

# Health Data Content and Structure (HITT 1301 2A1)

## CREDIT

3 Semester Credit Hours (2 hours lecture, 4 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

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.

## COURSE OBJECTIVES

Upon completion of this course, the student will 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.

## INSTRUCTOR CONTACT INFORMATION

Instructor: Staci Waldrep, MS, RHIT

Email: [smwaldrep@lit.edu](mailto: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. *Health Information Management Technology: An Applied Approach*, 6<sup>th</sup> edition by N. Sayles, AHIMA Press, ISBN: 978-1-58426-720-1
2. Computer with internet access.
3. VLAB access (instructor provides)

## ATTENDANCE POLICY

Approved: SW/1.9.26



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.***

<b>Due Date:</b>	<b>Topic:</b>	<b>Assignments:</b>	<b>Textbook Reference:</b>	<b>Online Reference:</b>
<b>1/23/26 @ 11:59 pm</b>	HIT Program Orientation	Watch Recording – Student Orientation  Submit Student Orientation Virtual Session Assignment		Content Tab -> Start Here -> Student Orientation Module
<b>1/23/26 @ 11:59 pm</b>	Introduction	Introduction Discussion  Practice Exam  Review Netiquette  Review Syllabus  Review Textbook Information  Acceptance & Statement of Understanding Document  HIT Application		Homepage  Syllabus & Textbooks   Syllabus & Textbook  Syllabus & Textbook

		Authorization to Release Information to Clinical Site Background Check		
1/28/26 @ 11:59 pm	Chapter 1: Health Information Management Profession	Ch 1 Review Assignment Case Study – Career Paths Organizational Chart (Lab 1)	p. 1 – 20	Module 1: Chapters 1-3
	Chapter 2: Health Care Delivery System	Ch 2 Review Assignment Hospital Staff Responsibilities Guest Speaker #1: Julissa Avila Assignment	p. 21 – 62	Module 1: Chapters 1 – 3
2/4/26 @ 11:59 pm	Chapter 3: Health Information Functions, Purpose, and Users	Ch 3 Review Assignment Alphabetical Filing (Lab 3A) Terminal Digit Filing (Lab 3B)	p. 63 – 90	Module 1: Chapters 1 – 3
2/6/26 @ 11:59 pm	Module 1	Exam 1 (Ch 1 – 3) Module 1 Discussion Guest Speaker: HIM Department Virtual Tour with Karen Motley Assignment		Module 1: EXAM 1 (Ch 1 – 3)  Discussions
2/11/26 @ 11:59 pm	Chapter 4: Health Record Content and Documentation	Ch 4 Review Assignment Documentation Scavenger Hunt (Lab 4)	p. 91 – 122	Module 2: Chapters 4, 6 - 7
	Chapter 6: Data Management	Ch 6 Review Assignment Data Quality Model (Lab 6)	p. 153 – 196	Module 2: Chapters 4, 6 - 7

<b>2/18/26 @ 11:59 pm</b>	Chapter 7: Secondary Data Sources	Ch 7 Review Assignment  Secondary Databases Case Study	p. 197 - 220	Module 2: Chapters 4, 6 - 7
<b>2/20/26 @ 11:59 pm</b>	<b>Module 2</b>	<b>Exam 2 (Ch. 4, 6 – 7)</b>  <b>Module 2 Discussion – HIM Professional Interview</b>  <b>HIM Professional Advocacy – Educate Others</b>  <b>Guest Speaker #2: Tena Cobb Assignment</b>		<b>Module 2: EXAM 2 (Ch. 4, 6-7)</b>  <b>Discussions</b>
<b>2/25/26 @ 11:59 pm</b>	Chapter 8: Health Law	Ch 8 Review Assignment  Amending Records (Lab 8)  Ch. 8 Record Retention	p. 223 – 246	Module 3: Chapters 8- 10
<b>3/4/26 @ 11:59 pm</b>	Chapter 9: Data Privacy and Confidentiality	Ch 9 Review Assignment  Complete HIPAA Training  Case Study - HIPAA Breach	p. 247 – 284	Module 3: Chapters 8- 10
	Chapter 10: Data Security	Ch 10 Review Assignment  To Be Released or Not To Be Released  VLAB – EDCO Getting Started Activity and Assessment  VLAB – EDCO Redacting PHI LAB	p.285 – 318	Module 3: Chapters 8- 10
<b>3/6/26 @ 11:59 pm</b>	<b>Module 3</b>	<b>Exam 3 (Ch 8 – 10)</b>  <b>Module 3 Discussion – HIPAA Case Study</b>		<b>Module 3: EXAM 2 (Ch. 8-10)</b>  <b>Discussions</b>

		<b>Guest Speaker #3: Catherin Sanford Assignment</b>		
<b>3/18/26 @ 11:59 pm</b>	Chapter 11: Health Information Systems	Ch 11 Review Assignment Ch 11 EHR Assignment	p. 321 – 362	Module 4: Chapters 11 – 13
	Chapter 12: Healthcare Information	Ch 12 Review Assignment	p. 3630 - 390	Module 4: Chapters 11 – 13
<b>3/25/26 @ 11:59 pm</b>	Chapter 13: Research and Data Analysis	Ch. 13 Review Assignment Research Methodologies  Pie Graph  Variables Table	p. 391 - 428	Module 4: Chapters 11 – 13
<b>3/27/26 @ 11:59 pm</b>	<b>Module 4</b>	<b>Exam 4 (Ch. 11 – 13)</b>  <b>No Discussion Due!</b>  <b>Guest Speakers #4: Carrie Woods/Christina Whittle assignment</b>		<b>Module 4: EXAM 4 (Ch 11 - 13)</b>
<b>4/1/26 @ 11:59 pm</b>	Chapter 17: Management	Ch 17 Review Assignment Department Needs Lab	p. 527 – 548	Module 5: Chapters 17 – 21
<b>4/8/26 @ 11:59 pm</b>	Chapter 18: Performance Improvement	Ch 18 Review Assignment Documentation in Health Records	p. 549 – 582	Module 5: Chapters 17 – 21
	Chapter 19: Leadership	Ch 19 Review Assignment Performance Improvement in Action – Quality Data and Continuous Improvement	p. 583 – 606	Module 5: Chapters 17 – 21

		Referral Decision-Making in HIM		
4/15/26 @ 11:59 pm	Chapter 20: Human Resources Management	Ch 20 Review Assignment Work Measurement and Productivity	p. 607 - 654	Module 5: Chapters 17 – 21
	Chapter 21: Ethical Issues in Health Information Management	Ch 21 Review Assignment Breach of Ethics Assignment Cultural Diversity Application Exercise	p. 655 - 678	Module 5: Chapters 17 – 21
4/17/26 @ 11:59 pm	Module 5	Exam 5 (Ch. 17 – 21) Module 5 Discussion - Leadership Guest Speakers #5: Betty Bullard/Sheila Schoolfield assignment		Module 5: EXAM 5 (Ch 17 – 21) Discussions
4/22/26 @ 11:59 pm	Ch 5: Clinical Terminologies, Classifications, and Code Systems	Ch 5 Review Assignment Identifying Social Determinants of Health in Clinical Documentation and It's Impact	p. 123 – 152	Module 6: Chapters (5, 14 – 16)
	Ch 14: Healthcare Statistics	Ch 14 Review Assignment Cancer Death Rate Healthcare Statistics Application Case Study	p. 429 – 470	Module 6: Chapters (5, 14 – 16)
4/29/26 @ 11:59 pm	Ch 15: Revenue Management and Reimbursement	Ch 15 Review Assignment Determining Insurance Coverage	p. 473 – 498	Module 6: Chapters (5, 14 – 16)
	Ch 16: Fraud and Abuse Compliance	Ch 16 Review Assignment	p. 499 – 524	Module 6: Chapters

		Clinical Documentation Improvement Case Study  Physician and Practitioner Compliance Audit		(5, 14 – 16)
5/1/26 @ 11:59 pm	Module 6	Exam 6 (Ch 5, 14 – 16)  Guest Speaker Reflection Portfolio  No Module 6 Discussion!  No Guest Speaker!		Module 6: EXAM 6 (Ch 5, 14 – 16)
5/6/26 @ 11:59 pm	COMPREHENSIVE FINAL EXAM (Ch 1 – 21)			Unit Modules

### 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

### ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

### ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom

instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI / ChatGPT in their courses.

### **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](mailto: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](http://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.

### **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.
6. All assignments and exams are due by the scheduled dates. If an assignment or exam is submitted late, then an automatic -11 points will be deducted from your grade.
7. 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.
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 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 or no longer complete the assigned work and you intend to drop the class, you MUST complete the course drop process through Student Services. If you do not officially drop the course, then you will receive an “F” grade for the course.
12. 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.
13. Artificial Intelligence (AI) Use Policy - AI tools (such as ChatGPT and others) can support learning, but their use in this course is allowed only when the instructor gives permission. Unless stated otherwise, all submitted work must be your own original work. If AI use is permitted for an assignment, you must disclose how you used it and ensure all information is accurate. Using AI when it is not allowed, failing to disclose AI assistance, or submitting AI-generated work as your own is considered academic dishonesty. Student Responsibilities include all submitted work must be your own original work, unless the assignment instructions state otherwise. When AI use is permitted, you must cite or disclose how the tool was used (e.g., “ChatGPT was used to brainstorm topic ideas”). You are responsible for verifying the accuracy of any AI-generated content you choose to use. Misuse of AI- such as submitting AI-generated work as your own, using AI when it is not allowed, or failing to disclose AI assistance- constitutes academic dishonesty. If you are unsure whether AI use is allowed, ask before submitting. Consequences for misuse are listed below.
  - a. First violation: Warning and possible resubmission with reduced or no credit
  - b. Second violation: Zero on the assignment and possible academic integrity report submitted

- c. Third violation: Failing grade for the course and further institutional action

## **COURSE REQUIREMENTS**

Students can complete this course without physically visiting the institution offering the course.

1. The student will post discussions as instructed along with any other assignments instructed to complete.
2. The student will search for current ethical issues and submit as part of assignment.
3. The student will complete online quizzes, discussions, and unit exams by the due dates shown on the course calendar.
4. The student will complete the comprehensive final exam at the posted time.
5. The student will correspond with the instructor if there are any questions or issues regarding the course material or meeting due dates.

## **ADDITIONAL COURSE POLICIES/INFORMATION (FAQs)**

- **How quickly are assignments graded in this class?**  
Assignments are graded usually within one week.
- **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.
- **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).
- **What time are my assignments/exams/discussions due?**  
All assignments, quizzes, exams, and discussions are due at 11:59 PM on the due date listed.
- **What are examples of acceptable vs. unacceptable use of AI?**
  - **Acceptable (when permitted by instructor)**
    - Using AI to brainstorm ideas or outline concepts, with proper disclosure
    - Using AI for grammar checking or editing assistance
    - Using AI as a study tool to explain concepts
  - **Unacceptable**
    - Submitting AI-generated writing, images, or code as your own

- Using AI to complete quizzes, exams, or other assessments meant to measure your individual understanding
- Using AI after the instructor has explicitly prohibited it
- Failing to disclose AI assistance when required