9. Apply ICD-10-CA and CCI to endocrine, nutritional, and metabolic cases.			
10. Apply ICD-10-CA and CCI to mental and behavioural disorder cases.			
11. Demonstrate how to abstract ambulatory care visit data.			



**COMM 262 - Workplace Communication**

You will review effective writing skills and apply those skills to workplace documents: e-mails, memos, business letters, and reports. You will apply effective oral communication to individual presentations and meetings. You will examine interpersonal relationships in the workplace and demonstrate conflict resolution skills in individual and group settings.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate effective written communication skills.			
2. Prepare various written documents for the workplace.			
3. Demonstrate effective oral communication.			
4. Demonstrate effective interpersonal conflict resolution.			
5. Examine group communication and teamwork skills.			

### HINF 161 - Health Information Analysis 1

You will learn how to retrieve, analyze, and present data/information. You will also become familiar with the use and content of the basic Canadian Institute for Health Information (CIHI) reports, data presentation and graphic techniques.

**Credit unit(s):** 2.0  
**Prerequisites:** COMP 174  
**Corequisites:** CLIN 236  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Distinguish between various Canadian Institute of Health Information (CIHI) reports.			
2. Calculate health statistics.			
3. Compare quality processes.			
4. Demonstrate data collection methodology.			
5. Examine survey methodology.			
6. Illustrate data presentation.			
7. Prepare an informal study and formal report.			

**PATH 272 - Pathophysiology 2**

Building on the skills you developed in Pathophysiology 1 (PATH 161), you will study disease processes and the effects they have on the skin, breast, musculoskeletal, cardiovascular, blood, lymphatic, and respiratory body systems.

**Credit unit(s):** 3.0  
**Prerequisites:** PATH 161  
**Corequisites:** APHY 200  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the pathophysiology of skin and breast disorders.			
2. Identify the pathophysiology of musculoskeletal system disorders.			
3. Describe the pathophysiology of cardiovascular disorders.			
4. Explain the pathophysiology of blood and lymphatic disorders.			
5. Describe the pathophysiology of respiratory system disorders.			

### PATH 273 - Pathophysiology 3

Building on the skills you developed in Pathophysiology 1 (PATH 161) and Pathophysiology 2 (PATH 272), you will continue to learn disease processes and the effects they have on the digestive, urinary, reproductive, and endocrine body systems. You will also examine disorders of the eye and ear, neurological and psychiatric disorders.

**Credit unit(s):** 3.0  
**Prerequisites:** PATH 272  
**Corequisites:** APHY 200  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Describe the pathophysiology of digestive system disorders.			
2. Describe the pathophysiology of urinary system disorders.			
3. Explain the pathophysiology of reproductive system disorders.			
4. Describe the pathophysiology of neurological disorders.			
5. Explain the pathophysiology of disorders related to the eye and ear.			
6. Describe the pathophysiology of endocrine disorders.			
7. Identify the pathophysiology of psychiatric disorders.			

**PRAC 165 - Health Information Practicum 1**

You will apply your previously learned theory and experience in health information management while working in a health care agency. Your practicum will focus on coding. You will have an opportunity to practice abstracting and presenting data.

**Credit unit(s):** 11.0  
**Prerequisites:** HINF 161, PATH 273, COMM 262, APHY 200, CLIN 237  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Conduct workplace actions in a professional manner.			
2. Apply the Canadian Health Information Management Association code of ethics.			
3. Observe the flow of patient information from entry to exit in a health care setting.			
4. Integrate records management theory into the workplace.			
5. Code charts utilizing ICD-10-CA and CCI.			
6. Abstract clinical and administrative data.			
7. Demonstrate the ability to retrieve, analyze and present health data.			

**COMP 175 - Introduction to Microsoft Excel 2**

You will study the intermediate features of Excel. Using the skills and knowledge you acquired in COMP 174 (Introduction to Excel 1), you will learn to use more advanced spreadsheet functions, create, and modify several chart types, and perform data manipulation.

**Credit unit(s):** 1.0  
**Prerequisites:** COMP 172 or COMP 174one  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Apply advanced formula construction.			
2. Work with charts.			
3. Perform data management.			

**COMP 176 - Introduction to Microsoft Access 1**

Your studies will focus on the basic features of Microsoft Access. You will create simple tables, queries, forms and reports. You will also modify database elements such as fields and records.

**Credit unit(s):** 1.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Create a database and tables.			
2. Edit table data and table structure.			
3. Create queries to select data from tables.			
4. Design reports to present information from a database.			

## COSC 262 - Database Programming

You will learn the structure of program design, development, testing, and documentation. You will learn to design single and multi-table databases using the Statistical Package for Social Sciences (SPSS) and Access. Your course content will include the fundamentals of algorithms and algorithm analysis.

**Credit unit(s):** 4.0  
**Prerequisites:** COMP 176  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Design a single table Access database.			
2. Design queries for a single table Access database.			
3. Design a multi-table Access database.			
4. Modify queries based on multiple tables in an Access database.			
5. Create SPSS data and output files.			
6. Analyze variables using appropriate SPSS reports.			
7. Select cases in an SPSS dataset.			
8. Develop refined datasets in SPSS.			



## HINF 260 - Epidemiology and Population Health

Your studies will include the nature and scope of epidemiology (especially as these relate to health information systems). You will study the distribution of diseases in populations and factors that influence the occurrence of disease. You will learn the steps involved in writing a research paper and apply the steps to a specific disease model.

**Credit unit(s):** 4.0  
**Prerequisites:** PRAC 165  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Explain the basic terminology and concepts related to epidemiology.			
2. Discuss the scope and application of epidemiology.			
3. Calculate epidemiological statistics.			
4. Analyze the sequence of events involved in epidemiological study.			
5. Describe the sources of health data.			
6. Examine the changes in health field concepts.			
7. Prepare research.			

## HINF 261 - Health Information Analysis 2

Building on the skills you developed in Health Information Analysis 1 (HINF 161), your studies will focus on the research, design and methodology of health information analysis and utilization. You will also review various health information sources and documentation. You will be introduced to data analysis, nomenclatures, various classification systems and Management Information Systems (MIS) standards.

**Credit unit(s):** 2.0  
**Prerequisites:** PRAC 165  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Interpret various Canadian Institute for Health Information (CIHI) data.			
2. Distinguish between classification systems, nomenclatures, clinical vocabularies, and terminologies.			
3. Analyze data.			
4. Use MIS standards.			

## HINF 262 - Health Care Law and Ethics

You will become familiar with health law (especially as it pertains to health information) and the issues associated with the privacy, confidentiality, and security of health information. You will identify appropriate ethical conduct in pursuing your professional role and gain an overview of legislation relating to health care and health information. You will examine the legal responsibilities and ethical situations for Indigenous peoples under health law. You will be able to design policies related to privacy, confidentiality, security and participate in risk management activities.

**Credit unit(s):** 4.0  
**Prerequisites:** none  
**Corequisites:** HINF 264  
**Equivalent course(s):** none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
Competent:	I can apply this outcome without direction or supervision.			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome.			
<b>None:</b>	I have no knowledge or experience related to this outcome.			
1.	Demonstrate ethical standards of conduct for health information management professionals.			
2.	Describe the legal responsibilities and ethical situations for Indigenous peoples and health law.			
3.	Identify legislation that sets the standards for health information and consequences of not meeting these standards.			
4.	Apply legislation that regulates the retention, storage, and disposal of health information.			
5.	Create policies and procedures relating to access to health information.			
6.	Illustrate the issues related to privacy, confidentiality, and security.			
7.	Explain how health information is used as evidence in legal proceedings.			
8.	Identify methods and procedures for documenting in the client record.			
9.	Identify the issues surrounding patient consent.			
10.	Describe criteria for using health information in research.			
11.	Identify issues associated with computerization, the electronic health record, and record transmission and linkage.			
12.	Identify quality management and risk management concepts.			

## HINF 264 - Theories and Concepts of Program Management

You will gain an understanding of health information systems, project management, policies and procedures and needs assessment. Your studies will prepare you for business and strategic planning and introduce you to program management concepts.

**Credit unit(s):** 3.0  
**Prerequisites:** PRAC 165  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Explain program management concepts.			
2. Evaluate policies and procedures.			
3. Conduct a needs assessment in health care.			
4. Examine project management.			
5. Examine business planning and business analysis.			
6. Formulate a strategic plan.			
7. Examine health information management systems (HIMS).			

## HINF 265 - Health Information Systems

Your studies will prepare you to manage and evaluate changes in computer technology and information systems. You will acquire the skills to participate in analyzing and planning for system changes that affect health information files.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** COMP 175, COMP 176  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine health data from various sources.			
2. Describe the structure of an existing health information system.			
3. Analyze a health information system.			
4. Create a system design.			
5. Create a system implementation plan.			
6. Evaluate responses to a request for proposal.			

**STAT 260 - Statistics for Health Sciences**

You will learn statistical methods of analysis and inference including descriptive measures, frequency distributions, probability, confidence intervals, hypothesis testing, analysis of variance, and correlation and regression techniques. The emphasis in this course is on statistical applications, with problems chosen from the health sciences field.

**Credit unit(s):** 4.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Calculate descriptive statistics.			
2. Calculate probabilities.			
3. Examine probability distributions.			
4. Calculate confidence intervals.			
5. Conduct hypothesis testing.			
6. Use non-parametric data in hypothesis testing.			
7. Conduct linear regression analysis.			

### CLIN 288 - Clinical - Coding 4

You will build on your skills in International Statistical Classification of Diseases and Related Health Problems, 10th revision, Canada/Canadian Classification of Health Interventions (ICD-10-CA/CCI) coding and abstracting. You will study human immunodeficiency virus (HIV), infections, sepsis, viral hepatitis, pregnancy/childbirth, and newborn coding cases. You will also study complex coding cases. Your studies will include a review of coding practices and guidelines, data quality issues, report writing and data presentation.

**Credit unit(s):** 10.0  
**Prerequisites:** none  
**Corequisites:** HINF 261  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Design reports utilizing the 3M report writer.			
2. Prepare a data quality presentation while establishing data quality controls.			
3. Utilize coding resources.			
4. Apply diagnosis typing, prefixes and clusters.			
5. Apply ICD-10-CA, CCI, coding standards while abstracting common coding cases.			
6. Apply ICD-10-CA, CCI, coding standards while abstracting HIV infection cases.			
7. Apply ICD-10-CA, CCI, coding standards while abstracting sepsis and viral hepatitis cases.			
8. Apply ICD-10-CA, CCI, coding standards while abstracting Diabetes Mellitus (DM) cases.			
9. Apply ICD-10-CA, CCI, coding standards while abstracting other reasons for hospital care cases.			
10. Apply ICD-10-CA, CCI, coding standards while abstracting advanced coding cases.			
11. Apply ICD-10-CA, CCI, coding standards while abstracting pregnancy & childbirth cases.			
12. Apply ICD-10-CA, CCI, coding standards while abstracting newborns cases.			

## HINF 263 - Human Resource Management and the Employee

Your studies will focus on management theories, maintaining collaborative relationships, managing, and evaluating staff development, examining self-performance and development, and discussing human rights and labour standards.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the role of the manager.			
2. Discuss labour relations and relevant employment legislation.			
3. Identify collaborative relationships.			
4. Apply team initiatives and performance reviews.			
5. Evaluate staff development.			
6. Evaluate self development.			



**HINF 266 - Health Standards and Informatics**

Your studies will involve learning about health informatics and how eHealth impacts the health information management professional. You will study common health informatics standards, including Health Level Seven (HL7).

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** HINF 261, HINF 264  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Describe health informatics concepts, issues, and trends.			
2. Discuss development standards and how they relate to health information management.			
3. Discuss common standards development organizations.			
4. Describe electronic health record information standards used across Canada.			
5. Examine internal and external standards and the adoption process.			

**PRAC 262 - Health Information Practicum 2**

Your practical experience will help you acquire experience working in the health information field. You will develop your professional skills by promoting both the health information profession and program.

**Credit unit(s):** 19.0  
**Prerequisites:** CLIN 288, HINF 266, COSC 262, HINF 262, HINF 263, HINF 264, HINF 265, STAT 260  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Conduct workplace actions in a professional manner.			
2. Apply relevant privacy legislation within scope of practice.			
3. Practice the Canadian Health Information Management Association code of ethics.			
4. Integrate leadership/management theory into the workplace.			
5. Participate in the development of the electronic health record.			
6. Participate in the collection, retrieval, and analysis of data.			
7. Participate in epidemiological studies.			
8. Apply statistical analysis techniques.			
9. Modify databases and/or health information systems.			