

Syllabus for HIMT 300

Contact Information

Please see the **Instructor Profile** page in the Course Information section for information about your instructor.

Course Description

This course provides a basic overview of contemporary information technology and computers, including computer concepts (hardware, system architectures, operating systems), communication technologies, internet technologies, and data organization/structures. Special emphasis is placed on database management systems and data warehousing.

Course Objectives

- Utilize technology for data collection, storage, analysis, and reporting of information.
 - Discover threats to data integrity and validity in electronic documents and records.
 - Implement policies and procedures to ensure internal and external data integrity.
 - Model policy initiatives that influence data integrity.
 - Apply knowledge of database architecture and design to meet an organization's needs.
 - Validate data from secondary sources to include in a patient's personal health record.
 - Network with a HIM professional to gain perspective in the HIM field and to build contacts.
 - Gain experience with an electronic health record.
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Course Materials

Required Textbook

- *Introduction to Computer Systems for Health Information Technology*, 2nd edition, by Nanette Sayles (AHIMA Press, 2014). ISBN: 978-1-58426-393-7

Recommended Textbook

- Publication manual of the American Psychological Association. (6th ed.), American Psychological Association (2009). ISBN: 978-1-4338-0561-5

EHR Go Subscription

You will each participate in an EHR project simulation hosted through [EHR Go](#). EHR Go is an electronic health record system designed for education. EHR Go simulates common clinical EHR systems such as VistA, Epic, Cerner, and Meditech to help students develop experience needed for real-world healthcare practice. EHR Go includes a full content library with more than 300 diverse and realistic patient cases and discipline-specific student activities. EHR Go is used by all healthcare disciplines at all degree levels and makes it easy to facilitate experiential interprofessional simulations.

Each of you will complete a series of modules throughout the course to gain valuable experience using an in-practice EHR system. All EHR Go activities must be submitted by the assigned due date. Follow the instructions given below on how to enroll.

1. Access the [EHR Go login page](#).
2. Enter the Program Key: S63G66.
3. Fill out the registration fields.

Important

- The EHR Go subscription begins the minute you activate it—not when it is purchased, but the first time it is used.
- One subscription is good for all of your classes using EHR Go assignments. You do not need to purchase separate subscriptions for each class.
- **Really Important:** If you have more than one class using EHR Go, you may want to purchase the 16-week subscription to make sure you can complete assignments in all courses during the semester, but if you have just HIMT 300 using EHR Go, you may want to purchase the 12-week subscription. The last EHR Go assignment in HIMT 300 is due during week 10. That should allow you to purchase the subscription during preview week, activate it during week 1, and still have enough time to complete all assignments by week 10 before the subscription runs out.

Recommended Software

Latest version of Microsoft Office that includes Word, Excel, PowerPoint, and Access. Depending on your home campus, you may be able to get Microsoft Office free or at a reduced price:

- Parkside students: <https://kb.uwp.edu/page.php?id=48220>.
- Green Bay students: Download Office 365 for no cost at <https://uknowit.uwgb.edu/page.php?id=29032>.
- Stevens Point students: <http://wiscsoftware.wisc.edu/wisc/>.
- La Crosse students: <https://kb.uwlax.edu/page.php?id=61085>

Mac users: The Microsoft Office suite **does not** come with Access. One option is to use the software in a computer lab on your campus. Contact your campus' IT support to determine

options for using MS Access on campus. Another option would be to use [LibreOffice's](#) free, online software called LibreOffice - Base. **Note:** the database assignment instructions in this course are written for MS Access.

Course Activities and Assessments

The course includes textbook reading, AHIMA Practice Brief article readings, PowerPoint presentations, database assignments, written assignments, hands-on activities in an electronic health record, and quizzes.

AHIMA Practice Brief Assignments

The Practice Briefs are an important tool used by AHIMA and HIM professionals for continuing education credits. Each Practice Brief used in this course was selected to help reinforce the content learned in each unit. You are to read the entire practice brief and answer the specific questions listed for each. The answers are to be in your own words and will help demonstrate your understanding of the material in the unit and how it applies specifically to healthcare. You are to submit a 1.5-to-2-page Word document through the Dropbox in D2L. The answers should be in your own words, and you are to follow proper APA formatting as you cite all sources consulted.

A side note: The AHIMA Practice Briefs can be found in each month's edition of the journal of AHIMA and are used by credentialing professionals for continuing education credits. They can also be found in AHIMA's Body of Knowledge (BoK) section of their website. There are more topics available if you are looking for additional research materials.

EHR Go Assignments

Below are the EHR Go activities used in this course. Some activities provided by EHR Go have multiple levels, such as an Associate (AS), Bachelor's (BS), or Master's (MS) level. In those cases, I've provided you with the assignment at the Bachelor's (BS) level.

- [EHR Orientation](#)
- [Analyzing for Chart Deficiencies \(BS\)](#)
- [Quality Improvement with the EHR \(BS\)](#)
- [UHDDS and the EHR \(BS\)](#)
- [Health Information Exchange \(BS\)](#)
- [Introduction to Chart Deficiencies \(BS\)](#)
- [Case Study Review \(BS\)](#)

Quizzes

Quizzes appear in 14 units of the course. They are included in the course as a way for you and for me to check to see if you are understanding key concepts from the textbook. The textbook is well regarded, and the RHIA Exam has many questions that have been directly derived from it.

Each quiz is comprised of multiple choice and/or true/false questions, and the number of total questions on a given quiz may range from 14 to 23. You are given up to two hours to complete each quiz. You are allowed one attempt on each quiz, and you will learn your score immediately after you submit your completed quiz.

Course Outline

These are the units of the course:

- Introductory Unit
 - Unit 1: The effect of computers in the healthcare industry
 - Unit 2: Common software applications
 - Unit 3: Data quality
 - Unit 4: Databases
 - Unit 5: System selection and implementation
 - Unit 6: Data storage and retrieval
 - Unit 7: Computers in health information management
 - Unit 8: Administrative information systems
 - Unit 9: Clinical information systems
 - Unit 10: Electronic health records
 - Unit 11: Speech recognition
 - Unit 12: Privacy and security
 - Unit 13: Role of HIM professionals in information systems
 - Unit 14: Future of computers in healthcare
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Course Policies

The News tool will be used as a means of communication. Please check it on a regular basis to keep current. The syllabus, schedule, and assignments are all subject to change. Any changes or need for additional information affecting the course as a whole will be communicated here.

Assignment and quiz grades will be available to you in the Grades area.

Any necessary communication regarding assignments placed in the Dropbox will be posted through Dropbox feedback.

Legitimate emergencies do occur and may prevent the completion of course work by the designated time. Please inform me as soon as possible when emergency situations occur and indicate your plans for completing the work. Extension of the completion time will be considered on an individual basis.

Grading

- Assignments and presentations will be graded on correctness and thoroughness. You must provide answers that show you have an understanding of the concepts being covered.
- Quizzes will be multiple choice and true/false, with each question worth .5 points.
- **To complete the course you *must* complete the final presentation.**

Grades will be based on your performance of the following items:

Activities	Points	Percentage of Grade
Written Assignments (2 x 20 pts each)	40	5
Database Assignments (6 x 10 pts each)	60	20
AHIMA Practice Brief Assignments (8 x 10 pts each)	80	15
PowerPoint Presentations (2)	30	15
Quizzes (14)	120	15
Networking Assignment & Discussion	60	20
EHR Go Activities (6 x 10 pts each; 1 x 5 pts)	65	10
Total	455	100

Percent Letter

90–100%	A
80–89%	B
70–79%	C
60–69%	D
0–59%	F