

Health Data Content and Structure (HITT 1401) Online



Credit: 4 semester credit hours (3 hours lecture, 2 hours lab)

Prerequisite/Co-requisite: Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:
<http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx>

Course Description:

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. *This course is time-bound, structured, and completed online with a proctored final exam.*

Required Textbook and Materials:

1. *Essentials of health Information Management: Principles and Practice* Second Edition by M. Green, Thomson Delmar Learning Publishing
 - a. ISBN: 978-1-4390-6018-6
2. Computer with internet access.
3. WebTutor access code (required) [ISBN for book + access code = 1111487154]

Course Objectives: (with applicable SCANS skills after each)

Upon completion of the course, the student should be able to:

1. Analyze health record content.
(SCANS: C5, C6, C7, C8, F1, F2, F5, F6, F8, F9, F10, F11, F12)
2. Describe health information management department function and purpose.
(SCANS: C5, C7, F1, F2, F5, F6, F8)
3. Differentiate the various types of health care facilities and their records.
(SCANS: C5, C7, F1, F2, F5, F6, F8,)
4. Identify the various licensing and regulatory agencies in the healthcare industry.
(SCANS: C5, C7, F1, F2, F5, F6, F8)

SCANS Skills and Competencies:

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

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Course Outline:

- A. Health Care :
 - 1. Health Care Delivery Systems
 - 2. Health Information Management Professionals
 - 3. Health Care Settings
- B. The Medical Record
 - 1. The Patient Record: Hospital, Physician Office, and Alternate Care Settings
 - 2. Electronic Health Records
 - 3. Content of the Patient Record: Inpatient, Outpatient and Physician Office
- C. Organizational Systems
 - 1. Numbering & Filing Systems and Record Storage & Circulation
 - 2. Indexes, Registers, and Health Data Collection
 - 3. Medical Record Retention Systems (MRRS2)
- D. Confidentiality and Security
 - 1. Legal Aspects of Health Information Management
 - 2. HIPAA™

Grade Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Course Evaluation:

Final grades will be calculated according to the following criteria:

Lab Grades/Assignments	20%
Discussions	20%
Unit Exams	45%
Final Exam (Proctored)*	15%

*The student will be required to take the comprehensive final in a proctored environment.

Course Requirements:

1. Students can complete this course without physically visiting the institution offering the course.
2. The student will post discussions as instructed along with any other assignments instructed to complete.
3. The student will complete online quizzes and unit exams by the due dates shown on the course calendar.
4. The student will be required to take the final exam in a proctored environment. If you live within 60 miles from campus, please plan to take the proctored exam within the LIT Testing Center located in T1 Building. Learners from a distance may make alternative arrangements. Acceptable proctors include: Elementary or secondary school superintendent, principal, or guidance counselor; Certified Librarian at a public library; Officer at a Testing Center; Human Resources Manager; or Education Coordinator.

Course Policies:

1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. Students must log onto Blackboard and access this course a minimum of three times per week.
3. Students must respect one another and all faculty.
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
5. Cheating of any kind will not be tolerated. This includes plagiarism from any media form or from a classmate. If you are found to have plagiarized you will be dropped from the course immediately.
6. You may not access the Internet or any of your assignments or notes while taking an exam. All cell phones, iPods and any other instruments that would allow you Internet access must be out of reach while taking an exam.
7. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS**.
8. If you miss an exam, the final minus 20 points will count as the missed exam grade. You will receive a zero on any subsequent exams that you do not take at the designated time.
9. Exams are not open book. You are expected to know the material covering the exam and not utilize any material during the exam unless instructed otherwise.
10. All assignments are due when stated. **Late assignments are not accepted.**
11. If you are experiencing any computer issues, email your instructor immediately and contact the LIT Technical Services Department at 839-2074.
12. Additional course policies are outlined in “Classroom Policies” provided at the beginning of the semester.
13. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy.
14. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an “F” grade for the course.
15. The instructor will respond to e-mail and voice mail communication within 48 hours Monday through Friday. Assignment grades will be published within 2 weeks of the assignment due date. The instructor will log into the course and have online office hours in the course “Chat Common Room” or through the “Who’s Online” function.

Technical Requirements:

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The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

<http://kb.blackboard.com/pages/viewpage.action?pageId=25368512>

A functional internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

Disabilities Statement:

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737; visit the office in Student Services, Cecil Beeson Building or visit the online resource: <http://www.lit.edu/depts/stuserv/special/defaults.aspx>

Course Schedule:

Week	Topic	Reference
1	Intro to Blackboard; Orientation; Netiquette Practice Exam	Online: Homepage
2 & 3	Chapter 1: Health Care Delivery Systems Organization Chart	Textbook: Pp. 1 – 29 Online: Module 1, Chapter 1
4	Chapter 2: Health Information Management Professionals; Resume	Textbook: Pp. 35 – 48 Online: Module 1, Chapter 2
5	Chapter 3: Health Care Settings; AHIMA Website;	Textbook: Pp. 53 – 64 Online: Module 1, Chapter 3
	Exam 1 (1-3)	Text Book and Online: Chapters 1 - 3
6 & 7	Chapter 4: The Patient Record: Hospital, Physician Office, and Alternate Care Settings; Amending Patient Records; Uniform Ambulatory Care Data Set (UACDS)	Textbook: Pp. 69 – 98 Online: Module 2, Chapter 4
8 & 9	Chapter 5: Electronic Health Records;	Textbook; Pp. 107 – 113 Online: Module 2, Chapter 5
10	Chapter 6: Content of the Patient Record: Inpatient, Outpatient, and Physician Office; Scavenger Hunt	Textbook: Pp. 119 – 201 Online: Module 2, Chapter 6
	Exam 2 (4-6)	Text Book and Online: Chapters 4 - 6
11 & 12	Chapter 7: Numbering & Filing Systems and Record Storage & Circulation	Textbook: Pp. 205 – 230 Online: Module 3, Chapter 7
13 & 14	Chapter 8: Indexes, Registers, and Health Data Collection;	Textbook: Pp. 235 – 255 Online: Module 3, Chapter 8
15	Chapter 9: Legal Aspects of Health	Textbook: Pp. 263- 280

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	Information Management	Online: Module 3, Chapter 9
	Release of Information; HIPAA;	Online: Coursework
16	Final Exam (Proctored) (Ch 7-9, ROI, and HIPAA)	Text Book and Online: Chapters 7 – 9, ROI and HIPAA