HITT-1345-021IN (8780)
Health Care Delivery System
SPRING 2024
Internet Course

Instructor Information:
Carol F Smith, csmith108@com.edu, Office 409-933-8386, cell 713-705/4332.

Student hours and location: Virtually by appointment; however, if you need immediate assistance and the Instructor is not available, please contact Kay Carrier at kcarrier3@com.edu or 409-933-8414. Also, when emailing me please CC: Kay Carrier.

Required Textbook/Materials:

Comparative Records for Health Information Management, (4th Edition)Ann H. Peden: ISBN# 978-1-285-87171-4

Additional Resources: *Health Information Management Technology*, Author Sayles; and *Health Information Management Case Studies*; Author Dianna Foley; Publisher AHIMA; ISBN: 978-1-58426-458-3; AHIMA Product Code: AB125115.

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.

Course Description: Examination of delivery systems including organization, financing,accreditation, licensure, and regulatory agencies.

Course requirements:
Determination of Course Grade:

Chapter Quizzes (10% of final grade) There is a quiz for each chapter covered. The quizzes are taken online through Learning System and can be found under the Assessments tab on the menu. You may take the quizzes multiple times until your desired score is reached, however, once the quiz closes it will not be reopened so, please pay attention to due dates. The quizzes are due by midnight on Sunday of each week as perthecalendar.

Mid Term Exam (25% of final grade) The Mid Term consists of 50 multiple choice questions. It is a timed test and must be completed once opened. The test covers Chapters 1, 2, 3, 7, 8, 9, 10, 11 & 12. Please note, some chapters have been skipped, as we will cover those in the second half of the semester. The chapters are not covered in order, so please follow your calendar to stay on track! **This course requires the use of LockDown Browser for online exams. For more information, watch this [short video](#) to get a basic understanding of LockDown Browser.** A review is available for this exam. **The Mid Term Exam will open on 2/26 and will close at midnight on 3/3.**

Final Exam (25% of final grade) The Final Exam consists of 100 multiple choice questions. It is a comprehensive exam and will include all material from all chapters covered throughout the semester. The test is timed and must be completed once opened. A review is available for this exam. ALL COURSEWORK MUST BE COMPLETED PRIOR TO TAKING THE FINAL EXAM…**The Final will open on 5/1 and will close at midnight on 5/8. This course requires the use of LockDown Browser for online exams. For more information, watch this [short video](#) to get a basic understanding of LockDown Browser.**

Group Project # 1- Healthcare Setting Presentation (10% of final grade) Students will be assigned to groups, in which each group will choose a chapter (a specific health care setting) and create a Power Point presentation to share with the class via a Discussion Board post in Learning System. The presentation must be thorough in the information and must contain a minimum of 15 detailed slides about the setting you choose. You must put your name on the bottom of the slides that you created, so I can ensure everyone has done their part and give proper credit. No two groups may choose the same setting; therefore, a signup sheet will be posted. **DUE 4/23**

Group Project # 2- Problem-Based Learning (10% of final grade) In your assigned group, students are to generate a report comparing health records in the various alternative sites vs. the acute care record. Report must be inclusive of all sites studied. Student's report should discuss the documentation differences and similarities.

This report may be presented in any way you choose (spreadsheet, chart, etc.). This will be shared with the class via a Discussion Board post in Learning System. **DUE 4/23**

By the second week of class, you will be assigned to a group and within the Discussion area a discussion forum is created for each group, for both projects, to utilize throughout the semester in order to communicate with your group. You must participate in this group discussion forum in order to receive full credit for the assignment!

IMPORTANT: These are not projects that you can wait until the last minute to complete. Through the discussion board, you will provide me a copy of all supporting documentation as well as your Power Point presentation.

General, ongoing feedback for the group projects will be conducted before and after the assigned due dates. There is also a student-to-instructor discussion forum that you may post questions at any time. I will check the area every other day (except weekends).

Career Resource Journal (10% of final grade) This is an ongoing homework activity. Students are to record in a journal of your choosing, resources and contact information that would be useful in future employment. You must include the hiring organization, job title and where you located the employment opportunity (paper, internet, etc.). You need to have at least 2 entries in your journal each week. This assignment will be submitted to me electronically. **DUE 4/23**

Discussions/Participation (10% of final grade) Students are expected to log into the learning system at least three times a week, participate in all discussions and within your group project. The discussions can be located within the Learning Modules or under the Discussion tab at the top menu.

Some characteristics we consider to be part of excellent discussion contributions are outlined below. Your instructor will consider these characteristics when assessing the quality and level of your participation.

1. You should submit your initial post by day 4 (Thursday) in each module, and your subsequent responses to the post of other learners by day 6 (Saturday) and at timely intervals within the duration of each module. Keep in mind the goal is to have a dynamic discussion that last throughout the entire module.
2. Your posts and responses should be thorough and thoughtful. Just posting an "I agree" or "Good ideas" will not be considered adequate. Support your statements with examples, experiences, or references. Keep in mind that your fellow learners will be reading and responding to you, too.
3. Make certain to address the discussion prompt(s). This does not mean you should not extend the topic, but do not stray from the topic.
4. Discussions occur when there is dialogue. Therefore, build upon the posts and responses of other learners to create discussion threads. Make sure you revisit the discussion forum and respond (if necessary) to what other learners have posted to your initial responses.
5. When relevant, add to the discussion by including prior knowledge, work experience, references, web sites, resources, etc. (giving credit when appropriate).
6. Your contributions to the discussions (posts and responses) should be complete and free of grammatical or structural errors as well as friendly and courteous.
7. Treat the discussion boards as if we were having a discussion in the classroom.

**Discussion Forum Participation Rubric is located in the learning system.

Participation in the discussion forums is critical for maximizing your learning experiences in this course. You are required to be part of an online community that interacts, through discussion, to enhance and support the professional development of the group. Part of the assessment criteria for the course includes assessing the quality and quantity of your participation in the discussion forum.

- You should submit your initial post by day 4 (Thursday) in each module, and your subsequent responses to the post of other learners by day 6 (Saturday) and at timely intervals within the duration of each module. Keep in mind the goal is to have a dynamic discussion that last throughout the entire module.
- Your posts and responses should be thorough and thoughtful. Just posting an "I agree"or "Good ideas" will not be considered adequate. Support your statements with examples, experiences, or references. Keep in mind that your fellow learners will be reading and responding to you, too.
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- Your contributions to the discussions (posts and responses) should be complete andfree of grammatical or structural errors as well as friendly and courteous.
- Treat the discussion boards as if we were having a discussion in the classroom.

Determination of Course Grade/Detailed Grading Formula:
Your semester grade will be comprised of the following components and graded per the following grading scale: Furthermore, **in order to pass this class, you must obtain "C" or better**.

Group Project # 1- Health Care Setting Presentation	10%
Group Project # 2 - Problem Based Learning	10%
Career Journal	10%
Discussions	10%
Chapter Quizzes	10%
Mid Term Exam	25%
Final Exam	25%

Grading Scale:
90.0-100   A
80.0-89.9   B
75.0-79.9   C
70.0-74.9   D
69 – Below   F

Late Work, Make-Up, and Extra-Credit Policy: Computer lab assignments, Midterm and Final Exams may be submitted after the due date with instructor approval and receive a grade; however, grades for these assignmentsand exams submitted after the due date and time will receive a maximum grade of 75%. This is at instructor's discretion.

Attendance Policy: It is best practice to log on at least 3 times per week to the learning system to participate in the discussions and review announcements and other directives.

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 D2L or other LMS)

General Education Core Objectives: Students successfully completing this course willdemonstrate competency in the following Core Objectives:

- CT = Critical thinking skills – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- COM = Communication skills – to include effective written, oral, and visual communication
- EQS = Empirical and quantitative skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

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 theapplicable licensing agency.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Students will be able to identify the components and functions of multiple health care delivery systems to include accreditation, licensure, regulations, payment, and reimbursement systems	Critical Thinking	Final
2. Students will be able to describe routine institutional statistics	Empirical and Quantitative Skills	Group Project
3. Student will be able to interpret health care data	Critical Thinking	Final
4. Students will be able to prepare health care data for presentation purposes	Communication-Visual	Individual Project
5. Students will be able to evaluate reliability and validity of health care data	Empirical and Quantitative Skills	Group Project

Academic Dishonesty 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 ofStudent Conduct for the appropriate discipline action. http://www.com.edu/studentservices/student- handbook.php OWL Purdue Plagiarism: https://owl.english.purdue.edu/owl/resource/589/01/

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.

**The Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations 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.

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, you continue to have questions, please contact Kay Carrier at **kcarrier3@com.edu** or **409-933-8414.**

Course outline:

ALL COURSEWORK DUE BY SUNDAY, 5/5. NO FURTHER WORK WILL BE ACCEPTED PAST THIS DATE, NO EXCEPTIONS!

Week:	Topics Covered:	Assignments:
#1 **1/16 to 1/21**	Chapter 1- Changing Face of Health Care in America Impact on the Role of the HI Manager	Read Chapter 1 Watch Chapter 1 Videos Review Additional Learning Material Discussions Chapter 1 **Due: 1/18 and 1/20** Interactive Games Chapter 1 Quiz **Due:1/21**

#2 **1/22 to 1/28**	Chapter 2 - Hospital- Based Ambulatory Care	Read Chapter 2 Watch Chapter 2 Videos Review Additional Learning Material Discussions Chapter 2 **Due: 1/25 and 1/27** InteractiveGames Chapter 2 Quiz**Due: 1/28**
#3 **1/29 to 2/4**	Chapter 3 Freestanding Ambulatory Care	Read Chapter 3 Watch Chapter 3 Videos Review Additional Learning Material Discussions Chapter 3 **Due: 2/1 and 2/3** Interactive Games Chapter 3 Quiz **Due:2/4**
#4 **2/5 to 2/11**	Chapter 7-Mental Health Chapter 8- Substance Abuse	Read Chapters 7 & 8 Watch Chapters 7 & 8 Videos Review Additional Learning Material Discussions Chapters 7 & 8 **Due: 2/8 and 2/10** Interactive Games Chapters 7 & 8 Quizzes **Due: 2/11**
#5 **2/12 to 2/18**	Chapter 9 Facilities for Individuals with Mental Retardation or Developmental Disabilities Chapter 10 Long Term Care Facilities	Read Chapters 9 & 10 Watch Chapters 9 & 10 Videos Review Additional Learning Material Discussions Chapters 9 & 10 **Due: 2/15 and 2/17** Interactive Games Chapters 9 & 10 Quizzes **Due: 2/18**

#6 **2/19 to 2/25** ***Review for Mid- Term, Chapters 1, 2, 3,7, 8, 9,10, 11 and 12***	Chapter 11- Rehabilitation Chapter 12-Home Health Care ***Mid Term Review is located in Course Content***	Read Chapters 11 & 12 Watch Chapters 11 & 12 Videos Review Additional Learning Material Discussions Chapters 11 & 12 **Due: 2/22 and 2/24** Interactive Games Chapters 11 & 12 Quizzes **Due: 2/25**
# 7 **2/26 to 3/3**	**Mid-Term Exam**… Taken online through Learning System **The Mid Term Exam will be open 2/26 to 3/3**	***Covers Chapters 1, 2, 3, 7, 8, 9, 10, 11 and 12***
# 8 **3/4 to 3/10**	Chapter 5- Dialysis	Read Chapter 5 Watch Chapter 5 Videos Review Additional Learning Material Discussions Chapter 5 **Due: 3/7 and 3/9** Interactive Games Chapter 5 Quiz **Due: 3/10**
# 9 **3/11 to 3/17**	SPRING BREAK!!! CAMPUS CLOSED NO ASSIGNMENTS THIS WEEK	
#10 **3/18 to 3/24**	Chapter 6- Correctional Facilities	Read Chapter 6 Watch Chapter 6 Videos Review Additional Learning Material Discussions Chapter 6 **Due: 3/21 and 3/23** Interactive Games Chapter 6 Quiz **Due: 3/24**

#11 3/25 to 3/31	Chapter 4- Managed Care	Read Chapter 4 Watch Chapter 4 Videos Review Additional Learning Material Discussions Chapter 4 **Due: 3/28 and 3/30** Interactive Games Chapter 4 Quiz **Due: 3/31**
# 12 4/1 to 4/7	Chapter 13- Hospice Chapter 14- Dental Care	Read Chapters 13 & 14 Watch Chapters 13 & 14 Videos Review Additional Learning Material Discussions Chapters 13 & 14 **Due: 4/4 and 4/6** Interactive Games Chapters 13 & 14 Quizzes **Due: 4/7**
#13 4/8 to 4/14	Chapter 15- Veterinary Setting	Read Chapter 15 Watch Chapter 15 Videos Review Additional Learning Material Discussions Chapter 15 **Due: 4/11 and 4/13** Interactive Games Chapter 15 Quiz **Due: 4/14**
#14 4/15 to 4/21	*Problem Based Learning; *Health Care Setting Presentation; and *Career Journal Due **PROJECTS DUE 4/23!!**	Group Project # 1 **Due 4/ 23** Group Project # 2 **Due 4/23** Career Journal **Due 4/23** ***See specific instructions and details in syllabus
#15 4/22 to 4/28	Chapter 16-Consulting Chapter 17 – Cancer Registry	Read Chapter 16 & 17 Watch Chapter 16 &17 Videos Review Additional Learning Material Discussions Chapter 16 & 17 **Due: 4/25 and 4/27** Interactive Games Chapter 16 &17 Quiz **Due: 4/28**

#16 4/29 to 5/5	Review for Final Exam A review for the Final Exam is available in the learning system **The Final will be open 5/1 to 5/8**	**No further assignments accepted! 5/5- Last day to submit any assignments**
#17 5/6 to 5/10	**FINAL EXAM**- comprehensive **5/1 to 5/8**	

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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://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.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.*

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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the 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 February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN 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.

AHIMA DOMAINS, SUBTASKS, AND TASKS

Domain I. Data Governance, Content & Structure		
I.3 Identify policies and strategies to achieve data integrity	**3**	**Chapter 10**
I.4 Determine compliance of health record content within the health organization	**5**	**Chapters 2, 16**
I.5 Explain the use of classification systems, clinical vocabularies, and nomenclatures	**2**	**Chapters 2, 3, 7, 8**
I.6 (DM ONLY) Describe components of data dictionaries and data sets	**2**	**Chapter 17**
Domain II. Information Protection: Access, Use, Disclosure, Privacy & Security		
II.1 Apply privacy strategies to health information	**3**	**Chapters 1, 6, 13**

II.2 Apply security strategies to health information	**3**	**Chapters 1, 2, 5, 16**
II.3 Identify compliance requirements throughout the health information life cycle	**3**	**Chapters 2, 16**
Domain III. Informatics, Analytics and Data Use		
III.1 Apply health informatics concepts to the management of health information	**3**	**Chapters 2, 3, 12, 14**
III.2 Utilize technologies for health information management	**3**	**Chapters 1, 6, 9, 11, 12, 13, 14, 15**
III.3 Calculate statistics for healthcare operations	**3**	**Chapters 2, 6, 13, 14, 15, 16**
III.4 Report healthcare data through graphical representations	**3**	**Chapters 9, 13**
III.5 Describe research methodologies used in healthcare	**2**	**Chapters 4, 12, 14**
III.6 Describe the concepts of managing data	**3**	**Chapter 12**
III.7 Summarize standards for the exchange of health information	**2**	**Chapters 6, 17**
III.8 (DM ONLY) Manage data within a database system	**5**	**Chapters 3, 4 5, 8, 11, 13, 14, 15, 17**
III.9 (DM ONLY) Identify standards for exchange of health information	**3**	**Chapters 6, 17**

Domain IV. Revenue Cycle Management		
IV.1 Recognize assignment of diagnostic and procedural codes and groupings in accordance with official guidelines	**3**	**Chapters 2, 3, 4, 5, 6, 7, 8, 11, 14, 15, 16**
IV. 2 Describe components of revenue cycle management and clinical documentation	**2**	**Chapters 2, 4, 8, 16, 17,**
IV. 3 Summarize regulatory requirements and reimbursement methodologies	**2**	**Chapters 2, 3, 4, 10, 16**
IV.4 (RM ONLY) Determine diagnosis and procedure codes according to official guidelines	**5**	**Chapters 2, 3, 4, 5, 6, 7, 8, 11, 14, 15, 16**
IV. 5 (RM ONLY) Evaluate revenue cycle processes	**5**	**Chapters 2, 4, 8, 16, 17,**
IV.6 (RM ONLY) Evaluate compliance with regulatory requirements and reimbursement methodologies	**5**	**Chapters 2, 3, 4, 10, 16**
Domain V. Health Law & Compliance		
V.1 Apply legal processes impacting health information	**3**	**Chapters 6, 8, 9, 10, 13**
V.2 Demonstrate compliance with external forces	**3**	**Chapters 2, 3, 16**
V.3 Identify the components of risk management related to health information management	**3**	**Chapters 4, 6, 8, 10, 11, 15**
V.4 Identify the impact of policy on healthcare	**3**	**Chapters 4, 5, 10, 14, 15, 17**
Domain VI. Organizational Management& Leadership		
VI.1 Demonstrate fundamental leadership skills	**3**	**Chapters 2, 9, 10, 16**
VI.2 Identify the impact of organizational change	**3**	**Chapters 2, 4, 6**
VI.3 Identify human resource strategies for organizational best practices	**3**	**Chapter 12**

VI.4 Utilize data-driven performance improvement techniques for decision making	**3**	**Chapter 5**
VI.5 Utilize financial management processes	**3**	**Chapter 6**
VI.6 Examine behaviors that embrace cultural diversity	**4**	**Chapters 1, 2, 4, 7, 10, 14, 15, 16**
VI.7 Assess ethical standards of practice	**5**	**Chapters 2, 5, 6, 7, 8, 11, 15, 17**
VI.9 Identify processes of workforce training for healthcare organizations	**3**	**Chapters 2, 9**
Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)		
1. Anatomy and Physiology	**x**	**Chapter 17**
3. Pathophysiology and Pharmacology	**x**	**Chapters 2, 4, 6, 10, 13, 14**
4. Computer Concepts and Applications	**x**	**Chapters 3, 14**