For Online classes, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Course Description:

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. The course will cover instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. Prerequisite: Approval of program chair.

Text, References, and Supplies:

1. *Health Information Management Technology: An Applied Approach*, 5th Ed., Nanette B Sayles, Managing Editor. AHIMA, 2016 with Workbook located on at ahimapress.org Website. ISBN: 9781584263524. This text is used in multiple HITT courses. (Referenced in Course Calendar as “Sayles” and “Sayles WB”)


3. Neehr Perfect Virtual EHR subscription (16 week), purchase at book store for $85.80 or online $65 at [http://neehrperfect.com/](http://neehrperfect.com/) (Referenced in Course Calendar as NP)

Supplies for Virtual Office: Headset with microphone and/or Webcam. To use SKYPE, students need to purchase either a headset with microphone, or a separate microphone to add to your PC (the PC must also have speakers). Headsets can be purchased at most outlets stores that sell electronics (Wal-Mart, Radio Shack, etc.). The headsets cost approximately $15.00 to $20.00, and the stand-alone microphones cost approximately $26.00. The LogiTech brand is recommended. Using this, students will be able to speak to the instructor or other students (or anyone in the world) using SKYPE free of charge through the Internet. Go to HITT 1301 Health Data Content and Structure 2 www.SKYPE.com and download the program. (Most HITT courses are using SKYPE as an additional communication tool for students). The Skype privacy policy can be found at: [http://www.skype.com/en/legal/privacy/](http://www.skype.com/en/legal/privacy/) Skype accessibility policy can be found at Skype Accessibility

Student Learning Outcomes:

Below is a listing of the course objectives and the CAHIIM requirements met in the course. A full listing of CAHIIM assignment mapping is available within the course.
Upon completion of this course, students will be able to:

1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
2. Verify the documentation in the health record is timely, complete, and accurate.
3. Identify a complete health record according to organizational policies, external regulations, and standards.
4. Differentiate the roles and responsibilities or various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare.
5. Identify and use secondary data sources.
6. Identify the use of legal of legal documents.
7. Apply retention and destruction policies for health information.
8. Utilize software in the completion of HIM processes.
9. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
10. Explain common research methodologies and why they are used in healthcare.
11. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification.
12. Summarize health information related leadership roles.
13. Organize and facilitate meetings.
14. Summarize a collection methodology for data to guide strategic and organizational management.
15. Understand the importance of healthcare policy-making as it relates to the health care delivery system.
16. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.
17. Comply with ethical standards of practice.
18. Identify the responsibilities of health information management professionals.
19. Explain the importance of team work.

HITT 1301 Health Data Content and Structure 3 Domains, Subdomains, and Tasks

**Domain I.** Data Content, Structure & Standards (Information Governance)

**Subdomain I.B.** Health Record Content and Documentation
1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
2. Verify the documentation in the health record is timely, complete, and accurate.
3. Identify a complete health record according to organizational policies, external regulations, and standards.
4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare.

**Subdomain I.E.** Secondary Data Sources
1. Identify and use secondary data sources.

**Domain II.** Information Protection: Access, Disclosure, Archival, Privacy & Security

**Subdomain II.A.** Health Law
2. Identify the use of legal documents.

**Subdomain II.B.** Data Privacy, Confidentiality & Security
2. Apply retention and destruction policies for health information.

**Subdomain II.C. Release of Information**

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information.

**Domain III. Informatics, Analytics, and Data Use**

**Subdomain III.A. Health Information Technologies**

1. Utilize software in the completion of HIM processes.

**Subdomain III.E. Research Methods**

1. Explain common research methodologies and why they are used in healthcare.

**Domain V. Compliance**

**Subdomain V.A. Regulatory**

2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification.

**Domain VI. Leadership**

**Subdomain VI.A. Leadership Roles**

1. Summarize health information related leadership roles.

3. Organize and facilitate meetings.

**Subdomain VI.F. Strategic and Organizational Management**

1. Summarize a collection methodology for data to guide strategic and organizational management.

2. Understand the importance of healthcare policy-making as it relates to the health care delivery system.

3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.

**Subdomain VI.H. Ethics**

1. Comply with ethical standards of practice.

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**Student Contributions, Responsibilities and Class Policies:**

**ACCESSING AN ONLINE CLASS:**


2. Scroll toward the bottom of the Midland College home page and click on “Canvas.”

3. When the Canvas page appears, you will need to login to the program.

4. To login your username is your MC Student email address and your password is your MC Student ID, with no dashes.

5. After you have logged in, your home page will appear on the screen. Scroll over Courses to view a list of courses you are enrolled.

6. Complete the Canvas Student Orientation before going any further in Canvas.

Lst Update: 12/28/2016
7. Areas you will want to check daily are: Announcements and Discussion Board. Do not open exams until you are ready to take the test. You can access each exam only one time.

8. To access your grades once they are submitted or entered by the instructor, click on Grades located on the left hand side of each course. Click on the score of each test or assignment to reopen and to view comments and feedback.

The accessibility policy for Canvas can be found at: http://www.midland.edu/students/canvas/index.php

**DISCUSSION BOARD (DB):**

Questions about content and assignments should be posted on the discussion board under the Questions for your Instructor. The posts will be answered daily. Please allow up to 24 hours for a response. Posts made after 4:00 p.m. on Fridays or over the weekend may not be answered until after 8:00 a.m. Mondays.

**DISCUSSION BOARD GRADED FORUMS:** This is the online classroom. Students will respond to discussion questions, post weekly summaries, and communicate with your instructor in the discussion board. This form of communication is important in online courses. This tool will help you stay “connected” to other classmates and it will help students to ask those questions just as if you were in an actual classroom setting. Discussion board will also be used as a participation tool and part of the semester grade is based on participation.

1. First posts should show display a working knowledge and evidence that the material was read and understood and be 50-100 words in length.

2. All posts made on the discussion board should have proper grammar, punctuation, and be professional in nature.

3. **Do not copy and paste material from Websites.** The plagiarism % will be too high (over15%) and a zero will be assigned as the grade. Posts must be made using your own words about the materials through reading, research, or past experiences and focus on the related topic.

4. Student’s second and third posts to classmates should convey an understanding of HITT 1301 Health Data Content and Structure material and should encourage participation, clarification, or bring up new ideas about the topic. They should also be 100 - 150 words in length.

5. Maximum points per Discussion Board: 100 points.

6. No credit will be given for posts after the due date. See Grading Rubric below.

7. Inappropriate posts may be removed and any student abusing Discussion Board may be removed from that portion of the course (without the opportunity for credit).
**DISCUSSION BOARD/FORUM PARTICIPATION RUBRIC:**
The instructor uses this rubric to assign points for student discussion board participation. Each discussion board post is worth a maximum of 100 points, but 20% of the overall grade.

Clarification: There are 2 actual due dates for discussion board assignments. The first due date is the date that the first post must be made by and the second due date is the date the discussion ends. There is a total of 3 posts due for each DB.

This means students must make their first post for each discussion board assignment by the **Monday** before the end date of the discussion which is **Thursday** each week for this course unless otherwise specified. Then post a response to one classmate on **Tuesday or Wednesday**, and then post a response to one classmate on **Wednesday or Thursday** for a minimum of 3 total posts. Deductions will be applied if students do not make posts on 3 separate days as set out in the grading rubric (each post must be made on a different date; no two posts are to be made on the same date).

<table>
<thead>
<tr>
<th>Category/points</th>
<th>Excellent (20)</th>
<th>Satisfactory (10)</th>
<th>Requires further effort (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Information</td>
<td>Information clearly relates to the main topic.</td>
<td>Information clearly relates to the main topic.</td>
<td>Information has little or nothing to do with the main topic or simply restates the main concepts.</td>
</tr>
<tr>
<td></td>
<td>Contributions are thoughtful and relevant to the discussion (personal experience, insight, analysis, or opposition clearly stated).</td>
<td>Clear connections to course materials are noted.</td>
<td>Summary or analysis is not provided.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Vague or no connections to the course material.</td>
</tr>
<tr>
<td>Participation</td>
<td>Responds to the instructors and other members of the online community.</td>
<td>Responds to other members of the online community.</td>
<td>Postings are late or missing.</td>
</tr>
<tr>
<td></td>
<td>Encourages and facilitates interaction among members of the online community.</td>
<td>Initial posting and minimum number of responses are posted that contribute to discussion.</td>
<td>Lacks required responses to other members of the community.</td>
</tr>
<tr>
<td></td>
<td>Initial post and at least minimum number of responses posted.</td>
<td></td>
<td>Postings and responses are made within a short time frame.</td>
</tr>
<tr>
<td>Professional Language</td>
<td>Professional vocabulary and writing style are used</td>
<td>Professional vocabulary and writing style are used</td>
<td>Professional vocabulary and writing style are occasionally</td>
</tr>
</tbody>
</table>

Lst Update: 12/28/2016
<table>
<thead>
<tr>
<th></th>
<th>consistently throughout the discussion.</th>
<th>frequently throughout the discussion.</th>
<th>used.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No grammatical/stylistic errors that interfere with the reading.</td>
<td>Few grammatical/stylistic errors that interfere with reading.</td>
<td>Grammatical/stylistic errors that interfere with content.</td>
</tr>
<tr>
<td><strong>Total points possible per category</strong></td>
<td>60</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td><strong>Original post by due date</strong></td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Responses on separate days from original post</strong></td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total points possible</strong></td>
<td>100 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ATTENDANCE**: Because this is strictly an internet course, attendance will be substituted by participating on the discussion board. Participation is part of your semester grade.

**ACADEMIC HONESTY**: Students are expected to follow the Academic Honesty policy of Midland College. Using textbooks, assignments and other students, or assistance from others while taking an exam is cheating. Any student cheating will be removed from the class, given an “F”, and reported to the Registrar’s office. Plagiarism will not be tolerated. More information for Student Rights & Responsibilities can be found in the Midland College Catalog at [http://catalog.midland.edu/content.php?catoid=7&navoid=990](http://catalog.midland.edu/content.php?catoid=7&navoid=990)

**TESTING PHILOSOPHY**: Students may politely challenge the instructor on questions they feel were poorly worded. If the instructor concedes the argument, scores will be adjusted for the entire class. Assignments consist of multiple formats including multiple choice, open-ended questions, and some true/false. The final examination will be comprehensive over all the material presented during the course.

**COURSE WITHDRAWAL**: Students electing to withdraw from course are required to complete a Course Withdrawal Form to receive a grade of “W” at [http://www.midland.edu/students/academics/forms.php](http://www.midland.edu/students/academics/forms.php) before the last day to withdraw. The last day to withdraw for this semester:___________.

**ONLINE COURSE INFORMATION**:

**PERSONAL INFORMATION**: Every semester it is important to update your personal information listed in Canvas. Review instructions listed in the Canvas Student Orientation Course to make these changes.
so they are kept current. This information is used to contact students. Be sure your e-mail address (the one you choose to use for this class) is correct.

**COMPUTER REQUIREMENTS:** Students will need access to Microsoft Word and/or Excel for assignment submission. Students taking online courses are responsible to have access to a computer for submission of assignments and postings. For specific computer requirements, see Canvas System Requirements for Midland College courses at [http://guides.instructure.com/s/2204/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas](http://guides.instructure.com/s/2204/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas).

**COMPUTER DOWNTIME:** This is an online course. Each student is required to have a functioning computer for the entirety of the semester. Having computer problems does not exempt students from completing work by the due date. **If the Canvas system goes down or is unavailable**, an announcement will be posted as the due date will be extended. **If your system goes down**, find another computer to submit your homework/posts before the due date. It is strongly suggested that assignments are to be submitted early to avoid any technical difficulties.

**SUBMITTING ASSIGNMENTS IN CANVAS:**
Save written assignments in a Microsoft Word format or Google document file. Do not use Microsoft Works or WordPerfect.
1. Each written assignment should be submitted through Canvas as an attachment. If there is more than one task due with the assignment such as CH1A (Workbook 1-1, 1-3, and 1-4), all these tasks should be submitted in one word document. **DO NOT send three different files unless otherwise instructed.**
2. Each assignment should have a header that includes your name, date, course number, and assignment name. Failure to include this content will result in points deducted from student grades.

To save:
- Ch1mct.doc Chapter 1 by Melody Cheryl Thompson (doc file)
- Ch2jwj.doc Chapter 2 by James W. Johnson (doc file)

**EMAIL:** Individual email is discouraged when it involves course assignments and questions about the reading material. These should be posted on the discussion board under the forum **Questions for the Instructor** so that everyone in the class may also receive the information since many questions posed to the instructor are commonly asked by more than one individual. In sharing responses with the class, there is equal opportunity (or equitable responses) to receive information from the instructor.

If, however, there is a need to send an email to the instructor, due to a personal nature, include in the subject line the course number and the content of the question such as “HITT1311 Question on Ch1
assignment”. It is also important that students sign their name at the end of the email since many emails give no indication of the author.

**Evaluation of Students:**

All grades are based on a standard percentage and are not curved. Final Grades for this course are composed as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weighted Percentage</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Discussion Boards/Forum</td>
<td>20%</td>
<td>A = 90-100%</td>
</tr>
<tr>
<td>Assignments</td>
<td>15%</td>
<td>B = 80-89%</td>
</tr>
<tr>
<td>Group Project</td>
<td>10%</td>
<td>C = 70-79%</td>
</tr>
<tr>
<td>Hands-On Exercises (Lab)</td>
<td>30%</td>
<td>D = 60-69%</td>
</tr>
<tr>
<td>Module Exams</td>
<td>15%</td>
<td>F = &gt;59%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Students must pass all HITT courses with a grade of “C” or better to meet program requirements.**

*Limit to Repeat HIM Program Course:* The HIM program policy effective Fall 2014 states that students are allowed two attempts for any required HITT program course beginning Fall 2014. Students who fail the clinical course have only one additional opportunity to pass the course. If neither attempt has a passing grade, the student will be dismissed from the program. “Attempting a course” is defined as either 1) a failed grade, or 2) a withdrawal (W).

Work submitted by midnight of the due date will be graded and returned within 48 hours from the due date. Submissions made at times when the instructor has posted an out-of-office notice, will be graded and returned within five (5) business days. If work has not been graded and returned in a timely manner, please contact me at llambert@midland.edu to verify that the work submitted can be viewed by me in Canvas.

The course schedule has due dates and each student is expected to submit assignments on or before midnight Central Standard Time of the due date. There is no formal provision for make-up work or extra credit in this course. **Work submitted after the deadline will not be accepted. Once the assignment date closes, assignments cannot be submitted.** A zero will be placed in the grade book for late assignments.

Please do not wait until the last minute to attempt assignments. Computers and computer networks have a bad habit of crashing at the very time you need them the most.

**Course Calendar:**
Due dates for all assignments can be obtained in the course under the Calendar option within Canvas. The calendar is subject to change upon the instructor’s discretion. All student will be notified under the announcements tab if and when updates to the calendar of due dates are made.

**Americans with Disabilities Act (ADA):**

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

**Division Information:** Health Sciences Division

Division Dean: Carmen Edwards, DNP, MSN, RN, 209 DFHS Building, 432-686-4822  
Interim Program Chair: Dr. Elizabeth Neichter, RHIA, CHTS-TR, 218 DFHS, 432-686-4800, extension 2023  
Division Secretary: Kay Floyd, 206 DFHS Building, 432-685-4600  
Student Support Specialist/Clinical Coordinator: Raquel Valenzuela, RHIT, 218 DFHS, 432-685-6893