HITT 1301 – 001I3
Health Data Content and Structure
Fall 2025
Internet

Instructor Information:

Kay Carrier, MHA, RHIA, kcarrier3@com.edu, (409)933-8414 (O)

Student hours and location: Monday, 9-11, Tuesday 1-3, Wednesday 9-11; Thursday 1-3, Friday by appointment

Required Textbook/Materials:

Health Information Management Technology: An Applied Approach, 6th edition; Author Sayles. AHIMA ISBN# 978-1-58426-720-1 *and*

*Health Information Management Case Studies, 3rd Edition; By Dianna Foley; AHIMA; AB125122 ISBN: 978-1-58426-913-7

*EHR Go Lab (Access will be provided by the instructor)

Please create your EHR Go account by going to: https://ehrgo.com. Select **Subscribe** in the upper, right corner and enter the following HIM Student Program Key:

S24K27

Follow the on-screen instructions to create your account then log-in. After logging in, you'll be prompted to enter an Activation Code to apply your subscription. Your activation code is:

RYNRE-CY2D7-69993

Refer to this guide for more information.

Student Orientation Video #1: https://www.youtube.com/watch?v=66IBxQxCbZ4&feature=youtu.be
Student Orientation Video #2: https://www.youtube.com/watch?v=astg3JZZe5A&feature=youtu.be

Course Description: Introduction to systems and processes for collecting, maintaining, and dissemination primary and secondary health-related information. Instruction in delivery and organizational structure to include content of health records, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens

Course Pre & Co-requisites: None

Notice to Students Regarding Licensing Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements (www.ahima.org).
Should you wish to request a review of the impact of criminal history on your potential (RHIT) prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation": (www.ahima.org). This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Determination of Course Grade/Detailed Grading Formula:

*Group Participation
Each student is to be assigned to a group at the beginning of the semester. Class projects, assigned presentations, and specific homework assignments will be completed in groups. The group assignments will be random and once groups have been assigned, there will be no changing or switching with fellow classmates.

*HIM Professionals Panel Discussion Assignment (15% of final grade)

 Review the Grand Rounds in the discussion forum and answer what insights you gained during the HIM Director and Student questions. Also are there any other questions you may have. Here is the link: https://youtu.be/EibHyAtsZDg?si=umO1e2LZ7cn07_3h

*Group Ethics Assignment (15% of final grade)
In a group setting, you will (with your group members) engage in a recorded meeting via Microsoft Teams and discuss the importance of the AHIMA Code of Ethics. More details will follow and be posted in Brightspace (D2L) in an actual document with assignment details.

*Chapter Assignments/Labs (15% of final grade)
This is an online class, and you will be responsible for a lot of independent learning/study. There will be weekly assignments that are mandatory, and you must complete these assignments to successfully complete the course. Some assignments include reading the chapter material, quizzes, workbooks, labs, and others as assigned. The assignments are in the Learning Modules for each week, as well as on the course calendar.

*Labs
We will do labs and interactive assignments, as well as EHRgo assignments. Please check your lab assignments located under each week's Learning Module.
With this being an online course, you will be responsible for a lot of independent learning. Please be sure to complete all reading assignments and others by the due date. Please make certain that you read the assigned chapters each week and complete the required assignments, or you cannot successfully complete the course.

Chapter quizzes (10% of final grade)
There will be weekly chapter quizzes. These consist of multiple-choice questions. The number of questions varies from chapter to chapter. The quizzes are found under **Coursework-Assessments**. The student will have the option to complete the quizzes until they have reached 100%. The chapter quizzes are due at the end of each learning module by Sunday at midnight.

Midterm (20% of final grade)
The Midterm Exam covers Chapters 1-4, and it consists of 60 multiple choice questions. The test is timed; therefore, students are given 1 hour and 30 minutes to complete the test (1 ½ minutes per question). Once you begin the exam, it must be completed in one sitting, as it cannot be reopened. There is a review for the exam located in Brightspace (D2L).

Final (25% of final grade)
The Final Exam consists of 100 multiple choice questions. The test is timed; therefore, the students are given 2 hours and 30 minutes to complete the test (approx. 1 ½ minutes per question). Once you begin the exam, it must be completed in one sitting, as it cannot be reopened. The Final Exam is comprehensive and covers all material from all chapters throughout the semester. There is a review for the exam located in Brightspace (D2L).

Grading Formula:
As a student you are required to complete all lessons, assignments, and tests as part of each course within the program and pass with a "C" (75% or better).

Assignments/Labs	15%
Group Ethics Assignment	15%
HIM Professional s Panel Discussion	15%
Chapter Quizzes	10%
Mid-Tern	20%
Final	25%

Grading Scale:
90-100 A
80-89 B
75-79 C
70-74 D
69 – Below F

Late Work, Make-Up, and Extra-Credit Policy:

Late Work: As a student, you are required to complete all lessons, assignments, and tests as part of each course within the program. Tests may be submitted after the due date and receive a grade; however, grades for these assignments and exams submitted after the due date and time will receive a maximum grade of 75% unless prior

arrangements have been made with the instructor. The percentage of each activity will weigh in the final grade, regardless of the student participates in the activity or test.

Use of Artificial Intelligence (AI): Any assignment containing material generated by Artificial Intelligence (AI) will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

Attendance Policy: This is an online course; therefore, we do not meet face to face. Because of this, it is very important, and you are expected to attend the course in Brightspace (D2L) a minimum of three times per week and participate in all discussions.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statements requiring monitoring and communication expectations via Brightspace (D2L) or other LMS)

Student Learner Outcomes:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Analyze health record content	Critical Thinking	Lab Assignment
2. Describe health information management department function and purpose	Communication Skills (Oral, Written & Visual)	Presentation
3. Differentiate the various types of health care facilities and their records	Critical Thinking	Group Project
4. Identify the various licensing and regulatory agencies in the healthcare industry	Critical Thinking	Final

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook (pg. 33). Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action https://www.com.edu/student-services/docs/StudentHandbook2021-2022v1.pdf

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, if I cannot resolve your issue or you continue to have questions, please contact the Dean

of Instruction, Rebecca Montz at 409-933-8948 or rmontz@com.edu.

Course outline:

**Course calendar is subject to change at instructor's discretion.

Date	Week #	Topics Covered/Reading Assignment	Assignments	Lab Assignments
8/18 – 8/24	1	Review the syllabus Review the HIM Student Handbook Chapter 1: HIM Profession	**~Syllabus Quiz: Due 8/21** **~HIM Handbook Quiz: Due 8/21** ~ **Complete the Welcome Discussion Due 8/21** **Chapter 1 Assignments:** ~ Read Chapter 1 in Sayles book, using Chapter 1 PowerPoint as a guide to help take notes ~ Review AHIMA HIM Power Point and write a summary of which field of HIM interests you most. Use APA format for your assignment and submit it through the link provided. ~ Complete the Chapter 1 Workbook, **the section titled "Application Exercises", do numbers 1-4 only.** ~ **Take the Chapter 1 Review Quiz found under Coursework-Assessments or Quiz at the top**	Review of the Virtual HIM Dept Tour Video and complete the Discussion forum **Due 8/24**

			All assignments due: 8/24 ~ Any additional assigned by instructor	
8/25 – 8/31	2	Chapter 2: Healthcare Delivery Systems	**Mandatory virtual orientation Wednesday 8/27 I will put it from 6:30 to 7:30 but we may not go that long.** **Chapter 2 Assignments:** ~ Read Chapter 2 in Sayles book, using Chapter 2 PowerPoint as a guide to help take notes ~ Complete the Chapter 2 Workbook, EXCEPT for the section titled "Application Exercises". You are not required to do this part. ~ Take the Chapter 2 Review Quiz ~ Any additional assigned by instructor All assignments due: 8/31	~ Research AHIMA Code of Ethics and complete the Discussion ~ Complete Group Ethics Assignment ~ Case Study 1.10 pg. 26 **Due 9/7**
9/1 Is Labor Day School Closed **9/2 – 9/7**	3	continued…		

		Chapter 2	• See Above	•

9/8– 9/14	4	Chapter 3: Health Information Function, Purpose & Users	**Chapter 3 Assignments:** ~ Read Chapter 3 in Sayles book, using Chapter 3 PowerPoint as a guide to help take notes ~ Complete the Chapter 3 Workbook, EXCEPT for number 2 in the section titled "Application Exercises". You are not required to do this part. Do all others except number 2. ~ Watch the video on Terminal Digit Filing and follow the instructions to complete the assignment in the Discussion Board. ~ Take the Chapter 3 Review Quiz ~ Any additional assigned by instructor All assignments due: 9/14	~ Case Study- 1.12 pg. 28 ~ New Patient Registration A EHRgo ~ EHRgo- Introduction to Chart Deficiencies ~ EHRgo Analyzing for Chart Deficiencies Due: 9/21
9/15 – 9/21	5	continued… Chapter 3	• See Above	

9/22 to 9/28	6	Chapter 4: Health Record Content & Documentation	**Chapter 4 Assignments:** ~ Read Chapter 4 in Sayles book, using the Chapter 4 PowerPoint as a guide to help take notes ~ Complete Chapter 4 Workbook ~ Take the Chapter 4 Review Quiz	~ EHRgo Understanding the TJC Tracer Methodology EHRgo ~ E H R g o EHR Documentation Standards ~ EHRgo Application Activity – Chart analysis (Igmatau) ~ EHRgo H & P Quality Audit Due 10/5
			~ Any additional assigned by instructor ~ **Mid-Term Review** **All assignments due 9/28**	~
9/29 – 10/5	7	Continued… Chapter 4	• See above	
10/6 – 10/12	8	**MID TERM EXAM** 10/6 – 10/12	**The Mid Term Exam will be open from 10/6 – 10/12** *The test covers Chapters 1-4*	

10/13 – 10/19	9	Chapter 7: Secondary Data Sources	**Chapter 7 Assignments:** ~ Read Chapter 7 in Sayles book, using Chapter 7 PowerPoint as a guide to help take notes ~ Complete the Chapter 7 Workbook <mark>EXCEPT for the Application Exercises. You do not need to do this section.</mark> ~ Chapter 7 Discussion Post ~ Take the Chapter 7 Review Quiz ~ Any additional assigned by instructor <mark>All assignments due 10/19</mark>	You Tube video: Cancer Registries: Measuring Progress. Targeting Action
10/20 – 10/26	10	Chapter 8: Health Law	**Chapter 8 Assignments:** ~ Read Chapter 8 in Sayles book, using the Chapter 8 PowerPoint as a guide to help take notes ~ Complete the Chapter 8 Workbook and <mark>do ONLY number 2 on the Application Exercises. You do not need to do the others in this section</mark>. ~ ~ Chapter 8 Discussion Post ~ Take the Chapter 8 Review Quiz	~ EHRgo- ROI and Accounting of Disclosures Case Study 5.25; pg. 246 in case studies book **Due 10/26**
			~ Any additional assigned by instructor <mark>All assignments due 10/26</mark>	

| 10/27 – 11/2 | 11 | Chapter 9 Data Privacy and Confidentiality

Chapter 10 Data Security | **Chapter 9 Assignments:**
~ Read Chapter 9 in Sayles book, using Chapter 9 PowerPoint as a guide to help take notes

~ Complete Chapter 9 Workbook

~ Chapter 9 Discussion Post

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~ Take the Chapter 9 Review Quiz

Chapter 10
~ Read Chapter 10 in Sayles book, using Chapter 10 PowerPoint as a guide to help take notes

~ Application Exercises 1-3 in student workbook

Take the Chapter 10 Review Quiz

All assignments due 11/2 | ~EHRgo Release of Information

~ Case Study 2.3; pg. 87 and 2.6; pg. 90

Due 11/9 |
| 11/3 – 11/9 | 12 | Continued…
Chapter 9 & 10 | • See above | |

11/10 – 11/16	13	Chapter 12: Healthcare Information	**Chapter 12 Assignments:** ~ Read Chapter 12 in Sayles book, using Chapter 12 PowerPoint as a guide to help take notes ~ Complete the Chapter 12 Workbook ~ Take the Chapter 12 Review Quiz ~ Any additional assigned by instructor <mark>All assignments due 11/24… No assignments will be accepted after that.</mark>	Review the Grand Rounds in the discussion forum and answer what insights you gained during the HIM Director and Student questions. Also are there any other questions you may have. Here is the link: https://youtu.be/EibHyAtsZDg?si=umO1e2LZ7cn07_3h **Due: 11/24**
11/17 – 11/24	14	Continued… Chapter 12 and Final Review		
11/25 – 12/1 **11/27 – 12/1 Thanksgiving Holiday**	15	Continued… Chapter 12 and Final Review	**Final will open on 11/23 and close on 12/2**	
12/2 – 12/4	16	**Final Exam Opens 11/23 and closes on 12/2**		

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. https://www.com.edu/student-services/student-handbook.html
 An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.

Academic Success & Support Services: College of the Mainland is committed to providing students with the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator
Phone: 409-933-8919
Email: AccessibilityServices@com.edu
Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:
If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here https://www.com.edu/community-resource-center/. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:
The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Student Success Tips

Three Prior to Me: The HIM faculty encourages students to problem-solve, work as a team as well as utilize available resources. In order to develop these skills, we will employ the **"Three Prior to Me" process**. This means that before you contact the instructor with a course-related question, you must have attempted to find the information in three other places. For instance, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places prior to asking the instructor. Hence, you might do a Google search for the term, ask a classmate, and refer to your textbook. Instructors **will** question you regarding what research methods you utilized to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:

1. **-preparation for the workforce**
2. **-increased research skills**
3. **-instructors will have more time to provide feedback and interact with students**

If you have a question that **ONLY** the instructor would know the answer to (grade-related, assessments, etc.), then of course you would go to the instructor directly. This process will require practice and patience from the student as well as the instructor.

Professionalism: Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in the classroom as well as all activities with this course. Professional behavior includes:

- **Attends class and is punctual** – The student attends as stated in the attendance policy, arrives on time for class activities or informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class.
- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills** – The student listens, speaks using correct grammar and without excess fillers, e.g., um, you know, like
- **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient provider, fellow student, and college information.

AHIMA 2026 Competency and Key Performance Indicator (KPI's) specify the HIM body of knowledge and practice that is taught within this course.

1.2 Technology Competence

    1.2.1 Use digital technology, networks, and communication tools to find, evaluate and communicate information. (does)

1.4 Medical Terminology

    1.4.2 Interpret proper phrases and terms of diseases, pathological conditions, and systems of the body. (knows)

    1.4.3 Use medical terminology and abbreviations within the correct context. (does)

1.6 Healthcare Services Delivery

    1.6.1 Identify types of healthcare organizations and systems. (knows)

    1.6.2 Differentiate the scope of health professionals and healthcare services in various settings. (knows)

1.8 Determinates of Health

    1.8.1 Recognize how the determinants of health impact individual, community and population disease and health. (knows)

    1.8.2 Identify the social determinants of health in clinical documentation. (knows)

2.3 Ethical Behavior – Miller's is a knows level, but the assignment is at the shows level

    2.3.1 Recognize ethical issues and identify potential actions that support a positive outcome. (knows)

    2.3.2 Identify and manage potential and actual conflicts of interest. (knows)

    2.3.3 Evaluate and apply ethical frameworks to provide professional guidance. (knows)

3.1 Health Information Legislation, Regulations, Licensure and Accreditation

    3.1.1 Apply knowledge of the US legal system and the legislative processes. (knows)

    3.1.2 Identify legislation, regulations, regulatory standards, and judicial processes impacting health information management. (knows)

    3.1.3 Identify the alignment of policy to legislation and regulations. (shows)

    3.1.4 Recognize the impact of licensure and accreditation standards on health information management policies and procedures. (shows)

    3.1.5 Properly cite and reference legislation and regulations. (does)

3.2 Privacy, Security and Confidentiality

    3.2.1 Obtain authorization for the collection, use and release of personal health information. (shows)

    3.2.2 Identify potential and actual privacy and security risks and define steps to mitigate vulnerabilities and the risk of unauthorized access. (shows)

    3.2.3 Follow legal requirements when releasing information to patients and authorized individuals and organizations. (shows)

    3.2.4 Use physical, technical, and administrative controls to ensure safeguards are in place to protect assets. (shows)

    3.2.5 Identify the vulnerabilities and the risk of unauthorized access. (knows)

    3.2.6 Identify potential and real cyber security risks and define steps to mitigate risks. (knows)

    3.2.7 Validate legal documents to protect patients and the organization. (shows)

4.1 Health Record Life Cycle

    4.1.1 Identify the content of the health record and documentation for various types and sizes of health organizations, including virtual environments. (knows)

4.2 Data Configuration

    4.2.1 Follow interoperability standards to ensure data sharing across systems. (knows)

8.1 Quality Assessment and Improvement

    8.1.1 Audit the quality of patient records and report on issues and trends. (shows)

    8.1.2 Recognize the role of health information management in tracking and reporting on performance indicators. (shows)

    8.1.4 Review quality reports to identify trends and areas of improvement for continuous quality improvement. (shows)

10.2 Interprofessional Collaboration

    10.2.3 Recognize the various roles and scope of the inter-professional team. (knows)