COURSE NUMBER AND TITLE
HITT 1301 Health Data Content and Structure (3-0-3)

COURSE (CATALOG) DESCRIPTION
Introduction to systems and process of collecting, maintaining and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

**MAJOR COURSE REQUIREMENTS**
This course has been divided into 5 units
1. Health Care Delivery Systems and Health Information Management Professionals, Health Care Settings
2. Patient Record and Electronic Health Records
3. Content of the Patient Record.
4. Numbering & Filing systems, Record Storage & Circulation, Indexes, Registers, and Health Data Collection, Master Patient Index
5. Legal Aspects of Health Information Management

**Course Delivery**
Delivery of the course will be 50% face to face (F2F) and 50% online using TSTC Moodle LMS [https://mycourses.tstc.edu/](https://mycourses.tstc.edu/)

**Structure of the Course**
This course is divided into 5 units. **Each Unit will have an introduction** that includes the learning outcomes and details for each lesson. **This is your guide for completing each lecture lesson. It would be a good idea to print the calendar out and check them off as you complete the tasks for each lesson.**

This course is divided into five lecture units. Each unit will require you to complete various assignments. At the end of each unit you will complete an assessment, which is a proctored Unit test.

In order to be successful in this course, you will also need to do the following:
1. **Do not fall behind.** It is very easy, since online classes are so flexible, to get behind in your work. Do not let this happen.
2. **Be self-motivated.** In a hybrid class, you meet one day every week for lecture. The assignments must be completed by the end of the week at your own pace. This is one of the advantages of a hybrid class, but it is also one of the reasons that you must be self-motivated in order to be successful in the course.
3. You must be active on the course website. This includes participating in discussions when assigned, and responding to the posts of other students. **If you do not log on to the course on TSTC Moodle and participate in the introductory activities during the first week of class, you will be considered a NO SHOW for the course.**

4. Submit your assignments on time.

5. Contact me if you have any questions about anything. I am here to lead you through the course. Never feel like you are in this alone.

**Assignments & Due Dates**

All assignments are due on the dates specified. Late work is not allowed. The due dates for every discussion, assignment, quiz, assessment, and exam are very clearly stated in the course calendar so there should be no question of when anything is due. Waiting until the last minute to submit work is not a good idea and it is **not a situation that I have to accommodate.** If something goes wrong at the last minute, then you will know to submit your work well before the deadline next time. Online assignments, quizzes, and exams will deactivate if they are not completed by the appropriate deadline and they will not be opened once they have deactivated. To give you ample time to complete assignments, lesson assignments are usually due at the end of the week (11:55 PM on Sunday). Exceptions are discussion assignments and posts. These have Wednesday & Sunday deadlines. I will always try to have updated grades posted in Moodle within a week after an assessment or exam closes.

**STUDENT LEARNING OUTCOMES**

A. Health Care Delivery Systems and Health Information Management Professionals, Health Care Settings
   1. Summarize the history of medicine and delivery of health care in the United States.
   2. List programs and services offered as part of the continuum of care.
   3. Differentiate between for-profit and not-for-profit health care facility ownership.
   4. Interpret the authority and responsibility associated with a health care facility’s organizational structure.
   5. Define and provide examples of licensure, regulation, and accreditation.
   6. Differentiate among health information management career opportunities.
   7. Identify professional associations available to health care professionals.
   8. List and define hospital categories and identify types of hospital patients.
  10. Detail services provided by home care, hospice and long-term care

B. Patient Record and Electronic Health Records
   1. Differentiate among various types of patient records.
   2. Summarize the purpose and definition of the patient record.
   3. Describe provider documentation responsibilities.
   4. Summarize the development of the patient record and record formats.
   5. Explain the correct method for amending the patient record.
   6. Discuss record retention considerations, storage methods and destruction of patient records.
   8. The student will prep and scan a paper based record onto electronic storage.
   9. Define and discuss the importance of regional health information organizations.
  10. Identify the components of EHR systems and the administrative and clinical applications found in electronic health records.
C. Content of the patient Record
   1. Describe the patient record completion responsibilities.
   2. Know the difference between quantitative analysis and qualitative analysis.
   3. Explain general documentation issues that impact all patient records.
   4. Differentiate between administrative and clinical data collected on patients.
   5. Know the order of inpatient, outpatient, and physician office records.
   6. Assemble and perform a qualitative analysis on medical and surgical records.
   7. Create a form with design requirements, role of the forms committee.

D. Numbering & Filing systems, Record Storage & Circulation
   Indexes, Registers, and Health Data Collection
   1. Explain the differences and site advantages and disadvantages between serial, unit, and serial-unit numbering systems, and organize records according to these numbering systems.
   2. Organize records according to alphabetic and numeric filing systems.
   3. Explain the rules, and site advantages and disadvantages for alphabetic, straight numerical, terminal digit, and middle-digit filing purposes.
   4. Compare the types of filing equipment used to store file folders, and calculate storage needs. Consider staff needs and limitations in establishment of a filing system.
   5. Discuss the components of a file folder including color-coding, fastener position, preprinted material, and scoring and reinforcement.
   6. Explain the procedure for organizing and managing loose filing.
   7. Describe circulation systems that are used to transport patient records.
   8. Identify security measures that occur to safeguard patient records and information from theft, fire, and water damage.
   9. Identify indexes, registers, and registries maintained by health care facilities and state and federal agencies.
  10. Explain the uses of data sets.
  11. Correctly abstract data from 10 medical charts onto a MPI form.
  12. Discuss the characteristics of health data collection.

E. Legal Aspects of Health Information Management
   1. Identify and define health information legal and regulatory terms.
   2. Maintaining the patient record in the normal course of business.
   5. Appropriate release protected health information.

CAHIIM COURSE COMPETENCIES

**Health Data Structure, Content, and Standards**
Data versus information (Analyzing, 4)
Health information media (such as paper, computer, web-based) (Analyzing, 4)
Structure and use of health information (individual, comparative, aggregate) (Analyzing, 4)
Health record data collection tools (forms, screens, etc.) (Analyzing, 4)
Data sources (primary/secondary) (Analyzing, 4)
Data storage and retrieval (Analyzing, 4)
Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (Understanding, 2)
Healthcare Information Requirements and Standards
Type and content of health record (paper, electronic, computer-based, e-health-personal, web-based) (Evaluating, 5)
Health record documentation requirements (such as accreditation, certification, licensure) (Evaluating, 5)
Data quality and integrity (Analyzing, 4)

Healthcare Statistics and Research
Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (Understanding, 2)

Healthcare Privacy, Confidentiality, Legal, and Ethical Issues
Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy) (Evaluating, 5)
Release of information policies and procedures (Evaluating, 5)

Data Storage and Retrieval
Document archival, retrieval, and imaging systems (Analyzing, 4)
Maintenance and monitoring of data storage systems (Analyzing, 4)

MAJOR COURSE LECTURE, TOPICS DESCRIPTION/REQUIRED/RECOMMENDED READINGS/ELECTRONIC RESOURCES TO VIEW

Tentative Schedule (Subject to change by your instructor)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course Orientation Introduction to Moodle Course Site</td>
<td><a href="http://www.mycourses.tstc.edu">www.mycourses.tstc.edu</a> Review resources under Unit 1 Lesson 1 module on course Moodle site</td>
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<tr>
<td></td>
<td>Health care delivery systems</td>
<td>Review resources under Unit 1 Lesson 2 module on course Moodle site</td>
</tr>
<tr>
<td></td>
<td>Assignments / Quizzes</td>
<td>Review resources under Unit 1 Lesson 3 module on course Moodle site</td>
</tr>
<tr>
<td>2</td>
<td>Health Information Management Professionals Assignments / Quizzes</td>
<td>Review resources under Unit 1 Lesson 1 module on course Moodle site</td>
</tr>
<tr>
<td>3</td>
<td>Health Care Settings Assignments / Quizzes Unit 1 Test</td>
<td>Review resources under Unit 1 Lesson 2 module on course Moodle site</td>
</tr>
<tr>
<td>4</td>
<td>Patient Record and Content of the patient Record. Assignments / Quizzes</td>
<td>Review resources under Unit 1 Lesson 1 module on course Moodle site</td>
</tr>
<tr>
<td>5</td>
<td>Electronic Health Records Assignments / Quizzes</td>
<td>Review resources under Unit 2 Lesson 2 module on course Moodle site</td>
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<tr>
<td>6</td>
<td>Labs</td>
<td>Review resources under Unit 2 Lesson 2 module on course Moodle site</td>
</tr>
<tr>
<td></td>
<td>Unit 2 Test</td>
<td>Review resources under Unit 3 Lesson 1 module on course Moodle site</td>
</tr>
<tr>
<td>7</td>
<td>Numbering &amp; Filing systems Assignments / Quizzes</td>
<td>Review resources under Unit 3 Lesson 2 module on course Moodle site</td>
</tr>
<tr>
<td>8</td>
<td>Record Storage &amp; Circulation Assignments / Quizzes</td>
<td>Review resources under Unit 3 Lesson 2 module on course Moodle site</td>
</tr>
<tr>
<td>Week</td>
<td>Topic/Lecture/Event</td>
<td>Required/Recommended Readings/Electronic Resources to View</td>
</tr>
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<tr>
<td>9</td>
<td>Labs Unit 3 Test</td>
<td>Review resources under Unit 3 module on course Moodle site</td>
</tr>
<tr>
<td>10</td>
<td>Indexes, Registers, and Health Data Collection, Assignments / Quizzes</td>
<td>Review resources under Unit 4 Lesson 1 module on course Moodle site</td>
</tr>
<tr>
<td>11</td>
<td>Assignments / Quizzes labs</td>
<td>Review resources under Unit 4 Lesson 2 module on course Moodle site</td>
</tr>
<tr>
<td>12</td>
<td>Unit 4 Test Legal Aspects of Health Information Management Assignments / Quizzes</td>
<td>Review resources under Unit 4 Lesson 2 module on course Moodle site</td>
</tr>
<tr>
<td>13</td>
<td>Assignments Quizzes labs</td>
<td>Review resources under Unit 5 Lesson 1 module on course Moodle site</td>
</tr>
<tr>
<td>14</td>
<td>Make-up labs and Review for final exam Unit 5 Test</td>
<td>Review resources under Unit 5 Lesson 2 module on course Moodle site</td>
</tr>
<tr>
<td>15</td>
<td>Final Exam</td>
<td>Moodle LMS</td>
</tr>
</tbody>
</table>

**ASSESSMENT MEASURES**

The daily/weekly quizzes will be on Moodle and consist of some/all of the following:
True or false, multiple choice and/or matching.

The chapter tests will be on Moodle and consist of some/all the following:
Multiple choices, matching, true or false questions, and short answer questions.

**Required Materials**


2. Computer & Software
This course will be taught as a “hybrid” course which is a blend of face-to-face (F2F) 50% and time out of class (TOC) 50% online instruction.
Due to the online component of hybrid classes, all students enrolled in a hybrid course must have the following:
- Internet accessibility (high speed)
- Recommended browser – Current version of Mozilla Firefox or Microsoft Explorer
- If the student does not have access at home, access is provided through the TSTC library, the city library and/or the RAHC library, which has extended hours
- Active TSTC account
- Adobe Reader (current version) This can be downloaded for free by going to http://www.adobe.com/products/acrobat/readstep2.html
- Basic E-mail, Internet, Web/Internet, and computer skills
Access to TSTC Moodle (https://mycourses.tstc.edu/). If you have trouble logging into the website scroll down to Quick start guide for students for instructions. You can also call the TSTC network help services at 956-364-5000.

GRADING CRITERIA:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Tests</td>
<td>30%</td>
<td>93-100.........A</td>
</tr>
<tr>
<td>Assignments/exercises/quizzes</td>
<td>20%</td>
<td>86-92..........B</td>
</tr>
<tr>
<td>Labs</td>
<td>25%</td>
<td>78-85..........C</td>
</tr>
<tr>
<td>Group project/assignments</td>
<td>5%</td>
<td>70-77............D*</td>
</tr>
<tr>
<td>Final exam</td>
<td>20%</td>
<td>0-69............F*</td>
</tr>
</tbody>
</table>

**Below required performance. Course must be repeated.

Unit tests
Will be proctored, you must schedule your test online. This is your responsibility.

Schedule a Procter exam.
Workshop/Event Registration Link: https://secure.harlingen.tstc.edu/Workshop/index.aspx
"How To Register" Video: http://vimeo.com/user17338806/review/62830319/7f6497b4b6
Online Student Support: http://www.tstc.edu/harlingenol/onlinestudentsupport

Hours for testing can be found at the following website:
Online Learning Exams (Details):
http://www.tstc.edu/harlingencounseling/online_learning_exams

Unit tests MUST be taken within the week that they are released (see course calendar for availability). Failure to do this will result in a missed test that CANNOT be made up.

Online Participation
You are expected to participate in this course by interacting with your instructor as well as other students in the class. Your level of participation in the course will be a part of your overall grade. Assigned discussions will be graded according to your level of participation in them.

DEPARTMENT PARTICIPATION POLICY
Class participation in this course is mandatory and is a part of the Grading Policy. Students must maintain all daily assignments, class discussions, unit tests, lecture and laboratory quizzes, class projects, and all other assignments at the passage rates located in the GRADING CRITERIA AND SCALE for each activity or face a grade of “F” at the end of the term. Excused absences will not count against the student.

In order for an absence to be excused, the student must:
A. Notify the instructor of the absence BEFORE the class period.
B. Notice may be given by calling/emailing the instructor. THIS NUMBER HAS A 24-HOUR VOICE MAIL, SO CALLS MAY BE RECEIVED AT ANY TIME OF THE DAY OR NIGHT.
C. If a student notifies an instructor before class, this DOES NOT mean the absence will be excused. The course instructor determines whether an absence is excused or unexcused.

Students will be referred to their Department chair for advisement if they are unsatisfactorily participating in class.
A student is considered unsatisfactorily participating in class when:
The student fails to participate in the class by not completing daily assignments, tests, quizzes, class projects, participating in class discussions, handing in work promptly, and completing any other assignments required by your instructor at the passage rates indicated in the GRADING CRITERIA AND SCALE.

Class participation will be recorded in the following manner:
A. Class participation begins at the time class is scheduled to begin, the FIRST DAY OF CLASS.
B. A daily quiz will be given at the time class is scheduled to begin. This will count as a grade. If the student is tardy, or absent and unexcused, he/she will receive a 0 for the quiz grade.
C. The student will be counted absent from class if the student arrives 15 minutes, or more late for class, leaves the class for an extended period of time, leaves the classroom to answer the cell phone (without prior permission from the instructor) or exits the classroom without notifying the instructor. THIS MEANS ALL WORK FOR THAT DAY WILL BE A “0” AS THE STUDENT WILL BE ABSENT.
D. Students arriving late to class must SIGN IN upon arrival.

If a student fails to adhere to the class participation policy, it will be STUDENT’S RESPONSIBILITY to “W” (withdraw) from the course. This withdrawal process will no longer be initiated by the instructor. Students wishing to withdraw must file a SCHEDULE CHANGE FORM with the Admissions Office.

Students must remain in constant contact with their instructor to understand what their class participation status is at any time during the term.

MAKE-UP WORK:
A. Unit tests MUST be taken within the week that they are released (see course calendar for availability). Failure to do this will result in a missed test that CANNOT be made up.
B. If a student is not excused, the student will receive a 0 for the missed quizzes or assignments.
C. Projects that have deadlines must be turned in by the designated time. NO LATE PROJECTS WILL BE ACCEPTED.
D. Daily quizzes will not count against students with excused absences.
E. Students with unexcused absences will receive a 0 for the daily quiz.

CLASS RULES:
A. All cell phones must be on vibrate during class. Cell phones should remain on for emergency notifications; however, cell phones ringing during class (without instructor’s permission) can result in a deduction of points for the student.
B. Do not bring children to lab or class.
C. No use of personal electronic devices is allowed in the classroom (e.g. cell phones, IPADs, IPODs, etc.). Use of these items can result in a deduction of points for the student.

CLASS DISRUPTIONS:
As stated in the Student Handbook & Planner under Student Rights & Responsibilities, students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/learning process. Students may not disrupt class or any other college process by any
means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information). Students disrupting class will be asked to leave the classroom for the day and will be counted as absent.

SCHOLASTIC HONESTY:
As stated in the Student Handbook & Planner under Student Rights & Responsibilities, any student found guilty of scholastic dishonesty is subject to disciplinary action.

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism and collusion on academic work. Examples of cheating include copying another student’s test answers or other academic work; use of materials during a test without prior authorization from an instructor; unauthorized collaboration between students on a test or in the preparation of academic work, or knowingly using, buying, selling, stealing, or transporting contents of a test without an instructor’s permission. Plagiarism involves using another person’s work or ideas without acknowledging the other person’s contribution to the student’s work offered for a grade or credit. Collusion refers to unauthorized collaboration with another person while preparing any work offered for a grade or credit. Please see the Student Handbook & Planner under Student Rights & Responsibilities for more information.

OPEN LABS:
The only open labs will be assigned by the Department Chair at the beginning of the semester. Instructors who will be holding open labs will have the lab hours on the schedules posted outside their door.

TARDINESS:
A. If a student is tardy to class and a daily quiz is being given, the student will not be allowed to take the quiz and will receive a 0 for the quiz grade.
B. If a student is tardy to class on the day a test is given, the student will take the test with 10 points deducted and must complete the test within the allotted time set for the rest of the class. If multiple tests are given that day, the student will receive 10 points off each test and must complete each test within the allotted time set.

ACCOMMODATION STATEMENT:
If you have a documented disability which will make it difficult for you to carry out class work as outlined and/or if you need special accommodations due to a disability, please contact (956) 364-4520 or visit the Support Services Office in the Consolidated Student Services Center (formerly building “M”) as soon as possible to make appropriate arrangements.

COURSE EVALUATIONS:
Every course and course instructor MAY be evaluated with an evaluation given to the class prior to the final exam. These evaluations are COMPLETELY ANONYMOUS with the results going to the Department Chair and Administration. All comments, good or bad, concerning the course itself or the course instructor are strongly encouraged.

STUDENT ASSISTANCE:
The Supplemental Instruction & Tutoring Program at TSTC offers free tutoring and academic support services to help you achieve your academic and career goals. You can access the most up-to-date Supplemental Instruction & Tutoring Schedule, as well as MyTSTC Video Tutor Library, by using your smart phone to scan over the QR code below or visiting our webpage at: http://www.tstc.edu/harlingenoss/situtoringprogram

For more information, please contact the Office of Student Success at 956.364.4163 or the Supplemental Instruction & Tutoring Program at 956.364.4170.
COPYRIGHT STATEMENT:
The materials used in the course [textbooks, handouts, media files (podcast, MP3, Videos, RSS (Feeds), and all instructional resources on the colleges Learning Management System (Moodle)] are intended for use only by students registered and enrolled in this course and are only to be used for instructional use, activities associated with, and for the duration of the course. All materials generated for this course, which includes but are not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and any additional materials.

These materials may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. These materials may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder or TSTC. For further information contact your instructor.

COMMUNICATING WITH YOUR INSTRUCTOR (MYMAIL E-MAIL SYSTEM):
All official college E-mail to students is sent through MyMail, the official student e-mail system at TSTC Harlingen. When communicating with instructors and/or employees of the college, you are required to use your TSTC MyMail student e-mail address. If you choose to forward your e-mail to another account, please be advised that you must respond from the MyMail account.

TSTC Harlingen faculty, staff, and students are asked to report all threats, perceived or real, immediately to College Police located in the Auxiliary Building. If the threat is imminent, the College Police emergency phone line at 364-4234 or 9-911 should be called. College Police will then coordinate the proper response in accordance with State and federal laws and TSTC System/College rules and regulations.

MOODLE:
This course may be delivered and taught as a “hybrid” course which is a blend of face-to-face (F2F) and time out of class (TOC) online instruction. Due to the online component of hybrid classes, all students enrolled in a hybrid course must have the following:

- Access to a computer that connects to the Internet (preferably a Pentium 4). If the student does not have access at home, access is provided through the TSTC library and the city library;
- Recommended browser (Mozilla Firefox);
- Active TSTC account;
- Basic e-mail, web skills and computer skills.

Students are required to access their “Moodle” account daily for course updates, announcements, assignments, etc.

BUDDY SYSTEM:
Students are encouraged to establish a “buddy” in each course. Students choose their own “buddy” and exchange contact information with them. Because students are responsible for completion of all work and meeting all deadlines, this “buddy” will be the contact person for gaining information on any work, assignments, and/or lectures missed during absences.

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NOTE: Any changes to this syllabus will be provided in writing to the student and updated on all posted locations (HB 2504, course Moodle sites, building offices, etc.).

12/20/2013