

Health Information Systems (HITT 1311)

CREDIT

3 Semester Credit Hours (2 hours lecture, 2 hours lab)

MODE OF INSTRUCTION

Online

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

Concepts of computer technology related to health care data. *This course is time-bound, structured, and completed totally online.*

COURSE OBJECTIVES

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

1. Identify the purpose and value of computer functions
2. How to care for and maintain computer components
3. Complete computerized task performance assignments
4. Perform systems back-up
5. Utilize tools and techniques for collecting, storing, securing, retrieving and reporting health care data
6. Be able to work with an electronic patient record

INSTRUCTOR CONTACT INFORMATION

Instructor: Staci Waldrep, MS, RHIT

Email: smwaldrep@lit.edu

Office Phone: 409.247.5262

Office Location: MPC 247

Office Hours: Monday – Thursday (9:00 – 1:00); Friday (By appointment)

REQUIRED TEXTBOOK AND MATERIALS

1. Sales, N. and Trawick, K., *Introduction to Information Systems for Health Information Technology, 4th edition*, AHIMA Press
2. ISBN: 9781584267423
3. Computer with internet access.

Approved: SW/7.13.23



**LAMAR INSTITUTE
OF TECHNOLOGY**

4. VLAB Access Code (Instructor will provide)

ATTENDANCE POLICY

1. Students must log onto Blackboard and access this course a minimum of three times per week.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

Course Schedule: (subject to change with or without notice)

Refer to the AHIMA Entry-Level Competency Matrix appended to the syllabi for a list of Domains and Competencies met within the HIT curriculum.

Due Date:	Topic:	Assignments:	Textbook Reference	Online Reference:
8/31 @ 11:59 pm	Introduction	Introduction Discussion Review Netiquette Review Syllabus Review Addendum Review Textbook Information Computer Ergonomics Assignment Computer Ethics Questionnaire		Homepage Syllabus & Textbooks Module 1

9/7 @ 11:59 pm	Chapter 1: Introduction to Computers in Health Information	<u>Ch 1 Assignment</u>	p. 1 – 14	Module 1: Ch 1 - 4
	Chapter 2: Information Integrity and Data Quality	3E - Ch.2 PowerPoint <u>Ch 2 Assignment</u> Medisoft Medical Billing Video <u>Lab 2 – Data Quality Comprehensiveness</u>	p. 17 – 30	Module 1: Ch 1 - 4
VLAB Access Code – if you have not already received your code, please contact Mrs. Waldrep ASAP!! <u>smwaldrep@lit.edu</u>				
9/14 @ 11:59 pm	Chapter 3: Introduction to Databases and Data Analytics	3E – Ch. 3 PowerPoint <u>Ch 3 – Assignment</u> Database Administrator Career (Video) CASE Tools (Video) Addressing Data Quality (Video) What is Data Mining? (Video)	p. 31 – 48	Module 1: Ch 1 - 4
9/21 @ 11:59 pm	Chapter 4: System Selection	<u>Ch 4 Assignment</u> <u>Lab 4B – Meditech Introduction and Patient Care Services</u>	p. 49 – 62	Module 1: Ch 1 - 4

9/25 @ 11:59 pm	EXAM 1	Module 1 Discussion		Module 1: EXAM 1 (Ch 1 – 4) Discussion
10/5 @ 11:59 pm	Chapter 5: System I Implementation	<u>Ch 5 Assignment</u> Epic Systems Video <u>Lab 5 – Meditech:</u> <u>Deficiency Analysis</u>	p. 63 – 100	Module 2: Ch 5 - 8
10/12 @ 11:59 pm	Chapter 6: Computerization in Health Informatics and Information Management	<u>Ch 6 Assignment</u> <u>Lab 6 – Meditech:</u> <u>Release of Information</u>	p. 101 – 110	Module 2: Ch 5 - 8
10/19 @ 11:59 pm	Chapter 7: Administrative Information Systems	<u>Ch 7 Assignment</u> <u>Lab 7A – Meditech:</u> <u>Ambulatory: Registering A</u> <u>Patient</u> <u>Lab 7B – Meditech: Clinical</u> <u>Documentation</u>	p. 111 - 126	Module 2: Ch 5 - 8
10/26 @ 11:59 pm	Chapter 8: Clinical Information Systems	<u>Ch 8 Assignment</u> <u>Lab 8A – Meditech: Office</u> <u>Staff Home Screen</u> <u>Lab 8B – Meditech: Clinical</u> <u>Chart Review</u>	p. 127 – 138	Module 2: Ch 5 - 8

10/30 @ 11:59 pm	EXAM 2	Module 2 Discussion		Module 2: EXAM 2 (Ch. 5 - 8) Discussion
11/2 @ 11:59 pm	Chapter 9: Electronic Health Record	<u>Ch 9 Assignment</u> <u>Lab 9 – Meditech: Delinquency Reporting</u>	p. 139 – 154	Module 3: Ch 9 - 11
11/9 @ 11:59 pm	Chapter 10: Consumer Informatics	<u>Ch 10 Assignment</u> <u>Lab 10 – Meditech: Patient Identity Management</u>	p.155 – 188	Module 3: Ch 9 - 11
11/16 @ 11:59 pm	Chapter 11: Health Information	<u>Ch 11 Assignment</u>	p. 189 – 200	Module 3: Ch 9 - 11
11/20 @ 11:59 pm	EXAM 3	Module 3 Discussion		Module 3: EXAM 3 (Ch. 9 - 11) Discussions
11/26 @ 11:59 pm	Chapter 12: Security	<u>Ch 12 Assignment</u>	p. 201 -234	Module 4: Ch 12 - 13
Due on Sunday to allow time to celebrate Thanksgiving	Chapter 13: Security Compliance and	<u>Ch 13 Assignment</u>	p. 235 – 250	Module 4: Ch 12 – 13
11/27 @ 11:59 pm	EXAM 4	Final Discussion		Module 4: EXAM 4 (Ch 12 – 13) Discussions

<p>11/30 @ 11:59 pm</p>	<p>COMPREHEN -SIVE FINAL EXAM (Ch 1 – 13)</p>			<p>Homepage</p>
------------------------------------	--	--	--	------------------------

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Discussions/Participation	20%
Course Assignments/Labs	20%
Unit Exams (4)	45%
Comprehensive Final Exam	15%

GRADE SCALE

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

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

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. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/REQUIREMENTS

1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. All assignments and exams will be taken on scheduled dates. If an assignment or exam is submitted late, then an automatic -11 points will be deducted from your grade.
3. All assignments are due when stated. If an assignment or exam is submitted late, the deadline to submit late work is 7 days after the original due date with the penalty points assigned. Any work submitted 7 days after the original due date will be given a zero.
4. Students can complete this course without physically visiting the institution offering the course.
5. The student will post discussions as instructed along with any other assignments instructed to complete.
6. The student will search for current related topics and submit them as part of assignment/discussion.
7. The student will complete online quizzes and unit exams by the due dates shown on the course calendar.
8. The student will complete the comprehensive final exam at the posted time.
9. Students must respect one another and all faculty.
10. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
11. Cheating of any kind will not be tolerated.
12. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
13. Any violation of classroom policies may result in student being asked to leave class and result in an absence.
14. The instructor will respond to e-mail and voice mail communication within 48 hours Monday through Friday. Assignment grades will be published within 1 week of the assignment due date.

FAQs

1. How quickly are assignments graded in this class?

Assignments are graded usually within one week.

2. How do I know what grade I made on an assignment?

Assignment grades may be accessed through My Grades in Blackboard. Each assignment shows your grade and any comments that are made regarding that assignment.

3. How do I study for exams?

Utilize your module assignments/quizzes/study guides in preparation for your module exams and the comprehensive final exam.

You can access them through My Grades on Blackboard. My suggestion is to print the assignments out to use as study references. (If it won't allow you to print them, copy and paste the questions and answers into a word document, save it, and print it out that way).

4. What time are my assignments/exams/discussions due?

All assignments, labs, quizzes, exams, and discussions are due at 11:59 PM on the due date listed.