

BACHELOR OF SCIENCE (HONOURS) DEGREE IN HEALTH INFORMATION MANAGEMENT (HIM)

PART 1 SEMESTER 1 SYNOPSIS 72 Credits/720 Hours

SBS 1101 Communication Skills: 12 Credits/120 Hours

A course focusing on communication skills, the student will appreciate the definitions, the communication process, verbal and non-verbal communication, active listening, communication barriers and intercultural communication. Students will also learn about audience analysis, assertiveness, and critical thinking. Meeting management, stakeholder identification, lobbying, report writing, public speaking, and academic skills. In addition, the student will develop oral presentation, constructive criticism, public relations, and interview skills.

PLC 1102 Peace Leadership and Conflict Resolution: 12 Credits/120 Hours

The course topics include definitions, types, processes, conflict resolution skills, meetings and their relevant documents. Students will examine the root causes of conflicts, learn strategies for conflict management and mediation, and develop the leadership skills necessary to foster collaborative and inclusive healthcare environments.

HIM 1103 Health Policy and Governance: 12 Credits/120 Hours

This is a course on fundamentals of relationships between and among colleagues; topics to include definitions, code of conduct, functions, assertiveness skills, areas of critical health professionalism practice, practicing and measuring professionalism in Health Care, formal and informal settings. This course also includes the structure or organization of healthcare delivery systems so that a student understands the value chain of health information across the healthcare delivery system, ranging from primary to quaternary care.

LIS 1104 IT and Information literacy 12 Credits 12/ 120 Hours

The module will provide students with skills and knowledge on various information sources. Students will be taught how to search, retrieve, evaluate, process, and apply information resources in University learning using appropriate technology; conducting a literature review and the comfortable and correct use of computers

HIM 1105 Health Record Content and Documentation: 12 Credits/120 Hours

The course focuses on Health Record Content & Documentation. Students will be trained to maintain the patient's or client's health record as the official record of care, treatment, and services in accordance with applicable laws, regulations, and standards. This course ensures that the health record contains complete and accurate relevant documentation and necessary medical, health, and wellness information (such as medical history, care or treatments received, test results, diagnoses, and medications taken) to meet the needs of the patient and their health team.

HIM 1106 Health Care Patient Data Systems: 12 Credits/120 Hours

The course focuses on Healthcare Patient Data Systems. Students will be trained to maintain the patient's or client's health record as the official record of care, treatment, and services in accordance with applicable laws, regulations, and standards. Students will also learn how to ensure that the health record contains complete and accurate relevant documentation and necessary medical, health, and wellness information (such as medical history, care or treatments received, test results, diagnoses, and medications taken) to meet the needs of the patient and their health team. Country-specific case studies will be used to complement learning

PART 1 SEMESTER 2 SYNOPSIS 72 Credits/720 Hours

HIM 1201 Abstracting of Health Data: 12 Credits/120 Hours

A course on abstracting supportive data used to validate diagnoses, and applying procedures used to create clinical databases. Topics include: analyzing and interpreting documentation, pharmacotherapy, establishing medical necessity for common laboratory and radiology tests, and Uniform Hospital Discharge Data Set (UHDDS) guidelines

HIM 1202 Introduction to Databases: 12 Credits/120 Hours

A course on creating and sustaining a basic database; a unit to include the main aspects of the relational model and SQL, along with introducing emerging alternatives to the relational approach, such as graph databases, and national, regional and international databases will be created and maintained.

HIM 1203 Clinical Documentation Improvement

Implement and utilize the CDI process to improve clinical documentation that will support coding, clinical care provision, data analysis and decision making. Key topics or concepts will include: Explaining concepts and processes to improve the quality of clinical documentation; Implementing provider querying techniques to resolve coding discrepancies; Createing methods (e.g., trigger tools) to identify/predict clinical documentation improvement opportunities (e.g., medical/drug errors, manage co-morbidities and complications, hospital acquired conditions)

HIM 1204 Biostatistics: 12 Credits/120 Hours

This course teaches basic data organization and statistical inference skills, using examples from medical and public health studies. It emphasizes understanding concepts, interpretation, and analysis methods, using statistical software, spreadsheets, and word processing. The course covers graphical and numerical methods of describing data sets, topics include an introduction to probability and probability distributions, estimation,

hypothesis testing, power and sample size estimation, point estimation, confidence intervals, univariate, bivariate and multivariate statistical analysis, and NOVA models.

1205 Medical Terminology: 12 Credits/120 Hours

This course focuses on improving medical terminology proficiency for effective communication and documentation in healthcare. Students learn basic structure and components of medical terms, applying this knowledge to understand body systems, diseases, diagnostic procedures, and medical specialties. This will also include terminology standards such as SNOMED-CT and other terminology standards

HIM 1206: Introduction to Computer Programming : 12 Credits/120 Hours

This introductory course provides a solid foundation in computer programming concepts and techniques. Students will learn the fundamental principles of programming, including data types, variables, control structures, functions, and algorithms. The course will cover the syntax and semantics of a widely-used programming language, such as Python or Java, and guide students through the process of designing, implementing, and testing simple programs.

PART 2 SEMESTER 1 SYNOPSIS 72 Credits/720 Hours

RAM 2101 Health Care Informatics: 12 Credits/120 Hours

Focus on the technical requirements and processes surrounding the introduction of electronic health records, including privacy, person and provider identification, hybrid EHRs, Workflow analysis, clinical decision support (CDS), patient portal best practices, health information exchange (HIE), integrated laboratory, imaging and pharmacy information, interoperability, EHR structures, decision support systems, internet applications and management of transition to EHRs and legacy systems. The course will also include clinical care transitions, patient safety and care quality, regulatory requirements, information security, organizational governance, software applications, systems acquisition, evidence-based practice, electronic health records, workflow design, telehealth, IoT and consumer-focused technology.

HIM 2102 International Classification of Diseases (ICD) Coding: 12 Credits/120 Hours

A course on principles of the ICD classification system for disease and procedure coding, including revision of the ICD to meet World Health Organisation, WHO, regulations. Topics include coding for diseases and procedures associated with all body systems, coding to identify external causes of morbidity, health status factors, contact with health services, and preparing for entry-level certification exams. Module also incorporates the following: Assigning numeric and/or alphanumeric representations to clinical documentation to reflect medical conditions, health interventions, procedures and/or services in accordance with a

designated classification system or code set and in compliance with related regulations/guidelines and ethical standards. Applying knowledge of how coded data for diagnoses, procedures and services are used in healthcare including for management, reporting, reimbursement, and research. Enabling semantic interoperability between health information systems.

HIM 2103 Pharmacology for Health Information Management: 12 Credits/120 Hours

This course is on health information related to drug therapy. The course introduces pharmacology, as the study of drugs, focusing on their therapeutic and adverse effects on the body systems. Topics include principles of drug therapy, drug classes and schedules, modes of administration, and indications and adverse effects for the major drug classes.

HIM 2104 Standards for Data Content, Health Information Exchange, and Interoperability 12 Credits/120 Hours

Knowledge and application of health information technology standards for data content, health information exchange, and interoperability to facilitate an infrastructure where systems and applications can exchange data.

HIM 2105 Epidemiology

Epidemiology is the core scientific method of public health. It is the study of the distribution of health and disease in the population and includes research into the causes of disease and the effectiveness of public health programs. Epidemiological methods are used to generate the evidence base for clinicians, health promotion specialists, health educators, occupational and environmental health officers and health service managers

HIM 2106 Integrated Disease Surveillance and Response 12 Credits/120 Hours

IDSR is meant to enhance the usability of surveillance and laboratory data, aiding public health managers in detecting and responding to leading causes of illness, death, and disability. Students will get an appreciation of the IDSR strategy that uses Indicator-Based Surveillance and Event-Based Surveillance for early detection of priority diseases, conditions, and events. The module will provide guidance on establishing EBS, implementing alerts, alert detection, triaging, and verification, and highlighting the laboratory's role in surveillance and response.

PART 2 SEMESTER 2 SYNOPSES 72 Credits/720 hours

HIM 2201 Healthcare Finance and Budgeting: 12 Credits/120 Hours

This course introduces the concepts and methods for sourcing, allocating and managing financial resources. Students will be taught budgeting as a crucial management tool. Topics

include identification of stakeholder financial support base, needs assessment, lobbying skills budget development, budgeting principles, prioritization skills, financial evaluation, professional resource allocation, corrective actions, measuring and reporting skills, analytical tools, and benchmarking methods.

HIM 2202 Legal Aspects of Health Information Management: 12 Credits/120 Hours

This course is on legal processes, regulations, federal and state laws as they influence health information. Students will be trained on how health information must be protected from unwanted breaches and how privacy and security rules apply regarding healthcare industry strategies. Students will also gain knowledge and perspectives on legislations such as the Public Health Act (2018), Constitution of Zimbabwe (2013). Patient Charter, and the recently enacted Data Protection Act (2021). Students will also learn that the health record is a legal document that allows for access, use and disclosure with appropriate authorization, subpoenas, and/or court orders and how those disclosures are accounted for and the importance of continuum of care needs. Topics will also include information release procedures, legal requirements for health record documentation, risk management, and physician credentialing.

SBS 2203 Organizational Psychology: 12 Credits/120 Hours

A course on the Psychology of Organizational levels of responsibility: topics to include human organizational structures, responsibility levels, aspects of human behaviour, managing attitudes, persuasion and motivation, coaching, grooming, talent management, employee engagement, safe and user-friendly work environments, performance management and appraisal; culture; health and well-being at work; psychometric testing.

HIM 2204 Health Strategic Planning: 12 Credits/120 Hours

A course which teaches strategic planning in the healthcare industry, focusing on developing comprehensive plans that align with the organization's mission, vision, and values. It covers assessing environmental factors, identifying priorities, formulating implementation strategies, and monitoring and evaluating strategic initiatives.

HIM 2205 Health Information Systems and Application Design and Planning

Specify, refine, update, produce, and make available a formal approach to implement information and communication technology solutions necessary to develop and operate the health information system architecture in support of the organization's priorities. Stay apprised of innovative solutions for integration of new technology into existing products, applications, or services. Identify and clarify user needs (internal/external customers) and organizational policy to ensure system architecture and applications are in line with business requirements.

HIM 2206 Research Methods: 12 Credits/120 Hours

The course provides hands-on experience in interdisciplinary health research methods, preparing students for health research. Topics to include social research, grounded theory in health and social science research, systematic reviews in healthcare, conducting research with children and people with incapacity, the narrative approach in health care research and ethical issues in medical research, quality assurance, formalized project and contract management, and accepted processes and procedures for Contract/Project Management. The course offers hands-on experience with conducting a research project, allowing students to apply health research methods to their own research practice and experience.

PART 3 SEMESTER 1 INDUSTRIAL ATTACHMENT 120 Credits/1200 hours

HIM 3100 Industrial Attachment 120 Credits / 1200

A full academic year in the field at an approved health institution under an approved supervision structure. Guidelines will be provided for each health institution and each student.

PART 4 SEMESTER 1 MODULES 80 Credits/800 hours

HIM 4000 Final Year Project 20 Credits / 200 Hours

This is a supervised project comprising four stages: initiation, planning, execution and conclusion. Students, at the Initiation stage, work with the identified stakeholders. Potential projects are reviewed. They evaluate goals, resources, and the expected outcomes to determine those worth approving. Planning, on the other hand, involves setting the aim, objectives, schedule, tasks and likely challenges, budgeting, project contributors identification, and outlining their responsibilities. The execution stage has the students carry out their designated tasks and work toward the completion of the project. They effectively track, measure, and communicate their progress to the supervisor throughout the entire execution phase. Once the project has been completed, the students wrap up everything. In the conclusion phase, students summarize everything into a comprehensive formal report, along with any key deliverables and results.

HIM 4101 : Public Health Issues in Disaster Management 12 Credits/120 Hours

The course introduces the students to the principles, concepts and terminologies relating to public health and disasters. Key terminologies including emergencies, armed conflicts, protection, security, hazards, vulnerability and risk reduction and public health will be defined. The elements and principles of public health and disease prevention, control and

health information management will be discussed. Participants will discuss the aetiologies/classification of disasters, including natural, technological, or manmade, or hybrid. The effects of disasters on public health will be discussed. Health information management principles related to protection, respect, assistance and security for victims of disasters will be discussed. The participants will also discuss principles of health information management in the context of disaster preparedness and management and risk reduction including mitigation. The role of health information management during the different phases of disasters including pre-disaster, attack phase and post-emergency and the activities undertaken towards mitigation and effective response by the various stakeholders will be discussed.

HIM 4102 Health Monitoring and Evaluation: 12 Credits/120 Hours

A course on quality and risk management is increasingly important in areas of activity for health care professionals with regard to clinical and administrative services, and more generally within health services as a whole. Topics include definitions, data analysis, concepts and processes of quality management in health including healthcare organization, standards and accreditation within hospitals, community health and aspects of primary care.

HIM 4103 Health Services Quality Management

Define, implement, and refine a formal strategy related to the quality of healthcare services and delivery, performance of business units or products (including ICT), and adherence with standards developed by external organisations. Implement quality policies to maintain and enhance service and product provision. Review quality performance indicators/measures and recommend enhancements to influence continuous quality improvement. Identify quality management accountability.

HIM 4104 Health Information Systems and Application Development and Deployment: 12 Credits/120 Hours

Engineer health information software and/or hardware components to meet solution requirements such as specifications, costs, quality, time, energy efficiency, information security, and data protection. Integrate hardware, software or sub-system components into an existing or a new system. Interpret the application design to develop a suitable application in accordance with customer needs. Code, debug, test and document, and communicate product development stages. Implement software and hardware solutions, including installing, upgrading, or decommissioning.

HIM 4105 : Information Protection - Data Privacy, Confidentiality and Security 12 Credits/120 Hours

Information Protection - Data Privacy, Confidentiality and Security: Understand applicable healthcare law, regulation, and standards related to information protection of various stakeholders and able to develop related privacy, security, and confidentiality policies' and

develop/maintain an organisational infrastructure. Educate stakeholders on health information protection methods and their responsibilities. Examples of country-specific cases

PART 4 SEMESTER 2 MODULES 80 Credits/800 Hours

HIM 4000 Final Year Project 20 Credits / 200 Hours

(continues from semester 1)

HIM 4201 Information Networks and Systems: 12 Credits/120 Hours

This course focuses on designing, implementing, and managing healthcare information networks and systems, enabling data exchange and integrated services. It covers architecture, standards, protocols, integration with clinical workflows, data security, privacy considerations, and health informatics' role in decision-making and care coordination.

HIM 4202 Health Information Systems and Application Support

Take proactive action to ensure stable and secure applications and health ICT infrastructure to avoid potential service disruptions including proactive approaches to avoid or identify the root cause of ICT problems. Ensure efficient control and scheduling of software or hardware modifications to prevent multiple upgrades creating unpredictable outcomes. Respond to user requests and issues, recording relevant information. Assure resolution or escalate incidents and optimize system performance.

HIM 4203 Analytics and Statistics 12 Credits/120 Hours

This course focuses on Analytics and Statistics. Students will be trained to analyze data to support decision-making, healthcare practice, and gain knowledge/business intelligence through various methods and techniques such as data mining, development of models, and statistical measurements. Students will also understand availability and structure of internal and external data/datasets, databases, and common healthcare statistics/biostatistics. May apply analytical and statistical techniques and/or interpret statistics to support decision-making such as operations, healthcare delivery, quality improvement, payment models, strategy, etc., and create business/health intelligence.

HIM 4204 Data Management and Information Governance: 12 Credits/120 Hours

This course focuses on Data Management and Information Governance. Students will be trained to manage organizational and health data through its lifecycle ensuring its availability, usability, integrity, and security to meet the needs of data users. Students will also learn to ensure data stewardship (custodianship) responsibilities are conceptualized and

carried out through policies and processes for access, management, and permissible uses of data.

HIM 4205 Information Security Strategy and Management

This course focuses on Information Security Strategy and Management: Define and make applicable a formal organizational strategy, scope, and culture to maintain safety and security of information including protected health information from external and internal threats (i.e., digital forensic for corporate investigations or intrusion investigation) and provide a platform for information security management where security policies are implemented and continuously monitored/enhanced.