

The Faculty of Health Sciences is a centre of academic excellence in The University of Sydney. Since its inception in 1973 (initially as the NSW College of Paramedical Studies, which was renamed in 1975 to become Cumberland College of Health Sciences), the Faculty has adopted a leadership role in the teaching of academic and clinical skills in both undergraduate and graduate levels. It provides a unique opportunity to study alongside others developing careers in various health science fields.

In 1990, Cumberland College became an academic college of The University of Sydney. In October 1991, the Faculty of Health Sciences was established, encompassing the academic activities of the College.

The high caliber of the Faculty's teaching is supported by a comprehensive range of support services, including extensive computer networks and access to PCs. The Health Sciences Library has computerised and integrated library collection with world-wide access to on-line databases. The resource collection includes over 81,000 volumes, and 2,000 serials subscriptions. Students also have access to the Fisher Library collection on the main campus, which includes a specialist medical library.

## The School of Health Information Management \_\_\_\_\_

The School of Health Information Management offers comprehensive and challenging undergraduate and postgraduate programs in health information management. In addition, the School offers specialist post-graduate programs in health informatics, clinical data management and casemix measurement systems. The School incorporates the National Centre for Classification in Health (NCCH) and has an active research program. The School undertakes consultancy work and also designs and delivers specialised workshops in Australia and overseas. Further information about workshops may be obtained by contacting:

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School of Health Information Management  
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Throughout its history, the School of Health Information Management has maintained a high international profile, particularly in the South East Asian and Pacific regions. In 1988, in line with the School's commitment to the advancement of knowledge in health information sciences, the School introduced two Special Courses in Health Information Management for international students. These consist of a 20 week full-time course over one semester and a 40 week full-time course offered over two semesters.

The purpose of the Special Courses is to provide training in basic health record and information systems management for medical record workers in hospitals or primary health care who live in countries where such courses are not available. These courses have been popular and the School has trained over 50 health information officers from China, Malaysia, Micronesia, Fiji, Tonga, Marshall Islands, The Philippines, Mauritius, Kiribati, Tuvalu, Vietnam, Papua New Guinea, Indonesia, Brunei Darussalam and Thailand.

# Special Course in Health Information Management \_\_\_\_\_

## ***Admission Requirements***

There are two entry requirements:

- Students should be proficient in both written and spoken English; and
- Students should have attained an acceptable level of high school education to meet the demands of a tertiary level program.

## ***Course Structure***

Students study key aspects of the development and use of health information systems. This includes basic medical record procedures, forms design, health statistics, and quality assurance. Students are introduced to microcomputing applications, international disease classifications systems such as ICD9 and ICD10, fundamentals of medicine and medical terminology and management. During the longer 40 week program students may undertake further study in these areas in addition to units in epidemiology, casemix, evaluation and health informatics.

Table 1 provides a listing of units which are offered as part of the 20 and 40 week courses. Students undertaking the 20 week course will be expected to complete **six units**, including the professional experience unit. Students enrolling in the 40 week course complete **12 units**. To ensure that the courses meet the needs of individual students, specific programs are tailored to the training needs and interests of students.

The School has an International Co-ordinator who works with students throughout their course. The Co-ordinator is particularly involved in planning the "Professional experience" unit for students. This unit provides students with the opportunity to gain and develop practical skills within a range of health care facilities. The professional experience unit may for example consist of health care facility visits, or a block placement within a specific health care organisation.

**Table 1: Subjects which may be undertaken as part of the 20 and 40 week courses**

<b>Course Units</b>	
<b>Short Course – 20 Weeks (Selection of six units)</b>	<b>Long Course – 40 Weeks (selection of six units from the 20 weeks course plus an additional six units from below)</b>
Financial Management in Health Care Health Care Systems Health Information Systems I Human Resource Management International Disease Classification Systems A Management Principles I Medical Terminology I Professional Experience Health Informatics I	Casemix Measurement Systems Database Systems Epidemiology Health Care Evaluation Health Informatics International Disease Classification Systems B Law and Health Management Principles II Medical Science I Health Informatics II

### **Course Completion**

Students may select to complete all formal assessment tasks or take the option of undertaking less onerous informal activities designed by the Course Co-ordinator. On completion of the program participants are awarded a 'Certificate of Completion' from the University of Sydney. Students who undertake all formal assessment tasks will also be issued with grades and these may be counted towards a formal degree qualification at a later time.

## Unit Descriptions \_\_\_\_\_

### **Financial Management in Health Care**

In this unit students are introduced to the financial management of hospitals and health service institutions. Topics covered include the accounting function embracing basic accounting procedures, financial and budgetary control methods, the budgetary process, types of budgets and auditing. In addition, the unit covers hospital accounting systems and methods of funding, performance and productivity, hospital cost analysis and control and clinical costing systems.

### **Health Care Systems**

In this unit students are given an overview of the Australian Health Care System. Topics covered include: Commonwealth and state responsibilities for health, health care expenditure, health insurance, health care facilities and the health workforce. Trends in the provision of health care services are discussed along with an introduction to approaches to measuring the effectiveness of the health care system.

### **Health Information Systems I**

This unit introduces the student to the concepts and components of the health information systems, including the health record as an information system, the development of the health record during the healthcare process and the quality of medical recording. The role of the Health Information Manager (HIM) and the functions of a medical record department are examined along with professional ethics and patient rights. The major component of the unit focuses on hospital record management and covers patient identification, medical record numbering and filing systems, record control, retention and storage, discharge analysis, health record content and structure, including source-orientated medical records (SOMR) and problem-orientated medical records (POMR). Generic records management concepts and procedures are integrated into the unit. Legal aspects related to confidentiality and release of information are examined.

The unit includes an introduction to computerised patient information systems, and students will become familiar with the use of the computerised Patient Master Index (PMI) and Admissions, Transfers and Separations (ATS) system through the New South Wales HOSPAS system. Visits to hospitals to observe and practice skills are a compulsory component of the unit.

## **Human Resource Management**

This unit is designed to introduce the student to the human resource management function relevant to the work of a health information manager. Areas covered include recruitment and selection, staff appraisal, training and development and human resource planning. The implications of equal employment and affirmative action legislation to human resource management are also covered. The Australian industrial relations framework with particular emphasis on the current workplace focus and conflict resolution are covered and students are taught how to prepare their own curriculum vitae.

## **International Disease Classification Systems A**

This unit is designed to enable the student to classify diseases using ICD-10 and procedures using MBS-Extended. It includes the historical development of clinical classification systems and students will be able to make practical comparisons between ICD-9 and ICD-10. Disease and operations indices, morbidity and mortality statistics collections and notification and registration systems will be studied.

## **Management Principles I**

This unit is designed to introduce students to the principles of management and their application to the area of health information management. Topics covered include: management theories; organising and organisational and job design principles; motivation; decision-making; change management; occupational health and safety issues; time management; meetings; organisational communication and business reports. An introduction to procedure manual format is also included.

## **Medical Terminology I**

This unit is designed to introduce the student to the language necessary to understand the information contained in the medical record. The students study the basic concepts of medical terminology including the history and development of the medical language, roots, suffixes, prefixes, combining vowels and forms, medical, surgical and investigatory abbreviations relating to the body systems. Also included is the study of lay terms, eponyms, homonyms, medical and surgical specialists departments, and the use of a medical dictionary and MIMS.

## **Health Informatics I**

This unit aims to introduce students to the discipline of health informatics and the core principles and concepts related to the use of information technology in health care. Students will also explore current health informatics applications in health service delivery.

The following units are only available as part of the Long Course (40 weeks) \_\_\_\_\_

### **Casemix Measurement Systems**

This unit is designed to cover a variety of casemix classification systems for acute and non-acute inpatients and ambulatory patients. The major emphasis will be on Diagnosis Related Groups (DRGs) with specific reference to the Australian National Diagnosis Related Groups (AN-DRGs). Casemix applications and current casemix initiatives will be explored.

### **Database Systems**

This unit covers the study of relational database design, using ACCESS, SQL and the Clinical Report System (CRS). This includes data structures, logic database design, the relational model and the functions of a database management system.

### **Epidemiology**

This unit introduces the student to epidemiology, through the study of historical aspects and design strategies in epidemiological research. This introduction also includes measures of disease frequency and association, types of epidemiological studies - descriptive, case-control, cohort studies and quantitative aspects of epidemiological research. This unit also includes data management for clinical trials including stages in the development of a clinical trial, organisational structure of a collaborative trial, protocol design and interpretation, methods of data collection and forms design, quality control and maintaining the integrity of the trial, and effective presentation of results in data management.

### **Health Care Evaluation**

In this unit students are introduced to the concepts of quality healthcare. Approaches to the evaluation of health care at a national level are discussed along with the assessment of health care at an organisational and individual level. Topics covered include evidenced-based health care, health outcomes, variations research, consumer satisfaction, total quality management, and clinical indicators. Approaches to improve quality of care such as practice guidelines are discussed. Program evaluation principles will be addressed. Techniques and methodologies for assessing quality of care along with the elements of an effective evaluation program and sources of information for use in evaluation are discussed.

## **Health Informatics II**

This unit further develops students' knowledge in Health Informatics and is designed to introduce students to a wide range of current health informatics topics. The core topics in this unit include current Commonwealth and State's initiatives in health informatics, Electronic Health Record, HealthConnect, global e-Health, clinical decision support systems, security issues in health IT systems, patient's confidentiality, people and organisational issues associated with IT integration in health services, consumer informatics, digital image management, and methodologies for evaluation of clinical information systems. Students will also have the opportunity to learn a range of other current health informatics development such as wireless technology in home care delivery, computerised test ordering systems and XML in health data messaging.

## **International Disease Classification Systems B**

This unit builds on International Disease Classification Systems A and also gives students the opportunity to code from medical records in hospitals and to become familiar with computer-assisted coding and indexing systems.

## **Law and Health**

In this unit students study legal principles relating to health care. Topics covered include the origin and development of the structure of the court system, legal personnel and litigation, subpoena of witnesses and records, the law of torts, rules of evidence, criminal law, law of contract and the Coroner's Court. The unit also addresses institutional legal responsibilities and covers Commonwealth and NSW legislation relating to health care systems; and policies incorporated within the NSW Department of Health Patient Matters Manual.

## **Management Principles II**

This unit builds on Management Principles I and introduces students to the management function of planning with particular applications in the areas of Health Information Management. Other topics include: control; TQM; leadership, power, authority and delegation; managerial ethics; conflict and organisational culture and influences on organisations.

## **Medical Science I**

This unit is designed to provide the theoretical basis by which students can understand the process of medical care. Topics studied include disease processes and medical treatment relating to body systems concentrating on general and specialist medicine relating to the cardiovascular, respiratory, renal, metabolic, musculoskeletal, endocrine systems, and central nervous systems.

## Student Welfare Services

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Student Welfare Services provides support to all international students by helping them in a variety of ways. Staff from this department are highly qualified with many years of experience in assisting international students to settle into their studies in Australia by providing intercultural, academic and personal support.

Support services include assistance in:

- ❖ improving academic English
- ❖ finding suitable accommodation
- ❖ using the public transport system
- ❖ opening a bank account
- ❖ organising recreational activities

Student Welfare Services is committed to making your stay in Australia rewarding and satisfying.

Contact for Student Welfare Services:

May Thet Tun  
International Student Adviser  
Student Welfare Services  
(M.Tun@fhs.usyd.edu.au)  
Tel: +61 2 9351 9634  
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## Application Procedures ---

For general enquiries and application procedures contact:

International Admissions Officer  
Student Administration Services (Cumberland)  
The University of Sydney  
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## Further Information ---

For further course information contact:

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