

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: ALHT 110

Course Title: Introduction to Health Information Technology (HIT)

Division:  Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)  
 Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): Three (3)

Effective Date: Fall 2015

Assessment Goal Per Outcome: 80%

**COURSE DESCRIPTION**

This course is designed to give the student a working knowledge of health care delivery systems; the health information profession; the definition and the purpose of the medical record; the systems and processes for collecting, maintaining and disseminating health information; numbering, retention and storage of medical information; forms control and design; indexes and registers; release of patient information, security, privacy, confidentiality, and ethical issues; documentation requirements; regulatory requirements of healthcare organization, accrediting and licensing agencies, and computerized information management systems utilized by health information management departments and systems.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

None

**TEXTS**

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

## **GENERAL EDUCATION OUTCOMES**

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,
  - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
  - listing factors associated with a healthy lifestyle and lifetime fitness,
  - identifying the importance of lifetime learning,
  - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
  - developing effective written communication skills,
  - developing effective oral communication and listening skills.
4. Think analytically through:
  - utilizing quantitative information in problem solving,
  - utilizing the principles of systematic inquiry,
  - utilizing various information resources including technology for research and data collection.

## **COURSE OUTCOMES/COMPETENCIES (as Required)**

1. Identify a complete health record according to, organizational policies, external regulations, and standards.
2. Demonstrate the application of current HIM policies and procedures to ensure the accuracy and integrity of health data.
3. Identify and use secondary data sources.
4. Validate the reliability and accuracy of secondary data sources.
  
5. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.

## **AHIMA DOMAINS**

### Domain 1: Data Content Structure and Standards

#### Subdomain I.B. Health Record Content and Documentation

1. I.B. 3. Identify a complete health record according to, organizational policies, external regulations, and standards (3) application

#### Subdomain I.C. Data Governance

1. I.C. 1. Apply policies and procedures to ensure the accuracy and integrity of health data (3) application

#### Subdomain I.E. Secondary Data Sources

1. I.E. 1. Identify and use secondary data sources (3)application
2. I.E. 2. Validate the reliability and accuracy of secondary data sources (3)application

#### Domain VI. Leadership

##### Subdomain VI.F. Strategic and Organizational Management

1. VI.F. 3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system (2)comprehension

### **MINIMUM COURSE CONTENT**

The following topics are included in this course. Additional topics may also be included.

1. Introduction
  - A. Early History of Health Information Management
  - B. Evolution of Practice
  - C. Today's Professional Organization
2. Functions of the Health Record
  - D. Purpose of the Health Record
  - E. Users of the Health Record
  - F. Functions of the Health Record
3. Content and Structure of the Health Record
  - G. Content of the Health Record
  - H. Specialized Health Record Content
  - I. Documentation Standards
  - J. Format of the Health Record
4. The Electronic Health Record
  - K. The Ideal Electronic Health Record System
  - L. Evolution of the Electronic Health Record
  - M. Initiatives and Framework for the Electronic Health Record
  - N. Creation of Electronic Health Record Systems
  - O. Information Management in an Electronic Environment
  - P. Future Directions in Information Technology
5. Health Information Technology Functions
  - Q. HIM Functions and Services
  - R. HIM Interdepartmental Relationships
  - S. Management of Health Record Content and Processes
  - T. Quality Control and Monitoring for Health Record Systems
  - U. Indexes and Registries
  - V. Management and Supervisory Processes
  - W. Future Directions in Health Information Management Technology
6. Healthcare Data Sets
  - X. Standardized Healthcare Data Sets
  - Y. Standards for Electronic Data and Electronic Data Interchange
  - Z. Evolving Health Information Standards

7. Secondary Data Sources
  - AA. Differences between Primary and Secondary Data Sources and Databases
  - BB. Purposes and Users of Secondary Data Sources
  - CC. Types of Secondary Data Sources
  - DD. Processing and Maintenance of Secondary Databases
8. Clinical Vocabularies and Classification Systems
  - EE. Clinical Vocabularies
  - FF. The Coding Process
  - GG. Coding Technology
  
  - HH. Coding and Corporate Compliance
9. Reimbursement Methodologies
  - II. Healthcare Reimbursement Systems
  - JJ. Healthcare Reimbursement Methodologies
  - KK. Medicare prospective Payment Systems
  - LL. Processing of Reimbursement Claims

## **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

A cumulative point system is used. Your class assignments will include reading, review questions, written reports, case studies, Website research, projects, practice exercises, discussion questions, chapter quizzes and examinations. The chapter examinations will be a part of each learning unit and are completed after the unit assignments, and prior to starting the next unit. Possible points for written reports, case studies, projects, and exams will vary and tracking of your total points for each assignment or exam will be available on the course Website. Class assignments will be evaluated for accuracy, content, form, knowledge of subject matter, application of knowledge and ability to communicate effectively. Class participation and completion of assignments by the due date are essential elements to your success in this course. Total points accumulated during the semester will be calculated into a percent and graded on the scale below.

### **STUDENT REQUIREMENTS**

Students must participate in all activities, as well as accurately complete assignments and examinations within the internet platform in a timely manner. Therefore it is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course

### **GRADE SCALE**

The letter grade is based on the percentage of the total points earned throughout the semester based on the following scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

## **ASSESSMENT OF STUDENT GAIN**

Student gain will be determined by student improvement in each of the areas competencies.

### **Attendance Policy**

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

## **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

## **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

## **NOTE**

Information and statements in this document are subject to change at the discretion of NCCC.

Students will be notified of changes and where to find the most current approved documents.

## **ACCOMMODATIONS**

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## **NON-DISCRIMINATION POLICY**

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

## **SEXUAL MISCONDUCT POLICY (TITLE IX)**

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## **COURSE NOTES**

See supplemental syllabus inside course

This syllabus is a broad outline of subject matter to be covered, nor does it limit the content of the class to the material described. For the completion of the HIT Program a C or better is required in this course to continue in the program