



Name of Department:	HEALTH INFORMATION TECHNOLOGY
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Roseanna McGinn, RHIT B105 UNM-Valencia Campus By appointment Skype hours or phone 2:45pm in B105 rmcginn@unm.edu Text only 505-803-5373 Wednesday 3pm-4:40pm Delivered Online through learn.unm.edu and live in room 105 Business Technology UNM-Valencia Campus
Syllabus	
Title of Course:	HEALTH TECHNOLOGY I
Course Number	HCHT 121
Course Description	<p>Course Description</p> <p>Learn about:</p> <ul style="list-style-type: none"> • History of medical record documentation • Public health initiatives • Structure of healthcare delivery • Healthcare delivery • Documentation of healthcare delivery in various healthcare settings • Various types of billing coding used <p>Processes for the various roles and certifications:</p> <ul style="list-style-type: none"> • RHIT • CCA • CPC • CPC-H <p>Class format will Utilize hands-on learning format through the various applications in the Vlab, including McKesson, MPI patient database management, Healthport's Release of Information, Cerner Clinical Documentation, and building patients in Cerner Powercharts, both inpatient status and outpatient status. Lecture, Powerpoint, Hands-on in class (lab), procedural videos, homeworks. Writing across the English curriculum through weekly writing including narrative, short response, multiple questions, and via the skype.</p>
Credit Hours	4.0
Pre-requisites/co-requisites	HCHC 113, HCHS 111, English 101
CAHIIM and AHIMA Domains Covered	Below are the 2014 CAHIIM Competencies for Associates HIT Programs. By the end of this course, the student should be able to: Meet the requirements for CAHIIM domains.

	<p>In this class we will cover domains 1-4.</p> <p>Domain I is titled Data content, structure and standards this is a domain including:</p> <ol style="list-style-type: none"> 1. classification systems, 2. health record content and documentation, 3. data governance, 4. data management, 5. secondary sources <p>Domain II is titled information protection, access, disclosure, archival, privacy and security this is a domain including:</p> <ol style="list-style-type: none"> 1. health law 2. data privacy, confidentiality and security 3. release of information <p>Domain III is titled informatics, analytics and data use this is a domain including:</p> <ol style="list-style-type: none"> 1. health information technologies 2. information management strategic planning 3. analytics and decision support 4. health care statistics 5. research methods 6. consumer informatics 7. health information exchange 8. information integrity and data quality <p>Domain IV is titled revenue management this is a domain including:</p> <ol style="list-style-type: none"> 1. revenue cycle and reimbursement
Student Learning Objectives	<p>This being an introductory class the main objective is to acquire knowledge and understanding enough to begin to apply principals of the field.</p> <p>Students will be able to identify and define the terminology of Health Information Technology.</p> <p>Students will demonstrate their knowledge of the terms by doing specialized assignments and quizzes and exams.</p> <p>Students will articulate the core concepts of domains 1-4.</p> <p>Students will be able to pass a test with questions about the core concepts of domains 1-4.</p> <p>Students will categorize the main information by domain classification.</p>
Required text and materials	<p>TEXTBOOKS:</p> <ol style="list-style-type: none"> 1) AHIMA, Sayles, Nanette, Health Information Management Technology: An Applied Approach (Fourth Edition) Purchase online through bookstore or internet sites of your choice. ISBN 9781584263524 2) VLAB Access Code – about \$120 in bookstore or online from AHIMA one year subscription. We will begin using it in the 4th week, and will use <u>VLAB</u> in the majority of the classes.

	Internet Access to submit weekly online assignments via online grading system; student writing journals to be submitted via learn.unm.edu course homepage.
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Attendance:

Students are required to attend every class on time, participate in discussions, quizzes and maintain a safe respectable, positive class environment.

Weekly online attendance, participation and submission of work assignments is **required**. If you don't log in and do any of these, then you're considered absent for the week, and will be marked as such. There are attendance points you can accrue. The instructor reserves the right to drop students with excessive absences (more than 1 class absences, or 2 missed weekly assignments of online work). Missed Class/Submission of Late Work – Students are expected to contact the Instructor via email in a timely manner to advise if they will be unable to attend class, or unable to submit their weekly assignment. Students are responsible for all work to have any chance of passing the course.

Cell Phones:

Cell phones need to be put on mute during class times. If you must receive a call during class time leave the classroom before you answer. No phone conversations, text messaging, web surfing, movie watching etc. in classroom. Such actions (including talking to others in class out of context) can disrupt the learning process of other students and is grounds for being dropped from the course.

Student Code of Conduct:

Neither dishonesty nor unruly behavior will be tolerated in the classroom; such actions will lead to being dropped from the course. According to our Student Code of Conduct found on page 121 of the 2014–2016 UNM-Valencia Catalog:

“Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments: claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.”

All Assignments unless otherwise specified must adhere to APA format and citation guidelines.

Students with Disabilities:

If you have a disability, please inform me of your special needs as soon as possible to ensure that those needs are met in a timely manner.

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see pg 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

Evaluation/Grading Methods - Total points are established from the combination of instructional assignments, Papers, Discussion Board, attendance, quizzes, mid-term, and final exam.

Course Outline

Week	Date	HW Due	Chapter/Content	Assignment	Homework Due Following Week
1			Introduction to the HCHT 121	-Assignment 1 (100) set up VLab -Assignment 2 (100) Letter of introduction	Discussion in Class 20 pts Continue with Online classwork to do: -Assignment 1 (100) -Assignment 2 (100)
2			Chapt 1 TB (Textbook) Sayles, Chapter 1	Vlab Assignment 1 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -VLab Assignment 1 (100) -Assignment 2 (100)
3			-What is healthcare? -What is public healthcare? -What is the structure of healthcare? -What is the delivery of healthcare?	Paper 1 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -Paper t 1 (100) -Assignment 2 (100)
4			Chapt 4- Sayles Healthcare Datasets and Standards	Assignment 1 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -Assignment 1 (100) -Assignment 2 (100) Four-Week Quiz – 100 points
5			Chapt 5 – Sayles-Clinical Vocabularies and Classification	Paper 2 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -Paper 2 (100)

					-Assignment 2 (100)
6			Chapt 6 Sayles Reimbursement Methodologies	Power Point 1 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -Power Point 1 (100) -Assignment 2 (100)
7			Chapt 7 Sayles Health Information Functions	VLab 2 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -VLab 2 (100) -Assignment 2 (100)
8			Chapt 8 Sayles Secondary Data Sets	VLab 3 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -VLab 3 (100) -Assignment 2 (100) Eight-Week Quiz 100
9			Chapt 9 Sayles Health Statistics and Productivity	Paper 3 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -Paper 3 (100) -Assignment 2 (100)
10			Chapt 10 Sayles Clinical Quality Improvement and Management	Power Point 2 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -Power Point 2 (100) -Assignment 2 (100)
11			Chapt 11 Sayles Healthcare Delivery Systems	VLab 4 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -VLab 4 (100) -Assignment 2 (100)
12			Chapt 12 Sayles Ethical Issues in HIM	Power Point 3 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -Power Point 3 (100)

					-Assignment 2 (100) Four Week Quiz 100
13			Chapt 13 Sayles Legal Issues in HIM	Paper 4 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -Paper 4 (100) -Assignment 2 (100)
14			Chapt 14 Sayles Fundamentals of Electronic Information Systems	Power Point 4 100 pts Vocabulary Assignment 2 100 pts	Discussion in Class 20 pts Continue with Online classwork to do: -Power Point 4 (100) -Assignment 2 (100)
15			Review Chapters 1,4, 5, 6, 7, and 8 Paper review given.	Completed Paper review due Week 17.	
16			Review Chapters 9, 10, 11, 12, 13, and 14 Paper review given.	Completed Paper review due Week 17.	
17		NOTE	Cumulative – FINAL EXAM	Completed Paper review due.	FINAL EXAM

100 Possible Attendance Points 14 assignments @ 100 points 1400 points for assignments Quiz 1, 2, 3 and 4 @ 200 points for 800 points Discussion 20 pts by 14 weeks for 280 points Final exam 420 points Total points possible = 3000 points
