Valencia College

Department of Allied Health Sciences

Health Information Technology- AS program

**HIM 2960- Health Information Technician Review**

**Syllabus- Spring 2020**

**Instructor Information**

Instructor:   Kelli Lewis, MSHI, RHIA

Office:   Downtown Campus, DPAC, 401R

Office Hours: Mon. 10:30-11:30am (Virtual), Tues. 10-12:30 (Office), Wed. 11am-1:00pm (virtual), Thurs. 10am-12:30pm (office), Fri. 11am-1:00pm (virtual)

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**Course Information**

HIM 2960- 2 credit course; CRN: 24131

Prerequisite: Department Approval.

Instructional Method: Online.

Class meeting location: Online

Required Textbook: *RHIT Exam Prep, AHIMA*

Final Exam:  **The final exam in the course will be taking the RHIT Certification Exam no later than April 17, 2020**. Not taking the RHIT Certification Exam will result in a grade of F until the exam is taken, at which time a grade of A, B, C, D, or F will be given.

**Course Description**

A comprehensive review of all the competencies studied in the Health Information Technology Program. Students are assisted in preparing for the national certification examination, as well as for entry into the Health Information Management field.

**AHIMA Domains**

Domain I. Data Content, Structure & Standards

Domain II Information Protection: Access, Disclosure, Archival, Privacy & Security

Domain III Informatics, Analytics and Data Use

Domain IV Revenue Management

Domain V Compliance

Domain VI Leadership

**Course Learning Outcomes**

* The student shall apply knowledge obtained in the Health Information Technology program in preparation for sitting for the national certification examination.
* The student shall be able to identify the requirements for various job descriptions in the Health Information Management field.
* The student shall be prepared to present themselves in a professional manner as interview candidates and understand the methods of maintaining their professional credentials.

**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.

**Attendance/Tardiness/Withdrawal Policy**

Regular attendance is the student’s responsibility. Punctuality is an important function in everyday life.  Every student is expected to demonstrate a form of professionalism, and this starts with attendance.  Prior to enrolling in the course, you were aware of the class schedule of dates and time.  It is the student responsibility to make prior arrangements to fulfill the demands of this course, so please make every effort to be present and eager to learn. Coursework is due on time and typically, assignments are required to be turned in prior to Midnight on the due date.

**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** | **January 6, 2020** |
| Refund Deadline | January 13, 2020 |
| Withdrawal deadline | March 20, 2020 |
| Final Exam | April 20-22, 2020 |
| Holidays |  January 20, February 14, March 9-15 |

**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 24 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.*

**Respondus**

**Exams:** The Final exams will be administered online in Canvas using Respondus Lockdown Browser. No outside resources or assistance may be utilized in completing the exams. Academic integrity policies are expected to be followed. There will be only one attempt for these exams.

**Plagiarism Software**

All written assignments are subject to submission through plagiarism detection software as deemed necessary by the instructor. If you are unsure of what exactly constitutes plagiarism, it is your responsibility to access appropriate resources such as the college writing center.

In this course I will utilize Unicheck, to monitor your written work. This is an automated system which instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. After the assignment is processed, as an instructor I receive a report from Unicheck that states if and how another author's work was used in the assignment.

**Late Policy**

There will be no credit given for late submissions. Submissions include assignments, quizzes, discussions, and final exam, etc. All assignments in the course are due on Sunday by 11:55pm est to the appropriate drop box unless stated otherwise.

\*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.

**Verify Work before Submitting to Canvas**

Please make sure before submitting an assignment to the Canvas for grading that you verify that it is actually the assignment you intend to submit. If you submit the wrong assignment or a blank document for grading after week 1 of the course I will assign you a grade for what you have submitted.

**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:

RHIT Certification Exam- (200 points)

Application for Early Testing- (30 points)

Assignments (20 points)

Quizzes (25 points each)

Discussions (20 points each)

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.