

HITT 2249 2A1 FALL 2024

CREDIT

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

MODE OF INSTRUCTION

ONLINE

PREREQUISITE/CO-REQUISITE:

HITT 2266, HITT 1341 with "C" or better.

Co-requisite: HITT 2335, 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

Review Health Information Technology (HIT) competencies, skills, and knowledge. *This course is time-bound, structured, and completed totally online.*

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. Perform self-assessment of HIT competencies
2. Resolve learning gaps

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

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

REQUIRED TEXTBOOK AND MATERIALS

1. Computer with internet access
2. Registered Health Information Technician (RHIT) Exam Preparation
3. By: AHIMA Publishing
ISBN: 978-1-58426-872-7

Approved: SW/08.21.24



**LAMAR INSTITUTE
OF TECHNOLOGY**

ATTENDANCE POLICY

Students must log in 3 to 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	READINGS	ASSIGNMENTS (Due on this Date)
Week 1	*Examination study strategies and resources, *Test taking skills, Health data content and standards *How to use textbook & website *Helpful tools assignment *Interview & Summary assignment Week 1 Quiz 1 Health Data Content & Standards	Online • Orientation and Introduction Textbook: Pp iii-xi	8/29 8/30 9/1
Week 2	Week 2 Quiz 2 Week 2 RHIT Domain 1 Practice questions	Online Textbook: Pp 1-12	9/8
Week 3	Week 3 Quiz 3 Week 3 RHIT Domain 2 Practice questions	Online Textbook: Pp 12-17	9/15
Week 4	Week 4 Quiz 4 Week 4 RHIT Domain 3 Practice questions	Online Textbook: Pp 17-23	9/22
Week 5	Week 5 Quiz 5 Week 5 RHIT Domain 4 Practice questions	Online • Textbook: Pp 24-27	9/29
Week 6	Week 6 Quiz 6 Week 6 RHIT Domain 5 Practice questions	Online Textbook: Pp 28-31	10/6
Week 7	Week 7 Quiz Week 7 RHIT Domain 6 Practice questions EXAM 1	Online Textbook: Pp 66 -86	10/13
Week 8	Week 8 Quiz 8 Week 8 RHIT Domain of choice Practice questions	Online Textbook: Pp 86-100	10/20 10/20
Week 9	Week 9 Quiz 9	Online	

	Week 9 RHIT Domain of choice Practice questions	Textbook: Pp 100-122	10/27
Week 10	Week 10 Quiz 10 Week 10 RHIT Domain of choice Practice questions	Online Textbook: Pp 122-144	11/3
Week 11	Week 11 Quiz 11 Week 11 RHIT Domain of choice Practice questions	Online Textbook: Pp 144-159	11/10
Week 12	Week 12 Quiz 12 Week 12 RHIT Domain of choice Practice questions EXAM 2	Online • Textbook: Pp 159-171	11/17
Week 13	Cancer Registry Tests Parts 1, 2 & 3	Online Textbook: Pp 2-63	11/24
Week 14	MOCK EXAM RHIT		12/4

COURSE EVALUATION

Final grades
calculated
the following

Assignments
Quizzes
Domain Exams
Mock Exam

20%
20%
30%
30%

will be
according to
criteria:

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 \(lit.edu\)](https://www.lit.edu/special-populations).

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.

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

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 class.
2. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS**.
3. Additional course policies are outlined in "Classroom Policies" provided at the beginning of the semester.
4. Students are expected to following the Lamar Institute of Technology Code of Conduct and Disciplinary Policy

5. Any violation of classroom/clinical/site policies may result in student being asked to leave class/clinical site and result in an absence.
6. This course is Web Enhanced. All students will be required to login to Blackboard at least twice per week to check e-mail and complete assignments. Assignments will be posted throughout the semester. It is your responsibility to meet the deadlines.
7. Late work may be accepted with approval from your instructor. Your instructor must be notified (within 1-day past a due date) of any issues concerning late work. Minus -11 points will be deducted for late work.
8. **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.**

ADDITIONAL COURSE POLICIES/INFORMATION

1. Must pass RHIT chapters with a 90% or better and pass RHIT mock exam with a 90% or better.
2. You **MUST** take the Mock Exam a minimum of 3 times. All 3 scores will be averaged together for the Mock Exam grade.
 - a. If you take the Mock Exam more than 3 times then the 3 highest scores will be averaged for the grade.
 - b. If you take the Mock Exam less than 3 times then the actual score plus zeros will be averaged for the grade.
3. Your RHIT Exam registration application **must** be submitted to **AHIMA** by the **last class day of the semester**.
4. If you register for and complete the actual RHIT Exam before the class ends then your completion of the RHIT will be used as your Final Exam grade.
5. If you only register for the RHIT Exam and complete the Mock Exam 3 times, then those points will be averaged together for your Final Exam grade.
 - a. Example:
 - i. Final Exam Grade = RHIT Registration (100 pts) + Average of 3 Mock RHIT Exams
or
 - ii. Final Exam Grade = Sat for and completed actual RHIT Exam (100 pts)