Valencia College

Department of Allied Health Sciences

Health Information Technology- AS program

**HIM 1000- Introduction to Health Information Management**

**Syllabus- Spring 2020**

**Instructor Information**

Instructor:      Quaneisha Mcleod MHA, RHIA

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**Course Information**

HIM 1000- 2 credit course; CRN 25295

Prerequisite: Admission to the Health Information Technology Program.

Instructional Method: This is course is online.

Required Textbook & Resources: *Essentials of Health Information Management, Principles and Practices*, 4th ed. Michelle Green & Mary Bowie, Publisher- Cengage (Text) and (Lab Manual). Case Studies in Health Information Management, Publisher- Cengage.

Final Exam: All students must take the final exam in order to pass the course. Missing the final exam will result in a grade of F.

**Course Description**

This course is an introduction to the HIM departments, the role of the health information technician, and the health information professional organizations. Content to be addressed include introduction to patient record, electronic health record, patient record documentation requirements, numbering and filing systems, and healthcare data sets.

**Course Learning Outcomes**

* Interpret the authority and responsibility associated with a health care facility’s organization structure.
* Identify HIM career opportunities.
* Identify professional associations available to health care professionals.
* Define the patient record and explain its purpose.
* Identify general documentation issues that impact all patient records.
* Examine the difference between numbering systems used in the health department.

**AHIMA Domains**

I.B.1. Analyze the documentation in the health record to ensure it supports the
 diagnosis and reflects the patient’s progress, clinical findings, and discharge
 status.

 I.B.2. Verify the documentation in the health record is timely, complete, and accurate.

 I.B.3. Identify a complete health record according to organizational policies, external
 regulations, and standards.
 I.B.4 Differentiate the roles and responsibilities of various providers and disciplines, to
 support documentation requirements throughout the continuum of health care.

I.C.1. Apply policies and procedures to ensure the accuracy and integrity of health data.

I.D.1. Collect and maintain health data.

I.E.1. Identify and use secondary data sources.

I.E.2. Validate the reliability and accuracy of secondary data sources.

**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. According to Valencia policy, students who do not engage in an “academically-related activity” during the first week of class will be dropped as a “No-Show”. There will be a specific assignment to address this requirement posted in Blackboard.

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** | **January 6, 2020** |
| Refund Deadline | January 13, 2020 |
| Withdrawal deadline | March 20, 2020 |
| Final Exam | April 20, 2020 |
| College Closed (Credit Classes Do Not Meet) | January 20, 2020, February 14, 2020, March 9-15, 2020 |

**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.*

**Respondus**

**Exams:** The Mid-term and Final exams will be administered online in Canvas using Respondus Lockdown Browser. Specific instructions for downloading this special browser, which prevents navigation away from the test, will be provided in the course announcements. 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.

**Safe Assign**

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 Safe Assign, 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 Safe Assign 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 quizzes, lab assignments, 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.

**Student Work Policy**

It is the student’s responsibility to upload their work products into Canvas100% of the time no matter the assignment.

**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:

Lab Assignments (15 points each)

Case Studies (15 points each)

PHR Project (50 points)

Exams (50 points)

Final Exam (100 points)

GRADING SCALE

93 - 100 = A

84 - 92   = B

75 - 83   = C

66 - 74   = D

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

**All assignments MUST be typed using Microsoft Word 2007 or higher– NO EXCEPTIONS!  Be sure to head all assignments with your name, date and the name of the assignment.**

**Written Assignments**

1. Written assignments are to be submitted as Microsoft Office documents, typically in Word, Excel, or PowerPoint as specified in activity instructions. Preferred Office versions are 2007 or later. Preferred file naming convention is: LastName\_AssignmentName (e.g. Smith\_Assignment1.docx).
2. Written submissions are expected to be of quality in expression, grammar, logic, and proper use of APA style for citing sources for ALL words and ideas that are not one’s own. **In all work, students must document sources so that credit is given to others for their ideas and their words.** Failure to do so is considered plagiarism.

**Discussion**

For discussion activities, you will be asked to submit an initial posting early in the week no later than Wednesday. This posting should offer specific, original, and thoughtful response to the discussion topic. Postings should be succinct and to the point and should be a minimum of 200 words. For responses to your classmates’ initial posts, you should offer something significant to the conversation by either extending or adding to the argument, analysis, or position of the original post or offering an alternative point of view, analysis, or position. For each discussion students are expected to reply to at least two classmates by Sunday with a minimum of 50 words. Timeliness of replies will be assessed. Please see discussion rubric.

**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.

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| Week: | Readings: | Assignments: |
| 1 1/6-1/12 | Online Readiness Module  | * Discussion: Introduce Yourself
* Assignment: Online Readiness
 |
| 2 1/13-1/19 | Time Management Module  | * Weekly Schedule and Reflection
* Discussion: Janeen’s Schedule
 |
| 3 1/20- 1/26 | College Success Skills  | * College Success Skills
 |
| 4 1/27-2/2 | Chapter 1 | * Lab 1-1
* Case 1-17
* Assignment 1.12
 |
| 5 2/3-2/9 | Chapter 2 | * Lab 2-4
* Lab 2-5
* Discussion
 |
| 6 2/10-2/16 | Chapter 3 | * Lab 3-2
* Lab 3-3
* Discussion
 |
| 7 2/17-2/23 | Chapter 4 | * Lab 4-1
* Lab 4-2
* Exam 1 Chapters 1-3
 |
| 8 2/24- 3/1 | Chapter 5 & 6 | * Lab 5-4
* Discussion
* PHR Project
 |
| 9 3/2- 3/8 | Chapter 6 | * Lab 6-1
* Lab 6-2
* Case 1-10
* Case 1-11
 |
| 10 3/9-3/15 | Spring Break  | Enjoy Spring Break  |
| 11 3/16- 3/22 |  | * Exam 2: Chapters 4-6
 |
| 12 3/23- 2/29 | Chapter 7 | * Lab 7-1
* Lab7-2
 |
| 13 3/30-4/5 | Chapter 8 | * Lab 8-1
* Lab 8-2
* Lab 8-3
* Exam 3 Chapters 7-8
 |
| 14 4/6- 4/12 | Chapter 9 | * Lab 9-1
* Lab 9-2
* Discussion
 |
| 15 4/13-4/19 | Chapter 10 | * Exam: Chapters 9 & 10
 |
| 16 4/20- 26 | Final Exam | * Final Exam Chapter 1-10
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