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 provides an overview of the most popular vendor specific systems highlighting the features of each as they would relate to practical deployments, and noting differences between the systems. Application exercises are provided in course materials. Prerequisite: HITT 1311.

Text, References and Supplies

Textbooks: No textbooks are required as the materials are available in lecture and website URL references, however textbook reference is HITT 1311 Textbook, Introduction to Computer Systems for Health Information Technology. Sayles and Trawick, 2010, AHIMA. It is strongly suggested to keep the textbook from HITT 1311 for future use as a reference for the AHIMA national credentialing exam.

A Neehr Perfect Subscription is required for this class. It is 9 month subscription if you are in the HIT Program. You can purchase your Neehr Perfect subscription at www.neehrperfect.com. Neehr Perfect Midland HIT Student Program Key: S74X24. See the Neehr Perfect student guide for the remaining instructions for Neehr Perfect in class.

An AHIMA Virtual Lab account is required and will be set up to include EHR activities. A Lock Down Browser is required for students to use for all quizzes/exams/Final taken. Link: http://www.respondus.com/lockdown/information.pl?ID=489242920

Other references are listed in class such as websites or articles. Students who submit items greater than 15% plagiarism even with references cited will earn a zero on that item.

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 to download the program. (Most HITT courses are using SKYPE as an additional communication tool for students).

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

Unit 1
1. Describe the most common commercial electronic health record (EHR) systems used in ambulatory and inpatient care settings
2. List HIMSS resources available on EHR systems
3. Describe functions and applications of HIMSS resources available on EHR systems
4. Describe functions and applications of KLAS ratings available on EHR systems
5. Apply KLAS rating system to evaluate software selections for ambulatory and acute care EHRs.
AHIMA III B. Information Management Strategic Planning
1. Explain the process used in the selection and implementation of the HIM system.
2. Utilize health information to support enterprise wide decision support for strategic planning.

Unit 2
1. Describe the Certification Commission for Health Information Technology (CCHIT) and its role in the certification of commercial EHRs.
2. Describe or give examples illustrating how CCHIT criteria are used for certification of EHR systems.
3. Identify the benefits of 'meaningful use' of EHRs and identify examples of 'meaningful use' of EHRs in given scenarios.
4. Identify the three stages of implementation requirements for 'meaningful use' of EHRs.
5. Identify the role of governing bodies certifying commercial EHRs, including FDA oversight, the Joint Commission, and National Patient Safety Goals.

AHIMA III F. Consumer Informatics
1. Explain usability and the accessibility of health information by patients, including current trends and future challenges.
Assignment – Consumer Informatics.

Unit 3
1. Demonstrate concept knowledge of the RFP process.
2. Identify the key stakeholders involved in EHR selection and the roles they each play.
3. Identify and give examples of the categories of project costs when selecting vendor-specific EHR systems.
4. Analyze the financial courses that strengthen an EHR vendor.
5. Identify the key steps in the selection process for choosing a vendor EHR.

Unit 4
1. Describe EHR functionality of Results Review.
2. Describe the EHR functionality of Computerized Provider Order Entry (CPOE).
3. Describe the EHR functionality of Messaging among different vendor systems.
4. Describe the procedures for billing supported by EHR vendor systems.

AHIMA 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.
NP Assignments: EHR Evaluation, Quality Improvement Utilizing the EHR, Understanding TJC’s Tracer Methodology.

Unit 5
1. Demonstrate concept knowledge of system and database architectures used in commercial EHRs.
2. Describe the health information systems landscape, including CPOE, Pharmacy, Lab, etc.
3. Identify the different EHR hardware platforms.
4. Compare different EHR operating systems and databases.
5. Explain the importance of security, privacy, auditing and performance monitoring in EHRs.

AHIMA III C. Analytic and Decision Support
1. Explain Analytics and decision Support.
2. Apply report generation technologies to facilitate decision making.

AHIMA III G. Health Information Exchange
NP assignment: Health Information Exchange.

Unit 6
1. Define interoperability.
2. Describe vendor strategies for terminology and knowledge management and how these impact interoperability
3. Describe processes and requirements for exchanging data with personal health records

Unit 7
1. Understand the importance of clinical decision support systems
2. Describe decision support capabilities and customizability of different vendor EHRs

AHIMA III E. Research Methods
1. Explain common research methodologies and why they are used in healthcare.
Assignment: Research Methods


NP assignment: VistA activity: Clinical Reminder Support – Data Mining colon cancer screening

AHIMA III A. Health Information Technologies
1. Utilize software in the completion of the HIM process. 2. Explain policies and procedures of networks, including intranet and Internet to facilities clinical and administrative applications.
NP assignment: UHDDS and the EHR

Unit 8
1. Describe characteristics of training and go-live strategies that would facilitate implementation of a new Electronic Health Record (EHR) system
2. Compare the advantages and disadvantages of a big-bang roll-out versus a phased roll-out and vice-versa
3. Identify staffing, command center and on-site consultant considerations
4. Compare strategies for monitoring system usage and change management

ACCESSING AN ONLINE CLASS:
1. Using Mozilla (Firefox) as the web browser access the Midland College home page at http://www.midland.edu/Canvas. There have been problems in the past with Internet Explorer. A free download is available at www.Mozilla.com.
3. 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 card.
4. After you have logged in, your home page will appear on the screen.
5. The home page will appear. Areas you will want to check frequently are: Announcements, Syllabus and Assignments. Do not open exams until you are ready to take the test. You can access each exam only one time.
6. Grades can be checked in the Gradebook section of the course.

DISCUSSION BOARD (DB): This is the online classroom. Students will respond to discussion questions and communicate with your instructor and others in the discussion board. Questions about content and assignments should be posted on the discussion board under the “Questions for the Instructor”. The posts will be answered daily. Please allow up to 24 hours for a response. Posts made after 5:00 p.m. on Friday or on the weekend may not be answered until after 8:00 a.m. Monday CST. 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. Students must post twice and not on the same day to be eligible for full credit.

Last Updated: 12/28/2016
2. Any posts on discussion board should have proper grammar and punctuation and be professional in nature.
3. 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.
4. No credit will be given for posts after the due date. See Grading Rubric below.
5. 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).

GRADING RUBRIC: Discussion boards graded on a 5 or 10 point basis:
Example 5 pts

Failure or late posting: 0 points
Posting within time frame, but response incorrect or incomplete: 1-2
Posting within time frame, but response inadequate*: 3-4
Posting within time frame, excellent, correct and complete: 5

Examples: Discussion board question What did you have for dinner?

1-2 points: I had a chicken sandwich for lunch. Who cares?
3-4 points: I am not sure, maybe fish or possible chicken.
5 points: I went to Denny’s and had a single hamburger with fries and a Coke.

ATTENDANCE: Because this is strictly an internet course, attendance will be substituted by participating on the discussion board. Participation is part of your course assessment. Students are strongly encouraged to follow the suggested schedule to complete assignments and tests in a timely manner.

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 February 3rd. 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.

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 requirements will receive an “F” (for credit students) or “U” (for CE Students) for the semester grade. College credit students wanting to withdrawal must submit the form by April 15, end of the business day or a grade will be assigned for the course.

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).

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 “U”, 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://catalog.midland.edu/content.php?catoid=4&navoid=447#academic_responsibilities.

NOTE: Midland College uses several methods of technology to monitor students during the semester to ensure academic integrity since federal mandates require that colleges prove the student taking the course is the actual student completing the course. If a student is identified with unusual patterns (example: multiple browsers open at the same time while taking tests), it may prompt a requirement for a proctor.
**TESTING PHILOSOPHY:** Assignments consist of multiple formats including, but not limited to, multiple choice, open-ended questions, essay, case study analysis, and lab assignments. A final examination may be given that is comprehensive (over all the material presented during the course). Check your schedule for more details.

**TUITION & FEES:** Tuition and fee information is located at [http://www.midland.edu/students/tuition_fees.php](http://www.midland.edu/students/tuition_fees.php)

**ONLINE COURSE INFORMATION:**

**PERSONAL INFORMATION:** Update your personal information (especially your preferred email) in Canvas.

**COMPUTER REQUIREMENTS:** Students will need access to Microsoft Word, Excel and Power Point 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: [http://www.midland.edu/students/canvas/index.php](http://www.midland.edu/students/canvas/index.php). Students have reported some compatibility issues using a MAC, so a Windows based computer is recommended. Instructor will computer issues related to course content and links, however other issues are the responsibility of the student to resolve.

**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 Microsoft Word to submit writing assignment. You may attach files or type responses directly into the system.
2. Each assignment should have a header that includes your name, date, Class number, and assignment name. Failure to include this content will result in points deducted from your grade.

<table>
<thead>
<tr>
<th>Header:</th>
<th>Example:</th>
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<tbody>
<tr>
<td>Your name</td>
<td>Mary Martinez</td>
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<tr>
<td>Date</td>
<td>9-21-13</td>
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<tr>
<td>Class</td>
<td>HITT 1202</td>
</tr>
<tr>
<td>Assignment Name</td>
<td>Unit 1</td>
</tr>
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</table>

**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: llambert@midland.edu. Please be sure to include your name in the subject line.

<table>
<thead>
<tr>
<th>Evaluation of Students</th>
<th>A letter grade will be established as</th>
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<tbody>
<tr>
<td>Assignments</td>
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<tr>
<td>Exams/Quizzes</td>
<td>20%</td>
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</tbody>
</table>

Last Updated: 12/28/2016
Participation/Discussion Boards 15% C=70-79%
Final Exam 20% D=>69%
Semester Project 10% F=>59%
Total 100%

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. **Work submitted after the deadline is not be accepted. Once the assignment date closes, assignments cannot be submitted.** A zero will be placed in the grade book for late assignments unless specific arrangements have been made between student and instructor.

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.

A calendar of due dates will be provided with specific gradable items due dates. If revisions are made, the student will be notified and the syllabus will be updated.

Americans with Disabilities (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
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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
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