

Fall 2019 Instructor: Karish Tatum, MHA, CPC

Class Days/Times:

Saturday

Lecture: 8am-10am

Lab: 10am-12pm

Instructor Office Hours:

Saturday 1pm-2pm

Classroom Number : HTHTEK 100

Course: HTHTEK 100 Classroom Location: Rm 2021 Section: 24654 (Instructional Building)

Email:

(tatumk@lamission.edu)

Please Read: Class starts August 31, 2019

Saturday's **8am-12pm** Introduction to Health Information Technology HTHTEK (100) Course Syllabus

(subject to change)

Course Description: Why should you want to study Health Information Technology?

Technology is changing the way we see the world; from banking, to monitoring our eating habits and exercising, shopping, learning in school and even doctor visits. Everything we do is somehow structured around technology. Students will study an overview field of the health information technology profession and content structures, standards, information protection, data use analytics, revenue/compliance management, and leadership theories. Students will also learn about electronic health records system and which jobs these skills learned can be applied to.

Student Learning Outcome:

- 1- Students will demonstrate the ability to understand the health information technology profession
- 2- Students will be able to determine the differences between different types of electronic records systems

Required Texts/(case study) Books:

1. Health Information Management Technology (An Applied Approach) 5th edition

Sayles, Nanette; Gordon, Leslie

AND

2. Case Studies in HIT (Health Information Management) 3rd edition

McCuen, Charlotte; Sayles, Nanette; & Schnering, Patricia

(Work on cases in class during lab; bring case book starting week 6 every Saturday)

HOLIDAYS (College CLOSED) Labor Day – September 2 Veteran’s Day – November 11

Thanksgiving – November 28 to November 29 Non-Instructional Day – **November 30** to December 1

Final exam will be Dec 7th @8:30am

Review of final exam will be Dec 14th

@8:30am

Course ground rules:

- Participation is required
- Treat others as you wish to be treated
- **1st day of class is critical, rules and expectations are shared and your questions to testing, homework, assignments will be answered**

The grading rubric indicates how grades are determined, what grades are possible, what the penalty is for missed work, and what constitutes a passing grade for the course.

To pass this class, remain at or above 65%

Evaluation Method

Course Grading Scale

Percent Range	Letter Grade
90 – 100%	A
89 – 80%	B
79 – 70%	C
69 – 65%	D
Below 64%	F

GRADING

- I. 2 Exams (20) questions X 10 points each question (No make-up possible) = 200 points
 - II. 1 Final (60) questions X 10 points each question (No make-up possible) = 600 points
 - III. Chapter Reading Homework (15 chapters) X 15 points each = 75 points
 - IV. Lab reports (7 assignments in class) X 5 points each = 35 points
- Total
- = 910 points

1. Students are responsible for scheduling appointments with the instructor to discuss issues related to the course; exams or final

2. ➤ All exams must be taken as scheduled. There are no make-up examinations unless there are extraordinary circumstances (Very, very rare) substantiated by the student and approved by the instructor. (OFFICIAL DOCUMENTATION SUCH AS PHYSICIAN'S REPORT MUST BE PROVIDED BY THE STUDENT). Instructor will decide either to take a make-up exam or an average of the previous and next exam.

➤ There will be no make up for the final exam.

➤ All exams are given in class in multiple-choice, matching, and/or short essay questions.

➤ For all exams and lab assignments, presence of students in the class is Mandatory.

➤ Content of exams are based on lecture objectives.

➤ Any discrepancies should be discussed with the instructor during office hours or via email within the week the quiz was given.

3. Students are responsible for maintaining awareness of their status throughout the course. 4. Contact instructor early in course if difficulties are experienced within course (i.e. lack of understanding of material, poor scholastic achievement, etc.)

5. Students must make note and only use the syllabus grading formula, posted above, to keep track of their total earned points and calculate their grades manually.

6. Percentages and grades shown on CANVAS are misleading, often confusing, and is not a source for instructor for grade calculation.

Communication Policy:

Communication is key in this course, speak up, ask questions, and don't be afraid if you don't know something. I am here to help you succeed. If you don't ask, I'll never know what's wrong. Send me an email if you are not able to attend class. Let me know what's going on.

Late work/Make-up policy:

Late work and make-up work is not allowed, this course is only 16 weeks long and the expectations are for you to follow the timelines and complete the assignments when due. On the job, your manager will need things done, there are no makeup or turning in assignments late on the job, it will appear as if you're not organized or do not care. ATTENDANCE is KEY for success.

Plagiarism/Academic Integrity Policy:

Work that you submit is assumed to be original unless your source material is documented appropriately, such as a Works Cited/Reference page. Using the ideas, pictures, or words of another person, even a peer, or a web site, as if it were your own, is plagiarism.

Here's an example of how to cite from a website. Make sure this information is documented on the last page titled (works cited OR reference page) or noted at the bottom of your sentences if responding to a discussion question.

Cain, K. (2012, June 29). The Negative effects of Facebook on communication. Social Media Today RSS. Retrieved from

<http://socialmediatoday.com>

Use of internet:

Avoid using Wikipedia and blogs, use educational websites that ends with .org, .edu, or .gov for reliable information. Wikipedia and blogs are often peoples' opinions and are not considered a trustworthy or authoritative source. This is especially true considering anyone can edit the information at any given time.

Recording devices: in the classroom- Section 78907 of the California Education Code prohibits the use of any electronic audio or video recording devices, without prior consent of the instructor.

(including cell phones, laptops, MP3 players, and more)

Use of cellphones: When entering class, turn your phones on vibrate, do not take calls in class, excuse yourself to communicate outside the room.

Reasonable Accommodations: If you are a student with a disability and require accommodations, please send me a private email. The sooner I am aware of your eligibility for accommodations, the quicker I will be able to assist the DSP&S Office in providing them. For students requiring accommodations, the DSP&S Office at Mission College provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, instructor liaisons, community referrals and job placement. If you have not done so already, you may also wish to contact the DSP&S Office in Instructional Building 1018 (phone 818/364-7732 TTD 818/364-7861) and bring a letter stating the accommodations that are needed. All students should have the Sheriff department

in cell phone (818) 364-7843 **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify me during the first week of class of any accommodations needed for the course.

Withdrawals

Students wishing to drop a class or withdraw from the college during the semester may do so easily online through the Student Information System at www.laccd.edu or in person during the Admissions & Records Office hours. **Failure to withdraw officially may result in an "F" grade.** For the Spring 2019 semester for sixteen week classes, students must withdraw online on or **before September 8, 2019** in order to receive a W. Students in late start, short term, or special program classes must check with the Admissions & Records Office to determine the official drop date. IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

Library Building Top Floor Hours: Monday – Thursday 8am to 8pm; Friday 8am to 1pm Saturday 10am to 2pm

Tentative Lecture Schedule

Topics and dates are subject to change. Announcements will be made in class or on CANVAS. Students are responsible for adjusting their calendar.

** The deadline to drop without a W for 16-week courses is September 08, 2019.

** Last Day to Drop with "W" is November 17, 2019.

Week Day	Date	Lecture & lab Topics/Content	Homework
Week 1 Saturday	08/31	Review classroom expectations and syllabus Lecture: Ch. 1 Introduction to Health Information Management Technology Lab: HIM Profession Jobs/Future of HIM	Read: Ch 1
Week 2 Saturday	09/07	Lecture: Ch. 2 Health Care Delivery Systems Lab: Healthcare settings	Read: Ch 2
Week 3 Saturday	09/14	Lecture: Ch. 3 Health Information Functions Purpose of health record-HCC's vs DRG's, FindACode.com/ ICD 10 guidelines Lab: Telehealth visits Phone, emails, TAV's, video visits	Read: Ch 3

Week 4 Saturday	09/21	Lecture: Ch 4 Health Record Content & Documentation SOAP notes and EM inpt/out notes Lab: EHRs visual of KP's	Read: Ch 4
Week 5 Saturday	09/28	Exam 1	
Week 6 Saturday	10/05	Lecture: Ch.8 Health Law Lab: Case 5-1 Hospital Acquired Conditions	Read: Ch 8

Week 7 Saturday	10/12	Lecture: Ch. 9 Data Privacy and Confidentiality Lab: Case 6-50 HIM Staff and Confidentiality	Read: Ch 9-10
Week 8 Saturday	10/19	Lecture: Ch.11 Health Information Technologies Lab: What is Cloud Computing	Read: Ch 11
Week 9 Saturday	10/26	Lecture: Ch.14 Health Care Statistics Lab: Case 1-21 Face Validity of QI Study on Births	Read: Ch 14
Week 10 Saturday	11/02	Exam 2	
Week 11 Saturday	11/09	Lecture: Ch.15 Insurance Revenue and Reimbursement Lab: Case 4-1; 4-2; 4-4	Read: Ch 15

Week 12 Saturday	11/16	Lecture: Ch.17 Leadership Lab: Personality Quiz	Read: Ch 17
Week 13 Saturday	11/23	Lecture: Ch.20 Human Resources and Ch. 21 Ethical Issues Lab: Case 6-4 Evaluating Employee's Skills	Read: Ch 20-21
Week 14 Saturday	11/30	Happy Thanksgiving (No class)	
Week 15 Saturday	12/07	Final Exam	
Week 16 Saturday	12/14	Review of final exam and grade	



QUICK TIP

Tips for success in this course:

- Be prepared
- Come to class
- Get organized
- Study
- Take notes during lectures
- Apply lessons/techniques learned
- Connect with a class buddy just in case you're out and need notes
- Ask questions

- Set goals and take actions