# UNM VALENCIA

| Name of Department:<br>Semester: | **Health Careers**<br>**Summer 2016** |
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| Instructor Name<br>Office Hours | Roseanna McGinn, RHIT<br>SCC 222, UNM-Valencia Campus<br>By appointment (face to face, phone or online) and<br>T and F 10am to12 PM Skype hours by appointment<br>(Above nursing department 2nd floor) |
| E-mail | rmcginn@unm.edu |
| Telephone | 505-925-8714 or text only 505-803-5373 |
| Class Meeting Days/Times | W 10:30am to 12:45pm live and online for 8 weeks |
| Location | Delivered Online through learn.unm.edu and live in 127B |

## Syllabus

| Title of Course: | HEALTH INFORMATION TECH II |
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| Course Number | HCHT 222 |
| Course Description | This course introduces the student to the elements of health information management, including healthcare data content and structure, statistics, ethical and legal issues, regulations, clinical vocabulary, reimbursement methodologies, information technology, the electronic medical record, and organizational and supervisory principles.<br><br>The Vlab will also be used to help supplement theories and to give concrete hands on activities to reinforce theories.<br><br>Class structure will consist of Lecture, Powerpoint, Hands-on in class (lab), procedural videos and homework.  Students will also be required to write a weekly narrative, short response, multiple questions, via the Discussion Board on Learn.unm.edu. |
| Credit Hours: | 4 |
| Textbook: | Sayles, Nanette B.,  (2013)  Health Information Management Technology: An Applied Approach, Fourth Edition,  American Health Information Management Association, Chicago, IL ISBN 9781584263524<br><br>VLAB Access Code – about $120 in bookstore on online from AHIMA one year subscription.  We will begin using it in the 4th week, and will use **VLAB** in the majority of the classes.<br><br>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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| Pre-requisites/co-requisites | HCHT 121 or Permission of the instructor |
| Learning Objectives and Outcomes | **A. Subdomain: Health Data Structure, Content, and Standards**<br><br>1. **Collect and maintain health data (such as data elements, data sets, and databases).**<br>2. **Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.**<br><br>3. **Apply policies and procedures to ensure the accuracy of health data.**<br>4. **Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.**<br><br>**I.B. Subdomain: Healthcare Information Requirements and Standards**<br><br>1. **Monitor and apply organization-wide health record documentation guidelines.**<br>2. **Apply policies and procedures to ensure organizational compliance with regulations and standards.**<br><br>3. **Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.**<br>4. **Assist in preparing the organization for accreditation, licensing, and/or certification surveys.**<br><br>**I.C. Subdomain: Clinical Classification Systems**<br><br>**Gain understanding of various terminologies, vocabularies, including SnoMed**<br><br>**II. Domain: Health Statistics, Biomedical Research, and Quality Management**<br>**II.A. Subdomain: Healthcare Statistics and Research**<br><br>1. **Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.**<br>2. **Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.**<br><br>3. **Comprehend basic descriptive, institutional, and healthcare vital statistics.**<br><br>**II. Domain: Health Statistics, Biomedical Research, and Quality Management**<br><br>**II.B. Subdomain: Quality Management and** |

**Performance Improvement**

1. Abstract and report data for facility-wide quality management and performance improvement programs.
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.

**III. Domain: Health Services Organization and Delivery**
**III.A. Subdomain: Healthcare Delivery Systems**

1. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.

2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
**confidentiality,**

**Legal, and Ethical Issues**

1. Adhere to the legal and regulatory requirements related to the health information infrastructure.

2. Apply policies and procedures for access and disclosure of personal health information.
3. Release patient-specific data to authorized users.

4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.

5. Apply and promote ethical standards of practice.

**IV. Domain: Information Technology & Systems**
**IV.A. Subdomain: Information and Communication Technologies**

1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.

2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.

3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.

4. Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public health, and

other administrative applications.

5.   Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.

**IV.C.  Subdomain:  Data Storage and Retrieval**

1.  Use appropriate electronic or imaging technology for data/record storage.
2.  Query and generate reports to facilitate information retrieval using appropriate software.
3.  Use tools and techniques to monitor, report, and  improve processes.

4.  Use tools and techniques to monitor, report, and  improve processes.

**IV.D.  Subdomain:  Data Security**

1.  Apply confidentiality and security measures to protect electronic health information.
2.  Protect data integrity and validity using software or hardware technology.
3.  Apply departmental and organizational data and information system security policies.
4.  Use and summarize data compiled from audit trails and data quality monitoring programs.

**V.  Domain:  Organizational Resources**

**V.A.  Subdomain:  Human Resources**

1.  Apply the fundamentals of team leadership.
2.  Participate in and work in teams and committees.
3.  Conduct orientation and training programs.
5.  Use tools and techniques to monitor, report, and  improve processes.
6.  Comply with local, state, and federal labor regulations.

**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.

**Evaluation/Grading Methods:**

6 online chapter quizzes at 100 points total ……..600 points
10 Short Papers APA format 100 point total ……1000 points
Two Data Base Assignments due online…………100 points
Two Bar Graph Assignments ……………………100 points
Mid-Term…………………………………………200 points
Four Vlab Activities………………………………800 points
Final……………………………………………….200 points
TOTAL POINTS….. 3000 points

Must have a C or above for it to count for HIT curricula not a C- or below.

GRADING SCALE:
A+     97% or greater
A      93% to 96%
A-     90% to 92%
B+     87% to 89%
B       83% to 86%
B-     80% to 82%
C+     77% to 79%
C      73% to 76%
C-     70% to 72%
D+     67% to 69%
D      63% to 66%
D-     60% to 62%
F       Less than 60%

**All Papers to be submitted in APA or Chicago Format**

**Short papers are not to exceed five pages typed body text.**

**Vlabs answers must be typed and screen shots must be included in the assignment document to show completion of all the steps. Vlabs are the only papers not to be submitted in APA format or Chicago format.**

## Course Outline

Schedule of Activities listed by Week. The Schedule of Activities is subject to change. Minor changes will be announced in class, major ones provided in writing.

| Date | Topic, Quiz, Exam | All Online submissions Due by Sunday 11:59 pm |
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| Week 1 | In-person Course Orientation<br>Sayles Book Chapter 2<br>Sayles Book Chapter 3<br>Bar Graph Assignment 1 Assigned 50 Pts<br>Short Paper on Common Abbreviations HIT Professionals must know and understand<br>V Lab Assignment 1 assigned | -online quizes due by Sunday ending Week 1<br>-Short Paper on Common Abbreviations HIT Professionals must know and understand due by Sunday ending Week 1 |
| Week 2 | Sayles Book Chapter 15<br>Data Base Assignment 1 Assigned 50 Pts<br>Bar Graph Assignment 1 Due 50 Pts<br>V Lab Assignment 1 Due 200 Pts<br>Short Paper on Statistics in the Field of HIT | -online quiz due by Sunday ending Week 2<br>-online submission of Bar graph assignment due by Sunday ending Week 2<br>-V Lab Assignment 1 due Sunday ending Week 2 |
| Week 3 | Sayles Book Chapter 16<br>V Lab Assignment 2 Cerner PowerChart Assigned 200 Pts<br>Data Base Assignment 1 Due 50 Pts | -online quiz due by Sunday ending Week 3<br>-online submission of Data<br>-Data Base assignment due by Sunday ending Week 3 |
| Week 4 | Sayles Book Chapter 17<br>Data Base Assignment 2 Assigned 50 Pts<br>Bar Graph Assignment 2 Assigned  50 Pts<br>Short Paper on Informatics and the Field of HIT<br>Midterm 200 Pts<br>Midterm Paper Review Due<br>V Lab Assignment 2 Due<br>V Lab Assignment 3 Assigned 200 Pts<br>Short Paper on Data Base DEEDS | -Vlab 2 due by Sunday ending week 4<br>-online quiz due by Sunday ending Week 4<br>-online submission of short paper due by Sunday Week 4<br>-online Midterm and Midterm paper review due by Sunday ending Week 4<br>-Short paper on DEEDS due by Sunday ending Week 4<br>-V Lab Assignment 2 due Sunday ending Week 4 |
| Week 5 | Sayles Book Chapter 18<br>V Lab Assignment 3 Due 200 Pts<br>Data Base Assignment 2 Due 50 Pts<br>Bar Graph Assignment 2 Due 50 Pts | -online quiz due by Sunday ending Week 5<br>online submission of Bar graph assignment due by Sunday ending Week 5<br>-online submission of Data Base assignment due by Sunday ending Week 5<br>-online submission of Vlab assignment 3 due by Sunday ending Week 5 |

| Week 6 | Short Paper On AHIMA and How to obtain and maintain those Credentials.<br>Midterm Paper Review Given<br>Short Paper on HIMSS and How to obtain and maintain those Credentials.<br><mark>V Lab Assignment 4</mark> | -online Short Paper due by Sunday ending Week 6<br>-online Short Paper due by Sunday ending Week 7 |
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| Week 7 | Short Paper On AAPC and How to obtain and maintain those Credentials.<br><mark>V Lab Assignment 4 Due 200 Pts</mark><br>Short Paper on Data Base DEEDS | -online Short Paper due by Sunday ending Week 7<br>-online Short Paper due by Sunday ending Week<br>V Lab Assignment 4 Due Sunday ending Week 7 |
| Week 8 | Short Paper on Data Base OASIS<br>Short Paper on Data Base UHDDS<br>Paper review for Final | -online Short Papers due by Sunday ending Week 8<br>-online Paper review for final due Sunday ending Week 8 |
| FINALS WEEK 8 | **Cumulative Final 200 Pts**<br>**Exam during Finals Week** | -Online Final due Sunday ending Week 8 |
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