

HITT 1255 2A1 FALL 2023

CREDIT

2 semester credit hours (1 hour lecture; 3 hour lab)

MODE OF INSTRUCTION

ONLINE

PREREQUISITE/CO-REQUISITE:

HITT 1301 and 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

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. This course is time-bound, structured, and completed online with a proctored final.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

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

1. Prepare statistics reports to support healthcare information and department operations and services.
2. Formulate statistics that meets medical and administrative reporting needs and requirements of government regulatory and voluntary agencies.
3. Analyze health care statistics, vital statistics, descriptive statistics, data validity, and reliability.
4. Assess methods of healthcare data.
5. Utilize appropriate methods of data display.

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

INSTRUCTOR CONTACT INFORMATION

Instructor: **Tena Cobb**
Email: **tmcobb@lit.edu**
Office Phone: **409-247-0328**
Office Location: **MPC 248**

Approved: **Initials/date**



**LAMAR INSTITUTE
OF TECHNOLOGY**

Office Hours: **Monday -Thursday 8:30am -3:00pm, Friday 9:00am-11:00am**

REQUIRED TEXTBOOK AND MATERIALS

1. Susan White, PhD, RHIA,CHDA (2020). *Calculating and Reporting Healthcare Statistics*, 6th Edition. Chicago, Illinois: AHIMA Press.
 - a. ISBN: 978-1-58426-683-9
2. Battery operated calculator
3. Internet access

ATTENDANCE POLICY

Students must log on to class 3-4 times a week.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

COURSE CALENDAR

DATE	TOPIC & ASSIGNMENTS	READINGS (Due on this Date)	(Due on this Date)
Chapter 1 Modules UNIT 1	Introduction to Health Statistics Chapter 1 Quiz Chapter 1 Review Discussion 1 Healthcare Statistics	Text Book: p. 1 – 9 Online: Module 1, Chapter 1	8/28
Chapter 2 Modules UNIT 1	Mathematical Review Chapter 2 Quiz Chapter 2 Calculating decimals exercise	Text Book: p. 11-30 Online: Module 1, Chapter 2	9/5
Chapter Modules UNIT 1	3 Patient Census Chapter 3 Quiz Chapter 3 Daily Census Exercises TEST 1 (Ch. 1- 3)	Text Book: p. 31-49 Online: Module 1, Chapter 3	9/11 9/13

Chapter 4 Modules UNIT 2			
	Inpatient Bed Occupancy Chapter 4 Quiz Chapter 4 Bed Count Occupancy Exercises and Review	Text Book: p. 51-64 Online: Module 2, Chapter 4	9/18
Chapter 5 Modules UNIT 2	Length of Stay Chapter 5 Quiz Chapter 5 Length of Stay Exercises and Review Discussion 2 LOS, Census TEST 2 (Ch. 4-5)	Text Book: p. 65-86 Online: Module 2, Chapter 5	9/25 9/27
Chapter 6 Modules UNIT 3	Mortality Rates Chapter 6 Quiz Chapter 6 Mortality Exercises and Review Discussion 3 Mortality	Text Book: p. 87 – 109 Online: Module 2, Chapter 6	10/2
Chapter 7 Modules UNIT 3	Hospital Autopsies & Rates Chapter 7 Quiz Chapter 7 Autopsies & Rates Exercises and Review exercises 7.1, 7.2, 7.3, 7.8, 7.12, 7.14	Text Book: p. 111-125 Online: Module 2, Chapter 7	10/9
Chapter 8 Modules UNIT 3	Morbidity and other misc rates Chapter 8 Quiz CHAPTER 8 Morbidity and Misc rates EXERCISES and REVIEW exercises 8.1, 8.2, 8.3, 8. 8, 8.12	Text Book: p. 127-146 Online: Module 2, Chapter 8	10/16

	TEST 3 (Ch. 6-8)		10/18
Chapter 9 Modules UNIT 4	Statistics computed within HIM Chapter 9 Quiz CHAPTER 9 Budgeting Exercises and review exercises 9.2	Text Book: p. 147-167 Online: Module 3, Chapter 9	10/23
Chapter 10 Modules UNIT 4	Descriptive Statistics in Healthcare Chapter 10 Quiz Chapter 10 Mode, Median, Mean Exercises and Review exercises 10.2, 10.3	Text Book: p. 169-193 Online: Module 4, Chapter 10	10/30
Chapter 11 Modules UNIT 4	Presentation of Data Chapter 11 Quiz Chapter 11 Creating Graphs Exercises and Review exercises 11.1, 11.3, 11.4 Discussion 4 Graphs TEST 4 (Ch. 9-11)	Text Book: p. 195-230 Online: Module 3, Chapter 11	11/6 11/8
Chapter 12 Modules UNIT 5	Basic Research Principles Chapter 12 Quiz Chapter 12 Methodologies Exercises and Review exercises 12.1, 12.2, 12.3, 12.4	Text Book: p. 231-251 Online: Module 4, Chapter 12	11/13

Chapter 13 Modules UNIT 5	Inferential Statistics in Healthcare Chapter 13 Quiz Chapter 13 Hypothesis Exercises and Review exercises 13.2, 13.3, 13.4	Text Book: p. 253-260 Online: Module 4, Chapter 13	11/20
Chapter Modules	COMPREHENSIVE FINAL EXAM (Ch. 1 – 13)	Online: Module 4 - Final Exam	11/27

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

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Final grades will be calculated according to the following criteria:

Assignments	20%
Participation / Discussion Boards	20%
Quizzes	20%
Unit Exams	25%
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/INFORMATION

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. Assignments submitted more than a week late will be reduced 25%.
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, 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. If, after all assignments have been submitted and graded, you have a Final Class Grade of "90 or Above", then you can choose to be exempt from the Comprehensive Final Exam. If your Final Class Grade is "90 or Above", you MUST email the instructor stating you choose to be exempt from the final due to your class average. If you have a "90 or Above", you choose not take the final exam, and you do not email me, then you will receive a "0" on the final. You can also choose to take the final exam, even if your Final Class Grade is "90 or Above".