

Health Sciences: Health Informatics Focus Area

Communicate health information accurately and within legal and regulatory guidelines, upholding the strictest standards of confidentiality. **HLDG01**

- 1 Employ techniques for effectively communicating health/medical information within legal/regulatory guidelines. [HLIF01.01.01](#)**
- 2 Manage the accuracy, effectiveness, and timeliness of the transfer of information. [HLIF01.01.01.02](#)**
- 3 Evaluate how legal and regulatory requirements apply to the transfer of information. [HLIF01.01.01.03](#)**
- 4 Distinguish who in the organization needs information and when they need it. [HLIF01.01.01.04](#)**
- 5 Employ techniques for confidentially communicating health/medical information in compliance with legal/regulatory guidelines. [HLIF01.02.01](#)**
- 6 Manage recorded information and other documents within protocols that ensure confidentiality and privacy. [HLIF01.02.01.02](#)**
- 7 Communicate information ensuring confidentiality of content is maintained. [HLIF01.02.01.03](#)**
- 8 Communicate information on a need-to-know basis for optimum patient/client outcomes. [HLIF01.02.01.04](#)**

Describe the content and diverse uses of health information. **HLIF02**

- 1 Employ techniques for abstracting and coding information from medical records and documents. [HLIF02.01.01](#)**
- 2 Interpret and extract information from medical records and documents. [HLIF02.01.01.02](#)**
- 3 Assemble appropriate, accurate information including proper codes to record charges for reimbursement. [HLIF02.01.01.03](#)**
- 4 Identify and apply accurate medical terminology. [HLIF02.01.01.04](#)**
- 5 Analyze and determine the need for requesting further clarification when transcribing/transferring information that may be unclear. [HLIF02.01.01.05](#)**
- 6 Assess and apply information for regulatory and legal purposes. [HLIF02.01.01.06](#)**

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- 7 Apply principles for the development of functional information systems to design and implement effective processes.** HLIF02.02.01

 - 8 Synthesize the information systems utilized by the organization.** HLIF02.02.01.02

 - 9 Assess how systems interact to facilitate the timely and accurate flow.** HLIF02.02.01.03

 - 10 Organize information within the parameters of the information systems.** HLIF02.02.01.04

 - 11 Integrate information for timely, accurate dissemination.** HLIF02.02.01.05

 - 12 Evaluate effectiveness of systems.** HLIF02.02.01.06

 - 13 Assess and recommend systems for improvement.** HLIF02.02.01.07

 - 14 Employ techniques for effectively documenting, communicating, and maintaining health information within legal and regulatory guidelines.** HLIF02.03.01

 - 15 Assemble and accurately document required information.** HLIF02.03.01.02

 - 16 Interpret information that has been collected.** HLIF02.03.01.03

 - 17 Differentiate the purposes and audiences for whom the information is collected.** HLIF02.03.01.04

 - 18 Prepare accurate documentation for various audiences within legal and regulatory requirements, as requested.** HLIF02.03.01.05

 - 19 Disseminate information to various audiences using systems and guidelines within the facility.** HLIF02.03.01.06

 - 20 Establish and maintain a records storage system within legal requirements and protocols.** HLIF02.03.01.07

 - 21 Assess and recommend procedures for improvement as necessary.** HLIF02.03.01.08
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Demonstrate the use of systems used to capture, retrieve and maintain confidential health information from internal and external sources. HLIF03

- 1 Employ techniques for effectively documenting, communicating, and maintaining health information within legal and regulatory guidelines.** HLIF03.01.01

- 2 Assemble and accurately document required information.** HLIF03.01.01.02

- 3 Interpret information that has been collected.** HLIF03.01.01.03

- 4 Differentiate the purposes and audiences for whom the information is collected.** HLIF03.01.01.04

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- 5 Prepare accurate documentation for various audiences within legal and regulatory requirements, as requested.** HLIF03.01.01.05
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- 6 Disseminate information to various audiences using systems and guidelines within the facility.** HLIF03.01.01.06
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- 7 Establish and maintain a records storage system within legal requirements and protocols.** HLIF03.01.01.07
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- 8 Assess and recommend procedures for improvement as necessary.** HLIF03.01.01.08
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- 9 Employ strategies for effectively and accurately operating a system used to capture, retrieve, and maintain information from internal and external sources.** HLIF03.02.01
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- 10 Analyze the internal and external sources of information and resources available.** HLIF03.02.01.02
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- 11 Project outcomes as interconnected components of a modified health care system.** HLIF03.02.01.03
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- 12 Select the systems and sources of information necessary for the successful completion of the task.** HLIF03.02.01.04
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- 13 Participate in the design of operational systems and processes.** HLIF03.02.01.05
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- 14 Evaluate operational systems and processes for improvement.** HLIF03.02.01.06