

**Course Number:** HIT 2100

**Course Title:** Health Data Management II

**Course Description:**

A continuation and broadening of knowledge from Health Data Management I to include concepts of application of technology to the capture, delivery, and analysis of health data in the delivery of services across the continuum of care. The course will provide the knowledge and skills for the student to be able to engage in applied health informatics activities of data management, statistical data analysis and standardizing data structure. The impact of these activities on electronic health record systems which analyze, transmit, and store healthcare information will be emphasized. 3 credits (3 plus 0)

**Prerequisites:** HIT 2000

**Credit hours:** 3

**Learning Outcomes:**

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

1. Evaluate the accuracy, timeliness and completeness of the health record and ensure it supports the patient's diagnosis, progress, clinical findings and discharge status.
2. Collect and maintain health data.
3. Summarize data collection methodologies and apply graphical tools and report generation technologies to facilitate decision-making.
4. Explain the process used in the selection and implementation of health information management systems.
5. Utilize basic descriptive, institutional, and healthcare statistics.
6. Understand the importance of healthcare policymaking as it relates to the healthcare delivery system.
7. Utilize enterprise wide information assets in support of organizational strategies and objectives.
8. Apply knowledge of database architecture and design.
9. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements according to organizational policies, external regulations, and standards.

# Indiana Tech

## College of Professional Studies

### HIT 2100: Health Data Management II

### 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.

#### Textbook(s)

Sayles, N., & Burke, L. (2018). *Introduction to information systems for health information technology* (3rd ed.). AHIMA.

Sayles, N., & Gordon, L. (2016). *Health information management technology: An applied approach* (5<sup>th</sup> ed.). AHIMA.

#### Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard

	Grading Scale											
Assessment	Qty	Pt.	Tot.		A	100%	-	93%	C+	79%	-	77%
Course Preparation Quiz	1	10	10									
Assignments	5	50	250		A-	92%	-	90%	C	76%	-	73%
Quizzes	4	25	100		B+	89%	-	87%	C-	72%	-	70%
Discussion Board	5	20	100		B	86%	-	83%	D	69%	-	60%
Final Exam	1	50	50									
Total			510									

#### 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.

### **Assigned Problems/Homework/Data Project 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 shell. Students should refer to assignment instructions carefully and adhere to all requirements, including submission by the deadline posted.

### **Policy Concerning Students with Disabilities**

"Indiana Tech is committed to ensuring the full participation of all students in its programs. If you have a documented disability requiring academic adjustments or accommodations, please notify me during the first week of class. Early notification will ensure that your learning experience is not compromised or delayed. You should also contact the Associate Dean (Fort Wayne campus only) or Lead Faculty of your campus. Please refer to Student Handbook for additional information."

### **Plagiarism**

All work must be your own. Plagiarism (defined as presenting someone else's work as if it were one's own) is a serious academic theft.

Any form of dishonesty (cheating or plagiarism) will, at a minimum, result in a failing grade for either the assignment or test, and can result in a failing grade for the course.

### **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 within 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 send 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](mailto: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.

## Student Learning Objectives and CAHIIM Curriculum Competencies Explained

This table links the Student Learning Objectives (SLO) above to the CAHIIM 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.

### CAHIIM 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. CAHIIM is responsible for ensuring program compliance with the competencies through their new and ongoing program accreditation activities.

SLO	Entry Level Competency Student Learning Outcomes	Found in Chapter/ Module	Assignment exercising Proficiency
	<b>Domain I. Data Content, Structure &amp; Standards</b>		
	<i>DEFINITION: Academic content related to diagnostic and procedural classification and terminologies; health record documentation requirements; characteristics of the healthcare system; data accuracy and integrity; data integration and interoperability; respond to customer data needs; data management policies and procedures; information standards.</i>		
	<b>Subdomain I.B. Health Record Content and Documentation</b>		

1	1. Analyze the documentation in the health record to ensure it supports the diagnosis & reflects the patient's progress, clinical findings, & discharge status (4)	M1,M2	M1A1 M2A1
1	2. Verify the documentation in the health record is timely, complete, & accurate (4)	M1,M2	M1A1, M2A1
9	3. Identify a complete health record according to organizational policies, external regulations, and standards (3)	M1,M2	M1D1,M1A1, M2D1,M2A1
9	4. Differentiate the roles & responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare (5)	M1,M2	M1D1,M1A1, M2D1, M2A1
<b>Subdomain I.C. Data Governance</b>			
1	1. Apply policies & procedures to ensure the accuracy & integrity of health data (3)	M1,M2	M1D1,M1A1, M2D1,M2A1
<b>Subdomain I.D. Data Management</b>			
2	1. Collect & maintain health data (2)	M4	M4A1
3	2. Apply graphical tools for data presentations (3)	M4	M4A1
<b>Domain III. Informatics, Analytics and Data Use</b>			
<i>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</i>			
<b>Subdomain III.B Information Management Strategic Planning</b>			
4	1. Explain the process used in the selection and implementation of health information management systems (2)	M3	M3D1
<b>Subdomain III.C. Analytics and Decision Support</b>			
3	2. Apply report generation technologies to facilitate decision-making (3)	M3,M4	M3A1,M4D1, M4A1
<b>Subdomain III.D. Health Care Statistics</b>			
5	1. Utilize basic descriptive, institutional, and healthcare statistics (3)	M4	M4A1
<b>Domain VI. Leadership</b>			
<i>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</i>			
<b>Subdomain VI. F Strategic and Organizational Management</b>			
3	1. Summarize a collection methodology for data to guide strategic & organizational management (2)	M4	M4A1
6	2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system (2)	M4	M4D1
7	5. Utilize enterprise wide information assets in support of organizational strategies & objectives (3)	M5	M5D1
<b>Subdomain VI.K. Enterprise Information Management</b>			
8	1. Apply knowledge of database architecture & design (Sayles Ch.14) (3)	M5	M5A1