HITT 1301 – 101IN
Health Data Content and Structure
Fall 2021
Internet

Instructor Information: Tammy Lopez, MIS, RHIA, tlopez3@com.edu, (832) 403-6058 (text only)

Student hours and location: Please contact me if you would like to set up a Team's meeting; however, if you need immediate assistance, please contact me at tlopez3@com.edu or (832) 403-6058 (text only).

Required Textbook/Materials:

Health Information Management Technology: An Applied Approach, 6th edition; Author Sayles.

and

*Health Information Management Case Studies; By Dianna Foley; AHIMA; ISBN: 978-1-58426-458-3

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

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

IMPORTANT: Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

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.

Course requirements:

***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.

***Group Panel Discussion Assignment (15% of final grade)**
We will have a panel of HIM professionals available and the students will ask a set of questions to the panel. This will be done as a group and the answers will be presented as such. This will be done in either Zoom or Microsoft Teams. The date and time are to be determined, but you will be informed as soon as it is available. Also, more detailed information will follow. **(Due Date TBA)**

***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 Blackboard 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 located in the Learning Modules for each chapter, 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. Pay attention to due dates, as the quizzes will close on the deadlines and you will not have access to them once they close.

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 Blackboard. **(Open 10/11 to 10/18)**

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 Blackboard. **(Open 12/2 to 12/6)**

Determination of Course Grade/Detailed Grading Formula:

Methods:
- Encompass a variety of experiences (Lectures, daily assignments, lab projects, written reports that utilize the material presented in the lecture section).
- Read all assignments and understand all requirements for completing assignment. **Chapters must be read! There will also be weekly homework assignments that are mandatory, and this will require you to get familiar with the chapter material each week .**
- Complete assignments as scheduled. **NO LATE WORK ACCEPTED**. Assignments in Blackboard will close on the due date . Pay close attention to the calendar as to not miss deadlines. Each week, assignments open on Monday at 8:00 and close on Sundays at 11:59 pm. Please refer to this Syllabus for schedule and dates of assignments.
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Grading Formula:
As a student you are required to complete all lessons, assignments, and tests as part of each course within the program

Assignments/Labs	**15%**
Group Ethics Assignment	**15%**
Group 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:

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 log into the course in Blackboard a minimum of three times per week and participate in all discussions.

Make-Up 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 weight in the final grade, regardless if the student participates in the activity or test.

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 statement requiring monitoring and communication expectations via Blackboard or other LMS)

Student Learner Outcomes:

Upon successful completion of this course, students will:
1. Analyze health record content
2. Describe health information management department function and purpose
3. Differentiate the various types of health care facilities and their records
4. Identify the various licensing and regulatory agencies in the healthcare industry

Core Objectives:
o Critical Thinking Skills(CT)
o Communication Skills (CS)(Written, Oral & Visual)
o Empirical and Quantitative Skills (EQS)
o Teamwork (TW)
o Social Responsibility (SR)
o Personal Responsibility (TR)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Analyze health record content	CT	Lab Assignment
2. Describe health information management department function and purpose	CS	Presentation
3. Differentiate the various	CT	Group Project

types of health care facilities and their records		
4. Identify the various licensing and regulatory agencies in the healthcare industry	CT	Final

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook (pg. 19). 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 http://www.com.edu/student-services/student-handbook

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. http://www.com.edu/student-services/student-handbook.php
OWL Purdue Plagiarism: https://owl.english.purdue.edu/owl/resource/589/01/

The Speaking, Reading and Writing Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations and Math for academic and non-academic assignments/projects. Located in the Technical Vocational Building, Room 1306, the center provides face-to- face and online tutoring sessions in a welcoming environment. Appointments can be made in person, or on the center scheduler at com.mywconline.com, or by clicking the SRWC icon on the COM website.

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 Department Chair/Program Director, Kay Frieze, at 409-933-8414/kfrieze@com.edu.

Course outline:

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

Date	Week #	Topics/Chapters Covered	Homework
8/23-8/29	1	Chapter 1: HIM Profession	**Chapter 1 Assignments:** ~ Read Chapter 1 in Sayles book, using the 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 MLA 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 **Lab Assignment:** ~ Watch the Active Shooter videos ("Run, Hide, Fight" and "Make the Call"), located under the course content tab. **All assignments due: 8/29** ~ Any additional assigned by instructor
8/30-9/5	2	Chapter 2: Healthcare Delivery Systems	**Chapter 2 Assignments:** ~ Read Chapter 2 in Sayles book, using the Chapter 2 PowerPoint as a guide to help take notes ~ Complete the following "Check Your Understanding" questions for Chapter 2 in the Sayles book: 2.1- pp. 30-31 2.2- pp. 38-39 2.3- pp. 47-48 2.4- pg. 53 2.5- pp. 57-58 ~ 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 **Lab Assignment:** ~ Research AHIMA Code of Ethics ~ Case Study 1.10 pg. 25 ~ Any additional assigned by instructor **All assignments due: 9/12**
9/7-9/12	3	continued…	

		Chapter 2	• See Above
9/13- 9/19	4	Chapter 3: Health Information Function, Purpose & Users	**Chapter 3 Assignments:** ~ Read Chapter 3 in Sayles book, using the Chapter 3 PowerPoint as a guide to help take notes ~ Complete the following "Check Your Understanding" questions for Chapter 3 in the Sayles book: 3.1- pg. 68 3.2- pp. 80-81 3.3- pg. 88 ~ 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 **Lab Assignment:** ~ Case Study- 1.12 pg. 27 ~ EHRgo- Introduction to Chart Deficiencies ~ EHRgo Analyzing for Chart Deficiencies ~ Any additional assigned by instructor **All assignments due: 9/26**
9/20-9/26	5	continued… Chapter 3	• See Above
9/27-10/3	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 the following "Check Your Understanding" questions for Chapter 4 in the Sayles book: 4.1- pg. 101 4.2- pg. 103 4.3- pp. 114-115 4.4- pp. 117-118 4.5- pg. 120 ~ Complete the Chapter 4 Workbook ~ Take the Chapter 4 Review Quiz **Lab Assignments:** ~ EHRgo Understanding the TJC Tracer Methodology ~ EHRgo EHR Documentation Standards

			~ Any additional assigned by instructor ~ **Mid-Term Review** **All assignments due 10/10**
10/4-10/10	7	Continued… Chapter 4	• See above
10/11-10/17	8	**MID TERM EXAM** **10/11 – 10/17** Chapter 7: Secondary Data Sources	**The Mid Term Exam will be open from 10/11 - 10/17**. *The test covers Chapters 1-4* **Chapter 7 Assignments:** ~ Read Chapter 7 in Sayles book, using the Chapter 7 PowerPoint as a guide to help take notes ~ Complete the following "Check Your Understanding" questions for Chapter 7 in the Sayles book: 7.1- pg. 200 7.2- pp. 215-216 ~ Complete the Chapter 7 Workbook EXCEPT for the Application Exercises. You do not need to do this section. ~ Chapter 7 Discussion Post ~ Take the Chapter 7 Review Quiz **Lab Assignment:** ~ You Tube video: Cancer Registries: Measuring Progress. Targeting Action. ~ Any additional assigned by instructor **All assignments due 10/24**
10/18-10/24	9	Continued… Chapter 7	• See above
10/25-10/31	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 following "Check Your Understanding" questions for Chapter 8 in the Sayles book: 8.1- pp. 232-233 8.2- pp. 242-243 ~ Complete the Chapter 8 Workbook and do ONLY number 2 on the Application Exercises. You do not need to do the others in this section. ~ Chapter 8 Discussion Post ~ Take the Chapter 8 Review Quiz **Lab Assignments:** ~ EHRgo-ROI and Accounting of Disclosures ~ Case Study 5.25; pg. 210 in case studies book

			~ Any additional assigned by instructor **All assignments due 10/31**
11/1-11/7	11	Chapter 9: Data Privacy & Confidentiality	**Chapter 9 Assignments:** ~ Read Chapter 9 in Sayles book, using the Chapter 9 PowerPoint as a guide to help take notes ~ Complete the following "Check Your Understanding" questions for Chapter 9 in the Sayles book: 9.1- pp. 259-260 9.2- pp. 268-269 9.3- pp. 280-281 ~ Complete the Chapter 9 Workbook ~ Chapter 9 Discussion Post ~ Take the Chapter 9 Review Quiz **Lab Assignments:** ~EHRgo Release of Information ~ Case Study 2.3; pg. 69 and 2.6; pg. 72 ~ Any additional assigned by instructor **All assignments due 11/14**
11/8-11/14	12	Continued… Chapter 9	• See above
11/15-11/21	13	Chapter 12: Healthcare Information	**Chapter 12 Assignments:** ~ Read Chapter 12 in Sayles book, using the Chapter 12 PowerPoint as a guide to help take notes ~ Complete the following "Check Your Understanding" questions for Chapter 12 in the Sayles book: 12.1- pg. 372 12.2- pg. 379 12.3- pg. 385 ~ Complete the Chapter 12 Workbook ~ Take the Chapter 12 Review Quiz ~ Complete any lab assignment(s) ~ Any additional assigned by instructor **All assignments due 12/5…no further coursework accepted past this date**
11/22-11/26	14	Thanksgiving Week	
11/29-12/5	15	Continued… Chapter 12 and Final Review	• See above
12/6-12/10	16	**Final Exam**	

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. Directions for filing an appeal can be found in the student handbook.<https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students 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 accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Statement on Audio and Video Recording:
Surreptitious or covert videotaping of class or unauthorized audio recording of class is prohibited. This class may be videotaped, or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may be given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.

Classroom Conduct: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. **http://www.com.edu/student-services/student-handbook**. Students should always act in a professional manner. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class. ***This applies to online courses as well, please be respectful, especially in Discussion board posts.***

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.

Student Success Tips:

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 every class period, 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 DOMAINS, SUBTASKS, AND TASKS

Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security		
Competency	**Bloom's Level**	**Chapter**
II.1. Apply privacy strategies to health information.	3	9
II.3. Identify compliance requirements throughout the health information life cycle.	3	9,10,15

Domain III. Informatics, Analytics, and Data Use

Competency	Bloom's Level	Chapter
III.1. Apply health informatics concepts to the management of health information.	3	4,6,11,12
III.2. Utilize technologies for health information management.	3	4,5,11,12,15
III.4. Report health care data through graphical representations.	3	12, 14, 18
III.6. Describe the concepts of managing data.	3	4, 6, 7, 9, 10, 12, 15, 17
III.7. Summarize standards for the exchange of health information.	2	6, 11, 12
III.6. **DM** Manage data within a database system.	5	6, 11, 12
III.7. **DM** Identify standards for exchange of health information.	3	6, 11, 12

Domain V. Health Law & Compliance

Competency	Bloom's Level	Chapter
V.1. Apply legal processes impacting health information.	3	8, 9, 10, 16
V.2. Demonstrate compliance with external forces.	3	8, 9, 10, 15, 16, 20, 21
V.3. Identify the components of risk management related to health information management.	3	8, 9, 10, 16, 17, 18
V.4. Identify the impact of policy on health care.	3	8, 9, 10, 15

Domain VI. Organizational Management & Leadership

Competency	Bloom's Level	Chapter
VI.7. Assess ethical standards of practice.	5	8, 15, 21
VI.8. Describe consumer engagement activities.	2	12