This course supports the assessment for BJT1. The course covers 5 competencies and represents 4 competency units.

Introduction

Overview
Healthcare organizations who lead in the use of technologies thrive in today's environment of information exchange. Data is manipulated and used many times over to support decisions and create new knowledge. Information systems make this possible.

Health informatics professionals serve as liaisons between information technology staff and clinicians to facilitate greater use of technology supporting medical practice and enhancing data management processes.

Watch the following video for an overview of this course:

Note: View the video in full screen at 720p for best results.

Competencies
This course provides guidance to help you demonstrate the following 5 competencies:

- **Competency 731.2.1: Health Informatics and Information Systems**
  The graduate informs administrators and staff in decision making pertaining to implementing information systems and decision support systems.
- **Competency 731.2.2: Design and Development of Information Systems**
  The graduate analyzes how information systems, computers, network architecture, the Internet, and emerging technologies influence health information management in healthcare organizations; and develops and delivers presentations and procedural materials for staff related to these technologies.
- **Competency 731.2.3: Database Management**
  The graduate develops and recommends database models, including methodologies and policies for data mining and information retrieval, within the health information management department for healthcare organizations.
- **Competency 731.2.4: Data Recovery and Organizational Contingency**
  The graduate evaluates organizational contingency plans that include data recovery procedures and specified contingency security measures for securely managing health information in healthcare organizations.
- **Competency 731.2.5: Data Security, Storage, and Retrieval**
  The graduate evaluates organizational risk assessment plans, including data and security policies for storage and document retrieval; and selects policies and recommends measures to protect the security of health information in compliance with federal law.

Activities at a Glance Outline

This course includes an "Activities at a Glance" outline to help you briefly visualize the elements of this course.

- "Healthcare Systems Design and Management Activities at a Glance"

This outline will also provide general pacing guidelines for your work through the course and can be printed and used as a quick checklist for your progress.

Course Instructor Assistance
As you prepare to successfully demonstrate competency in this subject, remember that course instructors stand ready to help you reach your educational goals. As subject matter experts, mentors enjoy and take pride in helping students become reflective learners, problem solvers, and critical thinkers. Course instructors are excited to hear from you and eager to work with you.

Successful students report that working with a course instructor is the key to their success. Course instructors are able to share tips on approaches, tools, and skills that can help you apply the content you're studying. They also provide guidance in assessment preparation strategies and troubleshoot areas of deficiency. Even if things don't work out on your first try, course instructors act as a support system to guide you through the revision process. You should expect to work with course instructors for the duration of your coursework, and you are encouraged to contact them as soon as you begin. Course instructors are fully committed to your success!

Preparing for Success

The information in this section is provided to detail the resources available for you to use as you complete this course.

Watch the following Getting Started video for additional information:

Learning Resources

The learning resources listed in this section are required to complete the activities in this course. For many resources, WGU has provided automatic access through the course. However, you may need to manually enroll in or independently acquire other resources. Read the full instructions provided to ensure that you have access to all of your resources in a timely manner.
Manually Enrolled Resources

Take a moment to enroll in the learning resources listed in this section. To enroll, navigate to the "Learning Resources" tab, click the "Sections" button, and then click the "Enroll Now" button for each resource. Once your mentor approves your enrollment in the resource, you will receive an e-mail with further access instructions. Contact your mentor if you have questions.

Enroll in AHIMA Virtual Lab
Enroll in the AHIMA Virtual Lab for access to simulations and hands-on activities to support your learning in courses of study throughout the Health Informatics Program.

Virtual Lab is a group of software applications made available to students in the Health Informatics Program through AHIMA.

The Virtual Lab contains

- an electronic health record,
- patient charts for practice assignments,
- coding and abstracting software,
- deficiency management workflow and tools,
- chart analyses, and
- other health information management clinical applications.

The AHIMA Virtual Lab is available for enrollment from the LR tab of this course. Enrollment is a manual process, managed by the Learning Resources team. Click on the “Enroll Now” button found on the LR tab. You will receive a Getting Started email from WGU Learning Resources within an hour. Watch your WGU email account for an email from the Virtual Lab; it usually arrives within one business day. You must follow the instructions on the email from Virtual Lab to complete the enrollment process. If you have questions, please contact Learning Resources at Learningr@wgu.edu.

Automatically Enrolled Learning Resources

You will be automatically enrolled at the activity level for the following learning resources. Simply click on the links provided in the activities to access the learning materials.

Soomo Learning Environment

The following learning environment will be utilized as the primary learning resource for completion of this course:

- Healthcare Systems Design and Management

This learning environment will contain links at the activity level to the following additional learning resources:

VitalSource E-texts

The following textbooks are available to you as e-texts within this course. You will be directly linked to the specific readings required within the activities that follow.

- McCuen, C., Sayles, N., & Schnering, P. (2008). *Case studies in health information management*. Clifton Park, NY: Delmar, Cengage Learning. ISBN: 9781418055462
- Schnering, P. (2014). *Professional review guide for the RHIA and RHIT examinations*. Cengage. ISBN 9781305325111

Optional VitalSource E-text

The following textbook is not required for completion of course activities, but is a valuable reference for additional information on the material, and is available through the "Bookshelf" link in the Soomo learning environment.

- LaTour, K., Maki, S., & Oachs, P. (Eds.). (2013). *Health information management: Concepts, principles, and practice* (4th ed.). Chicago, IL: AHIMA. ISBN-13: 9781584263593

SkillSoft and Books24x7
You will access SkillSoft items at the activity level within this course. For more information on accessing SkillSoft items, please see the "Accessing SkillSoft Learning Resources" page.

- Wager, K., Lee, F., & Glaser, J. (2009). *Health care information systems: A practical approach for health care management* (2nd ed.). San Francisco, CA: Jossey-Bass. ISBN: 9780470387801

Healthcare Systems Design Learning Environment

All reading activities, discussion questions, quizzes, and learning resources for this course are found by accessing the Healthcare Systems Design and Management learning environment.

Learning Environment

The material for this course is housed in a separate learning environment. In this learning resource, you will be able to:

- complete the activities and reading assignments to prepare for the assessment for this course;
- answer the quizzes to gauge your learning; and
- communicate with your mentor and other students as you study.

Once you have completed the material within the learning environment, you should return to this course for the information for your exam.

This topic addresses the following competencies:

- **Competency 731.2.1: Health Informatics and Information Systems**
  The graduate informs administrators and staff in decision making pertaining to implementing information systems and decision support systems.
- **Competency 731.2.2: Design and Development of Information Systems**
  The graduate analyzes how information systems, computers, network architecture, the Internet, and emerging technologies influence health information management in healthcare organizations; and develops and delivers presentations and procedural materials for staff related to these technologies.
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- **Competency 731.2.5: Data Security, Storage, and Retrieval**
  The graduate evaluates organizational risk assessment plans, including data and security policies for storage and document retrieval; and selects policies and recommends measures to protect the security of health information in compliance with federal law.

Learning Materials

Access the learning environment for this course at the following link and complete the readings, activities, and quizzes found therein:

- Healthcare Systems Design

Final Steps

Congratulations on completing the activities in this course! This course has prepared you to complete the assessment associated with this course. If you have not already been directed to complete the assessment, schedule and complete your assessment now.

The WGU Library

The WGU Library
The WGU Library is available online to WGU students 24 hours a day.

For more information about using the WGU Library, view the following videos on The WGU Channel:

Introducing the WGU library

Note: To download this video, right-click the following link and choose "Save as...": download video.

Searching the WGU library

Note: To download this video, right-click the following link and choose "Save as...": download video.

Center for Writing Excellence: The WGU Writing Center

If you need help with any part of the writing or revision process, contact the Center for Writing Excellence (CWE). Whatever your needs—writing anxiety, grammar, general college writing concerns, or even ESL language-related writing issues—the CWE is available to help you. The CWE offers personalized individual sessions and weekly group webinars. For an appointment, please e-mail writingcenter@wgu.edu.

Feedback

WGU values your input! If you have comments, concerns, or suggestions for improvement of this course, please submit your feedback using the following form:

- Course Feedback