

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
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*, 6th edition by N. Sayles, AHIMA Press
 - a. ISBN: 978-1-58426-720-1
2. Computer with internet access.

Approved: SW/7.13.23



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3. VLAB access (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:
8/22 @ Noon	HIT Program Orientation	Collaborate Meeting (Recording will be provided for anyone not able to attend live session)		https://us.bbcollab.com/guest/ac1333f8626d48cf8353bc1eaf475ec7
8/29 @ 11:59 pm	Introduction	Introduction Discussion Practice Exam Review Netiquette Review Syllabus Review Addendum Review Textbook Information		Homepage Syllabus & Textbooks Syllabus & Textbook Syllabus & Textbook

		<p>Student Orientation Forms</p> <p>HIT Application</p> <p>Background Check</p>		
<p>9/5 @</p> <p>11:59 pm</p>	<p>Chapter 1: Health Information Management Profession</p>	<p>Ch 1 Assignment</p> <p>Real-World Case 1.2</p> <p>Organizational Chart (Lab 1)</p>	<p>p. 1 – 20</p>	<p>Module 1: Chapters 1-3</p>
	<p>Chapter 2: Health Care Delivery System</p>	<p>Ch 2 Assignment</p> <p>Application Assignment</p>	<p>p. 21 – 62</p>	<p>Module 1: Chapters 1 – 3</p>
<p>9/12 @</p> <p>11:59 pm</p>	<p>Chapter 3: Health Information Functions, Purpose, and Users</p>	<p>Ch 3 Assignment</p> <p>Alphabetical Filing (Lab 3A)</p> <p>Terminal Digit Filing (Lab 3B)</p>	<p>p. 63 – 90</p>	<p>Module 1: Chapters 1 – 3</p>
<p>9/15 @</p> <p>11:59 pm</p>	<p>Module 1</p>	<p>Exam 1 (Ch 1 – 3)</p> <p>Module 1 Discussion</p> <p>Guest Speaker: HIM Department Virtual Tour with Karen Motley</p>		<p>Module 1: EXAM 1 (Ch 1 – 3)</p> <p>Discussions</p>
<p>9/19 @</p> <p>11:59 pm</p>	<p>Chapter 4: Health Record Content and Documentation</p>	<p>Ch 4 Assignment</p> <p>Documentation Scavenger Hunt (Lab 4)</p>	<p>p. 91 – 122</p>	<p>Module 2: Chapters 4, 6 - 7</p>
	<p>Chapter 6: Data Management</p>	<p>Ch 6 Assignment</p> <p>Data Quality Model (Lab 6)</p>	<p>p. 153 – 196</p>	<p>Module 2: Chapters 4, 6 - 7</p>
<p>9/26 @</p> <p>11:59 pm</p>	<p>Chapter 7: Secondary Data Sources</p>	<p>Ch 7 Assignment</p> <p>Secondary Databases Case Study</p>	<p>p. 197 - 220</p>	<p>Module 2: Chapters 4, 6 - 7</p>

9/29 @ 11:59 pm	Module 2	Exam 2 (Ch. 4, 6 – 7) Module 2 Discussion Guest Speaker: Tena Cobb		Module 2: EXAM 2 (Ch. 4, 6-7) Discussions
10/3 @ 11:59 pm	Chapter 8: Health Law	Ch 8 Assignment Amending Records (Lab 8) Record Retention Email Instructor to Receive VLAB Access Code	p. 223 – 246	Module 3: Chapters 8-10
10/10 @ 11:59 pm	Chapter 9: Data Privacy and Confidentiality	Ch 9 Assignment Case Study - HIPAA Breach	p. 247 – 284	Module 3: Chapters 8-10
	Chapter 10: Data Security	Ch 10 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
10/13 @ 11:59 pm	Module 3	Exam 3 (Ch 8 – 10) Module 3 Discussion Guest Speaker: Catherin Sanford		Module 3: EXAM 2 (Ch. 8-10) Discussions
10/17 @ 11:59 pm	Chapter 11: Health Information Systems	Ch 11 Assignment Application Assignment	p. 321 – 362	Module 4: Chapters 11 – 13
	Chapter 12: Healthcare Information	Ch 12 Assignment	p. 3630 - 390	Module 4: Chapters 11 – 13

10/24 @ 11:59 pm	Chapter 13: Research and Data Analysis	Ch. 13 Assignment Research Methodologies Pie Graph Variables Table	p. 391 - 428	Module 4: Chapters 11 – 13
10/27 @ 11:59 pm	Module 4	Exam 4 (Ch. 11 – 13) No Discussion Due Guest Speaker: Carrie Woods/Christina Whittle		Module 4: EXAM 4 (Ch 11 - 13)
10/31 @ 11:59 pm	Chapter 17: Management	Ch 17 Assignment Department Needs	p. 527 – 548	Module 5: Chapters 17 – 21
11/7 @ 11:59 pm	Chapter 18: Performance Improvement	Ch 18 Assignment Documentation in Health Records	p. 549 – 582	Module 5: Chapters 17 – 21
	Chapter 19: Leadership	Ch 19 Assignment	p. 583 – 606	Module 5: Chapters 17 – 21
11/14 @ 11:59 pm	Chapter 20: Human Resources Management	Ch 20 Assignment Work Measurement and Productivity	p. 607 - 654	Module 5: Chapters 17 – 21
	Chapter 21: Ethical Issues in Health Information Management	Ch 21 Assignment Ethics Case Study Cultural Diversity Application Exercise	p. 655 - 678	Module 5: Chapters 17 – 21
11/17 @ 11:59 pm	Module 5	Exam 5 (Ch. 17 – 21) Module 5 Discussion Guest Speaker: Betty Bullard/Sheila Schoolfield		Module 5: EXAM 5 (Ch 17 – 21) Discussions

11/21 @ 11:59 pm	Ch 5: Clinical Terminologies, Classifications, and Code Systems	Ch 5 Assignment	p. 123 – 152	Module 6: Chapters (5, 14 – 16)
	Ch 14: Healthcare Statistics	Ch 14 Assignment Cancer Death Rate	p. 429 – 470	Module 6: Chapters (5, 14 – 16)
11/28 @ 11:59 pm	Ch 15: Revenue Management and Reimbursement	Ch 15 Assignment Determining Insurance Coverage	p. 473 – 498	Module 6: Chapters (5, 14 – 16)
	Ch 16: Fraud and Abuse Compliance	Ch 16 Assignment	p. 499 – 524	Module 6: Chapters (5, 14 – 16)
12/1 @ 11:59 pm	Module 6	Exam 6 (Ch 5, 14 – 16) No Module 6 Discussion No Guest Speaker		Module 6: EXAM 6 (Ch 5, 14 – 16)
12/4 @ 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

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.