

NATIONAL BOARD FOR TECHNICAL EDUCATION

**NATIONAL DIPLOMA
HIGHER NATIONAL DIPLOMA**

IN

HEALTH INFORMATION MANAGEMENT

CURRICULUM AND COURSE SPECIFICATIONS

2002

PLOT 'B' BIDA ROAD, P.M.B. 2239, KADUNA – NIGERIA

NATIONAL DIPLOMA

1.0 Programme Nomenclature

National Diploma in Health Information Management.

2.0 Goal

A. This programme is designed to provide the diplomate with the knowledge and skill to assist in planning, collating organizing, disseminating monitoring and managing vital information required at the local, state and national levels in order to ensure effective and comprehensive national health care delivery.

B. OBJECTIVES OF THE PROGRAMME

A diplomate of this programme should be able to:

- i. Assist in planning and organizing health information services in health care delivery system.
- ii. Organise and control health records, under supervision, in health and medical establishments.
- iii. Collect, store, retrieve and preserve health information.
- iv. Collate, analyse, present health statistical data under supervision
- v. Participate in planning quality control, evaluation, researches in health care delivery system and other relevant committees in defining standards for health information.
- vi. Assist in designing, standardizing and controlling health records forms.

3.0 LEVELS OF PROGRAMME

National Diploma.

4.0 DURATION

Its duration shall be two academic sessions of four semesters, including supervised clinical work experience (or SIWES).

5.0 ENTRY REQUIREMENT

Applicants with the following qualifications may be considered for admission into the National Diploma programme.

- i. A minimum of 4 credit passes in the relevant subjects, at not more than two (2) sittings at the SSCE, WASC or its equivalent. The subjects must include mathematics, English language, biology or health science plus one subject chosen from chemistry, physics, economics/commerce, geography, English literature, IRK or CRK and Nigerian Language.

6.0 PROGRAMME STRUCTURE

The National Diploma is a two year terminal programme.

7.0 CURRICULUM

The curriculum of all ND and HND programmes consists of five main components.

These are:

- i. General Studies/Education
- ii. Basic/Foundation Courses
- iii. Professional/Specialized Courses
- iv. Electives
- v. Supervised Industrial Work Experiences Scheme (SIWES)

8.0 CERTIFICATION

A graduand of this programme will be offered ND in Health Information Management.

9.0 CONDITIONS FOR THE AWARD OF ND CERTIFICATE

Institutions offering accredited programmes will award the National Diploma to candidates who successfully completed the programme after passing the prescribed course work, examinations, diploma project, supervised work experience scheme (SIWES) and attendance.

HEALTH INFORMATION MANAGEMENT
NATIONAL DIPLOMA

YEAR I – SEMESTER 1

COURSE CODE	COURSE TITLE	L	T	P	CU	CH
MTH 011	General Mathematics	3	0	0	3	3
STA 111	Descriptive Statistics I	1	0	2	2	3
COM 113	Introduction to Computer Programming	3	0	3	4	6
DTH 115	Human Anatomy and Physiology I	1	0	2	2	3
HIM 111	Health Records Management I	2	0	0	2	2
HIM 112	Introduction to disease Classification and clinical coding	1	0	2	2	3
HIM 113	Health Information Science I	2	0	0	2	2
GNP 216	Mental Health	2	0	0	2	2
GNS 101	Use of English I	2	0	0	2	2
GNS 111	Citizenship Education	2	0	0	2	2
MTH STA COM DTH GNP GNS	Basic Sciences (Mathematics) Statistics Computer Science Dental Therapy General Nursing General Studies				20.0	420

HEALTH INFORMATION MANAGEMENT
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YEAR I – SEMESTER II

COURSE CODE	COURSE TITLE	L	T	P	CU	CH
STA 121	Descriptive Statistics II	2	0	2	3	4
STA 123	Demography I	2	0	0	2	2
COM 123	Computer packages I	2	0	0	2	5
GNP 113	Primary Health Care I	1	0	3	2	4
HIM 121	Fundamentals of Medical Practice I	1	0	0	1	1
HIM 122	Health Planning and Management I	2	0	0	2	2
HIM 123	Introduction to Medical Rehabilitation	2	0	0	2	2
PEL 01T	Report Writing	2	0	0	2	1
GNS 102	Communication In English I	2	0	0	2	2
GNS 111	Citizenship Education I	2	0	0	2	2
PEL	Pre-National Diploma (Science and Technology)				20.0	390

HEALTH INFORMATION MANAGEMENT
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YEAR II – SEMESTER I

COURSE CODE	COURSE TITLE	L	T	P	CU	CH
MTH 111	Logic and linear algebra	2	0	0	4	2
COM 215	Computer packages II	3	0	3	4	6
BAM 216	Practise of entrepreneurship	2	0	0	2	2
STA 224	Biostatistics	2	2	0	4	4
EHT 122	Health Agencies	1	0	0	1	1
HIM 211	Health records management II	2	0	0	2	2
HIM 212	Disease Classification and Clinical Coding	2	0	0	2	2
HIM 213	Basic Anatomy and physiology	1	0	2	2	3
GNS 213	Introduction to medical sociology	3	0	0	2	3
GNS 228	Research Methods	2	0	0	3	
MTH	Science laboratory technology (mathematics)				24.0	375

HEALTH INFORMATION MANAGEMENT
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YEAR II – SEMESTER II

COURSE CODE	COURSE TITLE	L	T	P	CU	CH
STA 221	Design and analysis of experiments I	2	0	2	3	4
SET 213	Records management	1	0	1	2	2
COM 224	Management information system	2	0	3	3	5
HIM 221	Fundamentals of medical practice II	2	0	0	2	2
HIM 222	Behavioral Science	1	0	0	2	2
HIM 223	Health Planning and Management II	1	0	0	1	1
HIM 224	Hospital Statistics	1	0	0	1	1
HIM 225	Seminar	2	-	-	6	-
HIM 226	Extended Essay					
SET	Office Technology and Management (Secretarial Studies)				22.0	285

YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOA]			
COURSE: HEALTH RECORDS MANAGEMENT I			
CODE: HIM III			
DURATION (Hours/Week) Lecturer: 2	Tutorial: 0	Practicals: 0	Total: 2
UNITS: 2.0			
GOAL: This course is designed to introduce the student to the practice of management of health records			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
<ol style="list-style-type: none">1. Know the History of Health Records Services.2. Know the Development of Health Record.3. Know the importance of Health Records in the Hospital4. Know health records format and5. To know the scope of health records profession.6. Know the organization of health records department.7. Know the number system in health records.8. To know filing system in Health Records Service.9. Know retention of health records.10. Know the unit system in health records practice11. Understand Unit Records System.12. To know the use of microfilm in Health Records.			

YEAR I – SEMESTER I

PROGRAMME: NATIONAL DIPLOMA IN HEALTH INFORMATION MANAGEMENT			
COURSE: Health Records Management I		Course Cord : HIM 111	Contact Hours: 2.0.0
Course Specification:			
WEEK	General Objective:	Teachers Activities	Resources
	Specific Learning Outcome		
1	1.1 Outline the scope of health records science. 1.2 Describe the Health Records practice in the following era: <ul style="list-style-type: none">- Egyptian period- Greek period- Greece – Roman period- Byzantine period- Jewish period- Islamic period- Medieval period- Renaissance period- 17th century period- 18th century period- 19th century period- 20th century period 1.3 Outline the History of Health Records in Nigeria	Teacher to display charts of health records in these periods.	Pictures, posters and charts
	General Objectives: 2.0:		
2	2.1 State the objective of Health records science. 2.2 Explain the general importance of health records in healthcare delivery. 2.3 Explain the significance of Health Records to : <ul style="list-style-type: none">- The patient- The Doctor- The Hospital- The Nation- The Public 2.4 Classify Health Records into general and special and List the types Of health records under each classification and their uses:- <ul style="list-style-type: none">- General types of health records are:- Obstetric records	Display chart of classification of health records Show samples of health records to students.	All medical forms and charts

	<ul style="list-style-type: none"> - Newborn records - Ambulatory care records - Admission summary sheet records. - Clinical records - Nurses record and graphical/vital - Anaesthetic records - Postnatal records - Antenatal records - Accident and emergency records. <p>Special services types of Health Records are:</p> <p>Laboratory records Pharmacy records. Radiology records Family Planning records Community health programme records i.e. EPI Cards, Disease records Nutrition records. Physiotherapy records Social work records.</p>		
	General Objective: 3.0:		
3	3.1 Outline the organization of health records in <ul style="list-style-type: none"> - The ward - Outpatient Department - Accident and Emergency unit 3.2 Describe the pre-admission record procedure in a hospital. 3.3 Describe the Record and arrangement of patient information in a medical center. 3.4 List the content of a complete health record.	Display chart of organizational structure of hospital health records office	Samples of case note and documented health records
	General Objectives: 4.0:		
	4.1 Describe structures and format of health information sheet 4.2 Describe the analysis and completion of the Health Record as per: <ul style="list-style-type: none"> - Discharge/quantitative analysis - Purpose and deficiencies - Service analysis and statistical data collection. 4.3 Explain the responsibility of the following areas: in completion of records.	Structure Display health information sheet.	Samples of documented Health Records

	<ul style="list-style-type: none"> - control of completion procedure - physician responsibility for completion - medical Record personnel responsibility 		
	General Objective: 5.0:		
5	5.1 Outline the scope of health records as a profession 5.2 Trace the growth of health records profession. 5.3 Describe the code of health records profession 5.4 List the main functions of health records professional 5.5 Explain International Federation of Health Records Organisation 5.6 Explain the functions of the organization in 5.5 above 5.7 Describe the structure of the organization in 5.6 above	Display chart/organogram	Charts
	General Objective: 6.0:		
6	6.1 Describe the organization of health records department. 6.2 Explain the functions of the department in a hospital, community health. 6.3 Explain the flow of records and formulation of policies relating to the release of information from Health records hospital policy.	Display organoram of health records department	Diagrammatic Chart
	General Objective: 7.0:		
7	7.1 Explain numbering system in health records. 7.2 Identify methods of numbering systems 7.3 Identify types and assignment of numbers 7.4 Identify the equipment used and control of numbering system 7.5 Explain the conversion from one system to another and relationship of numbering to filing.	Display the two types of numbering systems.	Charts Filling equipment
	General Objective: 8.0:		
8	8.1 Define filing system and state its objectives. 8.2 List various types of filing system and methods of filing system. 8.3 Describe filing control in relation to: <ul style="list-style-type: none"> - Requisition and change out system - Colour coding of record folders - Access - Staff organization - Incomplete records - Checking - Location - Physical facilities in the file area 	Show students different filling systems in an office.	Charts and diagram

	<ul style="list-style-type: none"> - Safety - Organizational patterns - Other file rules and procedures - Transportation of Records - Equipment and supplies - Factors affecting choice 		
	8.4 Convert from one filing system to another.		
General Objective: 9.0:			
9	9.1 Define retention and state its objectives. 9.2 Explain the factors influencing the retention of health records. 9.3 Explain destruction of health records and health records retention policies. 9.4 Describe the physical transfer of records as per <ul style="list-style-type: none"> - responsibility for transfer - procedures for transfer 	Show examples of health records for retention, transfers	Head;tj recprds
General Objective: 10.0:			
10	10.1 State the objectives and the component of unit records system. 10.2 Define master patient index in unit system 10.3 Explain master patient index purpose and content 10.4 Explain the following at various capacity as regard master patient index. <ul style="list-style-type: none"> - filing methods - filing equipment - alphabetical index guides - automation of patient index - control of patient index - arrangement of master patient index 	Display index cards and forms and filing equipment.	Index card and forms
General Objective: 11.0:			
11	11.1 Define unit records 11.2 List the components of a unit records 11.3 Describe importance of a unit records in health care records	Show samples of unit records	
General Objective: 12.0:			
12	12.1 Identify microfilm 12.2 Explain the objectives of microfilming	Conduct practicals on processing of	Sample of a microfilm.

	<p>12.3 Describe the uses of microfilm in the hospital record keeping</p> <p>12.4 Describe microfilm processing.</p> <p>12.5 Process Microfilms</p> <p>12.6 State steps in designing microfilming system</p> <p>12.7 Identify factors in selecting a microfilm for use in hospital records</p> <p>12.8 Explain the process of preparing records for microfilming and filing the records.</p> <p>12.9 Explain legal considerations in health records management</p> <p>12.10 Explain the advantage and disadvantage of microfilming in Health Records.</p>	<p>designing and processing of microfilms.</p>	<p>Cameras, photo processing studio</p>
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YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOA]				
COURSE: INTRODUCTION TO DESEASE CLASSIFICATION AND CLINICAL CODDING				
CODE: HIM II2				
DURATION (Hours/Week)	Lecturer: 1	Tutorial: 0	Practicals: 2	Total: 3
UNITS: 2.0				
GOAL: This course is designed to introduce the diplomate to the principles of disease classification and coding.				
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:				
<ol style="list-style-type: none">1. Know fundamentals of disease classification.2. Understand International Classification of Disease (ICD) Process.3. Understand the Tabular list of inclusions and Four-Digit Categories.4. Understand special Tabular Lists5. Understand basic coding procedures.6. Understand basic classification of surgical operations and other procedures7. Understand coding procedure for surgical operation8. Understand disease and procedure index9. Know uses of Index Data				

PROGRAMMES: Health Information Management			
COURSE: Introduction to disease classification and clinical coding		Course Code: HIM 112	Contact Hours : 1-0-2
Course Specification:			
WEEK	General Objective: 1.0:		
	Specific Learning Outcome	Teachers Activities	Resources
1	1.1 Outline the history of disease classification 1.2 Outline the basis for disease classification 1.3 Explain the purpose of disease classification 1.4 Define Data classification/Nomenclature 1.5 State the aims and objective of data classification	Display chart of disease classification	Samples of ICD documents
	General Objective: 2.0:		
2	2.1 Explain general principle of International Classification of Disease (ICD) Process 2.2 Describe the structure of ICD 2.3 Explain the special coding pattern in the ICD 2.4 Explain dual classification of certain diagnostic statements in the ICD 2.5 Describe the Numbering System of the ICD 2.6 Explain the three-digit categories – ICD – 9 2.7 Explain the fourth- digit categories – ICD – 9 2.8 Explain the operational fifth digits – ICD – 9 2.9 Explain the Alphanumeric of the ICD – 10	Show students sample of ICD documents	Sample of ICD documents
	General Objective:3.0:		
3	3.1 State the seventeen chapter of the ICD – 9 3.2 State supplementary classification of the ICD – 9 (E-codes, V-codes, M-codes and the classification of industrial accidents etc). 3.3 State the twenty-one chapters of ICD – 10 3.4 Explain the arrangement of chapter	Display the 21 chapters KD - 10	Sample of ICD documents
	General Objective: 4.0:		
4	4.1 Describe the basic tabular list 4.2 Explain the mortality list of 50 causes 4.3 Explain the morbidity list of 30 causes	Display tabular lists	Data Collection/Classification forms
	General Objective: 5.0:		

5	<p>5.1 Describe coding and its purpose</p> <p>5.2 Identify tools for coding</p> <p>5.3 Describe procedure for coding diagnostic/operation</p> <p>5.4 Explain selection of conditions for coding</p> <p>5.5 Identify conditions to code for a record on discharge</p> <p>5.6 Explain the recording of code number in Discharge summary.</p> <p>5.7 Record code number in discharge summary</p>	Show samples and uses of discharge, operation, diagnostic and admission forms.	Samples of:- discharge forms - operation forms - diagnostic forms - admission forms
General Objective: 6.0:			
6	<p>6.1 Describe the OPLS classification of surgical operation (current edition)</p> <p>6.2 Describe ICDS – 10 volume III procedure classification.</p> <p>6.3 Explain the structures of these classification system, in 6.1 – 6.2 above.</p>	Lecture and Practical	ICD
General Objective: 7.0:			
7	<p>7.1 Explain the selection of the operation procedure for surgery</p> <p>7.2 Explain the coding procedure for 7.1 above</p> <p>7.3 Record codes into surgical operation records</p>	Direct students to record codes in to surgical operation records.	
General Objective: 8.0:			
8	<p>8.1 Define indexing</p> <p>8.2 Explain types of index – manual- automated</p> <p>8.3 Describe methods of indexing as in:-</p> <ul style="list-style-type: none"> - simple index - cross index - single card index - multiple card index <p>8.4 Carry out indexing as in 8.3 above</p>	Direct student to carry out indexing.	Samples of disease index cards ICD -samples of automated and manual index cards
General Objective: 9.0:			
9	<p>9.1 List uses for:-</p> <ul style="list-style-type: none"> - research - quality control - statistical reports <p>9.2 Explain the retrieving of data from index</p> <p>9.3 Retrieve data from index.</p>	Direct students to retrieve data from index.	ICD

YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOA]			
COURSE: HEALTH INFORMATION SCIENCE			
CODE: HIM II3			
DURATION (Hours/Week) Lecturer: 2	Tutorial: 0	Practicals: 0	Total: 2
UNITS: 2.0			
GOAL: This course is designed to enable the student understand basic health information science.			
GENERAL OBJECTIVES:			
<ol style="list-style-type: none"> 1. This course is designed to enable the student understand basic health information science 2. Understand health data storage/retrieval system 3. Understand Health Data Information Presentation 4. Understand the creation of index records 5. Know uses of document structure in indexing 6. To know Statistical Selection of Index Terms 			

PROGRAMMES: Health Information Management			
COURSE: Health Information Science I		Course Code: HIM 113	Contact Hours: 2 – 0 - 0
Course Specification:			
WEEK	General Objective: 1.0: Understand basic health information science		
	Specific Learning Outcome	Teachers Activities	Resources
1 - 2	<ol style="list-style-type: none"> 1.1 Define Information Science. 1.2 Explain the mathematical theory of information 1.3 Explain the application to technological communication theory 1.4 Describe information gathering methods in health records 		
	General Objective: 2.0:		
3	<ol style="list-style-type: none"> 2.1 Describe model of processing health data 2.2 Define information system 2.3 Explain the structure of information retrieval system 	Show models e.g. histogram	

	General Objective: 3.0:		
4	3.1 Explain the languages of information representation <ul style="list-style-type: none"> - cataloguing - indexing - classification - headings 3.2 Explain the merits and demerits of the information languages in 3.1 above.	Lecture	
	General Objective: 4.0:		
5 – 6	4.1 Explain index records 4.2 Explain the principles of index construction 4.3 Explain pumping view in indexing 4.4 Explain indexing breadth and depth 4.5 Explain rules for index content and functions of record indexing	Show student samples of index records	Samples of index records
	General Objective: 5.0:		
7	5.1 Define vocabulary 5.2 Define syntax 5.3 Define formatting		
	General Objective: 6.0:		
8 – 9	6.1 Explain statistical selection of index terms 6.2 Explain basic variables (letter frequency, letter group frequency etc) 6.3 Explain common words and significant words in indexing 6.4 Explain theory of word significance in indexing	List index terms	

YEAR I SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOA]				
COURSE: FUNDAMENTALS OF MEDICAL PRACTICE				
CODE: HIM 121				
DURATION (Hours/Week)	Lecturer: 2	Tutorial: 0	Practicals: 0	Total: 2
UNITS: 2.0				
GOAL: This course is designed to introduce the student to basic medical terminologies and disease process				
GENERAL OBJECTIVES:				
<ol style="list-style-type: none">1. Understand the basic terms in medical practice2. Know prefixes and suffixes in medical terms3. Know common terms in medical terminology4. Understand the use of homonyms synonyms and eponyms in medical terminology5. Know lay terms applicable to medicine6. Know basic definitions of medical terminologies7. Know disease causation and process8. Know degenerative diseases process9. Know causes and process of cellular growth changes10. Understand common diagnostic abbreviations11. Understand terms used for disease causes/symptomatology12. Understand common terminologies				

YEAR I – SEMESTER II

PROGRAMMES: Health Information Management			
COURSE; Fundamentals of Medical Practice I		Course Code HIM 121	Contact Hour: 2 – 0 - 0
Course Specification:			
WEEK	General Objective: 1.0: Understand the basic terms in medical practice		
1	1.1 Define Medicine and medical practice 1.2 Define surgery 1.3 Define clinical practice 1.4 Define clinical methods 1.5 Define patients history and illustrate history taking 1.6 List parameters for physical examination in medical practice 1.7 Explain the following terms: X-ray, ECG, EEG, MSCT etc 1.8 Define disease and causes of disease 1.9 Outline the disease process in man 1.10 List possible modes of transmission of diseases 1.11 Explain the following <ul style="list-style-type: none"> - causal agent process - physiological process - route of disease transmission 	Use charts to show disease processes	Charts
General Objective: 2.0: Know prefixes and suffixes in medical terms			
2	2.1 Explain prefixes in medical terminology 2.2 List prefixes in medical terminology 2.3 List diagnostic prefixes 2.4 List operative prefixes 2.5 List symptomatic prefixes 2.6 Define suffixes in medical terminology 2.7 List suffixes in medical terminology 2.8 List diagnostic suffixes 2.9 List operative suffixes 2.10 List symptomatic suffixes	Provide list of prefixes	List of prefixes
General Objective: 3.0: Know common terms in medical terminology			
3	3.1 Define word construction in medical terminology 3.2 Define word combining forms 3.3 Illustrate the use of slashes (/) in word construction in	Assist students identify the use of slashes (1)	Samples of written medical terms applicable in medicine

	<p>medical terminology</p> <p>3.4 Define singular in medical terminology</p> <p>3.5 Define plurals</p> <p>3.6 Define nouns in medical terminology</p> <p>3.7 List the commonly used singulars and plurals in medical terminology</p>		
General Objective: 4.0: Understand the use of homonyms synonyms and eponyms in medical terminology			
4	<p>4.1 Define homonyms</p> <p>4.2 List examples of homonyms and give their meanings in medical terminology</p> <p>4.3 Define synonyms</p> <p>4.4 List examples of synonyms and give their meanings in medical terminology</p> <p>4.5 Define eponyms in medical terminology</p> <p>4.6 List examples of following eponyms:-</p> <ul style="list-style-type: none"> - diagnostic eponyms - therapeutic eponyms 	Students to write down homonyms and synonyms and eponyms in medicine and explain them.	
General Objective: 5.0: Know lay terms applicable to medicine			
5	<p>5.1 Define lay terms</p> <p>5.2 List the common lay medical terms</p> <p>5.3 Identify colours in medical terminology</p> <p>5.4 List the medical terms for familiar colours</p> <p>5.5 List the medical terms for numbers</p> <p>5.6 Identify the commonly used singulars and plurals in health terms</p>	Help students identify and explain colours in medical terms.	Colour chart
General Objective: 6.0: Know basic definitions of medical terminologies			
6	<p>6.1 Define genetics</p> <p>6.2 List types of genetic diseases</p> <p>6.3 Define congenital diseases</p> <p>6.4 List congenital diseases</p> <p>6.5 Define acquired diseases</p> <p>6.6 List acquired diseases</p> <p>6.7 Define infectious disease</p> <p>6.8 List infectious diseases</p> <p>6.9 Define communicable diseases</p> <p>6.10 List communicable diseases</p>	Show students pictures of physical manifestation of the diseases	Pictures

	6.11 Define nutritional diseases 6.12 List nutritional diseases 6.13 Define environmental health diseases 6.14 List environmental health diseases 6.15 Define occupational health diseases 6.16 List occupational health diseases		
General Objective: 7.0: Know disease causation process			
7	7.1 Identify the physical agents involved in the disease process 7.2 Identify chemical agents involved in disease process 7.3 List socio psychological agents that cause disease 7.4 Define the following and their effects of disease process: <ul style="list-style-type: none"> - parasitic micro-organisms - protozoan parasites - immunological factor that cause diseases - psychogenic factors that cause diseases 7.5 Define inflammatory disease 7.6 List the causes of inflammatory diseases-bacterial viral, fungal and parasitic 7.7 Identify the cardinal signs of inflammatory disease 7.8 Describe the process of inflammation 7.9 List the disadvantages of inflammatory disease 7.10 Explain the repair process of inflammatory disease	Show students specimen of the agents of diseases e.g. insects Show pictures of inflammatory diseases	Pictures
General Objective: 8.0: Know degenerative diseases process			
5	8.1 Define degenerative diseases in man 8.2 List examples of degenerative diseases <ul style="list-style-type: none"> - fatty degeneration, amyloid and amyloidosis - senile and presenile processes - others 	Show pictures of degenerative diseases	Pictures
General Objective 9.0: Know causes and process of cellular growth changes			
9	9.1 Define tumors 9.2 Classify tumors as benign and malignant 9.3 Outline the etiology of benign and malignant tumors 9.4 Describe the following types of tumor: <ul style="list-style-type: none"> - Teratomata - Blastoma - Papilloma 	Show pictures and preserved specimen of tumours	Pictures Preserved specimen

	<ul style="list-style-type: none"> - Fibroma - Veloid and keloid - Lipoma - Adenoma - Neuroma - Haemagiomata <p>9.5 Describe the following:-</p> <ul style="list-style-type: none"> - malignant tumors - glandular tumor - carcinoma simplex - adenocarcinoma <p>9.6 Explain the following types:</p> <ul style="list-style-type: none"> - Colloid - Squamous - Basal cell carcinoma - Sarcoma - Melanoma <p>9.7 Describe the methods of spread of malignant tumor:-</p> <ul style="list-style-type: none"> - local extension - blood stream - lymphatics - inoculation peritoneal <p>9.8 Examine tumour cells.</p>		
General Objective: 10.0: Understand common diagnostic abbreviations			
10	<p>10.1 State common diagnostic abbreviations</p> <p>10.2 State common operative abbreviations</p> <p>10.3 Identify common medical signs and symbols</p> <p>10.4 Define acronyms and give medical examples with meaning</p> <p>10.5 Identify abbreviations of Latin origin used in prescriptions</p>	Display chart of abbreviations, medical terms and symbols	Chart of abbreviations medical terms and symbols
General Objective: 11.0: Understand terms used for disease causes/symptomatology			
11	<p>11.1 Explain common terms used in symptomatology/diseases causations</p> <p>11.2 Identify lay and medical terms used in diseases.</p>	Display chart of medical terms	Chart
General Objective: 12.0: Understand common terminologies			
12	<p>12.1 Identify selected terms relating to the following:-</p> <ul style="list-style-type: none"> - Oncology 	Display chart of terms and	

	<ul style="list-style-type: none"> - Anaesthesiology - Pharmacology - Psychiatry - Radiation and nuclear medicine. 	abbreviations	
12.2	Identify abbreviations of medical/health degrees, diplomas and associations		
12.3	Identify specialities and specialists in health areas		
12.4	Explain hospital terms as contained in the glossary.		

YEAR I SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOMA]			
COURSE: HEALTH PLANNING AND MANAGEMENT I			
CODE: HIM 122			
DURATION (Hours/Week)	Lecturer: 2	Tutorial: 0	Practicals: 0
			Total: 2
UNITS: 2.0			
GOAL: This course is designed to enable the diplomate understand basic planning and administrative processes in health care delivery			
GENERAL OBJECTIVES:			
<ol style="list-style-type: none"> 1. Understanding the basics of health planning 2. Know the basics of decision making 3. Understand factors that affect behaviour 4. To know the basic theories of personality and behaviour 5. Understand the methods in psychology of behaviour 6. Know the uses of medical records in the clinic 7. Know the procedures involved in discharge and admission of patients 8. Understand the laws regulating medical records 9. Know the socio-cultural factors affecting medical records practice 10. Understand the process of socialization in human behaviour 11. Know health care system in Nigeria 			

PROGRAMMES: Health Information Management			
COURSE: Health Planning and Management I		Course Code: HIM 122	Contact Hours: 2 – 0 - 0
Course Specification:			
WEEK	General Objective 1.0: Understanding the basics of health planning		
	Specific Learning Outcome	Teachers Activities	Resources
1	1.1 Define planning 1.2 Outline the principles of planning 1.3 Explain formal and informal methods of health planning 1.4 List the types of planning 1.5 Define strategic planning and its parameters 1.6 List the techniques of planning 1.7 Explain tactical planning 1.8 Describe the planning process 1.9 Explain methods of analysis and assessment of a system 1.10 Define organizational potentialities and capability 1.11 Explain priority setting as the bases of effectiveness and evaluation 1.12 Explain surveillance and control 1.13 List the criteria for evaluation 1.14 List types of evaluative techniques of planning		
	General Objective: 2.0: Know the basics of decision making		
2	2.1 Define decision making 2.2 Explain decision making in the health care sector 2.3 List the characteristics of decision making in health situations 2.4 Classify decisions 2.5 Enumerate the theory of decision making 2.6 Define psychology 2.7 Explain the role of psychology in decision making 2.8 Identify the creativity in decision making 2.9 List steps in decision making 2.10 List factors to be considered in decision making 2.11 Describe decision making as an art and a science	Use flow chart of decision taking process	Flow chart
	General Objective: 3.0: Understand factors that affect behaviour		
3	3.1 Define Language and how it affects health records keeping 3.2 Define Literacy and how illiteracy affects health records		

	keeping 3.3 Define conversation and the role in health records 3.4 Illustrate the influence of language and thinking on human behaviour and health records 3.5 List the social aspects of language use in health 3.6 Define representation 3.7 Define thinking 3.8 Explain the relationship between thinking and problem solving		
General Objective: 4.0: To know the basic theories of personality and behaviour			
4	4.1 Define personality 4.2 List types of personality theories 4.3 Explain the psychoanalytic theories; trait theories of personality; behaviour and social behaviour theories; narrow-band theories of personality.		
General Objective: 5.0: Understand the methods in psychology of behaviour			
5	5.1 Identify the methods and ethics in psychology <ul style="list-style-type: none"> - validity - reliability - generalisability 5.2 List the methods of study in psychology		
General Objective: 6.0: Know the uses of medical records in the clinic			
6	6.1 Define clinical education 6.2 Describe the principles of medical records keeping 6.3 List inter and intra departmental medical records functions 6.4 List the functions of the medical records department 6.5 List medical record procedures	Explain to students the organogram of medical records department	Organogram
General Objective: 7.0: Know the procedures involved in discharge and admission of patients			
7	7.1 Define flow chart 7.2 Illustrate a flow chart showing the flow of medical records within the medical records department 7.3 List admission procedures 7.4 List discharge procedure 7.5 Enumerate types of filing system used within the medical records department for admission and discharge 7.6 Illustrate the procedure for retrieval of patients medical records for clinics	Use illustration of flow chart	Flow chart

	General Objective: 8.0: Understand the laws regulating medical records		
8	8.1 Define Law 8.2 List the conditions under which patients records can be released. 8.3 List rules and regulations relating to the control of the movement of medical records 8.4 Explain the role(s) of the medical records department in courts of law, other hospital and nursing homes (including transfer of information and consultative services)		
	General Objective: 9.0: Know the socio-cultural factors affecting medical records practice		
9	9.1 Define society 9.2 Identify society and types of societies 9.3 Define culture 9.4 List the components of culture 9.5 Explain the effect of culture on societies organization and values 9.6 Explain the effect of collective life and living on behaviours 9.7 Define social groups 9.8 Identify types of social groups 9.9 Define status 9.10 Explain social uniformities	Use diagram	diagrams
	General Objective: 10.0: Understand the process of socialization in human behaviour		
10	10.1 Illustrate the biological nature of man and society <ul style="list-style-type: none"> - role of man - sex differences - climate and geography, physical environment, culture, society and individual 10.2 Identify the individual as a social product 10.3 Identify the agents of socialization 10.4 Illustrate the process of socialization 10.5 Explain social character and social structure 10.6 Identify local taboos relating to health care delivery	Illustrate taboos among major tribes in Nigeria use pictures	Pictures
	General Objective: 11.0: Know health care system in Nigeria.		
11	11.1 Define:- <ul style="list-style-type: none"> - Health - Health Service - Health Care Delivery System in Nigeria 	Explain the structure of Nigeria health care system using a chart	Chart of Nigeria health care system.

	<p>11.2 Explain the philosophy of health service in Nigeria</p> <p>11.3 Explain the evolution of Nigerian health services system</p> <p>11.4 Explain the place of health services in the National Development Plans since 1946 to date.</p> <p>11.5 List the objectives, functions and classifications of hospitals in health care delivery system</p> <p>11.6 Describe the structure of Nigerian Health Care system:</p> <ul style="list-style-type: none"> - Primary Health Care - Secondary Health Care - Tertiary Health Care <p>11.7 Describe the Agencies of Health Care at Federal, State, and Local Government Areas</p> <p>11.8 Define the objectives and function of the Health Management Board Committees and their relevance to Health Care Delivery System.</p> <p>11.9 Explain the roles of non-governmental organizations in Health Care Delivery System in Nigeria</p> <p>11.10 Define and explain the roles of traditional healers in health care in Nigeria</p>		
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YEAR I SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOMA]				
COURSE: INTRODUCTION TO MEDICAL REHABILITATION				
CODE: HIM 123				
DURATION (Hours/Week)	Lecturer: 2	Tutorial: 0	Practicals: 0	Total: 1
UNITS: 2.0				
GOAL: This course is designed to enable the diplomate appreciate the need for rehabilitation and recovery.				
GENERAL OBJECTIVES:				
1. Know the basic principle of medical rehabilitation				
2. Know the role of medical records in medical rehabilitation				
3. Know basic social services in medical rehabilitation				

PROGRAMMES School of Health Information Management			
COURSE: Introduction to Medical Rehabilitation		Course Code: HIM 123	Contact Hours: 1-0-0
Course Specification:			
WEEK	General Objective: 1.0: Know the basic principle of medical rehabilitation		
	Specific Learning Outcome	Teachers Activities	Resources
1-5	1.1 Define medical rehabilitation 1.2 Explain concept of medical rehabilitation 1.3 Identify the role of medical rehabilitation in health care delivery 1.4 Explain the role of medical rehabilitation in psychosocial diagnosis and social service 1.5 List the role of medical records in post treatment of rehabilitation 1.6 Identify records for medical rehabilitation 1.7 List various methods of medical rehabilitation <ul style="list-style-type: none"> - physical therapy - group therapy - occupational therapy etc 1.8 Explain occupational therapy 1.9 Explain physical therapy 1.10 Outline the history of occupational physical therapy 1.11 Explain physical examination 1.12 Identify the tools and instruments used in occupational and physical therapy 1.13 Explain system measurement 1.14 Explain common occupational and physical therapy terminologies	Conduct student through physical therapy section of a hospital to identify the tools.	Physiotherapy section of hospital
	General Objective: 2.0: Know the role of medial records in medical rehabilitation		
6-10	2.1 Outline rehabilitation process 2.2 Explain the role of medical records in determining rehabilitation methods to be applied 2.3 Explain the role of health records during rehabilitation		
	General Objective: 3.0: Know basic social services in medical rehabilitation		
11-15	3.1 Define psychosocial diagnosis and social services 3.2 Define disability, social work and rehabilitation 3.3 Identify when to refer patients for social services	Show referral forms	Referral forms

	rehabilitation		
	3.4 Describe process of referral of patient for social services		
	3.5 Identify community resources that could be used in rehabilitation process		
	3.6 Define vocational rehabilitation		
	3.7 Define and explain the management of disability		

YEAR II SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOMA]			
COURSE: HEALTH RECORDS MANAGEMENT II			
CODE: HIM 211			
DURATION (Hours/Week) Lecturer: 2	Tutorial: 0	Practicals: 0	Total: 2
UNITS: 2.0			
GOAL: This course is designed to enable the diplomate design common register and basic health records.			
GENERAL OBJECTIVES:			
<ol style="list-style-type: none">1. Understand the design of common registers and basic records2. Know out patient appointment procedures3. Know waiting list procedure4. Understand management of short and long term care facilities5. Know role of committees in health records management6. Know the functions of medical audit7. Understand role of health records in ambulatory care8. Know primary health care records9. Know other health care records keeping10.			

YEAR II - SEMESTER I

PROGRAMME: NATIONAL DIPLOMA IN HEALTH INFORMATION MANAGEMENT II			
COURSE: Health Records Management II		Course Core: HIM 211	Contact Hours: 2-0-2
Course Specification: This course is designed to enable diplomats design common registers and basic health records practice			
WEEK	General Objective: 1.0: Understand the design of common registers and basic records.		
	Special Learning Objective	Teachers Activities	Resources
1	1.1 Design common registers used for health records management in the hospital e.g. <ul style="list-style-type: none"> - Out-patient registers - In-patient admission and discharge register - Birth, and death register - Accident and emergency register and others. 1.2 Describe registration procedures.	Direct Students to design registers.	Samples of printed registers.
General Objective: 2.0: Know out patient appointment procedures.			
2	2.1 Describe the objectives of out-patient appointment system 2.2 Describe methods of appointment system 2.3 List the sources of patients for the out-patient appointment system 2.4 Identify the equipment used for out-patient appointment procedures	Conduct visits to out-patient department to identify equipment	Equipment e.g. - - - -
General Objective: 3.0: Know waiting list procedure.			
3	3.1 Describe the objectives of waiting lists in the hospital 3.2 Describe methods of waiting-list e.g. vertical card and strip index 3.3 List the sources of patients for waiting list 3.4 Identify the equipment used for waiting list procedures	Demonstration using sample forms. Conduct visits to the waiting list centre to identify equipment.	Samples of printed forms used for waiting list
General Objective: 4.0: Understand management of short and long term care facilities.			
4	4.1 Describe types of records kept in long term care facilities 4.2 Differentiate between long term and short term care records 4.3 Arrange health records in long term facilities 4.4 Describe recording techniques 4.5 Design health records forms in long term care facilities e.g. <ul style="list-style-type: none"> - Mental health care - Diabetic care 	Supervise students design health record forms and arrange them in long term care facilities.	Samples of printed health records forms

	<ul style="list-style-type: none"> - Tuberculosis - HIV/Aids - Cancer - Leprosarium <p>4.6 File methods in long term care facilities</p> <p>4.7 Describe the retention methods of the long term care records</p> <p>4.8 Describe the utilization review of the long term care</p> <p>4.9 Compile the statistics of the long term care facilities</p> <p>4.10 Classify the long-term care diseases</p>		
General Objective: 5.0: Know role of committees in health records management			
5	<p>5.1 Describe the use of committees in health records department</p> <p>5.2 Explain functions of the health records officer on a health records committee</p> <p>5.3 List the terms of reference of the committee</p> <p>5.4 Explain the roles of the health records officer on the patient care evaluation committee.</p> <p>5.5 Explain hospital utilization review committee and other committees.</p>		
General Objective: 6.0: Know the functions of medical audit.			
6	<p>6.1 Draw audit cycle</p> <p>6.2 List participants in medical audit.</p> <p>6.3 Suggest audit topics</p> <p>6.4 Serve as secretary to an audit committee</p>	Supervise students draw audit cycle.	Drawing materials
General Objective: 7.0: Understand role of health records in ambulatory care.			
7	<p>7.1 Explain the general objective of health records in ambulatory care</p> <p>7.2 Explain the concept of ambulatory care</p> <p>7.3 Design the format for ambulatory care records</p> <p>7.4 Collect ambulatory data/care</p> <p>7.5 Compile statistics on ambulatory patient care</p> <p>7.6 Analyse ambulatory care data</p>	Supervise the design of format and collection of ambulatory data by students.	Ambulatory data
General Objective: 8.0: Know primary health care records.			
8	<p>8.1 Define home health care</p> <p>8.2 Distinguish between clinic based records and home based health records.</p> <p>8.3 Describe patient held health records system</p>	Show clinic records home based records.	Clinic records of home based records

	8.4 Enumerate the limitations of 8.3 above		
General Objective: 9.0: Know other health care records keeping			
9	9.1 Describe family records 9.2 Describe the concept of school health care records 9.3 Define referral system and follow-up care system 9.4 Explain traditional medical care records	Show samples of family records school health records traditional case records	Samples of records
General Objective: 10.0			
10 – 14	10.1 Define public relations 10.2 List the objectives of public relations in health records department and in the hospital 10.3 Describe the practice of public relations in the department and hospital 10.4 Explain the activities of public relations office regarding the <ul style="list-style-type: none"> - Patient - Public - Intra and inter-department - Police - Government - Government agencies Non-governmental agencies 10.5 List the effects of bad or poor public relation activities within/outside the hospital 10.6 State the factors militating against effective public relations in Nigeria as a whole	Show organogram of public relations office of health records department.	Organogram

YEAR II SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOMA]			
COURSE: HEALTH RECORDS MANAGEMENT II			
CODE: HIM 213			
DURATION (Hours/Week) Lecturer: 1	Tutorial: 0	Practicals: 2	Total: 3
UNITS: 2.0			
GOAL: This course is designed to enable diplomats understand blood and other systems of the body.			
GENERAL OBJECTIVES:			
<ol style="list-style-type: none">1. Understand human blood and other systems of the body2. Understand body resistance to infection3. Understand types of immunity4. Know blood groups5. Understand the structure of the heart and blood vessels6. Know the body lymphatic system7. Know the respiratory system.			

PROGRAMME: NATIONAL DIPLOMA IN HEALTH INFORMATION MANAGEMENT II			
COURSE: Basic Anatomy and Physiology		Course Code: HIM 213	Contact Hours: 1-0-2
Course Specification:			
WEEK	General Objective: 1.0: Understand human blood and other systems of the body		
	Special Learning Objective	Teachers Activities	Resources
1 – 2	1.1 Describe the red blood cells and its contents 1.2 Describe the following:- <ul style="list-style-type: none"> - Production of red blood cells - Formation of haemoglobin - Iron metabolism - Destruction of red blood cells - The anaemias - Effects of anaemia on the - Circulatory system - Polycythemia and the effects of polycythemia on the Circulatory system. 	Show students RBC under the microscope	Charts microscopes
General Objective: 2.0: Understand body resistance to infection			
3 – 4	2.1 Explain the resistance of body to infection 2.2 Explain the role of the following in body resistance to infection: <ul style="list-style-type: none"> - The leukocytes (white blood cells) - General characteristics of leukocytes - Life span of the white cells - Properties of neutrophils, monocytes and macrophages - Inflammation and function neutrophils and macrophages - Agranulocytosis 	Sjpw students (white blood cells) WBC	Charts microscopes
General Objective: 3.0: Understand types of immunity			
5 - 6	3.1 Explain leukaemia 3.2 Describe the effects of leukaemia on the body vis-à-vis immunology and allergy 3.3 Define the following:- Innate immunity Acquired immunity 3.4 Describe the two basic types of Acquired immunity	Show pictures of case of allergy	Pictures

	<p>Vaccination and Passive immunity</p> <p>3.5 Describe allergy including:</p> <ul style="list-style-type: none"> - Allergy in normal people - Delayed reaction allergy - Allergy in the allergic “Person 		
General Objective: 4.0: Know blood groups			
7 - 9	<p>4.1 Explain blood Groups</p> <p>4.2 Explain the significance of blood group in transfusion, organ and tissue transplant</p> <p>4.3 Explain the following:</p> <ul style="list-style-type: none"> - Antigeniots and immune reactions of blood - A.O.B. Blood groups - The A and B antigens – called agglutino-gen - The agglutinins - The agglutination process in transfusion reaction - Blood typing - The blood types Rhesus (RH) - Other blood factors <p>4.4 Explain transfusion reactions resulting from</p> <p>I] mismatched blood groups</p> <p>Ii transplantation of tissues and organs</p> <p>4.5 Explain haemostasis and blood coagulation process in the following:</p> <ul style="list-style-type: none"> - Events in haemostasis - Mechanism of blood coagulation - Conditions that cause excessive bleeding in human beings - Thromboembolic conditions in humans - Anticoagulants for tests (bleeding time, clotting time and prothrombin time) - 	Demonstrate blood coagulation to students	Fresh blood.
General Objective: 5.0: Understand the structure of heart and blood vessels			
10 – 12	<p>5.1 Describe cardio-vascular system</p> <p>5.2 Describe the structure and functioning of the heart</p> <p>5.3 Describe the blood circulatory system</p> <p>5.4 Describe the structure of the arterial veins and capillaries</p>	Explan with models of the heart, circulatory system. Students to dissect and draw	Models of heart, circulatory system.

	<p>5.5 Describe the structure of the veins</p> <p>5.6 Explain the following:</p> <ul style="list-style-type: none"> - Anatomises and collateral circulation - Growth of blood vessels - Vital line and placental circulation - General development of the heart and vessels - Circulation <p>5.7 Describe the anatomy of the heart under the following:-</p> <ul style="list-style-type: none"> - General configuration of the heart - Interior of the heart - Tissues of the heart - Heart chambers and their functions <p>5.8 Describe the blood movement through the heart</p> <p>5.9 Describe tissues of the heart, heart chambers and functions</p> <p>5.10 Describe the blood under the following:-</p> <ul style="list-style-type: none"> - Blood vessels - Aorta - Descending thoracic aorta <p>5.11 Identify the position of the following veins in the body:</p> <ul style="list-style-type: none"> - Veins of the neck and head - Veins of the upperlimb - Superior vena cava and its drawing area - Veins of the lower limbs - Inferior vena-cava and its drainage areas - Portal veins and its tributaries. <p>5.12 Dissect a small mammal and draw the circulatory system and cross sections of the heart.</p>	<p>circulatory system of small mammal including cross section of the heart.</p>	
General Objective: 6.0: Know the body lymphatic system			
13	<p>6.1 Explain body lymph and its functions</p> <p>6.2 Describe lymphatic system</p> <p>6.3 Describe the following:</p> <ul style="list-style-type: none"> - Lymphatic vessels; - Lymph nodes disposition, structure and relation to lymph vessels; - Main collecting lymphatic channels 	<p>Use picture or model</p>	<p>Pricture models</p>
General Objective: 7.0: Know the respiratory system			

14 – 15	<p>7.1 Describe the respiratory system</p> <p>7.2 Explain respiration</p> <p>7.3 Explain cellular respiration</p> <p>7.4 Describe the human respiration system:</p> <ul style="list-style-type: none"> - The respiratory passage (structure and functions of the nose) - Nasal cavity - Nasal pharynx - Larynx - Trachea and bronchi - Mediasternum - Lungs/lung tissues/alveoli <p>7.5 Describe types of respiration i.e. external and internal respiration,</p> <ul style="list-style-type: none"> - Gasses exchange and - Explain gas exchange and utilization in and between the blood and the tissue cells. 	Supervise students dissect small mammal and draw circulatory system.	Dissecting set
	7.6 Draw from dissection, the respiratory system of a small mammal.		

YEAR II SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOMA]				
COURSE: DISEASE CLASSIFICATION AND CLINICAL CODING HEALTH RECORDS MANAGEMENT II				
CODE: HIM 212				
DURATION (Hours/Week)	Lecturer: 2	Tutorial: 0	Practicals: 2	Total: 2
UNITS: 2.0				
GOAL: This course is designed to enable the diplomats analyse health data using ICD 9 or 10 along the mortality and morbidity parameters.				
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:				
<ol style="list-style-type: none">1. Know disease classification.2. Know coding convention in disease classification.3. Know classification of death.4. Know coding of diseases.				

PROGRAMME: NATIONAL DIPLOMA IN HEALTH INFORMATION MANAGEMENT II			
COURSE: Disease Classification and Clinical Coding		Course Code: HIM 212	Contact Hour: 2-0-0
Course Goal:			
WEEK	General Objective: This course is designed to enable the diplomate analyse health data using ICD 9 or 10 along the mortality and morbidity parameters.		
	Special Learning Objective	Teachers Activities	Resources
	General Objective: 1.0: Know disease classification		
1 – 8	<p>1.1 Explain the following:</p> <ul style="list-style-type: none"> - Classification and nomenclature of diseases - History of classification and nomenclature of diseases - Compare and contrast classification and nomenclatures of diseases <p>1.2 Explain the general principles of:</p> <ul style="list-style-type: none"> - Classification and nomenclatures of diseases <p>1.3 List the criteria for disease classification in health care delivery system.</p> <p>1.4 Explain the following classifications:</p> <ul style="list-style-type: none"> - International classification of diseases injuries and causes of death (ICD) - Standard nomenclature of diseases and operations of the American Medical Association - Systematized nomenclature o diseases in medicine - International classification of health problems in primary health care - International classification of diseases 9th revision, clinical modification ICD 9 – CM - International classification of impairments, disabilities and handicaps - International classification of diseases for oncology ICD-O 	Show examples of classifications	Samples of classifications

General Objective: 2.0: Know coding convention in disease classification.			
9	<p>2.1 Describe the structure of the ICD-9 (volumes I and II) and ICD – 10 (volumes I, II and III)</p> <ul style="list-style-type: none"> - General principles and historical review <p>2.2 Explain coding conventions and their uses in diseases classification</p> <p>2.3 Explain dual classification of certain diagnostic statements</p> <p>2.4 Explain the numbering system (3rd 4, and 5th digit system. ICD-9, Alphanumeric – eric coding ICD-10)</p> <ul style="list-style-type: none"> - List 21 chapters of ICD-10 <p>2.5 Describe the tabular list of ICD-9</p> <p>2.6 Explain the numbering system (3rd 4th and 5th digit system, ICD-9, Alphanumeric coding ICD-10)</p> <ul style="list-style-type: none"> - Other practical points on the use of ICD <p>2.7 Explain the structure of ICD-9 (list of three and four</p> <ul style="list-style-type: none"> - Digit categories - List of the twenty – one chapters of the ICD-10 <p>2.8 Explain special tabular list of the ICD-9</p> <p>2.9 Explain the structure of each chapter vis-avis:</p> <ul style="list-style-type: none"> - Description of the purpose of each chapter and supplementary classification ICD-9 - Description of the purpose of each chapter of the ICD-10 21 chapters. 	Show various codes	Codes
General Objective: 3.0: Know classification od death			
9	<p>3.1 Define/list the causes of death; predisposing cause of death; medical certificate of cause of death and</p> <p>3.2 Describe the rules for classification of diseases/death as recommended by the World Health Organization</p>	Show examples of medical certificates of death	Dealth cerificates
General Objective: 4.0:			
10 = 14	<p>4.1 Describe the procedure for coding and coding of diseases</p> <p>4.2 Define coding and the aims and objectives of coding of diseases</p> <p>4.3 Describe coding procedure and the coding tools</p> <p>4.4 Explain the ICD coding system</p> <p>4.5 Explain the coding system of other classification systems</p> <p>4.6 Record code(s) onto statistical abstract (summary sheet) of</p>	Supervise students record codes onto statistical abstract.	Various codes

	records 4.7 Explain solutions to common problems with coding (i) Out-patient notes (ii) In-patient records 4.8 Determine the sections of patients folder (records) to analyse for diagnostic procedures 4.9 Determine how many diseases/procedures to be coded 4.10 Explain the preparations of discharge summary of discharged patients.		
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YEAR II SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOMA]				
COURSE: FUNDAMENTALS OF MEDICAL PRACTICE II				
CODE: HIM 221				
DURATION (Hours/Week)	Lecturer: 2	Tutorial: 0	Practicals: 2	Total: 2
UNITS: 2.0				
GOAL: This course is designed to enable students gain some fundamental knowledge of medical science..				
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:				
<ol style="list-style-type: none">1. Explain disturbance in blood flow2. Explain pigmentation and other related disorders3. Know problems of hereditary in man4. Know Nutritional Disorders and Diseases				

YEAR II - SEMESTER II

PROGRAMME: NATIONAL DIPLOMA IN HEALTH INFORMATION MANAGEMENT II			
COURSE: Fundamentals of Medical Practice II		Course Code: HIM 221	Contact Hours: 2-0-0
Course Specification:			
WEEK	General Objective: 1.0: Explain disturbance in blood flow		
	Special Learning Objective	Teachers Activities	Resources
1 – 5	1.1 Explain reduction in blood flow (micro circulation) 1.2 Explain the causes of micro circulation 1.3 Explain the following: <ul style="list-style-type: none"> - Haemorrhage; chronic haemorrhage - Structural vascular diseases; - Occlusive vascular disease, embolism; and thrombosis - Arterio sclerotic obstruction - Results of disturbances in blood flow 	Show preserved specimen or slides	Preserved specimen slides
General Objective: 2.0: Explain pigmentation and other related disorders			
6 - 10	2.1 Explain pigmentation disorders <ul style="list-style-type: none"> - Skin pigmentation - Melanin - Melanin in Addisons disease - Chloasma - Pigmentation derived from haemoglobin - Bile pigment - Iron pigment - Haemochromatosis - Malaria pigmentation - Aged patient (lipofusin) - Exogenous pigmentation - Inhaled compounds - Ingested compounds 2.2 Describe the clinical manifestation of the disorders in 2.1 above 2.3 List possible solutions to the disorders in 2.1 above	Show pictures of physical manifestations of pigmentation disorders.	
General Objective: 3.0: Know problems of hereditary in man			
	3.1 Explain heredity; hereditary	Show pictures of	Pictures

	3.2 Explain the genetic basis of hereditary 3.3 List known hereditary diseases 3.4 Explain ways of managing hereditary diseases	heredity disease victims	
	General Objective: 4.0: Know Nutritional disorders and diseases		
11 – 13	4.1 List diseases of nutritional deficiency 4.2 Describe the clinical manifestations of the diseases in 4.1 above 4.3 Explain causes of the disease in 4.1 above 4.4 Explain: - Control of malnutrition - Nutritional surveillance - Nutrition education - Importance of good nutrition to health	Show pictures of the physical manifestations of nutritional disorders.	Pictures

YEAR II SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOMA]			
COURSE: BEHAVIOIRAL SCIENCE			
CODE: HIM 222			
DURATION (Hours/Week) Lecturer: 1	Tutorial: 0	Practicals: 0	Total: 1
UNITS: 1.0			
GOAL: This course is designed to enable the diplomate understand some aspects of human bahaviour due to health conditions.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
<ol style="list-style-type: none">1. Understand health and psychology2. Understand terms used in psychology3. Know the concept of motivation stress and emotion4.5. Understand the concept of primary group			

PROGRAMME: NATIONAL DIPLOMA IN HEALTH INFORMATION MANAGEMENT II			
COURSE: Behavioural Science		Course Code: HIM 222	Contact Hours: 1-0-0
Course Specification:			
WEEK	General Objective: 1.0: Understand health and psychology		
	Special Learning Objective:	Teachers Activities	Resources
1 – 2	1.1 Outline the scope of health psychology 1.2 Describe the following:- <ul style="list-style-type: none"> - the medical mode of abnormal behaviour - Historical approaches to abnormal behaviour - The medical mode of psychiatric behaviour 	List examples of 2.1	
General Objective: 2.0: Understand terms used in psychology			
2 – 4	2.1 Explain the alternatives to the medical model of psychology 2.2 Explain the following terms:- <ul style="list-style-type: none"> - Psychodynamics - Psychoanalysis - Behavioural therapy - Humanistis and existentialists therapies - Cognitive therapies - Other therapies in psychiatry e.g. group therapy 	Demonstrate some of the therapies in 2.2	
General Objective: 3.0: Know the concept of motivation stress and emotion			
5 – 8	3.1 Define motivation 3.2 List types of motivation 3.3 Define emotion 3.4 List types of emotion 3.5 Explain the concept of motivation and emotion 3.6 Describe motivation process 3.7 Explain the term “stress” 3.8 List types of stress and their causes 3.9 Describe methods of coping with stress (coping strategies that work) <ul style="list-style-type: none"> - Cognitive therapies, physical therapies, social therapies - Other therapies. 	Desmonstrate some of the therapies in 3.9	
General Objective: 4.0:			

9 - 12	<p>4.1 Describe some psychological aspects of major health problems such as:-</p> <ul style="list-style-type: none"> - Coronary heart related diseases - Cancer - Smoking and quitting smoking (i.e. withdrawal symptoms) - Psychological factors that are related to any physical illness - Hypertension - Infertility <p>4.2 Describe signs of psychological reaction to illness by patients</p> <p>4.3 Explain:</p> <ul style="list-style-type: none"> - Physician – patient communication/relationship during consultation - Complying with physician’s orders 	Describe common examples	
General Objective: 5.0: Understand the concept of primary group.			
13	<p>5.1 Explain the concept of Primary Group</p> <p>5.2 Explain the following:</p> <ul style="list-style-type: none"> - Nature of the primary group - Case studies of primary group - Emergence, growth and dissolution of primary group - Social functions of primary group 		

YEAR II SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT [NATIONAL DIPLOMA]				
COURSE: HEALTH PLANNING AND ADMINISTRATION II				
CODE: HIM 223				
DURATION (Hours/Week)	Lecturer: 1	Tutorial: 0	Practicals: 0	Total: 1
UNITS: 1.0				
GOAL: This course is designed to provide the diplomate with further knowledge of health planning and administration.				
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:				
<ol style="list-style-type: none">1. Understand health planning and administration2. Understand decision making processes3. Know the use of models in administration4. Know the concept of programming in administration5. Know the concept of management and planning6. Know the concept of organization7. Understand appraisal, wages and training in management				

	3.4 Explain the role of model in health planning and administration		
General Objective : 4.0: Know the concept of programming in administration			
6 – 8	4.1 Explain programming in planning and administration 4.2 Define linear programming 4.3 Outline the history of linear programming 4.4 List the advantages and disadvantages of linear programming 4.5 Identify non-linear and dynamic programming.		
General Objective: 5.0: Know the concept of management and planning			
6 – 11	5.1 Define management 5.2 Illustrate need for efficient management in health records practice 5.3 List the role of a manager in an organization 5.4 Identify the following management schools:- - Theories the early influence - The scientific management school - The administrative management schools - The behavioural school - Group dynamics in work-groups 5.5 Define:- - Planning - Organising - Stating etc. - Planning process 5.6 Identify the purpose of planning 5.7 Identify the major dimensions of planning 5.8 List the characteristics of a good plan	Give good and common examples of good plan	
General Objective: 6.0: Know the concept of organization			
12 - 13	6.1 Define effective organizing 6.2 List the principles of good organization 6.3 Define effective organizing 6.4 Define staffing 6.5 List the principles of good management of human resources 6.6 Explain the importance of good staffing		

	6.7 List the fundamentals of human resource planning 6.8 Identify the guiding staffing laws and regulations 6.9 Describe the process of recruitment, selection and placement		
	General Objective: 7.0:		
14 – 15	7.1 Define wages and salaries 7.2 List the determinants of salary 7.3 Define performance appraisal 7.4 Illustrate a typical performance appraisal format 7.5 Define training 7.6 Define education 7.7 Define promotion 7.8 Identify the determinants of promotion – transfer/suspension/termination/dismissal 7.9 Explain the importance of organizational structure 7.10 Draw a typical organizational charts/manual	Supervise students sketch organizational charts	Organizational charts

YEAR II SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT [VATIONAL DIPLOMA]			
COURSE: HOSPITAL STATISTICS			
CODE: HIM 224			
DURATION (Hours/Week)	Lecturer: 1	Tutorial: 0	Practicals: 0
			Total: 1
UNITS: 1.0			
GOAL: This course is designed to enable the student understand some elements of hospital statistic.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
<ol style="list-style-type: none"> 1. Understand Health/Hospital Statistics 2. Know type of hospital admission 3. Know process of obtaining hospital statistical data 4. Understand terms used for reporting hospital activities. 5. Know how to compute percentage and rates 6. Understand events and other units of measure 7. Know reporting requirements for obstetrics and perinatal care 8. Know discharge analysis of hospital services 9. Know the role of health records assessments in data generation and presentation. 			

PROGRAMME: HEALTH INFORMATION MANAGEMENT IV			
COURSE: Hospital Statistics		Course Code: HIM 224	Contact Hours 1-0-0 (Lecture/Practicals)
Course Specification:			
WEEK	General Objectives: 1.0 Understand Health/Hospital Statistics		
	Special Learning Objectives	Teachers Activities	Resources
1	1.1 Define hospital statistics 1.2 Outline the history of hospital statistics. 1.3 List components of hospital statistics.	Use chart to display components	
General Objective: 2.0 Know types of hospital admission			
2	Define admission. 2.1 Explain types of Admission. 2.2 Define the following:- - Inpatient - Outpatient - Emergency/casualty patient - Ambulatory patient. - Date patient - Infant - Nesuate - Foetal - Cot/bassinets/crips - Discharges - Death - Fertility, morbidity, mortality, etc. - Bed days - Bed count/Bed complement, etc.	- do -	- do -
General Objective: 3.0 Know process of obtaining hospital statistical data			
3	3.1 Define Daily Bed state. 3.2 Design Bed state format. 3.3 Explain procedures for administering Bed state. 3.4 Explain the uses of daily bed state.	Co-ordinate students to collect and analyze data on daily be space,etc.	Data
General Objective: 4.0 Understand terms used for reporting hospital activities.			

4	<p>4.1 Define and explain:</p> <ul style="list-style-type: none"> - Bed complement. - Occupied Bed Days - Vacant Bed Days - Through put - Turnover Interval - Average length of stay. 	Direct students to compute various percentages and rates such as for fertility, morbidity, mortality, etc.	Date from field trip
General Objectives: 5.0 Know how to compute percentages and rates.			
5	<p>5.1 Define Rates.</p> <p>5.2 List various rates e.g. fertility, morbidity, mortality, etc.</p> <p>5.3 Explain uses of rates.</p> <p>5.4 Define percentage occupancy.</p> <p>5.5 Explain uses of percentage occupancy.</p> <p>5.6 Explain uses of the following: ratios, proportions, averages, etc.</p>	- do -	- do -
General Objectives: 6.0 Understand events and other units of measure.			
6	<p>6.1 Define Events.</p> <p>6.2 Lists various types of events e.g. Treatment, counseling, advises, operation, ancillary cure, etc.</p> <p>6.3 Explain episode of care.</p> <p>6.4 Explain types of transfer e.g. intra, inter, etc.</p>	- do -	- do -
General Objectives: 7.0 Know reporting requirements for obstetrics and perinatal care.			
7 - 9	<p>7.1 Define the following:</p> <ul style="list-style-type: none"> - Hospital live birth. - Livesborn Infant - Foetal death, abortion, stillborn infant. - Hospital foetal Death. <p>7.2 Explain various types of obstetrics and perinatal deaths e.g. maternal death, neonatal, perinatal abortion, pregnancy termination and infant deaths.</p> <p>7.3 Explain uses of obstetrics and perinatal data.</p>	- do -	- do -
General Objectives 8.0 Know discharge analysis of hospital services			

10 - 12	8.1 Define discharge analysis daily. 8.2 List types of discharge analysis e.g. weekly, monthly annually, etc. 8.3 Outline the contents of discharge analysis. 8.4 Present reports of hospital activities accordingly to specialties e.g. various clinical departments, and services. 8.5 Explain uses of discharge analysis.	Students to present individual reports on hospital activities	Reports
General Objectives: 9.0 Know the role of health records assessments in data generation and presentation.			
13 - 15	9.1 Define hospital data. 9.2 List essentials of hospital data. 9.3 Outline process of hospital data presentation. 9.4 Explain specific role of health records assistance.	Show examples of hospital data	Hospital data

HIGHER NATIONAL DIPLOMA

1.0 PROGRAMME NOMENCLATURE

Higher National Diploma in Health Information Management.

2.0 GOAL

A. This programme is designed to provide the diplomates with the knowledge and skill to plan, organize, collate, monitor, disseminate and manage vital information required at the local state and national levels in order to ensure effective and comprehensive national health care delivery.

B. OBJECTIVES OF THE PROGRAMME

A diplomate of the programme should be able to:

- i. Plan and organize health information services in a health care delivery system.
- ii. Organise and manage health records in a health/medical establishment.
- iii. Coordinate the collection, storage, retrieval and preservation of health information.
- iv. Collate, analyse, interpret and present health statistical data.
- v. Provide advice on health planning based on analysis of health data.
- vi. Provide professional advice on legal aspects of health information
- vii. Design, standardize and control health records forms.
- viii. Organise health information/education campaigns.

3.0 LEVELS OF PROGRAMME

The programme level is Higher National Diploma.

4.0 DURATION

The duration of the programme shall be two academic sessions of four semesters. This includes supervised work experience (on SIWES).

5.0 ENTRY REQUIREMENT

Applicants with the following qualifications may be considered for admission into the Higher national Diploma programmes in Health Information Management.

- i The Minimum entry requirement for the ND in health information management programme.
- ii National Diploma certificate in H.I.M. with a minimum of lower credit – 2.50.
- iii Evidence of completion of one year relevant work experience in a reputable health institution.

NOTE: Candidates with a pass (GPA of 2.00 – 2.49) at the ND level should have two or more years post ND cognate work experience to qualify for admission into HND programme.

6.0 PROGRAMME STRUCTURE

The Higher National diploma Programme is structured to last for two years (four semesters).

7.0 CURRICULUM

The curriculum of all ND and HND Programme consist of five main components. These are:

- i. General Studies/Education
- ii. Basic/Foundation courses.
- iii. Professional/specialized courses.
- iv. Electives.
- v. Supervised industrial work experience scheme (SIWES).

8.0 CERTIFICATION

A graduand of this programme will be awarded HND in Health Information Management.

9.0 CONDITIONS FOR THE AWARD OF HND CERTIFICATE

Institutions offering accredited programmes will award the Higher National Diploma to candidates who successfully completed the programme after passing the prescribed course work examinations, projects, SIWES and attendance.

HEALTH INFORMATION MANAGEMENT
HIGHER NATIONAL DIPLOMA

HND YEAR I SEMESTER I

COURSE CODE	COURSE TITLE	L	T	P	CU	CH	PREREQUISITE
EHT 324	Public Health Economics	1	0	0	1	1	
STA 314	Operations Research I	3	1	0	4	4	
EHT 225	Public Health Laws I	1	0	0	1	1	
COM 311	Operating System I	1	0	2	2	1	
HIM 311	Anatomy and Physiology I(internal organs and systems)	2	0	0	2	2	
HIM 312	Health Records Management III	2	0	0	2	2	
HIM 313	Disease Classification and Clinical Coding I	1	0	0	1	1	
HIM 314	Health Planning and Management III	1	0	0	2	2	
HIM 315	Drugs and body System	2	0	0	2	2	
GNS 302	Communications in English III	2	0	0	2	2	
					21	225	

HND YEAR I SEMESTER II

COURSE CODE	COURSE TITLE	L	T	P	CU	CH	PREREQUISITE
STA 322	Sampling techniques II	2	0	2	3	4	
STA 325	Biometrics	2	1	0	3	3	
COM 321	Operating system II	2	0	3	3	5	
STB 211	Microbiology	2	0	3	3	5	
NUD 322	Clinical diseases and diet therapy	2	0	0	2	2	
PHN 324	Outreach services and referral practice	2	0	3	3	5	
PAD 419	Public Personnel Management	2	0	0	2	2	
GNS 322	Population, resources and environment	2	0	0	2	2	
GNS 411	Introduction to Psychology	3	0	0	3	3	
					22.0	405	

HND YEAR I I SEMESTER I

COURSE CODE	COURSE TITLE	L	T	P	CU	CH	PREREQUISITE
STA 323	Design and analysis of experiments II	2	1	2	4	5	
STA 412	Sampling Techniques III	2	0	2	3	4	
STA 416	Medical statistics	1	1	0	2	2	
COM 411	Operating research	1	0	2	2	3	
EHT 223	Occupational Health and Safety I	2	0	0	2	2	
HIM 411	Anatomy and Physiology II(nervous and reproductive system)	2	0	1	2	3	
HIM 412	Health Planning and Management IV	1	0	0	2	2	
GNS 401	Communication in English II	1	0	0	2	2	
					19	360	

HND YEAR I I SEMESTER II

COURSE CODE	COURSE TITLE	L	T	P	CU	CH	PREREQUISITE
STA 411	Operating research	2	0	2	3	4	
COM 421	Numerical Methods		0	0			
NUD 435	Research Methodology	1	0	0	1	1	
EHT 421	Occupational Health and Safety II	3	0	0	3	3	
HIM 421	Disease Classification and Clinical Coding II	2	0	0	2	2	
HIM 422	Seminar	1	0	0	1	1	
HIM 423	Project	0	0	0	6	0	
GNS 402	Literary appreciation and Oral composition	2	0	0	2	32	
					180	195	

YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [HIGHER NATIONAL DIPLOMA]			
COURSE: ANATOMY AND PHYSIOLOGY I (Internal Organ and Systems)			
CODE: HIM 311			
DURATION (Hours/Week) Lecturer: 21	Tutorial: 0	Practicals: 0	Total: 2
UNITS: 1.0			
GOAL: This course is designed to enable the diplomate know internal organs and systems.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
<ol style="list-style-type: none">1. Know the functions of the Internal Organs of man2. Know the structure of the abdomen3. Know the urinary system4. Know the structure of the skin5. Know the endocrine system6. Know hormones and their actions			

YEAR I SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT			
COURSE: ANATOMY AND PHYSIOLOGY I		Course Code: HIM 311	Contact Hours 2-0-0
Course Specification:			
WEEK	General Objectives: 1.0 the functions of the Internal Organs of man.		
	Special Learning Objectives	Teachers Activities	Resources
1 – 4	<p>General Objectives: 1.0</p> <p>1.1 Define digestive system</p> <p>1.2 Describe the structure of digestive system i.e. Alimentary canal i.e. mouth, Oesophogus, stomach, intestines, anus.</p> <p>1.3 Identify the enzymes present in the digestive system.</p> <p>1.4 Explain the process of digestion and absorption of foods fats, proteins and carbohydrates in the intestine.</p> <p>1.5 List the basic principles of gastro-intestinal absorption.</p> <p>1.6 Explain nutrition to the body metabolism.</p> <p>1.7 Explain basic metabolic rate, diet and calorific values.</p> <p>1.8 List gastrointestinal disorder e.g. disorders of swallowing and of the oesophogas, disorders of the stomach e.g. peptic ulcer, etc.</p> <p>1.9 List the disorders of the small and large intestine e.g. diarrhea, constipation, etc.</p> <p>1.10 List the general disorders of the gastrointestinal tract i.e. vomiting nausea,.</p>	<p>Use model to identify various parts of the digestive system for the students.</p> <p>Locate areas of possible disorder.</p>	<p>Chart/Picture simulators and models,</p> <p>Chart/models posters</p>
General Objectives: 2.0 Know the structure of the abdomens			
5	<p>2.1 Describe the abdominal and pelvic.</p> <p>2.2 Describe the structure of the abdomen i.e. peritoneum, stomach and intestine.</p> <p>2.3 Describe the structure and functions of the liver and pancreas.</p>	<p>Use model or preserved specimen to locate the various parts of the stomach.</p>	<p>Models</p>
General Objectives: 3.0 Know the urinary system			
6	<p>3.1 Define the urinary system.</p> <p>3.2 Describe the general disposition of the organs of excretion e.g. kidneys, urethras, urinary bladder.</p> <p>3.3 Describe process of excretion by the urinary system.</p>	<p>Use model to identify parts and explain functioning of the urinary system.</p>	<p>Models.</p>

	General Objectives: 4.0 Know the structure of the skin		
8	4.1 Describe the structure of the skin. 4.2 List the functions of the skin. 4.3 Explain the process of absorption on the skin. 4.4 Explain excretion through the skin.	Identify the various parts of the skin using models.	Models
	General Objectives: 5.0 Know the endocrine system.		
9	5.1 Explain the endocrine system structure. 5.2 Describe the structure of the endocrine system with emphasis on pituitary gland, pineal body, thymus, parathyroid glands etc. 5.3 Explain the function of the endocrine system.	Guide students to locate the glands on a model	Models
	General Objectives: 6.0 Know hormones and their actions		
10	6.1 Define hormones 6.2 List some hormones in the body system e.g. growth hormones, thyrotrophins, cortico-throphic hormones. 6.3 Describe the structure of endocrine gland. 6.4 List the hormones that act on the endocrine glands	Guide students to locate hormones on a model	Models

YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [HIGHER NATIONAL DIPLOMA]			
COURSE: HEALTH RECORDS MANAGEMENT III			
CODE: HIM 312			
DURATION (Hours/Week) Lecturer: 2	Tutorial: 0	Practicals: 0	Total: 2
UNITS: 1.0			
GOAL: This course is designed to enable the diplomate design and manage health record forms.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
1. Know the principles and techniques of forms design management.			
2.			
3. Know the legal aspects of hospital administration			

YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT III			
COURSE: HEALTH RECORDS MANAGEMENT III		Course Code: HIM 312	Contact Hours 2-0-0
Course Specification:			
WEEK	General Objectives: Know the principles and techniques of forms design management.		
	Special Learning Objectives	Teachers Activities	Resources
1 – 3	1.1 Identify various forms for health records e.g. admissions, disgnostics, discharge etc. 1.2 Explain the various components of the forms in 1.1 above. 1.3 Identify the vital information for a health records form 1.4 Design various health records forms. 1.5 Outline current trends in health care delivery. 1.6 Explain the effects of the trends in 2.1 above on health records practice. 1.7 Explain health insurance programme. 1.8 Explain the purpose of health insurance scheme and its effects on health records practice.	Explain to students various forms used for health records. Supervise students design forms	Edicts/laws establishing
4 – 7	General Objectives: 2.0 2.1 Explain medical care evaluation? 2.2 Identify the various forms of evaluation in health care management. 2.3 State the purpose of medical care evaluation. 2.4 Describe the role of health information manager in medical care evaluation. 2.5 Enumerate the implications of a care evaluation on patient health. 2.6 Identify the resources for medical	Supervise students evaluate medical care in a hospital/clinic in the health centre.	Charts

	<p>care evaluation.</p> <p>2.7 Differentiate between elements which are essential for medical care evaluation.</p> <p>2.8 Define quality Assurance.</p> <p>2.9 Determine the type of staff required for the implementation of quality assurance in any required services.</p> <p>2.10 Describe the role of health information officer under the programme in 2.5 above.</p> <p>2.11 Explain the implementation of the medical care evaluation and quality assurance programmes.</p> <p>2.12 Explain the role of the health records office in health care evaluation and quality assurance.</p>		
General Objectives: 3.0 Know the legal aspects of hospital administration			
8 – 12.	<p>3.1 Determine the legal aspects of hospital administration as follows:-</p> <ul style="list-style-type: none"> - Definition of hospital - Classification of hospitals - Management Board of Hospitals - Hospital by – laws - Legal trends affecting Hospital Administration <p>3.2 Explain laws that affects Hospital patient relationship</p>	Supervise students evaluate medical care in a hospital/clinic in the health centre.	Charts
	<p>3.3 Describe patient’s record as a legal document in the following areas:</p> <ul style="list-style-type: none"> - Property rights and ownership - Custodian of the record - Responsibility of Hospital management 	Supervise students evaluate medical care in a hospital/clinic in the health centre.	Charts

	<ul style="list-style-type: none"> - Authorizations, signatories, correction, ensures and validity - Problem of incomplete health records - Time – limit for completing records - Removal of records from hospital - Discharge summaries 		
	<p>3.4 List the legal requirements of a Health Information system</p> <p>3.6 Identify the limitations of a health information system</p>		Samples of various patient Health record (open and secret record)

YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [HIGHER NATIONAL DIPLOMA]			
COURSE: DISEASE CLASSIFICATION AND CLINICAL CODING I			
CODE: HIM 313			
DURATION (Hours/Week)	Lecturer: 1	Tutorial: 0	Practicals: 0
			Total: 1
UNITS: 1.0			
GOAL: This course is designed to enable diplomate code surgical operations.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
<ol style="list-style-type: none"> 1. Know how to code surgical operations 2. Know Indexing 3. Know the coding and indexing of disease and surgical procedure. 			

PROGRAMME: HEALTH INFORMATION MANAGEMENT		
COURSE: DISEASE CLASSIFICATION AND CLINICAL CODING II	Course Code: HIM 313	Contact Hours: 1-0-0
Course Specification:		
WEEK	General Objectives:	

	Special Learning Objectives	Teachers Activities	Resources
1-5	1.1 Explain Coding. 1.2 Explain coding procedure. 1.3 Describe the procedures involved in surgical operations (major and minor). 1.4 Describe the structure of the surgical operation index. 1.5 Explain the modus operandi of the KD-9 CM vol. 3 (procedure class) and ICD-10 vol.3 1.6 Describe the procedures for coding surgical operations and other procedures. 1.7 Illustrate the similarities and differences between ICD-9 CM OPCS and ICD 10 vol. 3 1.8 List out the tools needed for coding surgical operations.	Direct students to code some surgical operations.	Operation index card. Patient casenote ICD-9; OPCS (Vol. 1 – 3) ICD-10 Vol.1 -3 ICDCM; ICDO.
General Objectives: 2.0 Know Indexing			
6-10	2.1 Define Indexing 2.2 Describe the purpose of indexing. 2.3 Explain the uses of disease and operation index. 2.4 List the information required for indexing cards. 2.5 Describe indexing system i.e. manual indexing, automated/mechanical indexing and computerization. 2.6 Describe the organization of indexing system i.e. design of index cards, storage, maintenance retention. 2.7 Explain simple and cross indexing system. 2.8 Describe multiple card system. 2.9 Enumerate the various ways of monitoring discharged patients records.	Supervise students index cases.	Index cabinet Index Cards Computers.
General Objectives: 3.0 Know the coding and indexing of disease and surgical procedure..			
11-15	3.1 Code diseases and surgical procedures. 3.2 Abstract and index the following: i] Diseases and surgical procedures.	Supervise students index and code diseases and surgical procedures.	Index cards index cabinets computers.

	<ul style="list-style-type: none">ii] External causes of injuries (Encode).iii] Factor influencing health status and contact with health services (V.code)iv] Morphology and neoplaim.		
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YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [HIGHER NATIONAL DIPLOMA]			
COURSE: HEALTH PLANNING AND MANAGEMENT III			
CODE: HIM 314			
DURATION (Hours/Week) Lecturer: 1	Tutorial: 0	Practicals: 0	Total: 1
UNITS: 1.0			
GOAL: This course is designed to enable students understand and apply the techniques of management to health.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
<ol style="list-style-type: none">1. Understand Management2. Know role of manpower in health management3. Know process of recruitment of health manpower4. Know training in manpower management5. Know techniques of performance appraisal			

YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT			
COURSE: Health Planning and Management III		Course Code: HIM 314	Contact Hours 1-0-0
Course Specification:			
WEEK	General Objectives:	Teachers Activities	Resources
	Special Learning Objectives: 1.0 Understand Management		
1 – 3	1.1 Define management 1.2 List the various approaches to management i.e. classical approach, behavioural and system approaches. 1.3 Explain the role of manager in health establishment. 1.4 Explain the relationship between a health information officer and manager in an economy.	Explain with sketches and diagrams	Sketches and diagram
	General Objectives: 2.0 Know role of manpower in health management.		
4 – 6	2.1 Explain the benefits of a stable work force with particular reference to labour turnover, manpower law, society and business. 2.2 Explain manpower planning in relation to manpower supply (internal and external). 2.3 State problems and prospects of personnel management	Explain with sketches and diagrams	Sketches and diagram
	General Objectives: 4.0 Know process of recruitment of health manpower.		
7 - 9	3.1 Define recruitment. 3.2 Describe the processes involved in employing new staff into an organization. 3.3 List out the various media of recruitment and explain the cost implication of each medium. 3.4 Describe the steps involved in personnel	Explain with sketches and diagrams	Sketches and diagram

	<p>selection i.e. application forms and letters, setting up a short listing selection procedures, medical check, reports, letters from referees.</p> <p>3.5 Describe employee interview procedures i.e. questioning technique and Evaluating information.</p> <p>3.6 Define employment.</p> <p>3.7 Illustrate the various types of employment tests i.e. written, oral panel etc.</p>		
General Objectives: 4.0 Know training in manpower management.			
10 – 13	<p>4.1 Define training.</p> <p>4.2 Determining the training needs in a health organization.</p> <p>4.3 List the various types of training. i.e. job training, induction, apprenticeship, circuit training, etc.</p> <p>4.4 Describe the relationship between employee training and development.</p> <p>4.5 Describe the significance of employee training and development in a purely bureaucratic organization.</p> <p>4.6 Explaining significance of employee motivation within an organization.</p>	Guide students to determine training needs of a medical centre.	Visit to medical centre
General Objectives: 5.0 Know techniques of performance appraisal			
14 - 15	<p>5.1 Define performance appraisal.</p> <p>5.2 Describe appraisal techniques and state the role of a line manager.</p> <p>5.3 List the uses of performance appraisal documents.</p> <p>5.4 List the factors for effective performance appraisal in an enterprise.</p>	Guide students to carry out performance appraisal.	Visit to medical centre

YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [HIGHER NATIONAL DIPLOMA]			
COURSE: DRUGS AND BODY SYSTEM			
CODE: HIM 315			
DURATION (Hours/Week) Lecturer: 2	Tutorial: 0	Practicals: 0	Total: 1
UNITS: 1.0			
GOAL: This course is designed to enable the student know the effects of drugs on the body system.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
<ol style="list-style-type: none">1. Know the definition of drugs and classification of drugs.2. Know drug of the central nervous system.3. Know drugs of the respiratory system.4. Know drugs of the gastrointestinal system.5. Know drugs of the renal system.6. Know drugs of the reproductive system.			

YEAR I SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT			
COURSE: DRUGS AND BODY SYSTEMS		Course Code: HIM 315	Contact Hours 2-0-0
Course Specification:			
WEEK	General Objectives: 1.0 This course is designed to enable the student know the effects of drugs on the body systems.		
	Special Learning Objectives	Teachers Activities	Resources
1 – 2	1.1 Define drugs. 1.2 List classes of drugs. 1.3 State the purposes for drug usage. 1.4 Describe the procedure/principles for serving drugs. 1.5 Explain the general absorption/excretion of drugs in the body	Show students utensils for serving drugs.	Models, drug samples
	General Objectives: 2.0 Know drug of the central nervous system.		
3 – 4	2.1 Describe the structure of the central nervous system. 2.2 Identify some drugs that act on the central nervous system. 2.3 Classify drugs of the central nervous system i.e. monoamine, tricycles drugs, psychosomatic drugs, oxiainhibitors, the tranquilizing drugs etc. 2.4 Explain the active substances of drugs of Central Nervous system.	Show students samples of the drugs and sketches of effect on the nervous system.	“Drug samples
	General Objectives: 3.0 Know drugs of the respiratory system.		
5 - 6	3.1 Describe the structure and functioning of the respiratory system. 3.2 Identify some drugs that act on the respiratory center e.g. respiratory depressants, and stimulants, drugs affecting acid – base balance. 3.3 Explain asthma and aerosol therapy.	Show students sample of the drugs.	Drug samples“

General Objectives: 4.0 Know drugs of the gastrointestinal system			
7 – 9	<p>4.1 Describe the gastro-intestinal system and the liver.</p> <p>4.2 List drugs that increase gastric secretion i.e. histamine.</p> <p>4.3 List examples of drugs that reduces or neutralize gastric secretions.</p> <p>4.4 Describe the effects of drugs on intestinal motility.</p> <p>4.5 Describe the relationship between drugs and intestinal bacteria.</p> <p>4.6 Identify some of the drugs that act on the pancreas and liver.</p>	Show students samples of the drugs and areas of action on a model of the intestine	Drugs samples
General Objectives: 5.0 Know drugs of the renal system.			
10 – 12	<p>5.1 Describe the structure of the renal system.</p> <p>5.2 Describe the effects of drugs on renal functions.</p> <p>5.3 List examples of drugs that act on the renal circulation i.e osmotic drugs, acidifying drugs.</p> <p>5.4 Explain the functions of the bladder.</p> <p>5.5 List examples of drug that influences the bladder activities.</p>	Show students samples of the drugs and areas of action on a model of the renal system.	Drug samples
General Objectives: 6.0 Know drugs of the reproductive system			
13 – 15	<p>6.1 Describe the reproductive system.</p> <p>6.2 Identify sex hormones i.e. gonadotrophin.</p> <p>6.3 List drugs that act on the reproductive system i.e. oestrogen and anti-oestrogens, progestagens, contraceptive drugs, etc.</p> <p>6.4 Explain effects of drugs on the foetus.</p> <p>6.5 List types of foetal conditions that arise from 12.4 above.</p>	Show students samples of drugs.	Drug samples

YEAR I1 SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [HIGHER NATIONAL DIPLOMA]			
COURSE: ANATOMY AND PHYSIOLOGY (NERVOUS AND REPRODUCTIVE SYSTEMS)			
CODE: HIM 411			
DURATION (Hours/Week) Lecturer: 2	Tutorial: 0	Practicals: 0	Total: 3
UNITS: 2.0			
GOAL: This course is designed to enable the diplomate understand Anatomy and Physiology of tis Nervous and Reproductive systems.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
1. Know the anatomy and physiology of the nervous system.			
2. Know the anatomy and physiology of the reproductive system			

PROGRAMME: HEALTH INFORMATION MANAGEMENT			
Course: ANATOMY AND PHYSIOLOGY Course Code: HIM 411 Contact Hours: 2 – 0 – 1 (NERVOUS AND REPRODUCTIVE SYSTEMS)			
Course Specification:			
WEEK	General Objectives		
	Special Learning Objectives:	Teachers Activities	Resources
	General Objectives 1.0 Know the anatomy and physiology of the nervous system		
1 - 3	<p>1.1 Describe structure functions of the Nervous system</p> <ul style="list-style-type: none"> - The brain - Nuclei of cranial nerves - Spinal column <p>1.2 explain the general structures of the central and peripheral Nervous systems e.g. Spinal nerves and peripheral nerve fibres</p> <p>1.3 Describe the anatomy of the neuron.</p> <p>1.4 Explain reflex action.</p>	<p>Describe the anatomy using model or preserved specimen.</p> <p>Grade student drawings.</p>	Models preserved specimen
4 – 5	<p>1.4 Describe the organs of the special senses e.g</p> <ul style="list-style-type: none"> - Eye - Ear - Skin <p>1.5 Describe the sensory systems of the thalamus and cortex e.g.</p> <ul style="list-style-type: none"> - Auditory system - Olfactory system - Sensory system - Motor and perimeter areas of the cortex - Discuss the anatomy of the neuron and reflex action 	<p>Describe the structures using models or preserved specimen.</p> <p>Grade students drawings.</p>	Models preserved specimen.

	General Objectives: 2.0 Know the anatomy and physiology of the reproductive system		
6 – 7	<p>2.1 Describe the reproductive and hormonal structures of the male organ.</p> <p>2.2 Identify abnormalities of male sexual function, prostate gland, spermatogenesis and male fertility.</p> <p>2.3 Describe testicular tumors and hypergonadian in male</p> <p>2.4 Describe the process of release of spermatozoa by the male</p>	<p>Describe the anatomy physiology of the female reproductive system using chart, models or preserved specimen.</p> <p>Grade students drawing.</p>	Anatomical Charts/models preserved specimen.
8 – 1	<p>2.5 describe the female physiology before pregnancy</p> <p>2.6 Describe the following anatomy:-</p> <ul style="list-style-type: none"> - The female reproductive system - Female hormonal system - Maturation of the ovum - Fertilization, transportation and implantation of the Ovum - Monthly ovarian cycle <p>2.7 Describe the functions of the following:-</p> <ul style="list-style-type: none"> - Ovaries - Oestrogen - Progesterone in Puberty, menarche and in menopause - Gonadotrophic hormones. - 	<p>Describe the anatomy physiology of the female reproductive system using chart, models or preserved specimen.</p> <p>Grade students drawing.</p>	Anatomical charts models Preserved spciment
	<p>2.8 Explain hormonal factors in the following</p> <ul style="list-style-type: none"> - Pregnancy - Labour 	<p>Describe the anatomy physiology of the female reproductive system using</p>	Anatomical charts models Preserved spciment

	- Lactation	chart, models or preserved specimen. Grade students drawing.	
	2.9 Explain genetically factors in the following <ul style="list-style-type: none"> - Congenital malformations - Sex-Linked genes mutations - Hereditary and mechanism of hereditary - Concepts of dominant and recessive genes - Darwinian concepts - Mendelian laws 		

YEAR II SEMESTER I

PROGRAMME: HEALTH INFORMATION MANAGEMENT [HIGHER NATIONAL DIPLOMA]			
COURSE: HEALTH PLANNING AND MANAGEMENT IV			
CODE: HIM 412			
DURATION (Hours/Week) Lecturer: 1	Tutorial: 0	Practicals: 0	Total: 1
UNITS: 1.0			
GOAL: This course is designed to enable students understand the theories of organizational behaviour.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
<ol style="list-style-type: none">1. Understand the Theories or Organizational Behaviour.2. Know national health policies.3. Know measurement and evaluation in management.4. Know the importance5. Know budgeting and its objectives.			

Programmes: HEALTH INFORMATION MANAGEMENT			
Course: HEALTH PLANNING AND MANAGEMENT IV		Course Code: HIM 412	Contact Hours 1- 0- 0
Course Specification:			
WEEK	General Objectives:- : UNDERSTAND THE THEORIES OF ORGANIZATIONAL BEHAVIOUR		
	Special Learning Objective	Teachers Activities	Resource
1.	1.1 Explain management principles of staffing e.g. - Appraisal of managers - Manager development - Managerial training and organization developments	Describe using sketches and organograms	Sketches and diagrams
2.	1.2 define leadership and functions of leadership 1.3 Differentiate between the various styles of leadership 1.4 Identify line and staff authority relationship	Describe using sketches and organograms	Sketches and diagrams
3	1.5 Explain the following - Power authority and influence - Principles of authority delegation - Decentralization of Authority	Use diagrams to explain relationship.	Sketches and diagrams
4	1.6 Explain committees and group decision-making 1.7 Identify reasons for using committee in an organization 1.8 List the advantages and disadvantages of committees.	Use diagrams to explain relationship.	Sketches and diagrams
5	1.9 Explain motivational factors of employee, e.g - Pay and, motivation - Job satisfaction - Employee benefits e.g bonuses. - Occupation pension schemes - Rewarding the individual	Use diagrams to explain relationship.	Sketches and diagrams Sketches and diagrams

	<p>1.10 List employee welfare provisions e.g</p> <ul style="list-style-type: none"> - Medical facilities - Eating and recreational facilities - Employee Counselling - Aid to disadvantaged group 		
General Objectives: 2.0 Know national health policies			
6	<p>2.1 Identify National Health Programmes and Research projects.</p> <p>2.2 Define health ethics</p> <ul style="list-style-type: none"> - Nature and significance of professional ethics 	Use diagrams to explain relationship.	Sketches and diagrams
7	<p>2.3 Describe the following economic aspects of health</p> <ul style="list-style-type: none"> - Resources requirements of health care delivery - Health care financing and cost recovery - Mechanism including public and quasi-public - Finance as well as private financing 	Use diagrams to explain relationship.	<p>Sketches and diagrams</p> <p>Sketches and diagrams</p>
8	<p>2.4 List the constraints of effective health care delivery in Nigeria</p> <p>2.5 Explain the Role of Government in the establishment of National Health Insurance Scheme</p> <p>2.6 Describe Health Information System Design and Utilization of HIS</p>	Use diagrams to explain relationship.	Sketches and diagrams

WEEK	General Objectives:		
	Special Objectives	Teachers Activities	Resource
10	General Objectives: 3.0 Know measurement and evaluation in management		
	3.1 Define evaluation measurement Measurement and evaluation 3.2 identify various types of evaluation e.g. - Formative - Summative - Non-reference and criterion reference 3.3 Describe measurement of health records	Use diagrams to explain relationship.	Sketches and diagrams
	General Objectives: 4.0 Know the importance of objectives in planning.		Sketches and diagrams
11 3	4.1 Define Objectives 4.2 Explain types of objectives - purpose-based objectives - criterion based objectives - priority based objectives 4.3 Describe frame work in setting objectives 4.4 Define planning and strategic planning 4.5 Explain planning strategy in health records.	Use diagrams to explain relationship.	Sketches and diagrams
12 – 15	General Objectives: 4.0 Know budgeting and its objectives. 5.1 Define budgeting. 5.4.2 State objectives for development budgets within an organization. 5.3 Explain decision – making in the budget process	Use diagrams to explain relationship.	Sketches and diagrams Sketches and diagrams

YEAR I1 SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT [HIGHER NATIONAL DIPLOMA]			
COURSE: DESEASE CLASSIFICATIONAND CLINICAL CODING II			
CODE: HIM 421			
DURATION (Hours/Week) Lecturer: 1	Tutorial: 0	Practicals: 0	Total: 1
UNITS: 1.0			
GOAL: This course is designed to enable the students classify and code all deseases.			
GENERAL OBJECTIVES: On completion of this course, the diplomate should be able to:			
<ol style="list-style-type: none">1. Know coding and abstracting of heal information.2. Know the basic principles of data management.3. Know filing system in health management.4. Know information management in health.5. Understand Data access and retr4ieval systems.6. Know interactive retrieval in health data management.			

YEAR II - SEMESTER II

PROGRAMME: HEALTH INFORMATION MANAGEMENT			
COURSE: DISEASE CLASSIFICATION AND CLINICAL CODING II		Course Code: HIM 421	Contact Hours 1-0-0
Course Specification			
WEEK	General Objectives: This course is designed to enable the students classify and code all diseases.		
	Special Learning Objectives:	Teachers Activities	Resource
	General Objectives: 1.0 Know coding and abstracting of health information	Show coding examples	Codes
1	1.1 Outline historical background and development of systematized nomenclature of medicine (SNOMED) 1.2 Outline the history and development of the international classification of health problems in primary care (I.C.H.P.P.C-) 1.3 Identify the principles of coding with I.C.H.P.P.C.	Show coding examples	Codes
2.	1.4 Identify the principles of coding with the following: - Royal College of General Practitioners. - John Hopkins Ambulatory Care Coding Scheme - Kaiser Symptom classification scheme - Renner and Piernot's Adaptation. - National Ambulatory medical care survey.	Show coding examples	Codes
3.	1.5 Differentiate between the various coding systems I.C.H.P.P.C. Co-ordination of theoretical instructions	Show coding examples	Codes
4	1.6 Explain disease and operation Indexes in the following: - Design of hospital specific indexes	Lecture and Practicals	Patients charts.

	<ul style="list-style-type: none"> - Hospital morbidity collection in Nigeria - Integration of disease and Operation indexes <p>With other computerized health records Validity, reliability and reproducibility of data from discharge analysis</p>		
WEEK	General Objectives: 2.0 Know the basic principles of data management		
	Special Learning Objectives:	Teachers Activities	Resource
	2.1 Explain the concepts of Data organization i.e. data	Lecture and Practicals	Patients charts.
5 - 8	<p>field, data base and uses of data bank codes and uses.</p> <p>2.2 Identify the various types of data codes</p> <p>2.3 Explain the principles of code design, problems and issues of health records coding system.</p> <p>2.4 Describe health records structure and coding selection.</p>		
	General Objective: 3.0 Know filing system in health management		
9 – 10	<p>3.1 Identify file and filling system</p> <p>3.2 Describe file design and organization</p> <p>3.3 Determine file content (data element) and file review procedures:</p> <p>3.4 Describe the role of storage media in file organization</p> <p>3.5 Explain the functions of the following concepts in file organization</p> <ul style="list-style-type: none"> - Read write balance - Accessibility - Modes of accessibility - Erasability <p>3.6 Explain the principles of the organization with reference to</p> <ul style="list-style-type: none"> - Records organization 	Lecture and Practicals	File samples.

	<ul style="list-style-type: none"> - Indexing and indexes - Inverted files - Record positioning <p>3.7 List the effects of use patterns on file organization</p> <p>3.8 Describe methods of file organization e.g. sequential organization chaining, branching file structures and line structures</p>		
General Objective: 4.0 Know information management in health.			
11 - 12	<p>4.1 Define information/information system</p> <p>4.2 List types of information and representation i.e. restricted natural language, artificial language, codes, measures and descriptors</p>	Show samples of types of information	Samples of Records used for various cases
	<p>4.3 List methods of record organization</p> <p>4.4 List the hierarchies of information or structure i.e. physical and logical structures, structural principles and elements</p>		Samples of Records used for various cases
	4.5 Explain language of records structure and content i.e. ambiguity and expressiveness, contents and syntax, comparison of language attributes.		

WEEK	General Objectives: 5.0 Understand Data Access and Retrieval systems		
	Special Learning Objectives	Teachers	Resources
13 - 14	5.1 Identify basic file processes e.g. <ul style="list-style-type: none"> - Merging - Sorting - Batch processing - File maintenance 	Direct students to process files.	Samples of files
	5.2 Describe data access system e.g. <ul style="list-style-type: none"> - Sequential access - Indexed sequential access 	Direct students to process files.	Samples of files
General Objectives: 6.0 Know interactive retrieval in health data management			
15	6.1 Identify the objective of Interactive Retrieval and Requirements of interactive retrieval system. 6.2 Explain operational use of retrieval information 6.3 Identify the role of programming language in information retrieval 6.4 Asses retrieval system performance	Direct students to process files.	Samples of files

LIST OF EQUIPMENT REQUIREMENTS

A. COMPUTER LABORATORY

- complete computer units 10 Nos
- computer softwares Various
- Scanner 2 Nos
- computer printer 2 Nos

B. MICROFILMING

- camera 6 Nos
- Microfilm
- Processor 10 Nos
- Microfilm laboroatry Dark room)
 - Enlarger colour 2 Nos
 - Photodrier 2 Nos
 - Futter 2 Nos
 - chairs and tables

C. DISEASES CLASSIRICATION AND CLINICAL CODING

- International classification of Diseases - ICD9 Vols - 1- 3
- International classification of diseases - ICD10 vos. 1 – 3
- International classification of Diseases - ICD On cology
- International classification of diseases - ICD9 – CM vols 1 – 3
- Diagnostic IndexZippel Rotary Cabinet.
- Diagnostic Index Cards.

LIST OF PARTICIPANTS

<i>NAME</i>	<i>ADDRESS</i>
Mr. D. O. Akanji (Chairman)	Education committee Health records Board. i/c LUTH Idiaraba,Lagos.
Ogugua E. Okafo [EDITOR]	National Board for Technical Education, Kaduna.
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Mrs Helen Oduntan	National Board for Technical Education, Kaduna.
Mr. F. Ogbonna.	National Board for Technical Education, Kaduna.
Mal, Y. B. Yakubu	National Board for Technical Education, Kaduna.