

Health Data Content and Structure (HITT 1301) Fully Online



Credit: 3 semester credit hours (2 hours lecture, 4 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. *Health Information Management Technology: An Applied Approach*, 5th edition by N. Sayles, AHIMA Press
 - a. ISBN: 978-1-58426-517-7
2. Computer with internet access.

Course Objectives:

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

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.

Course Outline:

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| <p>A. Foundational Concepts :</p> <ol style="list-style-type: none">1. Health Information Management Profession2. Healthcare Delivery Systems3. Health Information Functions, Purposes, and Users <p>B. Data Content Structures and Standards</p> <ol style="list-style-type: none">1. Health Record Content and Documentation2. Clinical Terminologies, Classifications, and Coder Systems3. Data Management4. Secondary Data Sources | <p>C. Information Protection: Access, Disclosure, and Archival Privacy and Security</p> <ol style="list-style-type: none">1. Health Law2. Data Privacy and Confidentiality3. Data Security <p>D. Informatics, Analytics, and Data Use</p> <ol style="list-style-type: none">1. Health Information Technologies2. Healthcare Information3. Research and Data Analysis4. Healthcare Statistics <p>E. Revenue Management and Compliance</p> <ol style="list-style-type: none">1. Revenue Management and Reimbursement |
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HITT 1301 Online
Course Syllabus

- 2. Fraud and Abuse Compliance
- F. Leadership
 - 1. Leadership
 - 2. Performance Improvement
 - 3. Management
- 4. Human Resources Management and Professional Development
- 5. Ethical Issues In Health Information Management

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%
Participation / Discussions	20%
Unit Exams (3)	45%
Final Exam	15%

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 4 – 5 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. No cheating of any kind will be tolerated. Students caught cheating or helping someone to cheat can and will be removed from the class for the semester. Cheating can result in expulsion from LIT.
- 6. All exams will be taken on the scheduled dates. If a test is missed due to an emergency situation, the student will have one week to make it up; otherwise a grade of “0” will be assigned. **The instructor MUST be contacted to receive prior approval to take the exam late.**
- 7. All assignments are due when stated.
- 8. Additional course policies are outlined in “Classroom Policies” provided at the beginning of the semester.
- 9. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
- 10. Any violation of classroom/online policies may result in student being asked to leave class and result in an absence.

11. **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 earn an “F” grade for the course.**
12. The instructor will respond to e-mail and voice mail communication within 24 hours Monday through Friday. Assignment grades will be published within 2 weeks of the assignment due date.
13. **After all assignments have been submitted and graded**, if you have a Final Class Grade of “90 or Above”, your instructor will email you regarding your opportunity to be exempt from the final due to your class average. You can also choose to take the final exam, even if your Final Class Grade is “90 or Above”.

Technical Requirements:

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>

Student Code of Conduct Statement:

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office.