

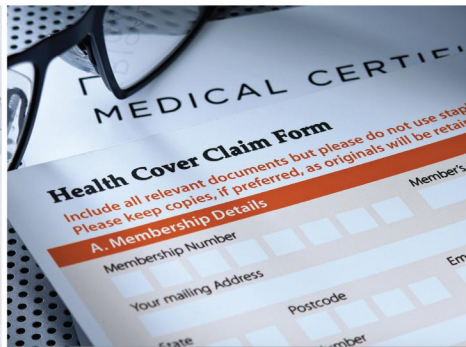


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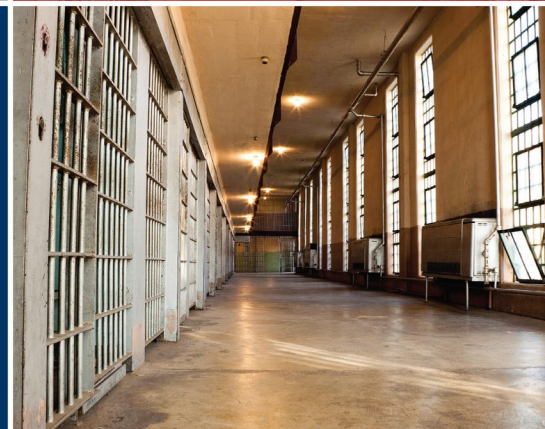


# Comparative

## HEALTH INFORMATION MANAGEMENT



**Ann H. Peden**



**FOURTH  
EDITION**

# Comparative Health Information Management

Ann H. Peden, PhD, RHIA, CCS



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*To Terry Winkler, who walked into heaven in 2014*



Preface	xiii
Acknowledgments	xvii
About the Author	xxi

## SECTION I The Health Care System

---

### I Introduction to Health Care Systems I

*Mary E. “Lisa” Morton, PhD, RHIA*

*Dorothy K. Young, PhD, MHSA*

*Ann H. Peden, PhD, RHIA, CCS*

Twentieth-Century Health Care in America 2

Impact on the Role of the Health Information Manager 22

## SECTION 2 Acute, Ambulatory, and Managed Care

---

### 2 Hospital-Based Care 28

*Angela L. Morey, MSM, RHIA, CPHIMS*

*Leigh T. Williams, MHIIM, RHIA, CPC, CPHIMS*

*Ann H. Peden, PhD, RHIA, CCS*

*Sonya D. Beard, MSED, RHIA*

Introduction to Settings 29

Regulatory Issues 34

Documentation 35

Reimbursement 40

Information Management 51

Quality and Utilization Management 56

Risk Management and Legal Issues 58

Role of the Health Information Management Professional 59

Trends 63

### **3 Freestanding Ambulatory Care 69**

*Rebecca B. Reynolds, EdD, RHIA, FAHIMA*  
*Elizabeth D. Bowman, MPA, RHIA, FAHIMA*

Introduction to Setting	70
Regulatory Issues	74
Documentation	81
Reimbursement	96
Information Management	99
Quality Improvement and Utilization Management	107
Risk Management and Legal Issues	109
Role of the Health Information Management Professional	111
Trends	113

### **4 Managed Care 118**

*Dorothy K. Young, PHD, MHSA*  
*Cecile Favreau, MBA, CPC*  
*Lynn Kuehn, MS, RHIA, CCS-P, FAHIMA*

Introduction to Settings and Plans	119
Regulatory Issues	127
Revenue Generation	130
Information Management	135
Quality Improvement and Utilization Management	142
Risk Management and Legal Issues	145
Role of the Health Information Management Professional	147
Trends	149

### **5 Dialysis 154**

*Ann H. Peden, PhD, RHIA, CCS*

Introduction to Setting	155
Regulatory Issues	159
Documentation	160
Reimbursement	166
Information Management	168
Quality Assessment, Performance Improvement, and Utilization Management	175
Risk Management, Legal, and Ethical Issues	179
Role of the Health Information Management Professional	180



## 6 Correctional Facilities 186

*Carisa Nixon, RHIA*  
*Nina Dozoretz, MA, RHIA, CCHP*  
*Barbara Manny, MS, RHIA*  
*Brianna McCloe Rogers, RHIA*

Introduction to Setting	187
Regulatory Issues	199
Documentation	201
Reimbursement and Funding	206
Information Management	208
Quality Management, Performance Improvement, and Utilization Management	212
Risk Management and Legal Issues	213
Role of the Health Information Management Professional	215
Trends	216

## SECTION 3 Behavioral Health Care

---

## 7 Mental Health: Long-Term and Acute Services 221

*Mona Y. Calhoun, MS, MEd, RHIA, FAHIMA*  
*C. Harrell Weathersby, PhD, MSW*

Introduction to Setting	222
Regulatory Issues	235
Documentation	236
Reimbursement and Funding	247
Information Management	249
Quality Improvement and Utilization Management	258
Risk Management and Legal Issues	259
Role of the Health Information Management Professional	262
Trends	263

## 8 Substance Abuse 269

*Melissa Newell, MPPA, RHIA, COPM*  
*Frances Wickham Lee, DBA, RHIA*  
*Kimberly D. Taylor, RHIA*

Introduction to Setting 270  
Regulatory Issues 280  
Documentation 283  
Reimbursement and Funding 293  
Information Management 294  
Quality Improvement and Utilization Management 299  
Risk Management and Legal Issues 300  
Role of the Health Information Management Professional 304  
Trends 309

## **9 Facilities for Individuals with Intellectual Disabilities 316**

*Nan R. Christian, MEd*  
*Judy S. Westerfield, MEd*  
*Elaine C. Jonette, MA, RHIA*

Introduction to Setting 317  
Regulatory Issues 322  
Documentation 323  
Reimbursement and Funding 328  
Information Management 329  
Quality Improvement and Utilization Management 344  
Risk Management and Legal Issues 345  
Role of the Health Information Management Professional 348  
Trends 349

## **SECTION 4 Post-Acute Care**

---

### **10 Long-Term Care 353**

*Barbara A. Gorenflo, RHIA*  
*Kris King, MS, RHIA, CPHQ*

Introduction to Setting 354  
Regulatory Issues 362  
Documentation 364  
Reimbursement and Funding 373  
Information Management 378  
Quality Improvement and Utilization Management 387  
Risk Management and Legal Issues 391

Role of the Health Information Management Professional	391
Trends	396

## **I I** **Rehabilitation 400**

*Ann H. Peden, PhD, RHIA, CCS*  
*Terry Winkler, MD*

Introduction to Setting	401
Regulatory Issues	412
Documentation	417
Reimbursement and Funding	421
Information Management	430
Quality Improvement and Utilization Management	437
Risk Management and Legal Issues	438
Role of the Health Information Manager	440
Trends	441

## **I 2** **Home Health Care 446**

*Pamela R. Dodd, RHIA*  
*Ida Blevins, RHIA*  
*Gwen D. Smith, RHIA*  
*Kim A. Boyles, MS, RHIA*

Introduction to Setting	447
Regulatory Issues	451
Documentation	454
Reimbursement and Funding	459
Information Management	463
Quality Improvement and Utilization Management	468
Risk Management and Legal Issues	470
Role of the Health Information Management Professional	473
Trends	474

## **I 3** **Hospice 478**

*Teresa Sherfy, RHIT*  
*Karen M. Staszal, RHIA*

Introduction to Setting	479
Regulatory Issues	482
Documentation	488
Reimbursement and Funding	491

Information Management 495  
Quality Assessment/Performance Improvement and Utilization  
Management 499  
Risk Management and Legal Issues 502  
Role of the Health Information Management Professional 503  
Trends 504

## **SECTION 5 Other Specialized Care Settings**

---

### **14 Dental Care Settings 508**

*Francis G. Serio, DMD, MS, MBA*  
*Denise D. Krause, PhD*  
*Cheryl L. Berthelsen, PhD, RHIA*

Introduction to Care Settings 509  
Regulatory Issues 521  
Treatment Documentation 523  
Reimbursement 531  
Information Management 534  
Quality Improvement and Utilization Management 540  
Risk Management and Legal Issues 542  
Role of the Health Information Management  
Professional 543  
Trends 545

### **15 Veterinary Settings 550**

*Valerie Ball, RHIA, CHIT-IS*  
*Margaret L. Neterer, MM, RHIA*

Introduction to Setting 551  
Regulatory Issues 553  
Documentation 555  
Reimbursement 560  
Information Management 561  
Quality Improvement and Utilization Management 567  
Risk Management and Legal Issues 567  
Role of the Health Information Management  
Professional 571  
Trends 572

## SECTION 6 Other Health Care Related Settings

---

### 16 Consulting 576

*Karen Wright, MHA, RHIA, RHIT*  
*Scott Wright, MBA*

- Introduction to Setting 578
- Regulatory Issues 580
- Documentation 581
- Reimbursement and Compliance 582
- Role of the Health Information Management Professional 584
- Trends 597

### 17 Cancer Registry 602

*Deirdre B. Rogers, MS, CTR*

- Introduction to the Setting 603
- Regulatory Issues 606
- Documentation 611
- Revenue Generation 615
- Information Management 616
- Quality Improvement and Utilization Management 623
- Legal and Ethical Issues 625
- Role of the Health Information Management Professional 626
- Trends 628

Glossary 632

Index 658



Health care is provided in a wide variety of settings, with regulatory, reimbursement, and other health information management (HIM) issues that are unique to each. Today's health information managers are building challenging careers in what were once considered nontraditional sites, and they need the most accurate, up-to-date, and relevant information to master their respective positions and maximize their influence and value. *Comparative Health Information Management*, fourth edition, is written by an elite team of expert professionals from both the educational and practice arenas, who were chosen for their particular expertise in the different content areas.

Managing the information flow within and among differing care sites, especially in light of the technologies that make electronic health records possible, is a challenge for today's health information managers. *Comparative Health Information Management*, fourth edition, was developed to assist health information students meet this challenge. This text has 17 chapters, covering diverse settings in which students of health information management may find employment upon graduation, ranging from hospital-based care to veterinary care to consulting. Because many health information management professionals have found careers in cancer registry settings, chapter 17 is new to this fourth edition.

## ABOUT THE FOURTH EDITION

The revised fourth edition opens with an introductory chapter that describes the recent history of health care in the United States and the changes taking place in the twenty-first century. Included are topics such as the effect of changes in payment systems on health care; an overview of regulatory and accreditation issues affecting health care, including a section on the Health Insurance Portability and Accountability Act (HIPAA); and the evolution of the electronic health record. This fourth edition includes new federal initiatives and other changes affecting health information services that have been brought about by federal action. Chapter 1 explores how these changes affect the HIM professional and lays a foundation of resources that can assist in meeting the challenges of the twenty-first century.

The remaining setting-based chapters follow a consistent template, facilitating a comparison of the different sites. Each chapter includes discussions of the following: introduction to setting; regulatory issues; documentation; reimbursement and funding; information management, including data flow, coding and classification, electronic information systems, and data sets; quality improvement and utilization management; risk management and legal issues; role of the HIM professional; and trends. Although the chapters refer to and build on one another, they can stand alone and may be used out of sequence or as modules.

Chapter 2 discusses HIM issues unique to hospital-based care and includes both acute and ambulatory care in the hospital setting. Chapter 3 details a wide

variety of ambulatory health care settings and their information management issues, including a discussion of meaningful use of electronic health records. Chapter 4 provides fundamental information on the spectrum of managed care models with which health information managers interact today. Chapter 5 discusses both dialysis providers and the regional networks that monitor them. Chapter 6 explains terms and issues related to health care for incarcerated persons. Chapter 7 discusses both community-based and inpatient mental health care issues. Chapter 8 explains health information issues affecting facilities offering treatment and rehabilitation for chemical dependencies. Chapter 9 describes the unique information maintained in facilities offering care and training for individuals with intellectual disabilities. Chapter 10 explains the increasingly sophisticated data management needs of long-term-care settings, including information on quality reporting, as well as changes in federal regulations and an introduction to the “culture change movement” in long-term care. Chapter 11 is devoted to information management issues in programs designed to improve the function of patients who have suffered a debilitating illness or injury. This chapter also provides an introduction to proposals to bundle payments for various types of post-acute care. Chapter 12 discusses home care information management issues, including the home health prospective payment system and provides information on both federal regulations and voluntary accreditation for home health services. Chapter 13 outlines requirements for entities providing health care and support for persons who are terminally ill and their families. This chapter reflects the latest Conditions of Participation for hospice as well as current trends in hospice care. Chapter 14 provides insight into health information needs for maintaining and improving oral health. Dental terminology is provided to help familiarize students with the specialized language of dentistry. Chapter 15 describes the health information services in the veterinary medicine setting. The chapter gives current information on health information management in settings providing care for animals. Chapter 16 provides practical advice to the health information practitioner considering working as a consultant in any health care setting, including information on the impact of recent federal legislation on the consultant’s practice. Chapter 17, a new addition to the book, offers an introduction to health information management in cancer registries.

## NEW TO THE FOURTH EDITION

- **Coverage of laws and regulations** has been thoroughly updated to reflect changes in regulations and legislation that readers must understand to work effectively in each of the varied care settings.
- **Self Review.** This new feature, sprinkled throughout each chapter, offers self-review questions that engage the student in active learning and self-reflection. Suggested responses can be found in the online Instructor Resource Center.
- **Professional Spotlight.** This new element highlights individuals working in health information management roles in various settings, to provide students with a practical look at what it might be like to work in a given specialty area.



- **MindTap.** MindTap is a fully online, interactive learning platform that combines readings, multimedia activities, and assessments into a singular learning path, elevating learning by providing real-world application to better engage students. MindTap includes an interactive eBook with highlighting and note-taking capability, self-quizzes, and learning exercises such as matching activities, multiple choice questions, flash cards, and more. MindTap can be accessed at <http://www.cengagebrain.com>.

## FEATURES OF THE TEXT

Each chapter of *Comparative Health Information Management*, fourth edition, contains the following learning elements:

- **Learning Objectives.** The learning objectives are outcome-based and identify and organize learning expectations for more effective studying.
- **Introduction to Setting.** This feature opens each chapter and gives learners a quick snapshot of the specific setting under discussion, including common names for the setting, a description, and synonyms.
- **Self-Review.** This feature allows students to pause throughout their reading to check their understanding of concepts presented in each section of the chapter. Suggested responses can be found in the online Instructor Resource Center.
- **Professional Spotlight.** These are accounts from real-life professionals who work in the setting under discussion. The feature will help students envision what it might be like to pursue a career in that specialized area of practice.
- **Summary.** Each chapter includes a brief narrative review of the chapter content, with a focus on key points the learner should retain.
- **Key Terms and Definitions.** Unfamiliar or critical vocabulary words are boldfaced and defined in the margins of each chapter, and also appear in the master glossary at the back of the text.
- **Review Questions.** A series of knowledge-based and critical thinking review questions challenge readers to apply what they have learned. These may be used for self-study or assigned for class discussion. The answers to the review questions appear in the Instructor's Manual.
- **Web Activity.** These internet-based exercises challenge learners to explore information beyond the book for each setting.
- **Case Study.** Real-world case studies present actual situations a learner might encounter in practice, and include a series of questions to guide learners through the problem-solving process. Cases may be used for in-class discussion or assigned for individual practice. Suggested answers to the cases are included in the Instructor's Manual.
- **References and Suggested Readings and Key Resources.** Each chapter includes a list of references for further self-guided exploration, and a separate listing of organizations and associations pertinent to the chapter that will lead the learner to additional information.

## LEARNING PACKAGE FOR THE STUDENT

### MindTap

MindTap is the first of its kind in an entirely new category: the Personal Learning Experience (PLE). This personalized program of digital products and services uses interactivity and customization to engage students, while offering a range of choice in content, platforms, devices, and learning tools. MindTap is device agnostic, meaning that it will work with any platform or learning management system and will be accessible anytime, anywhere: on desktops, laptops, tablets, mobile phones, and other Internet-enabled devices. *Comparative Health Information Management*, fourth edition, on MindTap includes:

- An interactive eBook with highlighting, note-taking functions, and more
- Drag-and-drop microbiology exercises
- Flashcards for practicing chapter terms
- Computer-graded activities and exercises

## TEACHING PACKAGE FOR THE INSTRUCTOR

### Instructor Resources

The *Instructor Companion Website to Accompany Comparative Health Information Management*, fourth edition, contains a variety of tools to help instructors successfully prepare lectures and teach within this subject area. This comprehensive package provides something for all instructors, from those teaching health information management for the first time to seasoned instructors who want something new. The following components in the website are free to adopters of the text:

- A downloadable, customizable *Instructor's Manual* containing lecture notes, teaching strategies, class activities, answers to review questions, and more.
- A *Test Bank* with several hundred questions and answers, for use in instructor-created quizzes and tests.
- Chapter slides created in PowerPoint® to use for in-class lecture material and as handouts for students.

### MindTap

In the new *Comparative Health Information Management*, fourth edition, on MindTap platform, instructors customize the learning path by selecting Cengage Learning resources and adding their own content via apps that integrate into the MindTap framework seamlessly with many learning management systems. The guided learning path demonstrates the relevance of basic principles in health information management through engagement activities, interactive exercises, and animations, elevating the study by challenging students to apply concepts to practice. To learn more, visit [www.cengage.com/mindtap](http://www.cengage.com/mindtap).

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