



This course supports the assessment for Data Analytics and Information Governance. The course covers 4 competencies and represents 4 competency units.

Introduction

Overview

Welcome to the Data Analytics and Information Governance course. The first health information managers were physicians keeping records of patients' care. These records ultimately found their way to one centralized location, becoming medical records departments: the repositories for all information on patient encounters.

Today's technologies moved health records into another era in which health information can be accessed anywhere, anytime. Health information is shared among hundreds of people and administered in a coordinated manner across the continuum of care including:

- hospitals
- outpatient facilities
- long-term care and nursing homes
- home healthcare
- hospice
- dental offices
- behavioral health

Health informatics professionals manage the flow of data and information to be used in all areas within the organization and outward to third party payers for legal purposes, or into regional health information exchange networks.

Successful completion of the performance assessment will allow you to pass this course. The assessment consists of four tasks in Taskstream, each of which is an essay question. These essays will focus on data collection methods and the required standards to meet government regulations and compliance for the retention and safe storage of health records.

You can sign into your Taskstream account using the Assessment tab.

Competencies

This course provides guidance to help you demonstrate the following 4 competencies:

- **Competency 730.2.1: Health Data Structure, Usage, and Data Collection Tools**
The graduate differentiates and organizes healthcare data and applies data collection methods that support clinical practice needs and organizational requirements for healthcare organizations.
- **Competency 730.2.2: Data Quality Assessment and Integrity**
The graduate applies key concepts and skills related to data quality and integrity and maintain health informatics standards and organizational policies in healthcare organizations.



- **Competency 730.2.3: Types and Content of Health Records**

The graduate evaluates how the types and content of health records are used in healthcare organizations and complies with government regulations, accreditation standards, and legal guidelines for record storage.

- **Competency 730.2.4: Health Information Standards and Regulations for Documentation**

The graduate ensures compliance with health information standards and regulations as outlined in professional practice guidelines, government regulations, and accreditation standards; and analyzes health record documentation practices in healthcare organizations.

Course Instructor Assistance

As you prepare to demonstrate competency in this subject, remember that Course Instructors stand ready to help you reach your educational goals. As subject matter experts, instructors 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, so you are welcome to contact them as soon as you begin. Course Instructors are fully committed to your success!

Getting Started

The Course at a Glance pacing guide for Data Analytics and Information Governance is located inside Soomo under the "Welcome to the Soomo Learning Environment" tab. The pacing guide suggests a structure to pace the completion of your learning activities. The guide is provided as a suggestion and does not represent a mandatory schedule. The Soomo lessons in your pacing guide are constructed in a manner that builds on previous lessons, so make sure to complete each section in order. Each lesson has reading materials, videos, optional quizzes, and discussions.

It is essential to read the materials prior to attempting the performance assessment to ensure you have a full understanding of the concepts and competencies required for successfully completing the exam.

Learning Resource

Your primary learning resources for this course are the reading materials, videos, and activities in the Soomo learning environment. This learning environment will contain links at the activity level to each of these learning resources.

[Launch Course](#)



VitalSource E-Texts

The following textbook is available to you as an e-text within this course. You will be directly linked to the specific readings required within the activities that follow.

- [Oachs, P., & Watters, A. \(2016\). Health information management: concepts, principles, and practice \(5th ed.\) Chicago: AHIMA. ISBN: 9781584265146.](#)
- [Johns, M. L. \(2015\). Enterprise health information management and data governance. \(1st ed.\) Chicago: AHIMA. ISBN: 9781584261551](#)

Note: These e-texts are available to you as part of your program tuition and fees, but you may purchase a hard copy at your own expense through VitalSource or a retailer of your choice. If you choose to do so, please use the ISBN listed to ensure that you receive the correct edition. The following sites provide instruction on how to create a VitalSource account, use features such as downloading your e-texts for offline use, and purchase a print-on-demand option, if available.

- [VitalSource Navigational Video](#)
- [Print-On-Demand Option](#)

Final Assessment Tips

You will find the instructions and rubrics (bottom left) for each of the four tasks in the Assessment tab for Taskstream.

These instructions will include any necessary scenarios for each of the tasks along with other documents needed for reference.

Each task is to be completed as a professional paper with APA styled in-text citations and the matching APA styled bibliography.

Each task will vary in length and must contain sufficient discussion of the various components shown in the rubric.

Instructor Tips

- Early contact with course instructors will make the successful completion of the tasks easier.
- Reviewing the reading materials and websites in the Soomo Learning Environment before starting any of the tasks is important.
- A thorough understanding of each of the task rubrics is crucial.