INDIANA TECH

Course Syllabus Cover Page – Spring 2021

Course Number: HIM 4800

Course Title: RHIA Proficiency

Course Description:

Students will review HIM competencies, skills, and knowledge in preparation for the RHIA credentialing exam. Confidently prepare for the RHIA exam with review lectures, study groups and simulated practice exams based on the RHIA competency statements.

Prerequisites: HIM 3400, HIM 3600, HIM 4000, HIM 4100, HIM 4200, HIM 4400, HIM 4600 and HIM 4950 with a grade of C or better. Since this is a review course, it is advised that all coursework including HIM 4950 be completed prior to

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Conduct a self-assessment of core competencies for HIM at the RHIA level.
2. Demonstrate mastery in HIM professional competency areas.
3. Exhibit self-management to improve knowledge and skill foundation.

Indiana Tech

College of Professional Studies

HIM 4800 RHIA Proficiency

Online Syllabus Course Content

Instructor Information
Please see Professor Profile at the Blackboard instructional site.

Course Schedule
Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies
All of the online courses taken by students are required to follow the policies posted online at http://online.indianatech.edu/tech-policies/policies/. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Course Description
Students will review HIM competencies, skills, and knowledge in preparation for the RHIA credentialing exam. Confidently prepare for the RHIA exam with review lectures, study groups and simulated practice exams based on the RHIA competency statements.

Prerequisite
Approval of Program Director. Since this is a review course, it is advised that all coursework other than HIM 4950 be completed prior to HIM 4800.

Texts
Shaw, P., & Carter, D. (2017). *Registered health information administrator (RHIA) exam preparation* (7th ed.). Chicago: AHIMA. ISBN: 978-1-58426-575-7. AHIMA Product No.: AB106016.

Oachs, P., & Watters, A. (2016). *Health information management: Concepts, principles, and practice* (5th ed.). Chicago: AHIMA. ISBN: 978-1-58426-514-6. AHIMA Product No.: AB103315.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Conduct a self-assessment of core competencies for HIM at the RHIA level
2. Demonstrate mastery in HIM professional competency areas.
3. Exhibit self-management to improve knowledge and skill foundation.
    .

Grading Events & Grading Criteria
Unless otherwise specified, all assignments must be submitted via Blackboard

Grading Events					Grading Criteria/Grading Scale			
Assessments	Qty	Pt	Total	%	A	100% - 93%	C+	79% - 77%
Course Preparation Quiz	1	25	25	2%	A-	92% - 90%	C	76% - 73%
Module Lectures Reviews	4	10	40	4%	B+	89% - 87%	C-	72% - 70%
Discussions	6	20	120	11%	B	86% - 83%	D	60% - 60%
Study Group Sessions	5	20	100	10%	B-	82% - 80%	F	<60% -0
Domain Practice Tests	5	40	200	20%				
RHIA Prep Plan Overview	1	5	5	0.5%				
RHIA Prep Plan	1	170	170	17%				
Timed Mock Exams	2	180	360	35%				
Syllabus Quiz	1	5	5	0.5%				
Total			1025	100%				

Student Learning Objectives and Curriculum Competencies Explained

This table links the Student Learning Objectives (SLO) above to the Curriculum Competencies (CC) to be met in the course. The CCs are based on Employer Expectations of program graduates. The CCs are organized within the six AHIMA Knowledge Domains with Subdomains. Students are tested on these Domains on the RHIT and RHIA Exams. Use this course to master the SLOs/CCs/Domains listed below.

The SLO link to each CC is located in the left-most column. The column Found in Chapter/Module describes the module where the student will find resource materials on CC to be mastered. The column Assignment Exercising Proficiency lists the assessments where the student builds proficiency in that CC. The number in parentheses following the CC describes the Blooms Taxonomy Level to be acquired.

		Found in Chap/Module	Assignment exercising Proficiency
L.O.	**Curriculum Competencies to be met in this course.** The curricula competencies were developed by the Council for Excellence in Education (CEE) to reflect changes in the workforce. The competencies demonstrate the base educational requirements. Programs are encouraged to meet and exceed the taxonomic levels associated with each competency.		
	Entry Level Competency Student Learning Outcomes		
	Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security		
	Definition: Understand healthcare law (theory of all healthcare law to exclude application of law covered in Domain V); develop privacy, security, and confidentiality policies, procedures and infrastructure; educate staff on health information protection methods; risk assessment; access and disclosure management.		
	Subdomain II.A. Health Law		
4	1. Identify laws and regulations applicable to health care	M2	Domain 2 Practice Test

	Domain III. Informatics, Analytics and Data Use		
	Definition: Creation and use of Business health intelligence; select, implement, use and manage technology solutions; system and data architecture; interface considerations; information management planning; data modeling; system testing; technology benefit realization; analytics and decision support; data visualization techniques; trend analysis; administrative reports; descriptive, inferential and advanced statistical protocols and analysis; IRB; research; patient-centered health information technologies; health information exchange; data quality		
	Subdomain III.D. Health Care Statistics		
5	2. Analyze statistical data for decision making	M3	Domain 3 Practice Test
	Domain VI. Leadership		
	Definition: Leadership models, theories, and skills; critical thinking; change management; workflow analysis, design, tools and techniques; human resource management; training and development theory and process; strategic planning; financial management; ethics and project management		
	Subdomain VI.F. Strategic and Organizational Management		
6	5. Identify the different types of organizations, services, and personnel and their interrelationships across the health care delivery system	M5	Domain 5 Practice Test

Mock Exams
This course is aimed to prepare students to sit for the RHIA certification examination. The students will complete 2 Mock exams in this course. One is completed at the very beginning of the course, and one at the end of the course. The exams are very similar to the RHIA examination and will be structured the same. The student will have 4 hours to complete a 180-question examination, and must complete it in one sitting. The students will review their results and identify their areas of strengths and weaknesses based upon the results of the examination. The student will then go through the remainder of the course and retake the Mock exam in the final module. At this point, they will compare their results from the first mock exam to the results of the second and see how they improved over the course of the term, and where they need to continue to focus study and preparation efforts as they leave the class and prepare to take the RHIA examination. Both Mock exams consist of 180 questions worth 1 point each, and then 20 points for a one paragraph analysis of their results and identified areas of strengths and weaknesses.

Domain Practice Tests
After the students complete the first Mock Exam, they will complete a series of practice domain tests for each module in which they will answer questions that correlate with the assigned Domains. These will help students solidify their knowledge of concepts covered in each of the domains, and help to increase success in each of the domain areas. Students will complete the domain tests at least once, but have the options to take them repeatedly as they deem necessary until they get the score that they would like to keep.

Discussion Forums
There will be a discussion forum for each module in which students will engage with the class regarding domain assessments and other course related content. Each discussion board will have an

initial question for students to respond to. Student will also be responsible for responding to at least one of their peer's responses in addition to their initial response. Discussion forums are worth 20 points each. 10 points for their initial discussion response and 5 points for each peer response. Initial responses are to be posted by Thursday of the week with all peer responses posted by Sunday.

Interactive Module Lectures
Live lectures will be held each week to review different RHIA preparation related topics. Dates and times each week will be determined through a course poll of student availability. Live sessions will be recorded and posted in the course for review by students who are not able to attend the live session due to scheduling conflicts. During these lectures students and instructor will review together various resources available to assist in preparation and engage in interactive activities aimed to help students prepare for the Exam mentally, physically and cognitively.

Study Group Session
Students will be separated into groups and each week they will partake in a live study session via Blackboard Collaborate where they will work through a study guide worksheet that targets difficult concepts from the assigned RHIA Domain. Attendance will be verified through completion of the weekly Study Group assignment sheet. Study groups must collaborate independently for a time each week in which they can meet for their session.

RHIA Preparation Plan
After students complete the final mock exam, they will assess their current level of readiness and formulate a Preparation Plan that outlines how they will further study and prepare for the RHIA certification examination when they exit the course. They Plan will analyze their growth over the term of the course, and then assess the outcomes of the final Mock Exam to help them identify their strengths and weaknesses. Student will use this assessment to identify their plan for taking the RHIA, as well as outline the resources and activities that they will take part in when they exit the course, up until the time they site for the RHIA examination.

Class Participation
Class participation is evaluated in the Discussion Board as well participation in group study session and submission of all coursework.

Late Assignments
All assignments and required online activities are due according to the deadline listed in the course schedule. The instructor's policies on late assignments are described in the Course Announcements. Granting deadline extension is the course instructor's autonomy.

Incompletes
If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:
- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.

- The student is in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade, able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

The final dates to withdraw from classes at each fee amount are listed on the Business Office webpage for CPS: https://busoffice.indianatech.edu/cps/schedules-withdrawals/

Course Related Communication
Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor, and classmates, is by using the Send Email function from the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor sent to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.
The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents me from following this rule, you can expect to hear from me within 24 hours. If you don't receive my reply within 24 hours, please do not hesitate to follow-up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor." and the University support will act on your behalf to contact your course instructor.

Course Schedule

COURSE BEGINS: Mon. xx/xx

MODULE ONE				
Week	Topics/Readings	Assignments	Due Dates	Points
W	CAHIIM Candidate Guide for RHIA	Course Preparation Quiz	Sun. xx/xx	25

Week	Topics/Readings	Assignments	Due Dates	Points
E	Module 1 Lecture	Post *initial* post in the M1D1: Meet Your Classmates discussion	**Thurs. xx/xx**	
E		Post *feedback* posts in the M1D1: Meet Your Classmates discussion	**Sun. xx/xx**	**0**
K		Post *initial* post in the M1SG: Study Groups Meet & Greet discussion	**Thurs. xx/xx**	
1		Post *feedback* posts in the M1SG: Study Groups Meet & Greet discussion	**Sun. xx/xx**	**20**
		M1A1: Syllabus Acknowledgement Quiz	**Sun. xx/xx**	**5**
		M1A2: RHIA Mock Exam #1	**Sun. xx/xx**	**180**
		Tech Live Session	**xx/xx**	
		Online Office Hours	**xx/xx**	

MODULE TWO

Week	Topics/Readings	Assignments	Due Dates	Points
W	Domain 1: Data Content, Structure, & Standards	Post *initial* post for the discussion: M2D1: Mock Exam 1 Reflection	**Thurs. xx/xx**	
E	Module 2 Lecture	Post *feedback* posts for the discussion: M2D1: Mock Exam 1 Reflection	**Sun. xx/xx**	**20**
E		M2SG: Study Group Session	**Sun. xx/xx**	**20**
K		M2A1: RHIA Prep Plan Overview	**Sun. xx/xx**	**5**
2		M2Q: Domain 1 Practice Test	**Sun. xx/xx**	**40**
		M2LL: Live Lecture Summary	**Sun. xx/xx**	**10**
		Tech Live Session	**xx/xx**	
		Online Office Hours	**xx/xx**	

MODULE THREE

Week	Topics/Readings	Assignments	Due Dates	Points
W	Domain 2: Information Protection - Access, Disclosure, Archival, Security, and Privacy	Post *initial* post for the discussion: M3D1: Physical Constraints of Test Taking	**Thurs. xx/xx**	
E	Module 3 Lecture	Post *feedback* posts for the discussion: M3D1: Physical Constraints of Test Taking	**Sun. xx/xx**	**20**

Week	Topics/Readings	Assignments	Due Dates	Points
E		M3SG: Study Group Session	**Sun. xx/xx**	**20**
K		M3Q: Domain 2 Practice Test	**Sun. xx/xx**	**40**
3		M3LL: Live Lecture Summary	**Sun. xx/xx**	**10**
		Tech Live Session	**xx/xx**	
		Online Office Hours	**xx/xx**	

MODULE FOUR

Week	Topics/Readings	Assignments	Due Dates	Points
W	Domain 3: Informatics, Analytics, & Data Use	Post initial post for the discussion: M4D1: Building Mentality	**Thurs. xx/xx**	
E	Module 4 Lecture	Post feedback posts for the discussion: M4D1: Building Mentality	**Sun. xx/xx**	**20**
E		M4SG: Study Group Session	**Sun. xx/xx**	**20**
K		M4Q: Domain 3 Practice Test	**Sun. xx/xx**	**40**
4		M4LL: Live Lecture Summary	**Sun. xx/xx**	**10**
		Tech Live Session	**xx/xx**	
		Online Office Hours	**xx/xx**	

MODULE FIVE

Week	Topics/Readings	Assignments	Due Dates	Points
W	Domain 4: Revenue Management	Post *initial* post for the discussion: M5D1: Cognitive Training	**Thurs. xx/xx**	
E	Module 5 Lecture	Post *feedback* posts for the discussion: M5D1: Cognitive Training	**Sun. xx/xx**	**20**
E		M5SG: Study Group Session	**Sun. xx/xx**	**20**
K		M5Q: Domain 4 Practice Test	**Sun. xx/xx**	**40**
5		M5LL: Live Lecture Summary	**Sun. xx/xx**	**10**
		Tech Live Session	**xx/xx**	
		Online Office Hours	**xx/xx**	

MODULE SIX

Week	Topics/Readings	Assignments	Due Dates	Points

W	Domain 5: Leadership	Post *initial* post for the discussion: M6D1: Mock Exam 2 Reflection	**Thurs. xx/xx**	
E	Module 6 Lecture	Post *feedback* posts for the discussion: M6D1: Mock Exam 2 Reflection	**Sun. xx/xx**	**20**
E		M6SG: Study Group Session	**Sun. xx/xx**	**20**
K		M6A1: RHIA Mock Exam #2	**Sun. xx/xx**	**180**
6		M6A2: Personalized RHIA Exam Prep Plan	**Sun. xx/xx**	**170**
		M6Q: Domain 5 Practice Test	**Sun. xx/xx**	**40**
		Tech Live Session	**xx/xx**	
		Online Office Hours	**xx/xx**	

COURSE ENDS: Sun. xx/xx