For **Online** classes, students MUST actively participate for 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 a review of Health Information Technology (HIT) competencies, skills and knowledge. Prerequisite: Approval of program chair. Corequisite: HITT 2261.

**Text, References and Supplies**

**Required Textbook**

Suggested Texts: Not required but helpful


**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 [http://www.skype.com/intl/en-us/get-skype/on-your-computer/windows](http://www.skype.com/intl/en-us/get-skype/on-your-computer/windows) and download the program. (This course uses SKYPE as an additional communication tool for students).


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

Students who wish to utilize Proctor U to take proctored examinations will have to have a Webcam and a microphone. Some webcams come with built in microphones. If your system has a built in webcam be sure to verify its usability with the Proctor U system and ascertain that you will not need to have a separate detachable form of a camera.

Students who will be utilizing offsite testing centers at other colleges or...
professional testing sites can expect to have fees associated with testing at these centers. The fees are set by the institutions and vary greatly. For students utilizing Proctor U current cost for a 2 hour examination is $25.00. Full list of prices are available in the Midland College catalog at http://www.midland.edu/students/distance_learning/distance_learning_mc.php

Student Learning Outcomes:

Upon completion of this course, students will be able to:

1. Perform self-assessment of HIT competencies
2. Resolve learning gaps
3. Pass mock HIT examination or Pass early testing option for RHIT examination through AHIMA

Student should be able to apply previously learned content, as outlined in each unit below, in a test environment with a 75% or better test score.

(Note: Unit competencies parallel the CAHIIM competencies required to pass the RHIT examination. You have already taken the courses necessary to meet these competencies; the sole purpose of this course is to help you apply this knowledge in a test-taking environment)

Unit 1: Domain I Data Content, Structure and Standards

1. Apply diagnosis/procedure codes according to current guidelines
2. Evaluate the accuracy of diagnostic and procedural coding
3. Apply diagnostics/procedural groups
4. Evaluate the accuracy of diagnostic/procedure groupings
5. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings and discharge status.
6. Verify the documentation in the health record is timely, complete and accurate
7. Identify a complete health record according to organizational policies, external regulations and standards
8. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare
9. Apply policies and procedures to ensure the accuracy and integrity of health data
10. Collect and maintain health data
11. Apply graphical tools for data presentation
12. Identify and use secondary data presentations
13. Validate the reliability and use secondary data sources

Unit 2: Domain II Information Protection: Access, Disclosure, Archival, Privacy and Security

1. Apply healthcare legal terminology
2. Identify the use of legal documents
3. Apply legal concepts and principles to the practice of HIM
4. Apply confidentiality, privacy and security measures and policies and procedures for the internal and external use and exchange to protect electronic health information
5. Apply retention and destruction policies for health information
6. Apply system security policies according to departmental and organizational data/information standards
7. Apply policies and procedures surrounding issues of access and disclosure of protected health information

Unit 3: Domain III Informatics, Analytics and Data Use

1. Utilize software in the completion of HIM processes
2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications
3. Explain the process used in the selection and implementation of health information management systems
4. Utilize health information to support enterprise wide decision support for strategic planning
5. Explain analytics and decision support
6. Apply report generation technologies to facilitate decision-making
7. Utilize basic descriptive, institutional and healthcare statistics
8. Analyze data to identify trends
9. Explain common research methodologies and why they are used in healthcare
10. Explain usability and accessibility of health information by patients, including current trends and future challenges
11. Explain current trends and future challenges in a health information exchange
12. Apply policies and procedures to ensure the accuracy and integrity of health data
both internal and external to the health system

Unit 4: Domain IV Revenue Management

1. Apply policies and procedures for the use of data required in healthcare reimbursement
2. Evaluate the revenue cycle management processes

Unit 5: Domain V Compliance

1. Analyze policies and procedures to ensure organizational compliances with regulations and standards
2. Collaborate with staff in preparing the organization for accreditation, licensure and/or certification
3. Adhere to the legal and regulatory requirements related to health information management
4. Analyze current regulations and established guidelines in clinical classification systems
5. Determine accuracy of computer assisted assignment and recommend corrective action
6. Identify potential abuse or fraudulent trends through data analysis
7. Identify discrepancies between supporting documentation and coded data
8. Develop appropriate physician queries to resolve data and coding discrepancies

Unit 6: Domain VI Leadership

1. Summarize health information related leadership roles
2. Apply the fundamentals of team leadership
3. Organize and facilitate meetings
4. Recognize the impact of change management on processes, people and systems
5. Utilize tools and techniques to monitor, report and improve processes
6. Identify cost-saving and efficient means of achieving work processes and goals
7. Utilize data for facility-wide outcomes reporting for quality management and performance
8. Report staffing levels and productivity standards for health information functions
9. Interpret compliance with local, state and federal labor relations
10. Adhere to work plans, policies, procedures and resource requisitions in relation to job functions

11. Explain the methodology of training and development

12. Explain return on investment for employee training/development

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

14. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system

15. Describe the differing types of organizations, services, and personnel and their interrelationships across the healthcare delivery system

16. Apply information and data strategies in support of information governance initiatives

17. Utilize enterprise-wide information assets in support of organizational strategies and objectives

18. Plan budgets

19. Explain accounting methodologies

20. Explain budget variances

21. Comply with ethical standards of practice

22. Evaluate the consequences of a breach of healthcare ethics

23. Assess how cultural issues affect health, healthcare quality, cost and HIM

24. Create programs and policies that support a culture of diversity

25. Summarize project management

26. Explain Vendor/Contract management

27. Apply knowledge of database architecture and design

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**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 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.** Census day is _____ for the fall session.

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Last Updated: 12/28/2016
Active participation means more than logging into the class. Student must complete a discussion board, an assignment, the pre-assessment or some other actual activity (work) in the course.

**ACCESSING AN ONLINE COURSE:**

1. **Use Mozilla (Firefox) or Google Chrome as the web browser** access the Midland College home page. There have been problems in the past with Internet Explorer. A free download is available at [www.Mozilla.com](http://www.mozilla.com).

2. **Google Privacy & Accessibility statements**
   - [https://www.google.com/chrome/browser/privacy/](https://www.google.com/chrome/browser/privacy/)
   - [https://www.google.com/accessibility/initiatives-research.html](https://www.google.com/accessibility/initiatives-research.html)

3. **Mozilla Foxfire Privacy & Accessibility statements**

2. To enter a Canvas course: The URL is [https://midland.instructure.com](https://midland.instructure.com), the username is your MC student email address, and the password will be your student ID, with no dash - for CREDIT students.
3. For Continuing Education students, you will be sent an email from Instructure to complete the account set-up and set your password. Once the student account is created, you will be enrolled in the 'Canvas Student Orientation' course and the program will enroll you in the correct course.
4. The home page will appear. Your Username is your Midland College e-mail address. Your Password is your Student ID number. For credit students; continuing education students refer to #3 above.
5. VCT students your username is the e-mail address you used to register with. Your password is whatever the student ID number VCT has for you.

**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 Thursday 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.
1. Any posts on discussion board should have proper grammar and punctuation and be professional in nature.
2. 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.
3. Student’s posts must fit the timeline of the assignment.
4. 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).
5. Refer to Grading Rubric in Start Here Power Point 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 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.**

This course is taught entirely online.

**Withdrawal from Course:** It is the student’s responsibility to withdraw from any course following the Midland College withdrawal requirements. See Midland.edu. 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 ________; 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. Cutting and pasting without proper citation and passing off another’s work as your own is cheating.* Any student cheating will be removed from the Course, given an “F”, and reported to the Registrar’s office. Plagiarism will not be tolerated. For more information, review Student Conduct/Misconduct in the MC catalog at http://www.midland.edu/students/academics/academic_misconduct/plagiarism.php

**Review quizzes are preparatory assignments that require academic integrity as answers are provided by the publisher for review. The objective is that students take the test and report back accurate assessments to assist in identifying their weakest areas for study. By reporting correctly the scores of the first exam, the student and instructor can identify the weaker areas needed for study. If completed as instructed, students have a much better opportunity to be successful with the Mock RHIT and Early Testing RHIT test. Your scores on practice assignments/quizzes do not affect your course grade.**

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

*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:** The purpose of this course is to prepare students to pass the RHIT credentialing exam. Therefore, the Mock Examinations will be in multiple-choice format to mirror the actual examination.

There are three (3) proctored Mock Examinations. You must pass at least ONE of these three examinations with a score of 75% or better to PASS this course. You are required to take TWO of the three examinations; but, again, you must score at least a 75% on one of these two attempts. You are required to take the third examination only if you do not have a passing score on one of your first two attempts. You may choose to take the third examination as practice once you’ve achieved your passing score but it is not required.

**Or,** you may elect to take the Early Testing RHIT credentialing examination prior to finals week. If you choose this option, you must PASS this examination in lieu of taking the mock examinations. Students who choose the Early Testing RHIT option, are strongly encouraged to take the Mock Examinations until such time as they pass the Early Testing RHIT examination. This serves as good practice for the RHIT exam.

**TESTING OPTIONS**

1) **ON CAMPUS TESTING** Students who live within 50 miles of campus are required to attend the proctored exams at Midland College. A Proctor Testing Form is still required. Please consult with instructor at the beginning of the semester if this option proves a hardship.

2) **OFF CAMPUS TESTING** is available for students who live farther than 50 miles from campus, or who have received permission to utilize an alternative testing site, may take the proctored examinations at an approved testing site. A Proctor Testing Form is required.

**ALTERNATE APPROVED TESTING SITES** include another college (proctored) testing center, a commercial testing center, Proctor U or for active duty military personnel, a military education officer.

**PROCTOR U** Proctor U is an option rather than finding a proctor site. Proctor U charges for each proctored examination. If students choose to take the test at a testing center, fees are usually associated with proctored exams and depend on the college, university or testing center fee schedules. These usually range from $20 to $50. The Proctor U for

**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 INFORMATION**

**PERSONAL INFORMATION:** Please update your personal information listed in Canvas as soon as it changes.

**COMPUTER REQUIREMENTS:** Students will need access to Microsoft Word, Power Point 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 the college’s website. 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 ASSIGNMENTS IN CANVAS:**

1. Use a word document format. Please use Microsoft Word and not Microsoft Works or Wordperfect. You may also type your response directly into Canvas.

2. Save a copy of your assignment or discussion board post on your own computer.
in the event that you need to re-submit due to technical difficulties.

3. Each assignment should be submitted through or posted in Canvas. If there is more than one task due with the assignment such all these tasks should be submitted in one word document. DO NOT send three different files. Please make certain that your document contains your full name.

4. 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 your grade.

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.

TECH SUPPORT FOR MC STUDENTS
The Midland College Help Desk is the first point of contact for all IT related service issues, questions, troubleshooting and consultation. Contact information for the Help Desk is:
Phone: 432-685-4788
Email: help@midland.edu

CENGAGE: Your textbook provides online resources that allow you to take multiple practice tests as many times as you wish. You are encouraged to take these practice tests. You will log in to Cengage at http://www.cengage.com/us/. In the top right corner click the SIGN IN button; the click NEW STUDENT USER. A window will appear that will ask you to enter the Access Code from your book. Enter this number in the box; your access to Cengage should open. When asked for your e-mail address you may use either your personal e-mail or your college e-mail address. Be sure to remember the password you choose. I do not have access to your book’s access code number. I, also, cannot get you into the Cengage system if you forget your login information. Cengage learning code is LCI88I7MX6 for Fall 2016 (this is different that your book code which allows you access to the website)

The accessibility police for Cengage is located at http://www.cengage.com/accessibility/ and their privacy policy is at
http://www.cengage.com/legal/#privacy

**EMAIL:** Individual e-mail is discouraged when it involves course assignments and questions about the material. These should be posted on the discussion board under the thread “Questions for the Instructor” so that everyone may benefit from your question and the response.

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 in the subject line.

**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.

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**Evaluation of Students:**

**Pass one of three MOCK RHIT exams OR Pass the Early Testing RHIT credentialing exam prior to finals week**

a) Pass the RHIT MOCK Exam with a 75% or better OR pass the RHIT Early Testing certification exam by AHIMA prior to the week of finals. The actual RHIT exam requirement is 75% to pass.

b) Students will have THREE opportunities to pass the MOCK RHIT EXAM. The exam will be proctored either at Midland College OR a pre-approved proctor site. A fourth testing option is the actual RHIT exam during the semester taken through the “early testing” option.

c) All students must submit the proctor form. Students within 50 miles are required to attend the proctored exams at Midland College unless prior arrangements have been improved by the instructor. All students must submit the proctor form regardless of where they will take the examinations within 2 weeks of the start of class.

d) Students may elect to schedule, purchase and complete the actual RHIT certification exam through AHIMA, however, the instructor must sign off on your application form within the first 3 weeks of class. No form will be signed after this time period because of the length of time it takes AHIMA to process the form. It takes between six to eight weeks from submission of application to actually scheduling of the test. The instructor must sign off on any student in the program in order for AHIMA to accept the Early Testing option. If you are choosing this option - Complete:

i. **Early Testing form for current students.**
Send the Early Testing Form to the instructor for approval/completion before the end of the 2nd week of the course. Instructor will return form by the end of the 3rd week of the semester. The form will be returned to the student so that the student may include payment when sending application to AHIMA by the **FIRST THREE WEEKS OF THE COURSE.** Send your confirmation receipt for this option to the instructor once the test is scheduled.

Side note post-graduation: AHIMA will require that students who pass the RHIT exam during early testing will be required to request an official transcript once the degree for the Associate of Applied Science in Health
Information Management has been posted. It is advised that student’s request one transcript be sent to themselves and one to AHIMA so that the student is aware that copies have been sent from the college. Call or confirm with AHIMA that the transcript has been received.

Students who are enrolled in this course will receive a letter grade for this class. A grade of “C” of better is a passing grade. **Please note:** to pass this course, a student MUST receive a score of 75% or above on ONE of the Mock RHIT examinations or pass the Early Testing of the RHIT examination. Discussion boards, assignments and other activities will be used only to determine the differentiation of grades (i.e. A, B or C). Once you have achieved a 75% or better on one of your mock exams OR passed the RHIT examination, the discussion boards and assignment will be added to your mock examination score to differentiate between A, B or C grades. Anyone receiving below a 75% on the mock examinations will receive a failing grade. No one will be give a score above 100 points.

This class is scored on a point system.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total #</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing Mock exam OR AHIMA credential exam</td>
<td>75%</td>
<td>75</td>
</tr>
<tr>
<td>Discussion boards</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Assignments</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL POINTS possible</strong></td>
<td>100%</td>
<td>100 points</td>
</tr>
</tbody>
</table>

As described above, a letter grade will be established by calculating the total points received and converting this into a percentage to determine a letter grade on the following grading scale.

- A 90% or above
- B 80 to 89%
- C 70 to 79%
- D 60 to 69%
- F < 60%

**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). This includes HITECH and grant students. After the second attempt, students will be dismissed from the program.

**Return Times:** Work submitted during regular College hours will be returned within 48 hours (submission M–TH 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 Calendar:**

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. The final end date of the course is absolute and cannot be extended.

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 (ADA):**

Any student who, because of a disabiling 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