INSTRUCTOR INFORMATION:

Professor: **Tonya D. Powell, RHIT, CPHQ, CHDA, CCS, MSA**
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Office: **(240) 567-5519**
    Health Sciences 242
Cell: **(202) 494-4416 (emergencies only; please no calls after 8pm; email is preferred over text messaging)**
Office Hours: **Call for an appointment (Office hours are posted)**

COURSE DESCRIPTION:

Introduces the student to health data structure, content, and standards including the collection and maintenance of health data; application of policies and procedure to ensure the accuracy of health data; verification of timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and databases; collection, maintenance, and reporting of data for clinical indices, databases, and registries to meet organizational needs. **PREREQUISITE(S):** *Admission to the Health Information Management or Coding Certificate Program. Assessment Level(s): ENGL 101/ENGL 101A, MATH 110. Two hours lecture, one hour laboratory each week. 3 semester hours*

COURSE FORMAT:

This course will be conducted entirely online. Active participation in the online activities and completion of all homework and online assignments is required in order to pass this course.
IMPORTANT: The laboratory component of this course is provided in HINM144L. Lab meeting dates can be found on the Course Schedule (last three pages of Syllabus).

AHIMA DOMAINS, TASKS, AND SUBTASKS ADDRESSED IN THIS CLASS:

The following AHIMA entry-level competencies for health information management at the Associate degree level are assessed in this course:

Domain I. Data Content, Structure and Standards
    Subdomain I.B. Health Record Content and Documentation
        4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare
    Subdomain I.D. Data Management
        1. Collect and maintain data
    Subdomain I.E. Secondary Data Sources
        1. Identify and use secondary data presentations
        2. Validate the reliability and use secondary data sources
Domain III. Informatics, Analytics and Data Use
    Subdomain III.A. Health Information Technologies
        1. Utilize software in the completion of HIM processes

Domain VI. Leadership
        Subdomain VI.F. Strategic and Organizational Management
                5. Utilize enterprise-wide information assets in support of organizational strategies and objectives
        Subdomain VI.H. Ethics
                1. Comply with ethical standards of practice
                2. Evaluate the consequences of a breach of healthcare ethics
                4. Create programs and policies that support a culture of diversity

STUDENT LEARNING OUTCOMES:

At the conclusion of this course, students will be able to:

- Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.
- Verify the documentation in the health record is timely, complete and accurate.
- Identify a complete record according to organizational policies, external regulations, and standards.
- Apply policies and procedures to ensure the accuracy and integrity of health data
- Identify and use secondary data sources.
- Validate the reliability and accuracy of secondary data sources.
- Collect and maintain health data.

REQUIRED MATERIALS:

- Sayles, Nanette; Gordon, Leslie. Health Information Technology: An Applied Approach, 5th Ed
- **Access to EHR Go (See link below for instructions on access). Be sure to purchase your access to EHR Go by 8/31/18. EHR Go will be utilized for lab activities and assignments.**
    - o Please create your EHR Go account by going to: http://ehrgo.com. Select "**Subscribe**" in the upper, right corner and enter the following HIM Student Program Key: **S49Q97**
    - o When setting up your account, please choose the "Semester (up to 16 weeks) Student Subscription." **The cost of the student subscription is $65.00.**
    - o Follow the on-screen instructions to create your account and apply your subscription. Use the link below for more information (Student Guide).
        - ▪ https://ehrgo.com/wp-content/uploads/2018/05/Student-Guide-to-EHR-Go-G1001.4-1.pdf
    - o **IMPORTANT: For students utilizing financial aid, access cards for EHR Go can be purchased from the Bookstore (MC Books).**

HINM144 COURSE STRUCTURE AND INSTRUCTIONAL DELIVERY:

This online course is divided into three chapters with weekly assignments. Each chapter is comprised of four parts:

1. **Reading(s)** - Chapters 3, 7, & 21 - **Complete the reading assignments for each unit before working on the assignments.** Students are encouraged to seek additional materials on the Internet or at a local library.
2. **Assignment(s)** – Chapters 3 **(Identification Systems/HIM Functions, HIM Software _ONLY_)**, 7, & 21

3. **Discussion Board Questions (total of 3)** – **1** question for Chapter 3 **(Identification Systems/HIM Functions, HIM Software ONLY)**; **1** question for Chapter 7; **1** question for Chapter 21
4. **Exam(s)** – Chapters 3, 7, & 21

*   **Course Project** – **the Course Project is explained in detail in Blackboard.**

Students must complete all chapter assignments, discussion board questions, chapter exams, course project, and a final course competency exam to receive a final grade in the course.

All content will be delivered via Blackboard and online Collaborate class meetings. Chapter exams are un-proctored and will be available in Blackboard on the dates listed on the Course Schedule (last two pages of Syllabus).

*   **A final course competency exam will be administered at the end of the semester and will cover the learning objectives in HINM144.**
*   **Chapter exams will be taken online (off campus).** Unit exams are timed and only available for a specified timeframe **(see Course Schedule for exam dates).**
*   **The Final Competency Exam will be taken (ON CAMPUS) in the Medical Learning Center (MLC).** *An appointment must be made with the MLC in order to take the Final Competency Exam (see Course Schedule for exam dates).*

*   **IMPORTANT: LATE SUBMISSION POLICY: Out of fairness to learners who work hard to get high-quality work in on time despite all of their personal and professional life challenges, all late work will receive a 15% mandatory deduction daily for no more than 2 days. After 2 days, the work will receive a zero.**

*   **In addition to a course grade of "C" (78%), students must pass the Final Course Competency Exam with a 78% or better to receive a passing grade in HINM144.**

HINM144 METHOD OF EVALUATION:

Chapter	TOTAL POINTS POSSIBLE (for each chapter) Assignment -50 points Discussion Board Question - 50 points Exam – 100 points
Chapter 3	200
Chapter 7	200
Chapter 21	200
Research Project	50
Syllabus Quiz	10
Course Competency Final Exam	**The Competency Exam counts for NO points toward the final grade. Must score 78% or better to pass course.**
TOTAL POINTS	**660**

GRADING SCALE:
92-100% = A
84-91% = B
78-83% = C
65-77% = D
0-64% - F

FACULTY EXPECTATIONS AND COURSE POLICIES:
Please read the entire syllabus carefully. These policies and expectations are intended to create a productive learning atmosphere for all students. Notify your Instructor of any questions or concerns regarding the Syllabus.

Communication
The accepted modes of communication with your Instructor are the Blackboard course email and your Montgomery College email accounts. It is important that you use these official email accounts to communicate with your Instructor. If you need to communicate with your instructor by phone, use the phone number indicated on the course syllabus. Instructors may also specify time limits for receiving phone calls. Emails will be answered within 24 hours on weekdays and 48 hours on weekends. General questions or personal concerns should be sent through Montgomery College email. Messages that relate to course content, assignment, exams, etc. should be sent through Course Mail for that Blackboard course.

Syllabus and Course Changes
The health information management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. **The Health Information Management Program Faculty reserve the right to modify course syllabus, course content and evaluation procedures as deemed necessary.** Notice of changes will be made by announcement via Blackboard. The revised Syllabus will be posted to Blackboard with the appropriate revision date.

Attendance
The attendance policy published in the current Montgomery College catalog/Student Handbook is the policy for this class. Each student is expected to attend all classes. If a student does not attend a scheduled class, it is his or her responsibility to obtain the material missed and make up the work.

Participation and Contribution Policy
Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course Instructor on the course start date. If the student does not submit assignments as directed, the Instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the Instructor.

Students are expected to regularly participate as directed by the Instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course.

Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Discussion Board Participation
This class will be conducted in an atmosphere of mutual respect. Your active participation is encouraged in class discussions. Differing opinions are encouraged and welcomed. The orderly questioning of the ideas of others, including those of the Instructor, is similarly welcome. However, the Instructor will take the responsibility of managing the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your conduct during class discussions disrupts the atmosphere of mutual respect, you will not be allowed to continue participation in that discussion.

Discussion Board Expectations:
- Research on the discussion questions should be conducted beyond the textbook; with references cited properly (APA style is acceptable and preferred).
- The response should be a **minimum** of 2 paragraphs.
- The response should be thoughtful, in-depth, and written without grammatical or typographical errors.
- The response should contain original ideas and be written in your own words.
- While not mandatory, responses to classmates' posts are encouraged.

Submission of Course Work
It is the student's responsibility to manage course load and submit assignments in a timely fashion. A course schedule has been developed for this class, which should be used to assist you in managing your time and to help you stay aware of due dates and deadlines. Assignments must be typewritten and submitted via the Assignment Submission box in Blackboard. Tests may NOT be repeated at the student's request to raise a grade.

LATE SUBMISSION POLICY
Out of fairness to learners who work hard to get high-quality work in on time despite all of their personal and professional life challenges, all late work will receive a 15% mandatory deduction daily for no more than 2 days. After 2 days, the work will receive a zero.

While it is understood that there may be unforeseen circumstances, do your best to keep your Instructor notified of any issues that prevent you from submitting work on time. Contact your Instructor immediately if you are unable to adhere to a scheduled unit deadline. Your instructor reserves the right to deduct points for late and missing assignments.

Grade of Incomplete
A student who completes most of the assignments in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the Instructor to see if receiving an Incomplete (I) is warranted. If an Instructor grants an incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

Withdrawal and Refund Policy
It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. To view specific drop deadlines, log into your MyMC account:
1) Click on "My Class Schedule" under Student Quick Links.
2) Select the current term.
3) Click on "View Drop Deadline Dates" at the bottom of the page.

Course Competency Examination or Final Project
The final project or examination is a measurement of your ability to grasp the concepts presented in this course. A student must receive a "C" (78%) or better in the course **AND** on the Final Course Competency Exam to successfully complete this course.

Technical Support
 If a student is having difficulty navigating the course requirements within Blackboard after a thorough review of the course instructions, tutorials and practice assignments, it is the student's responsibility to seek out assistance via the various resources available through Montgomery College:

- Technical Support for Blackboard issues is available at the following website: https://help.edusupportcenter.com/shplite/montgomerycollege/home
- Technical assistance with College-supported IT resources (Montgomery College IT Service Desk) is also available at http://cms.montgomerycollege.edu/itservicedesk/
- One-on-one assistance with Blackboard functions (submitting assignments, etc.) is available from the Medical Learning Center in the Health Sciences Building on the Takoma Park Campus.
- Additional assistance for other course related issues (using Microsoft Word/Office, internet access, test-taking skills, general tutoring, etc.) are available at campus WRLC (Writing, Reading and Language Centers) and Digital Learning Centers
- Students can install Microsoft Office 365 applications on up to five devices and/or access the web version through MyMC. http://mcblogs.montgomerycollege.edu/itprojects/studentemailfaq/
- Students are also responsible for meeting system requirements by using Blackboard compatible browsers and operating systems, as well as appropriate word processing software. Assignments in formats other than Microsoft Word (.doc/.docx) or PDFs will not be accepted. Your instructor reserves the right to deduct points or assign zero points for incorrectly submitted assignments.

Academic Integrity
Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Health Information Management Program Student Handbook for a full policy statement.

Access, Disability and Communication

Any student who needs an accommodation due to a disability should contact the Instructor. In order to receive accommodations, a letter from Disability Support Services (G-SA172; R–CB122; or TP/SS–ST 122) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: www.montgomerycollege.edu/dss

IMPORTANT STUDENT INFORMATION LINK:
In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information.
The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you

Course Schedule – Fall 2018

Week	Weekly Topic(s)	Reading Assignment(s)	Assignment(s)/Action Items
Introductory Week (8/27-9/2/18)	Identification Systems, HIM Functions in an Electronic Environment, HIM Software	**Chapter 3*** – "Health Information Functions, Purpose, and Users" ***Identification Systems, HIM Functions in an Electronic Environment, and HIM Software sections <u>ONLY</u>**	• **Begin working on the "Virtual Tour" assignment.** • *Purchase the EHR Go subscription (details on how to purchase can be found in Blackboard)*
1 (9/3-9/9/18)	Identification Systems, HIM Functions in an Electronic Environment, HIM Software	**Chapter 3*** – "Health Information Functions, Purpose, and Users" ***Identification Systems, HIM Functions in an Electronic Environment, and HIM Software sections <u>ONLY</u>**	• **Complete and submit the "Virtual Tour" assignment. Submit the assignment by 11:59pm on Sunday, September 9th.** • **Attend the Collaborate Online Class Session on Tuesday, September 4th from 6:00pm-8:00pm.**
2 (9/10-9/16/18)	Identification Systems, HIM Functions in an Electronic Environment, HIM Software	**Chapter 3*** – "Health Information Functions, Purpose, and Users" ***Identification Systems, HIM Functions in an Electronic Environment, and HIM Software sections <u>ONLY</u>**	• **Complete the EHR Go assignment. Submit the assignment by 11:59pm on Sunday, September 16th.**
3 (9/17-9/23/18)	Identification Systems, HIM Functions in an Electronic Environment, HIM Software	**Chapter 3*** – "Health Information Functions, Purpose, and Users" ***Identification Systems, HIM Functions in an Electronic Environment, and HIM Software sections <u>ONLY</u>**	• **Complete the Overdue Record Process assignment. Submit the assignment by 11:59pm on Sunday, September 23rd.** • *Discussion Question for Chapter 3 is due 9/23/18 by 11:59pm.* • **Attend the Collaborate <u>Online</u> Class Session on Tuesday, September 18th from 6:00pm-8:00pm.**

Week	Weekly Topic(s)	Reading Assignment(s)	Assignment(s)/Action Items
4 **(9/24-9/30/18)**	Secondary Data Sources	**Chapter 7**	• **Complete the Maryland Cancer Registry Navigation assignment. Submit the assignment by 11:59pm on Sunday, September 30th.** • ***Take the Chapter 3 Exam between 9/26-9/28/18.***
5 **(10/1-10/7/18)**	Secondary Data Sources	**Chapter 7**	• **Complete the Maryland Cancer Registry Data Highlights assignment. Submit the assignment by 11:59pm on Sunday, October 7th.** • **Attend the Collaborate <u>Online</u> Class Session on Tuesday, October 2nd from 6:00pm-8:00pm.**
6 **(10/8-10/14/18)**	Secondary Data Sources	**Chapter 7**	• **Complete the Article Summary assignment. Submit the assignment by 11:59pm on Sunday, October 14th.**
7 **(10/15-10/21/18)**	Secondary Data Sources	**Chapter 7**	• **Complete the Real-World Case (7.1) assignment. Submit the assignment by 11:59pm on Sunday, October 21st.** • **Attend the Collaborate <u>Online</u> Class Session on Tuesday, October 16th from 6:00pm-8:00pm.**
8 **(10/22-10/28/18)**	Secondary Data Sources	**Chapter 7**	• **Complete the Clinical Trials assignment. Submit the assignment by 11:59pm on Sunday, October 28th.** • ***Discussion Question for Chapter 7 is due 10/28/18 by 11:59pm.***

Week	Weekly Topic(s)	Reading Assignment(s)	Assignment(s)/Action Items
9 (10/29-11/4/18)	Ethical Issues in Health Information Management	**Chapter 21**	• **Complete the AHIMA Code of Ethics assignment.** Submit the assignment by 11:59pm on Sunday, November 4th. • *Take the Chapter 7 Exam between 10/31-11/2/18.*
10 (11/5-11/11/18)	Ethical Issues in Health Information Management	**Chapter 21**	• **Complete the Real-World Case (21.1) assignment.** Submit the assignment by 11:59pm on Sunday, November 11th. • **Attend the Collaborate Online Class Session on Tuesday, November 6th from 6:00pm-8:00pm**
11 (11/12-11/18/18)	Ethical Issues in Health Information Management	**Chapter 21**	• **Complete the AHIMA/NAHQ Ethics Comparison assignment.** Submit the assignment by 11:59pm on Sunday, November 18th.
12 (11/19-11/25/18)	Ethical Issues in Health Information Management	**N/A**	• **Complete the AHIMA Ethics Case Studies assignment. Submit the assignment by 11:59pm on Sunday, November 25th.** • *Discussion Question for Chapter 21 is due 11/25/18 by 11:59pm.*
13 (11/26-12/2/18)	Chapter 21 Exam	**N/A**	• *Take the Chapter 21 Exam between 11/28-11/30/18.* • **Attend the Collaborate Online Class Session on Tuesday, November 27th from 6:00pm-8:00pm**
14 (12/3-12/9/18)	*Course Project*	**N/A**	• **Submit the Course Project by 11:59pm on Sunday, December 9th.**
15 (12/10-12/14/18)	*Competency Exam*	**N/A**	• **Take the Competency Exam in the Medical Learning Center between 12/10-12/14/18.**

LAB DATES (Labs are held on Tuesday's from 6:00-8:30pm on the dates listed below):

- **9/4/18**
- **9/18/18**
- **10/2/18**
- **10/16/18**
- **11/6/18**
- **11/27/18**

EXAMS:

- **Exams are available only for the dates stated on this schedule.**
- **All exams close at 11:59pm on the designated date.**
- **After the deadline, the exam will not be available, and you will receive no credit for the test. There are no makeups on exams.**

ASSIGNMENTS:

- **Assignments must be submitted on or before the due date/time.**
- **All assignments are due at 11:59pm on the date indicated.**
- **All assignments must be submitted before the answer key (if applicable) is posted or no points will be assigned. The answer key will be posted three days after the assignment is due.**
- **SEE LATE ASSIGNMENT POLICY IN SYLLABUS.**