Valencia College

Department of Allied Health Sciences

Health Information Technology- AS program

**HIM 1211- Health Information Technologies**

**Syllabus- Summer 2020**

**Instructor Information**

Instructor: Kelli Lewis, MSHI, RHIA

Office: Virtual

Virtual Office Hours: (M): 11am-12:30pm, (T): 3:30pm-6pm, (W/TH): 11am-1:30pm, (F): 11am-12pmPhone: 407-582-1010

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**Course Information**

HIM 1211- 2 credit course; CRN: 31533

Prerequisite: Minimum grade of C in HIM 1110

Instructional Method: Online

Class meeting location: Online

**Required Textbook**: Introduction to Computer Systems for Health Information Technology, 3rd ed. Nanette Sayles & Kathy Trawick, Publisher- AHIMA (Text).

**Final Exam**:  The final exam will be online. All students must take the final exam in order to pass the course. Missing the final exam will result in a grade of F until the student takes a makeup final, at which time a grade of A, B, C, D, or F will be given.

**Course Description**

This course is a review of the evolution of information systems in healthcare, the major types of healthcare information system applications, the common hardware configuration, major types of databases, structured and unstructured data, decision support systems, confidentiality, privacy and security and emerging technologies.

**AHIMA Domains**

 Subdomain III.A. Health Information Technologies

       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

    Subdomain III.B. Information Management Strategic Planning

1. Explain the process used in the selection and implementation of health information management systems

Subdomain III.C. Analytics and Decision Support

1. Explain analytics and decision support
2. Apply report generation technologies to facilitate decision-making

Subdomain III.F. Consumer Informatics

1. Explain usability and accessibility of health information by patients, including current trends and future challenges

   Subdomain III.G. Health Information Exchange

1. Explain current trends and future challenges in health information exchange

**Course Learning Outcomes**

* Identify and discuss the impact of computers in health care in all areas with in a facility.
* Identify common examples of database usage within the healthcare facility.
* Describe what you have done in your HIT clinical experience to date with software that has directly or indirectly improved patient care in the facility.
* Report various data sources that populate the EHR.
* Differentiate between a data repository and a data warehouse.
* Identify steps in both the system selection process and system implementation.
* Differentiate between the various software products used in the HIM department.
* Educate providers on benefits of EHR.
* Recommend security measures.

**Major Topics:**

* The role of electronic information systems in health information technology.
* Current issues in health information technology.
* Computers in HIM
* System selection and implementation
* Databases
* The future of computer in healthcare
* Data storage and retrieval.

 **Valencia College Core Competencies**

The faculty of Valencia College has defined four core competencies (Think, Value, Communicate, and Act) that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class.

**Online Participation/ Attendance Expectations:** For online courses, attendance is determined by consistency in logging in and accessing the course content and completing discussion posts and/or assignments according to the schedule. There will be a specific assignment to address this requirement posted in Canvas.

Questions and communication regarding course content should be sent to the instructor through the messages tab. The instructor is available for help via email or by telephone, and via online meetings scheduled at a designated time. Students are encouraged to seek assistance from the instructor as needed. Failure to participate in online activities and complete discussion posts and assignments due to computer error is not considered to be an acceptable excuse. Technical communication issues that may be experienced by the student should be documented, e.g. copy emails, save screen shots, etc. and communicated to the instructor immediately.

**Note:** *Just logging into the course does NOT count as attendance. In order for the instructor to document that you are actually in the class and actively participating, you must submit the first assignment by the scheduled due date, during Week 1, and continue to stay engaged in the course throughout the entire term.*

**Importance Dates**

The student is responsible for keeping track of important dates and events.

These can be accessed at [**Academic Calendar**](http://valenciacollege.edu/calendar/)

**Summary of dates:**

|  |  |
| --- | --- |
| **Classes Begin** | **May 4, 2020** |
| Refund Deadline | May 11, 2020 |
| Withdrawal deadline | June 26, 2020 |
| Final Exam | July 20-23 |
| Holidays | May 25th & July 4th  |

**Faculty/Student Communication**

Students are encouraged to check their emails and the course announcement section at least every other day. If a student needs to contact me outside of scheduled class time please email me (include your name & name of course in the subject line) and allow me at least 48 hours to respond back to you excluding weekends and holidays.

**Academic Honesty**

Unless otherwise stated, all assignments, quizzes and exams are to be completed individually by each student enrolled. You may not communicate with other students during completion of a quiz or examination. Working with other students, giving or receiving assistance during quizzes or exams is a form of academic dishonesty and will be considered cheating. **Copying or printing of any quiz or test questions (for any purpose) is expressly prohibited and also considered cheating.**

*Plagiarism and Cheating of any kind on an examination, quiz, or assignment will result in at least an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate sanctions according to the Student Code of Conduct in the current Valencia Student Handbook.*

**Late Policy**

There will be no credit given for late submissions. Submissions include quizzes, and discussions.

Please note that technical problems are not excuses for late assignments in this course.  Please back up your work in several places: your system, Zip disk, email the file to yourself at another e-mail account, etc. There is nothing worse than losing hard work to a computer crash, and such issue will not constitute a valid excuse for late work in this class. Students are expected to take the necessary steps to ensure the timeliness of their work.

**Make-up Exams**

If you are unable to take an exam as scheduled, you must notify the instructor prior to the scheduled test. Make up exams will not be available unless prior arrangements have been made. Approved make-up examinations must be scheduled within 24 hours of the missed exam.

**Evaluation/Grading Scale**

The required course work will be evaluated in the following manner

Discussions                                                                  10 points each

Application Exercises                                                  20 points each

Case Studies                                                                15 points each

Quizzes                                                                        20 points each

Essays                                                                          20  points each

Tests                                                                             50 points each

Final

Exam                                                                            100points

GRADING SCALE

93 - 100 = A

85 - 92   = B

75 - 84   = C

68 - 74   = D

*\*Any grade challenges must be made in writing to the instructor with justifications within 48 hours of grade being posted.*

**Written Assignments/Discussions**

**All assignments MUST be typed using Microsoft Word 2003 or higher– NO EXCEPTIONS!  Be sure to head all assignments with your name, date and the name of the assignment.**

In the discussion areas of the course, you, as a student, can interact with your instructor and classmates to explore questions and comments related to the content of this course. All discussions require an initial posting as well as two reply postings. **Initial postings should be at least 100 words at a minimum, two reply postings to your classmates are also required. Reply postings such as me too, I agree, or good job are not acceptable reply postings. Reply postings should expand on the topic, offer a different perspective, provide a resource relevant to the topic, or ask a specific question.**

A successful student in online education is one who takes an active role in the learning process. Your participation in the threaded discussion will count for a large part of your grade in this course. You are therefore encouraged to participate in the discussion areas by posting your initial posting no later than Tuesday, posting again with your reply posting no later than Wednesday through Friday to enhance your learning experience throughout each week.

**Classroom Rules of Student Behavior**

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**Student Resources**

Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  Bay Care Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Students with Disabilities**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is located in the Student Services Building (SSB), Room 102.

You can contact them by phone: 407-582-1523; Fax: 407-582-1326; TTY: 407-582-1222

***V*alencia I.D. Cards**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

**Disclaimer Statement:** Changes in this syllabus and/or schedule may be made at any time during the semester at the discretion of the instructor. The course content may be enhanced and edited throughout the course. Wait to print needed information until the assigned time frame.