

Course Number: HIT 1200

Course Title: Intro to Health Information Management

Course Description:

An Introduction to health information management and the U.S. healthcare delivery system. Focuses on health data collection, storage, retrieval, and reporting systems, with emphasis on the electronic environment. 3 credits. (3 plus 0)

Prerequisites: ENG1252 with a C or better, MIS 1300 with a C or better; online tutorial distance learning orientation.

Credit hours: 3

Learning Outcomes:

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

1. Differentiate the types of organizations, services, and personnel and their interrelationships and roles to support documentation requirements across the health care delivery system.
2. Apply policies and procedures ensuring the accuracy and integrity of health data internal and external to the organization.
3. Identify, use and validate secondary data sources.
4. Explain the policies and procedures of networks to facilitate clinical and administrative applications and utilize software in the completion of HIM process.
5. Explain analytics and decision support.
6. Explain usability and accessibility of health information by patients, including current trends and future challenges.
7. Plan budgets, explain variances, report staffing, productivity, and recognize value of training/development.
8. Assess how cultural issues affect health, healthcare quality, and cost and use data for quality management and performance improvement.



College of Professional Studies

**HIT 1200 Introduction to Health Information Management
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

An Introduction to health information management and the U.S. healthcare delivery system. Focuses on health data collection, storage, retrieval, and reporting systems, with emphasis on the electronic environment. 3 credits.

Course Prerequisite(s)

ENG 1252 and MIS 1300, both with a C or better.

Textbook

Sayle, Nanette B., & Gordon, Leslie L. (2016). *Health Information Management Technology: An Applied Approach. 5th Edition. American Health Information Management Association, Chicago. ISBN: 978-1-58426-517-7.*

Student Learning Objectives

Upon successful completion of this course, a student will be able to:

1. Differentiate the types of organizations, services, & personnel and their interrelationships & roles to support documentation requirements across the health care delivery system (2)
2. Apply policies & procedures ensuring the accuracy & integrity of health data internal & external to the organization (3)
3. Identify, use and validate secondary data sources (3)
4. Explain the policies & procedures of networks to facilitate clinical & administrative applications & utilize software in the completion of HIM process (2)
5. Explain analytics & decision support (2)
6. Explain usability & accessibility of health information by patients, including current trends & future challenges (2)

7. Plan budgets, explain variances, report staffing productivity, and recognize value of training/development (3)
8. Assess how cultural issues affect health, healthcare quality, and cost and use data for quality management and performance improvement (5)

Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard.

| Grading Events | | | | Grading Scale | | | | | | | |
|-------------------------|-----|------------|-------------|---------------|-------|---|-----|-----|------|---|------|
| Assessment | Qty | Tot. | % | A | 100 % | - | 93% | C + | 79% | - | 77 % |
| Course Preparation Quiz | 1 | 10 | 2% | A- | 92% | - | 90% | C | 76% | - | 73 % |
| Course Orientation Quiz | 1 | 20 | 5% | B+ | 89% | - | 87% | C- | 72% | - | 70 % |
| Discussions | 6 | 130 | 30% | B | 86% | - | 83% | D | 69% | - | 60 % |
| Library Project | 1 | 10 | 2% | B- | 82% | - | 80% | F | >60% | - | 0 |
| Assignments | 10 | 260 | 61% | | | | | | | | |
| Total | | 430 | 100% | | | | | | | | |

Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

| Percentage Achieved | Grade | Percentage Achieved | Grade | Percentage Achieved | Grade |
|---------------------|-------|---------------------|-------|---------------------|-------|
| 93% or above | A | 80% or above | B- | 70% or above | C- |
| 90% or above | A- | 77% or above | C+ | 60% or above | D |
| 87% or above | B+ | 73% or above | C | Below 60% | F |
| 83% or above | B | | | | |

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.

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.

| SLO | Entry Level Competency Student Learning Outcomes | Found in Chapter/ Module | Assignment exercising proficiency |
|------------|--|---|--|
| | Domain I. Data Content, Structure & Standards (Information Governance) | | |
| | Subdomain I.B. Health Record Content and Documentation | | |
| 1 | 4.Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare (5) | M1 | M1A1 |
| | Subdomain I.C. Data Governance | | |
| 2 | 1.Apply policies & procedures to ensure the accuracy and integrity of health data (3) | M1 | M1A1, M2A1 |
| | Subdomain I.E. Secondary Data Sources | | |
| 3 | 1.Identify & use secondary data sources presentations (3) | M3 | M3A1 |
| 3 | 2.Validate the reliability & accuracy of secondary data sources (3) | M3 | M3A1 |
| | Subdomain III.A. Health Information Technology | | |
| 4 | 2.Explain the policies & procedures of networks, including intranet and internet, to facilitate clinical & administrative applications (2) | M4 | M4A1, M4A2 |
| | Subdomain III.C. Analytics and Decision Support | | |
| 5 | 1.Explain analytics & decision support (2) | M3 | M3A1 |
| | Subdomain III.F. Consumer Informatics | | |
| 6 | 1.Explain usability & accessibility of health information by patients, including current trends & future challenges (2) | M3, M4, M6 | M5A2 |
| | Subdomain III.H. Information Integrity and Data Quality | | |
| 2 | 1.Apply policies & procedures to ensure the accuracy and integrity of health data both internal & external to the organization(3) | M2 | M1A1, M2A1, M5A2, M3D3, M4D4 |
| | Domain VI. Leadership | | |
| | Subdomain VI.C. Work Design and Process Improvement | | |
| 8 | 3.Utilize data for facility-wide outcomes reporting for quality management & performance improvement (3) | M4 | M5D5, M4A3 |

| | | | |
|---|--|--------|------------|
| | Subdomain VI.D. Human Resources Management | | |
| 7 | 1.Report staffing levels & productivity standards for health information functions (3) | M3, M5 | M3D3, M5A1 |
| | Subdomain VI.E. Training and Development | | |
| 7 | 2.Explain the return on investment for employee training/development (2) | M5 | M5D5 |
| | Subdomain VI.F. Strategic and Organizational Management | | |
| 1 | 3.Describe the differing types of organizations, services, & personnel and their interrelationships across the health care delivery system (2) | M1 | M1A2 |
| | Subdomain VI.G. Financial Management | | |
| 8 | 1.Plan budgets (3) | M5 | M5A1 |
| 8 | 3.Explain budget variances (2) | M5 | M5A1 |

Discussion Forums

Class participation is evaluated in the Discussion Board. In each module there will be a discussion forum that you will participate in. Each discussion forum will have an initial question posted for review and reflection. You will post an initial response to this question; you will then review and reflect on the responses of your classmates and respond to a minimum of two classmate responses. Note you must complete and submit your responses by the due dates in order for them to be considered for grading. Discussion responses must be detailed and thorough offering reflective and creative responses. Short, one sentence response will not be considered for a grade.

Homework Assignments

The assignments and readings are described in the Course Schedule as well as the Grading Events table above. All assignment instructions are detailed in the Blackboard course site. Students should refer to announcements and assignment instructions carefully and adhere to all requirements, including submission by the deadline posted.

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. 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.

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 the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a 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 staff will act on your behalf to contact your course instructor.

Course Schedule

COURSE BEGINS: Mon. x/xx

MODULE ONE

| Week | Topics/Readings | Assignments | Due Dates | Points |
|----------|---------------------|-------------------------|-------------------|-----------|
| W | Syllabus & Schedule | Course Preparation Quiz | Sun. xx/xx | 10 |

| | | | | |
|----------|--|--|---------------------|-----------|
| E | Key Information | Post in the Meet Your Classmates discussion (<i>located in Welcome - Start Here menu option</i>) D1NB: HIT Network Building | Thurs. xx/xx | |
| E | Read: Chapter 1: Sayle, Nanette B., & Gordon, Leslie L. (2016). Health Information Management Technology: An Applied Approach. 5th Edition. American Health Information Management Association, Chicago. | Respond in the Meet Your Classmates discussion (<i>located in Welcome - Start Here menu option</i>) D1NB: HIT Network Building | Sun. xx/xx | 30 |
| K | Review course expectations, announcements, key information, rubrics | LP: Participate in all components of Library Project | Sun. xx/xx | 10 |
| 1 | Chapter 1 PowerPoint | M1Q1: Quiz on syllabus, rubrics, key info, and handbooks. | Sun. xx/xx | 20 |
| | | Tech Live Session | xx/xx | |
| | | Online Office Hours | xx/xx | |

MODULE TWO

| Week | Topics/Readings | Assignments | Due Dates | Points |
|----------|---|--|---------------------|-----------|
| W | Read: Chapters 2, 3: Health Information Management Technology: An Applied Approach. | D2: Attraction to HIM post | Thurs. xx/xx | 20 |
| E | Chapters 2, 3 PowerPoints | D2: Attraction to HIM response | Sun. xx/xx | |
| E | How do you explain Governance? Video | M2A1: Terminal Digit Filing, Storage and Retrieval | Sun. xx/xx | 30 |
| K | Criteria for Medical Necessity report | M2A2: Fit Health Care Setting to the Patient | Sun. xx/xx | 20 |
| 2 | | Tech Live Session | xx/xx | |
| | | Online Office Hours | xx/xx | |

MODULE THREE

| Week | Topics/Readings | Assignments | Due Dates | Points |
|------|-----------------|-------------|-----------|--------|
|------|-----------------|-------------|-----------|--------|

| | | | | |
|----------------------------------|---|--|---------------------|-----------|
| W E E K 3 | Chapter 4 and 6: Health Information Management Technology: An Applied Approach. | D3: Data vs Information post | Thurs. xx/xx | 20 |
| | Chapter 4 and 6 PowerPoints | D3: Data vs Information response | Sun. xx/xx | |
| | HIM Virtual Tour video (located in Activities and Assessments folder) | M3A1: Policy & Procedure Compliance with Documentation Standards | Sun. xx/xx | 20 |
| | | M3A2: Short Answers on HIM Department Video Tour 2015 | Sun. xx/xx | 24 |
| | | Tech Live Session | xx/xx | |
| | | Online Office Hours | xx/xx | |

MODULE FOUR

| Week | Topics/Readings | Assignments | Due Dates | Points |
|----------------------------------|--|--|---------------------|-----------|
| W E E K 4 | Chapter 7 and 12: Health Information Management Technology: An Applied Approach. | D4: Improvement Policy for Loose Reports in HIM File Room post | Thurs. xx/xx | 20 |
| | Chapters 7 and 12 PowerPoints | D4: Improvement Policy for Loose Reports in HIM File Room response | Sun. xx/xx | |
| | | M4A1: Use Registries for Decision Support | Sun. xx/xx | 30 |
| | | Tech Live Session | xx/xx | |
| | | Online Office Hours | xx/xx | |

MODULE FIVE

| Week | Topics/Readings | Assignments | Due Dates | Points |
|----------------------------|--|--|---------------------|-----------|
| W E E K | Chapter 8 and 11: Health Information Management Technology: An Applied Approach. | D5: Physician use of Phrase Patient Improving post | Thurs. xx/xx | 20 |
| | Chapter 8 and 12 PowerPoints | D5: Physician use of Phrase Patient Improving response | Sun. xx/xx | |
| | | M5A1: Computer Concepts Using Learned Knowledge | Sun. xx/xx | 20 |
| | | M5A2: Create Policy for Healthcare Disparities | Sun. xx/xx | 60 |

5

Tech Live Session

xx/xx

Online Office Hours

xx/xx**MODULE SIX**

| Week | Topics/Readings | Assignments | Due Dates | Points |
|----------------------------------|---|---|---------------------|-----------|
| W E E K 6 | Chapter 19 and 20: Health Information Management Technology: An Applied Approach. | D6: Explain ROI for Employee Training post | Thurs. xx/xx | 20 |
| | Chapters 19 and 20 PowerPoints | D6: Explain ROI for Employee Training response | Sun. xx/xx | |
| | Patient Portal video (located in activities and assessments folder) | M6A1: Improve workflow with Intranet Technologies | Sun. xx/xx | 20 |
| | | M6A2: Calculate FTEs | Sun. xx/xx | 16 |
| | | M6A3: Patient Portal | Sun. xx/xx | 20 |
| | | Tech Live Session | xx/xx | |
| | | Online Office Hours | xx/xx | |

COURSE ENDS: Sun. x/xx