HITT 2249 2A1 FALL 2023

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: Initials/date

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 Interview & Summary assignment Week 1 Quiz 1 Health Data Content & Standards	Online • Orientation and Introduction Textbook: Pp iii-xi	8/30
Week 2	Information retention and access Week 2 Quiz 2 Record & Retention Week 2 RHIT Domain 1 Quiz Data Content, Structure and Information Governance Week 2 RHIT Domain 2 Access, Disclosure, Privacy & Security	Online Textbook: Pp 1-12	9/6
Week 3	Classification systems and secondary data sources Week 3 Quiz 3 Health Information Management Week 3 RHIT Domain 3 Data Analytics and Use	Online Textbook: Pp 12-17	9/13
Week 4	Medical billing and reimbursement systems Week 4 Quiz 4 Users of a Health Record Week 4 RHIT Domain 4 Revenue Cycle Management	Online Textbook: Pp 17-23	9/20

Week 5	Week 5 Quiz 5 Functions of a Health Record Week 5 RHIT Domain 5 Compliance	Online • Textbook: Pp 24-27	9/27
Week 6	Week 6 Quiz 6 Content of a Health Record Week 6 RHIT Domain 6 Leadership	Online Textbook: Pp 28-31	10/4
Week 7	CPT coding Week 7 Quiz Reimbursement Methodologies Week 7 RHIT Domain 1 Practice questions	Online Textbook: Pp 66 -86	10/11
Week 8	Informatics and Information systems Week 8 Quiz 8 Payment Systems Week 8 RHIT Domain 2 Practice questions	Online Textbook: Pp 86-100	10/18
Week 9	Health information privacy and security Week 9 Quiz 9 Quality Management Week 9 RHIT Domain 3 Practice questions	Online Textbook: Pp 100-122	10/25
Week 10	Health law Week 10 Quiz 10 Performance Improvement Week 10 RHIT Domain 4 Practice questions	Online Textbook: Pp 122-144	11/1
Week 11	Health Statistics and research Week 11 Quiz 11 Legal & Ethics Week 11 RHIT Domain 5 Practice questions	Online Textbook: Pp 144-159	11/8
Week 12	Quality and Performance Improvement Week 12 Quiz 12 Clinical Vocabulary, Data Sources & Healthcare Delivery Systems Week 12 RHIT Domain 6 Practice questions	Online • Textbook: Pp 159-171	11/15

Week 13	Organization and management Week 13 Quiz 13 Healthcare systems, Managerial & Clinical Support Week 13 RHIT Practice Exam 1 & Practice Exam 2	Online Textbook: Pp 2-63	11/22
Week 14	Cancer Registry Part 1 & 2 Cancer Registry Test		11/29
Week 15	**MOCK EXAM RHIT**	Online AHIMA Press	12/4

COURSE EVALUATION

Final grades calculated the following

Assignments	20%
Quizzes	20%
Domain Exams	30%
Mock Exam	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).

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. Must pass RHIT chapters with a 90% or better and pass RHIT mock exam with a 90% or better.
2. Your RHIT Exam registration application **must** be submitted to **AHIMA** by **the last class day of the semester**.
3. This course is Web Enhanced. All students will be required to login to Blackboard at least twice week to check e-mail and complete assignments. Assignments will be posted throughout the semester. It is your responsibility to meet the deadlines.
4. 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.
5. -11 points will be deducted for late work.

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. All assignments are due when stated. Late assignments are not accepted. -11 points will be deducted for late work.
4. Additional course policies are outlined in "Classroom Policies" provided at the beginning of the semester.

5. Students are expected to following the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
6. Any violation of classroom/clinical/site policies may result in student being asked to leave class/clinical site and result in an absence.
7. **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.**