

Syllabus

HCAD-514: Healthcare Technology and Information Management

Course Description

Students in this course will assess an organization's technology security systems in view of HIPAA and governmental policies, evaluate technology trends and clinical applications to determine the potential problems and opportunities for the organization, and recommend health information systems in order to meet organizational objectives. Students will develop crisis management and technology lifecycle implementation plans. A biblical worldview will be integrated throughout the course.

Credit Hours: 3

Prerequisite Courses: None

Prerequisite Skills and Knowledge: None

Course Outcomes

Upon completion of this course, you should be able to:

1. Assess an organization's technology security systems in view of HIPAA and governmental policies.
2. Evaluate technology trends and clinical applications to determine the potential problems and opportunities for the organization.
3. Recommend health information systems in order to meet organizational objectives.
4. Develop plans to ensure information systems continuity through crises situations (for example, disaster planning, recovery, backup sabotage, natural disasters).
5. Design implementation plans for information systems (such as service architecture, technology lifecycles, and obsolescence).
6. Integrate a biblical worldview into the technology and information management process.

Course Textbook

Glandon, G. L., Smaltz, D. H., & Slovensky, D. J. (2014). *Information systems for healthcare management* (8th ed.). Chicago, IL: Health Administration Press.

Course Technology

Computer

Internet access

Video & audio input (microphone)

Word processing software (such as Microsoft Word)
Presentation software (such as Microsoft PowerPoint)

Grading Policies

The grading policy for your course depends on your school and program. Your grading policies can be found in the [IWU Catalog](#).

Grading Scale

| Grade | Quality Points Per Credit | Percentage | Score |
|-----------|---------------------------|------------|----------|
| A | 4.0 | 95%–100% | 950–1000 |
| A- | 3.7 | 92%–94.9% | 920–949 |
| B+ | 3.3 | 89%–91.9% | 890–919 |
| B | 3.0 | 85%–88.9% | 850–889 |
| B- | 2.7 | 82%–84.9% | 820–849 |
| C+ | 2.3 | 79%–81.9% | 790–819 |
| C | 2.0 | 75%–78.9% | 750–789 |
| C- | 1.7 | 72%–74.9% | 720–749 |
| D+ | 1.3 | 69%–71.9% | 690–719 |
| D | 1.0 | 65%–68.9% | 650–689 |
| F | 0.0 | 0%–64.9% | 0–649 |

Letter Grade Equivalencies

| Grade | Description of Work |
|----------|---|
| A | Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example “A” work should be |

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| | of such nature that it could be put on reserve for all cohort members to review and emulate. The “A” cohort member is, in fact, an example for others to follow. |
| B | Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example “B” work indicates good quality of performance and is given in recognition for solid work; a “B” should be considered a good grade and is awarded to those who submit assignments of quality less than the exemplary work described above. |
| C | Quality and quantity of work in and out of class are average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally. |
| D | Quality and quantity of work are below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below-acceptable levels. |
| F | Quality and quantity of work are unacceptable and do not qualify the student to progress to a more advanced level of work. |

Course Workshop Summary

| Workshop | Discussion* | Assignment* | Quiz* | Total Points Per Workshop |
|-----------------------|-------------|-------------|-------|---------------------------|
| Workshop One | 2/80 | 2/60 | – | 140 |
| Workshop Two | 2/80 | 1/60 | – | 140 |
| Workshop Three | 3/120 | 1/30 | – | 150 |
| Workshop Four | 1/40 | – | 1/100 | 140 |
| Workshop Five | 2/80 | 1/40 | – | 120 |
| Workshop Six | 1/40 | 2/270 | – | 310 |

| | | | | |
|--------------|---------------|--------------|--------------|--------------|
| Total | 11/440 | 7/460 | 1/100 | 1,000 |
|--------------|---------------|--------------|--------------|--------------|

*Number of Activities/Sum Points

Course Assignments

Workshop One Outline

| Title | Due Dates | Time | Points |
|---|--|------------------|---------------|
| 1.1 Exercise: Understanding Foundations | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 2 hours | 0 |
| 1.2 Assignment: HIS Selection Team | Due by the end of the workshop | 3 hours | 40 |
| 1.3 Discussion: Organizational Challenges | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 4 hours | 40 |
| 1.4 Discussion: Baked-In Knowledge | Initial post due by the end of the fourth day of the workshop; one response due by the end of the workshop. | 4 hours | 40 |
| 1.5 Assignment: HIT System Selection Project | Due by the end of the workshop | 2 hours | 20 |
| Totals | | 15 hours* | 140 |

Workshop Two Outline

| Title | Due Dates | Time | Points |
|--|--|-------------|---------------|
| 2.1 Exercise: Integrity in All Things | Initial post due by the end of the fourth day of the workshop; two responses | 2 hours | 0 |

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|---|--|------------------|------------|
| | due by the end of the workshop. | | |
| 2.2 Discussion: HIPAA | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 4 hours | 40 |
| 2.3 Discussion: EHR Capabilities | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 4 hours | 40 |
| 2.4 Assignment: HIPAA Statutes and Rules | Due by the end of the workshop | 5 hours | 60 |
| Totals | | 15 hours* | 140 |

Workshop Three Outline

| Title | Due Dates | Time | Points |
|---|--|---------|--------|
| 3.1 Exercise: Planning for the Future | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 1 hour | 0 |
| 3.2 Discussion: The CIO in HIT | Agreement posts due by the end of the fourth day of the workshop; disagreement posts due by the end of the workshop. | 3 hours | 40 |
| 3.3 Discussion: HIT Steering Committee | Initial post due by the end of the fourth day of the workshop; one response due by the end of the workshop. | 4 hours | 40 |
| 3.4 Discussion: The System Selection Process | Initial post due by the end of the fourth day of the workshop; one response due by the end of the workshop. | 4 hours | 40 |

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|--|--------------------------------|------------------|------------|
| 3.5 Assignment: Steps of the System Selection Process | Due by the end of the workshop | 3 hours | 30 |
| Totals | | 15 hours* | 150 |

Workshop Four Outline

| Title | Due Dates | Time | Points |
|--|--|------------------|------------|
| 4.1 Exercise: Trustworthiness | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 2 hours | 0 |
| 4.2 Discussion: Infrastructure and Service Management | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 5 hours | 40 |
| 4.3 Exam: Disaster Recovery and Risk Assessment | Due by the end of the workshop | 8 hours | 100 |
| Totals | | 15 hours* | 140 |

Workshop Five Outline

| Title | Due Dates | Time | Points |
|---|--|---------|--------|
| 5.1 Exercise: The Base of Decisions | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 2 hours | 0 |
| 5.2 Assignment: Portfolio Management Lessons Learned | Due by the end of the workshop | 4 hours | 40 |
| 5.3 Discussion: HRIS and Telemedicine Applications | Initial post due by the end of the fourth day of the workshop; two responses | 5 hours | 30 |

| | | | |
|--|--|------------------|------------|
| | due by the end of the workshop. | | |
| 5.4 Discussion: HIT and Systems Integration | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 4 hours | 50 |
| Totals | | 15 hours* | 120 |

Workshop Six Outline

| Title | Due Dates | Time | Points |
|--|--|------------------|-----------------|
| 6.1 Exercise: Finishing Strong | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 2 hours | 0 |
| 6.2 Discussion: HIT Value Analysis Steps | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 4 hours | 40 |
| 6.3 Assignment: Value Analysis Method Selection | Due by the end of the workshop | 3 hours | 30 |
| 6.4 Assignment: HIT System Selection Project (Individual) | Due by the end of the workshop | 6 hours | 240 |
| End of Course Survey | Due by the end of the workshop | - | 10 Extra Credit |
| Totals | | 15 hours* | 310 |
| Course Totals | | 90 hours* | 1,000 |

* These times are only estimates. Actual assignment completion times will vary.

Course Development Resources

All photos ©Fotolia unless otherwise noted.

Disaster Recovery Journal. (n.d.). Business continuity and disaster recovery planning templates. Retrieved from <http://www.drj.com/resources/sample-plans.html>

Glandon, G. L., Smaltz, D. H., & Slovensky, D. J. (2014). *Information systems for healthcare management* (8th ed.). Chicago, IL: Health Administration Press.

Hitnotes, LLC. (2016, March 25). HIPAA quiz. Retrieved from <http://www.hitnotes.com/hipaa-quiz>

Office for Civil Rights (OCR). (2017, June 16). HIPAA for professionals. Retrieved from www.hhs.gov/ocr/privacy/hipaa/administrative/index.html

Office for Civil Rights (OCR). (2013, July 26). Summary of the HIPAA privacy rule. Retrieved from www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html

U.S. Department of Homeland Security. (n.d.). IT disaster recovery plan. Retrieved from <http://www.ready.gov/business/implementation/IT>

Expectations, Policies, and Important Student Information

| School/Division | Link |
|---|--|
| DeVoe School of Business Division of Liberal Arts School of Services and Leadership | View School/Division Expectations, Policies, and Student Information |
| School of Educational Leadership | View School/Division Expectations, Policies, and Student Information |

| School/Division | Link |
|-------------------------|---|
| Wesley Seminary @ IWU | <u>View School/Division Expectations, Policies, and Student Information</u> |
| Nursing - Undergraduate | <u>View School/Division Expectations, Policies, and Student Information</u> |
| Nursing - Graduate | <u>View School/Division Expectations, Policies, and Student Information</u> |

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