Syllabus for HIMT 400

Prerequisites

- HIMT 360 - Health Care II: Survey of Disease & Treatments

Instructor Contact Information

Instructor: Betty Rockendorf, MS, RHIA, CHPS, CHTS-IM
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Office hours: By appointment

Communication Preferences: you can use the "Ask the Instructor" discussion forum for general questions; for specific, personal matters, email is preferred. You can generally expect to receive a response within 24 hours

A detailed bio is located in the **Meet the Instructor & Introductions** discussion.

Course Description

This course explores the sources and data contents of healthcare information as well as the proper presentation of it for different usage levels. Topics addressed include (1) data structure and use of health information (individual, comparative, and aggregate); (2) types and content of health records; (3) data quality assessment; (4) secondary data sources; (5) healthcare data sets; (6) health information archival systems; and (7) Strategy of the Office of the National Coordinator for Health Information Technology (ONC). Students will engage in a variety of learning activities, addressing issues related to and generating reports from healthcare data. Students will gain knowledge and skills in the acquisition, storage, maintenance, and use of healthcare data.

Learning Objectives

- Utilize classification systems, clinical vocabularies, and nomenclatures.
- Distinguish between data governance and information governance.
- Evaluate and recommend strategies for compliance of health record content.
- Explain the concepts of interoperability.
- Manage data within a database system.
- Examine the field of informatics, as it is applied in healthcare.
- Understand health information exchange (HIE) in the context of its anticipated function as an instrument of transformation in the delivery of healthcare services.

HIM Curriculum Competencies

This course presents the content, knowledge, and skills required for the following 2018 AHIMA Health Information Management Baccalaureate Competencies:

- I.2. Analyze strategies for the management of information.
- I.3. Evaluate policies and strategies to achieve data integrity.
- I.4. Recommend compliance of health record content across the health system.
- I.5. Utilize classification systems, clinical vocabularies, and nomenclatures.
- I.6. Evaluate data dictionaries and data sets for compliance with governance standards.
- III.1. Examine health informatics concepts for the management of health information.
- III.6. Manage data within a database management system.
- III.7. Identify standards for exchange of health information.

Course Materials

Required Textbooks

- *Health Information Management: Concepts, Principles, and Practice,* Pamela K. Oachs and Amy L. Watters, Volume Editors, 6th edition. AHIMA Press, 2020. ISBN: 978-1-58426-725-6.

Required Software

- Subscription to EHR Go (see Course Activities for details)
- Adobe Reader
- Microsoft Access 2010 or later
- Microsoft Word 2010 or later

Course Activities

Learning activities and assessments incorporated into this course include EHR-Go Knowledge Activities, discussion board items, quizzes, case studies, written responses, projects, and a written report. These activities are the responsibility of each individual student; however, discussion and interaction with other students and the instructor are always encouraged.

EHR Simulation

You will 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.

HIMT400 - Healthcare Information and Technology Data

You will complete 15 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.

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 Go Activity #1**: [Analyzing for Chart Deficiencies](#)
- **EHR Go Activity #2**: [Classification and Terminology Systems](#)
- **EHR Go Activity #3**: [Query - Basic Orientation](#)
- **EHR Go Activity #4**: [Query - Advanced Orientation](#)
- **EHR Go Activity #5**: [Query - Readmission Analysis](#)
- **EHR Go Activity #6**: [MPI Duplication Analysis](#)
- **EHR Go Activity #7**: [Implementing Clinical Decision Support](#)
- **EHR Go Activity #8**: [Orientation to Data Analytics I](#)
- **EHR Go Activity #9**: [Applied Data Analytics II](#)
- **EHR Go Activity #10**: [Applied Data Analytics III](#)
- **EHR Go Activity #11**: [Orientation to Data Visualization IV](#)
- **EHR Go Activity #12**: [Clinical Reminder Data Visualization V](#)
- **EHR Go Activity #13**: [Cause and Effect: CDS Evaluation](#)
- **EHR Go Activity #14**: [Query - Pneumonia Outcomes](#)
- **EHR Go Activity #15**: [Retrieval of Data](#)

Discussions

There are three graded Discussion activities within this course (see course calendar for due dates). Each Discussion activity (like all other assessments) closes Sunday at 11:59pm CST the week it is scheduled for. The instructor will review student response postings associated with the topics and evaluate individual contributions to the Discussion. Students are encouraged to monitor postings on Discussion board topics/questions, submit multiple responses, and clarify postings.

Course Policies

Class Participation - Statement of Student Time Commitment

For each course credit, students are expected to spend a minimum of three hours per week on coursework. Since this is an upper-level class for three credits, you are expected to spend about 9-12 hours of work per week on this class. This is a general guideline that may vary depending on the assignments and/or quizzes. If you are unable to commit this time, it may have an adverse impact on your performance.

Discussion assignments in this course require that you read each other's work to post a peer reply. Please do not read the work of other students prior to posting your original or first post on any assignment. The reason for this is to encourage original thought and creativity and to avoid what is known as "group think." In group think, students seem to follow along with the first posts and reply similarly; this puts an undue responsibility on the person who had the courage to post first, and it may actually reduce the quality of your post if you structure yours like others already there. It is required that you view other students' postings in order to post your peer replies. The instructor reserves the right to grade students differently based on their participation in discussions and their failure to post their work prior to viewing the work of peers.

You are expected to log on to the course website several times every week to read announcements, and complete and submit assigned work. You are expected to find off-line time to complete reading assignments and homework assignments.

You may communicate with the instructor via email or phone regarding your course-related questions and your personal matters that could affect your progress in the course. If you have a question that applies to the whole class, please post it at the course website (Ask Your Instructor forum). If you want to communicate confidentially with the instructor, please send an email to the instructor.

Late, Incomplete, or Homework Not Submitted

All work is due at 11:59 pm CST unless otherwise noted. If you are going to be late with an assignment or quiz submission, please inform the instructor about the delay and explain the reasons. The instructor may accept the late submission with a penalty, depending on the reason and the nature of the assignment. Incomplete assignments will receive partial credit. Unsubmitted assignments will receive no credit. Please read the policies on late homework assignments, discussion messages, and exams.

- Late discussion messages will not receive any credit.
- Late homework assignments' credit will be penalized by 10% for each day they are late. If the homework is late by five days or more, it will not receive any credit. If you are unable to submit the homework on time and plan to submit the homework late, please contact the instructor.

Course Outline

UNIT 1 – DATA CONTENT, STANDARDS, AND GOVERNANCE

- Lesson 1: Introduction and Governing (Managing) Data and Information Assets
- Lesson 2: Health Record Content and Documentation Analysis
- Lesson 3: Continuation of Health Record Content and Documentation Analysis

- Lesson 4: Clinical Classifications, Vocabularies, Terminologies, and Standards
- Lesson 5: Continuation of Clinical Classifications, Vocabularies, Terminologies, and Standards
- Lesson 6: Data Management

UNIT 2 – HEALTHCARE INFORMATICS

- Lesson 7: Health Information Technologies
- Lesson 8: Orientation to Data Analytics
- Lesson 9: Continuation of Data Analytics
- Lesson 10: Health information Systems Strategic Planning
- Lesson 11: Managing Data Within a Database Management System
- Lesson 12: Healthcare Data Analytics
- Lesson 13: Quality Management
- Lesson 14: Key Takeaways
- Lesson 15: Continuation of Quality Management

Grading

Determination of Final Grade

The Course Assessment table below includes the seven assessment activities you will perform during the semester.

Course Assessment Table

Assessment	Number (points each)	Total Points Available
Quizzes	2 (20)	40
Discussion Board Activities	3 (20)	60
Written Response/Short Answer Problems	5 (30)	150
Written Report (3-5 pages)	1 (60)	60
Case Studies	4 (30)	120
EHR-Go Knowledge Activities	15 (40)	600
Projects	2 (60)	120
Total		1,150 points

Grading Scale

Grades	Percentage Range
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%