



Course Syllabus
HSAD 623A: Health Information and Analytics

Instructor: Mari Valle, Ph.D., C.H.D.A.
Class Location: Online
Credit Hours: 3
Semester: Spring, Module 2
Class Dates: 3/15/2021-5/7/2021
Telephone: 815-501-7412 (Mobile)

I do accept text messages from students and will return a phone call between the hours of 8 am and 8 pm)

E-Mail: mvalle@stfrancis.edu
Office Hours: text/email to schedule a conference call

COURSE DESCRIPTION:

This course explores healthcare information technology planning and management issues associated with decision making in healthcare organizations. It provides a framework to understand the types of information systems prevalent in healthcare organizations, evaluate specific strategies related to healthcare IT investments, and understand the ramifications of health data standards and privacy concerns on information management policy.

COURSE OBJECTIVES:

At the conclusion of the course, the student will be able to:

1. Understand systems theory and systems thinking in terms of the healthcare delivery environment.
2. Understand the characteristics of healthcare information administrative systems and programs.
3. Understand the characteristics of healthcare information clinical systems and programs.
4. Understand the principles and laws regarding the confidentiality of healthcare data, including privacy, confidentiality and security requirements.
5. Evaluate results of systems security/privacy effectiveness assessment.
6. Understand data analysis including manipulation, understanding, and the ability to explain data.

7. Understand the process of information systems planning and implementation.
8. Apply technology trends in clinical applications to the local environment.
9. Integrate information technology systems that support decision making in healthcare settings
10. Recommend policies and procedures for information systems management in healthcare settings.

REQUIRED TEXT:

Mastrian, K. & McGonigle, D. (2021) *Informatics for Healthcare Professionals*, 2nd Edition, Burlington, MA: Jones & Bartlett Publishers. **(You do not need the access codes)**

Other readings will be distributed via Canvas.

COURSE EXPECTATIONS:

This is an accelerated, intensive course that covers very important content. You MUST keep pace with the class. We cover in 8 weeks what would normally be covered in a full semester. It is a considerable time commitment. Once an assignment is past the due date, it cannot be completed for full credit. Students are expected to treat each other and the professor with collegiality and respect.

COMPUTER LITERACY AND REQUIREMENTS:

Students taking this class are expected to have a minimal understanding of how to use a computer and a fast, reliable Internet connection. Instructor support will be supplied only in regard to class material, not basic computer knowledge. Please see the section below on technical support to get information as to how to resolve technology issues. If you are taking the course for 4 credit hours, you will be required to complete 5 analytics labs using software called Statistical Package for the Social Sciences (SPSS). To install this software, you must have a PC or a Mac computer that permits the installation of software. Chromebooks or tablets will not suffice.

COMMUNICATION:

There are several ways to communicate with your class members and with your instructor. The most efficient is via the “Asked and Answered!” discussion board on Canvas. E-mail will be checked regularly, and you will have a response within 24 hours. I have provided cell phone information. Please feel free to use freely during regular business hours or schedule an appointment via email. I do respond to texts on my cell phone for urgent matters.

STUDENT EVALUATION:

Students will be evaluated on the basis of 7 Self-Assessment quizzes, 2 Exams, 7 online discussions. Students taking the course for 4 credit hours will have an additional final project. Details will be provided on Canvas.

Grammar and punctuation are important and will be included in the evaluation and grading of all assignments, including discussions.

- Assignments MUST be completed on time.
- “On time” means – midnight on the day that the assignment it is due.
- Self-Assessment quizzes will consist of randomly assigned multiple choice questions. You will have 2 attempts to complete each assessment; the highest of your attempts will count towards your grade.

Letter grades will be determined using the following scale:

90 – 100%	A
80 – 89%	B
70 – 79%	

C
< 70
F

Course Requirements

Online Self-Assessments: These are multiple choice quizzes that you will take based on the material in the textbook and readings. You will be permitted 3 attempts per each self-assessment. The highest of the two will be used to calculate your grade. The self-assessments will be based on a random selection of questions from a test-bank based on the chapters used in each module. Your second attempt may have different questions than your first attempt. Even if you get a perfect score on your first attempt, take a second attempt so that you are exposed to as many questions as possible. This will assist you in preparation for your midterm and final exam.

Online Discussions: These are supposed to take the place of what would occur in discussions in a face-to-face classroom. Please see the rubric on Canvas for detailed instructions as to how they will be evaluated. The expectation is that you will participate in the discussion throughout the week. Your initial response should occur by Saturday, and discussion with your peers for the remainder of the week. A minimum of 4-5 substantive posts throughout the week is expected. You will not be able to see other's initial responses until you post your own. For full credit ask questions of each other, bring examples of outside materials, connect the question to your own personal and professional experience. **Participate** in the learning environment.

Midterm Exam: Students will take the midterm in Week 4. The midterm will assess your knowledge of the readings and activities for the first three modules of the class. It will be similar to the online self-assessments and consist of 25 multiple choice questions. However, students will only be allowed one attempt and ninety minutes to complete it.

Final Exam: Students will take the Final Exam the last week of the course. It will assess your knowledge of the readings and activities in the second half of the course. It will be similar to the midterm in format.

USF Mission Statement:

As a Catholic university rooted in the liberal arts, we are a welcoming community of learners challenged by Franciscan values and charisma, engaged in a continuous pursuit of knowledge, faith, wisdom, and justice, and ever mindful of a tradition that emphasizes reverence for creation, compassion, and peacemaking. We strive for academic excellence in all programs, preparing women and men to contribute to the world through service and leadership.

Mission Statement of the College of Business and Health Administration:

The mission of the College of Business and Health Administration is to offer undergraduate and graduate degree programs that are career oriented with a strong focus on academic excellence. Undergraduate programs are designed for traditional and non-traditional students providing academic and practical knowledge combining the effective use of technology with a global perspective and socially responsible leadership. Graduate and certificate programs are practitioner-based and designed for working professionals driven by real-world knowledge, emerging research, and the development of critical thinking skills. The College is guided by the University's Franciscan values of respect, compassion, integrity, and service.

ADA Statement:

The University strives to be in compliance with Americans with Disabilities Act (ADA) regulations. To this end, a student who requires special support or arrangements due to a disability should contact the Academic Resource Center, Library L 214, 815-740-5060 to coordinate accommodations. This contact should occur no later than the first week of classes in order to allow for sufficient time to provide accommodations. Should a need arrive after the start of a module; the student is encouraged to contact the ARC as soon as possible. Each case will be reviewed on an individual basis.

Academic Integrity:

Students have an obligation to exhibit honesty in carrying out their academic assignments. Students may be found to

have violated this obligation if they plagiarize or cheat. Plagiarism is presenting the work of others as one's own: cheating is taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom.

Statement of Academic Resources: If you need academic-related resources or assistance, please contact the Academic Resource Center at (815) 740-5060 or ARC@stfrancis.edu. ARC is located on the second floor of the USF Library, room 214.

Technical Support:

The Department of Academic Technology administers the online course management system, Canvas, and provides technical support to those students and faculty using Canvas. If you are experiencing difficulties using Canvas or need technical assistance, you have several options to receive support:

1. The Technology Support Center (TSC) will be open Monday through Thursday from 8:00 am to 7:00 pm Central time and from 8:00 a.m. to 4:30 p.m. on Fridays. You can contact the TSC by:
 - a. Phone: 1-815-768-TECH (8324)
 - b. Email: Techsupport@stfrancis.edu
 - c. Web: <http://techsupport.stfrancis.edu>
2. 24 X 7 support is now available through Canvas. To access support, you can still click the Report a Problem link to send an email support request, but now you also have two additional options; toll-free phone support through the Canvas Support Hotline (855-969-5445) and click-to-chat through Chat with Canvas Support. This system is live and available for immediate use. While this is a fantastic addition to the course experience, it should be noted that this is only for Canvas related issues.
3. Locate Help Resources Online. A student user guide and other resources for solving issues related to Canvas can be found at learnit.stfrancis.edu/.
4. Report a Problem Online. If you have questions regarding technical difficulties, you can report a problem by clicking on the orange Help button located in the upper right corner of your online course. You will receive a response from the TSC within 24 hours.

IMPORTANT NOTE: Responses to Help requests will go to your USF stfrancis.edu email account, NOT your personal email. In addition, the instructor will use your stfrancis.edu email or Canvas for ALL communication with the class/

To learn how to access your USF email account, go to: learnit.stfrancis.edu/canvas/canvas-guides-students.htm

Policies not covered in this document will be handled in accordance with the USF catalog.

For the 2020-21 Academic Year, students are expected to be familiar with and follow the various procedures and guidelines outlined in USF's COVID-19 Responses, including the "Guidelines for the Fall 2020 Opening" booklet, "University of St. Francis Preparedness Plan," and materials incorporated in the Saints United resource hub (<https://www.stfrancis.edu/saints-united/>). Academic related guidance can be found in this latter source under the *Academic Experiences (In-Person and Remote)* heading and includes the minimum technology requirements students must meet to successfully participate in all course modalities.