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**
A course that includes comprehensive study of health record content, accreditation standards, liability, reimbursement, and policy as it relates to practice management.

**Text, References and Supplies**

**Textbooks:**


**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 [www.SKYPE.com](http://www.SKYPE.com) and download the program. (Most HITT courses are using SKYPE as an additional communication tool for students).


Skype accessibility policy can be found at [Skype Accessibility](http://www.skype.com/en/legal/privacy/)

**Student Learning Outcomes:**
Upon completion of this course, students will be able to:

1. Analyze the documents in a health record for timeliness, accuracy and completion. (Domain I)
2. Apply organizational and external regulations to health record content and documentation to determine compliance. (Domain I)

3. Maintain and apply the concepts confidentiality, privacy and security of health information in a physician practice. (Domain II)

4. Accurately release patient information in accordance with state and federal law. (Domain II)

5. Describe the role of patient decision making in today’s healthcare marketplace. (Domain III)

6. Compare and contrast EHR systems between the physician office setting and hospitals. (Domain III)

7. Explain the concept of performance improvement as it applies to the physician office setting. (Domain III)

8. Summarize the revenue cycle as it applies to the physician office setting. (Domain IV)

9. Explain professional organizations and how a physician’s responsibility to hospital accreditation (Business associate) (Domain V)

10. Describe the implications of regulatory mandates on physician offices. (Domain VI)

11. Summarize the various roles of different healthcare personnel and facilities.

12. Discuss the importance of maintaining quality record keeping standards.

Unit objectives are provided with each unit.

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.

5.

Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security
   Subdomain II.B. Data Privacy, Confidentiality & Security
   1. Apply confidentiality, privacy, and security measures and policies and procedures for internal and external use and exchange to protect electronic health information.
   2. Apply retention and destruction policies for health information.
   3. Apply system security policies according to departmental and organizational data/information standards.
   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.F. Consumer Informatics
   1. Explain usability and accessibility of health information by patients, including current trends and future challenges.
   Subdomain III.H. Information Integrity and Data Quality
   1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system

Domain IV. Revenue Management
   Subdomain IV.A. Revenue Cycle and Reimbursement
   1. Apply policies and procedures for the use of data required in health care reimbursement.
   2. Evaluate the revenue cycle management processes.

Domain V. Compliance
   Subdomain V.A. Regulatory
   1. Analyze policies and procedures to ensure organizational compliance with regulations and standards
   3. Adhere to the legal and regulatory requirements related to health information management.

Domain VI. Leadership
   Subdomain VI.F. 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
Course Participation

Students enrolling in online courses **MUST** log in and actively participate by completing academic assignments required by the instructor by the official census date of __________, which is included on the course calendar. **Students who log in but do not actively participate in an academically-related activity will be removed as Never Attended and dropped from the course.**

Participation requirements:
- Within 12 days for 16 week course
- Within 4 days for Summer I and II
- Within 2 days for Interim sessions (3 week courses)

Accessing an Online Class:

1. Using **Mozilla (Firefox) or Google (Chrome) as the Web browser** access the Midland College Home page at [http://www.midland.edu/](http://www.midland.edu/). A free download is available at [http://www.Mozilla.com](http://www.Mozilla.com) or [https://www.google.com](https://www.google.com). There have been problems in the past with Internet Explorer.
3. Update your personal profile by clicking on “Edit Personal Profile”. Verify that your contact information is correct especially your web address and your address and phone number.
4. When the Canvas page appears, you will need to login to the program. In order to login you must have a login name and password. Your login name will be the first letter of your first name plus the first 3 letters of your last name and the last three numbers of your Midland ID number.
5. After you have logged in, your home page will appear on the screen. On the right side of the page in the box titles “My Classes” double click on the Class you want to view.
6. The home page will appear. Areas you will want to check frequently are: Announcements, Syllabus & Handbook, and Assignments. Do not open exams until you are ready to take the test. You can access each exam only one time.
7. Click on Grades to check your point status.
9. 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.

Complete the Canvas Student Orientation.

Canvas (Online Course) Help

Prior to accessing your Canvas course, go to Canvas Supported Browsers to make sure you are using a Canvas supported browser and have the required components installed. Go to Canvas for directions for accessing your Canvas (online courses) account.

To access the Canvas Help system:

On the Canvas login page there is a “Don’t know your password?” link to help you retrieve your Canvas password. Also, on this page there is a Help link located in the text below the login screen.

If you are logged in to your course and need assistance, a Help link is located in the upper right hand corner of the page in the green personal settings area.

Discussion Board (DB): This is the online classroom. Students will respond to discussion questions and communicate with your instructor in the discussion board. Questions about content and assignments should be posted on the discussion board under the “Questions for the Instructor”. Please allow up to 24 hours for a response. Posts made after 4:00 p.m. CST on Friday or on the weekend may not be answered until after 8:00 a.m. Monday. This form of communication is important in online Courses. This tool will help you stay “connected” to other individuals and it will help students to ask those questions just as if you were in an actual classroom setting. Any posts on discussion boards should have proper grammar and punctuation and be professional in nature.

1. Do not copy and paste material from websites. Post using your own thoughts and words about the materials through reading, research, or past experiences and focus on the related topic. Please remember that materials “cut and pasted” may be considered plagiarism.
2. Student’s posts must fit the timeline of the assignment.
3. Inappropriate posts will be removed. And a grade of 0 will be assigned.
4. Refer to Grading Rubric in Start Here Power Point and linked
in each DB for clarification of how DB points are assigned.

Attendance:

Students enrolling in online courses **MUST** log in and actively participate by completing academic assignments required by the instructor by the official census date of ___________, which is included on the course calendar. **Students who log in but do not actively participate in an academically-related activity will be removed as Never Attended and dropped from the course.** Because this is strictly an internet course, attendance will be substituted by participating on the discussion board.

Withdrawal from Course:

It is the student’s responsibility to withdraw from any course following the Midland College withdrawal requirements. Withdrawal forms are available [http://www.midland.edu/students/academics/forms.php](http://www.midland.edu/students/academics/forms.php), Students who do not comply with the requirements will receive an “F” (for credit students) or “U” (for CE students) for the semester grade. College credit students in 16 week classes wanting to withdraw by November 13th: students in 8 week classes must withdraw by October 2nd or a grade will be assigned for the course.

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)

This course uses Turnitin to validate the originality of a student’s work. **If Turnitin indicates greater than 15% of content is taken from another source, regardless of citations, a student will receive a 0 on the assignment.** If work is plagiarized from another source, student will be subject to the disciplinary policy of the college. Policy located at [http://www.midland.edu/students/academics/academic_misconduct/plagiarism.php](http://www.midland.edu/students/academics/academic_misconduct/plagiarism.php)

*If you are not sure what plagiarism is; or if you have a question about how to cite materials in a paper or other work, you are to contact your instructor BEFORE submitting the work.
Testing Philosophy:

Assessments consist of multiple formats including multiple choice, open-ended questions, essay and some true/false. If an examination requires a proctor, students taking their final exam using a proctor at an accepted location other than Midland college may have an added cost for the service. Charges for proctored testing is the responsibility of the student, and typically cost between $30-$50. Accepted proctoring sites include testing centers, universities or colleges. A proctor form completed by the student in the first few weeks of class is required for verification of approved testing site.

Some exams require students to use the Respondus LockDown Browser (RLDB) Instructions to download are provided in the Introductory Module of the course. The RLDB privacy policy can be found at: https://www.respondus.com/about/privacy.shtml
The RLDB accessibility policy can be found at http://www.respondus.com/products/accessibility-lockdown.shtml

Student Support Services:

Students should access these resources as needed throughout the term.
Click Office of the Registrar to review the services provided by the Registrar’s office.
Click Scholarship Information to review information and services provided by the MC Scholarship office.
Click Financial Aid to locate information and services provided by the Financial Aid Office.
Click Advising & Counseling to access information regarding these services.

Tuition and Fees: Tuition and fee information is located at www.midland.edu or by calling the program office at: 432-686-5573.

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 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. Students should be familiar with the following programs: Microsoft Word, basic knowledge of Excel and Power Point. Be able to send and retrieve e-mails with attachments. Know how to do basic Internet searches.

**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 Written Assignments in Canvas:**

1. Save written assignments in a Microsoft Word format and **not** Microsoft Works or WordPerfect.
2. 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.
3. Each written 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 your grade.

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

Header:
Your name  Example: Mary Smith
Date  9/11/15
Course  HITT1391
Assignment Name  WB: 5-1
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 thread Questions for Instructor so that 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, you have a question of a personal nature, unrelated to the course materials, you may personally e-mail the instructor at: eneichter@midland.edu. Please be sure to include your name, course number and assignment in the subject line. For example: Mary Jone, 1391 Unit 2 Assignment 1.

Accessing Student E-mail:

Go to Student E-mail to find directions for accessing your student e-mail account.

Forgot Student ID:

Go to Campus Connect and select the “Forgot Student ID” link.

Evaluation of Students

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>600</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>600</td>
</tr>
<tr>
<td>Unit Quizzes</td>
<td>600</td>
</tr>
<tr>
<td>Midterm exam</td>
<td>150</td>
</tr>
<tr>
<td>Final exam</td>
<td>150</td>
</tr>
<tr>
<td>Research paper</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2400</td>
</tr>
</tbody>
</table>

This course is graded on a strict point basis. The final grades are not curved or weighted. At any time in this class, a student may calculate their grade by taking the total number of points showing in the Gradebook and dividing it by 2400.

Final grades will be awarded as follows:
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).

Return Times:

Work submitted during regular College hours will be returned within 48 hours (submission M-FR 8:00 a.m. – 4:00 p.m.). Submissions occurring over the weekend, scheduled holidays or College breaks or at times when the instructor has posted an out-of-office notice allow for a longer return time (not to exceed 5 business days). There are rare occasions when the College’s computer system or learning management system (Canvas) goes down; please allow longer return times in these instances as well. If work is not returned and graded in a timely manner, please contact me at eneichter@midland.edu just to make sure that what was submitted was actually picked up and is in the College system.

Course Schedule:

The course schedule has due dates and each student is expected to submit assignments on or before 11:59 p.m. Central Standard Time (CST) of the due date. There is no formal provision for make-up work or extra credit in this course. Students have until the end of each unit to submit work; if work is submitted after the due date but before the closing of the Unit, work will be accepted but points will be deducted. Once the Unit closes, all assignments, discussion boards and quizzes will also close. A zero will be placed in the grade book for any missed assignments, discussion boards or quizzes.

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.
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