Name of Department	HEALTH INFORMATION TECHNOLOGY
Semester:	Spring 2017
Instructor Name:	Laura Blalock, MA, RHIT
Class Meeting Time	Wednesdays 2-4:45, plus 1 hour additional online
Office Location	Room 126, Health Careers Building (863-7500)
Office Hours	Mon 3-4; Tues 11-2, Wed 10-1, 4-6 pm
E-mail	Lmblalock@unm.edu
Telephone	505 863 7659
Class Meeting Days/Times	Wednesdays 2-4:45 (PLUS 1 hour additional online to cover for
Location	the 4 credits – will be covered in LEARN and hands-on activities)
	Computer Lab in Nursing Building
Web-Enhanced Class	Learn.unm.edu is the location for grades, resources, and assignments,

Syllabus for HCHT 231 –
Computer Applications and Healthcare Statistics

(**This syllabus may be modified by instructor, with concurrent notice to students**)

Title of Course:	Computer Applications and Healthcare Statistics
Course Number	HCHT 231
Course Description	This course introduces the student to computer applications in the healthcare industry and methods used to control security of information. Included are the concepts and procedures used in the preparation of statistical reports including vital statistics, census systems, rates and percentages. Presentation of these data using computer applications are practiced. Students will also utilize the electronic health record through the Vlab, and gain skill and confidence in searching for healthcare statistics directly inside of an electronic health record system
Credit Hours and Contact Hours	4 credit hours, 64 contact hours (48 in-class; 16 on-line hours)
Pre-requisites/co-requisites	HCHT 211, CS150L or Permission of the instructor
Learning Objectives and Outcomes	**Objectives:** At the end of this course the student should be able to: 1. Compute and interpret healthcare statistics. 2. Describe various uses of data. 3. Present data in formats appropriate to the user. 4. Identify abbreviations used in healthcare statistics. 5. Compute daily census, period census and average census. 6. Compute percentage of occupancy, length of stay and discharge days. 7. Compute mortality rates, autopsy rates, nosocomial rates, cesarean section rates and morbidity rates.

	8. Create a frequency distribution.
	9. Understand measures of central tendency, percentages and percentiles.
	10. Construct a histogram, frequency polygon, bar graph, line graph and pie graph.
	11. Become familiar with the physical parts of a computer through accurate labeling of hardware parts.
	12. Present data using computer technology.
	13. Define categories of computers and give examples of how they are used.
	14. Describe the major functions of operating systems and how operating system software interacts with system and application software.
	15. Explain the applications of word processing, spreadsheets, data bases and project management software.
	16. Define the hardware, software, and connecting media required for creating a network.
	17. Describe the requirements and the methods of maintaining privacy and security in network communication.
	19. Describe the various modes of communicating over the Internet.
	20. Discuss security and ethics issues of the Internet.
	21. Gain skill in accessing data elements from the electronic health record/Vlab in order to calculate healthcare statistics for a clinic, for a hospital unit, and for an entire hospital during a specific period of time.
	22. Present a technical project via Powerpoint or other presentation media on a research topic regarding healthcare statistics..

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.

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C-   70% to 72%
D+   67% to 69%
D   63% to 66%
D-   60% to 62%
F   Less than 60%

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Textbooks: The following are *required* for this course
1. Today's Health Information Management: An Integrated Approach: 9781418001438: Medicine & Health Science Books

Method of Evaluation: 2900 Total Points (including attendance points)
Weekly Homework – 100 points each x 11 HWs = 1100 points total
One statistics project= 200 points
One Research paper on statistics in health care 350 points
One Individual Research Paper technology= 150 points
Six Exams– 100 points each x 6 = 600 points
Final Exam – 400 points
Attendance Points – 100 points

Attendance Policy: Effective student learning is related to consistent attendance and participation in class. Students are eligible an attendance grade based upon points out of 100.   for attendance according to the following scale. This one Attendance Grade will be calculated in with other assignments.

0 absences…………100 points (100% - A)
1 absence…………...80 points (80% - B)
2 absences…………60 points (60% - D)
3 or more absences….no points for attendance (0% - F))

GRADING SCALE –

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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%	2459

Attendance Policy: It is UNM's policy that students are not allowed more than 3 absences. Just as the workplace requires that you notify your supervisor of your absence, please contact me in the event you must miss a class due to unusual circumstances. Three attendances in a row will result in being dropped from the class. The final exam must be taken, regardless of current grade in the class.

Make-Up Assignments must be turned in within a week of absence in order to be accepted, unless other approved by instructor. Beginning Week 6, a 10% late penalty will be assessed on work submitted late, for each week, unless special circumstances approved by instructor.

Plagarism: Plagarism is the intentional using of another's words, either through writing or speaking, in the academic setting. Plagarism is the using of another's words, without giving credit to them through a citation or a reference. Quoting of another author's words can only be done for a few sentences in a paper to highlight an important phrase by an author; otherwise, it is expected that written assignments submitted will be the student's own writings. Plagarism is a serious offense and is considered dishonesty in the class, and can be grounds for academic discipline. It can result in 0 for an assignment, or potential failure of a course.

The instructor reserves the right to amend, modify, or change assignments.

Week	DATE		DATE ASSIGNED; due Following Week Homework; Other	HW for 1 hour Extra
1	08-20-14	Introduction to Health Statistics	Students getting books – review syllabus	
2	08-27-14	Math Review –	100 pts	
3	09-03-14	Mathematical Review Mean, Median and Modes TOADS	100 pts	
4	09-10-14	Census	100 pts	
5	09-17-14	In class Exam Census Rate Percentage of Occupancy	100 HW pts	
6	09-24-14	Rate Graphic Representations; Length of Stay	100 pt exam 100 pt HW	
7	10-01-14	Rate Hospital Mortality Rates; Autopsy Rates; Obstetrics	100 pt HW	

8	10-08-14	Miscellaneous Rates Midterm Vital Statistics	Midterm 100 pts 100 pts HW

9	10-15-14	Frequency, Chapter 15 Research paper statistics 350pts assigned, Clinical Trials, Institutional Review Boards	100 pts HW
10	10-22-14	Statistics Project assigned -Exam	200 pts Exam 100 pts
11	10-29-14	At home research,	100 pts HW
12	11-05-14	IRB certificate due Research Paper assigned	300 pts HW
13	11-13-14	--Exam	100 pts EXAM Research paper statistics 350pts due
14	11-19-14	Statistic project due	
15	11-26-14	-Exam Presentation on statistics project	100 pts EXAM 200 pts presentation
16	12-03-14	Finish Presentations; Review for Cummulative Final)	150 pts Research Paper on Technology due
		Week of Dec 8, 2014 Final Exam	400 pts final