# SYLLABUS

CARROLL COMMUNITY COLLEGE  
DEPARTMENT OF BUSINESS AND INFORMATION TECHNOLOGY  
HEALTHCARE DATA CONTENT AND STRUCTURE  
HIT-112-80 (Wor-Wic’s OFT 130)  
Fall 2010

<table>
<thead>
<tr>
<th>COURSE DESCRIPTION</th>
<th>Healthcare Content Data and Structure introduces students to the field of health information technology. Students will become familiar with the content, use, and structure of health care data and medical records. Students will also become familiar with the organization of health care providers and insurers. Legal and ethical issues associated with health information will be examined.</th>
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</thead>
<tbody>
<tr>
<td>INSTRUCTOR</td>
<td>Anne Marani, MA, RHIT, CCS</td>
</tr>
</tbody>
</table>
| CLASS MEETINGS      | Wednesdays, 6:30 pm – 9:20 pm  
September 1, 2010 through December 15, 2010  
Room L296                                                                                                                                                                                                 |
| OFFICE HOURS        | Wednesdays, 5:15 pm – 6:15 pm  
M Building Room 250R  
If you have access to a webcam, I am also available via SKYPE during office hours. My name on SKYPE is anne.marani |
| PHONE               | Work: 410-386-8265                                                                                                                                                                                                                                               |
| E-MAIL              | Amarani@carrollcc.edu                                                                                                                                                                                                                                              |
| WEBSITE             | [http://www.carrollcc.blackboard.com](http://www.carrollcc.blackboard.com)  
This is the central site for this class at Carroll. Blackboard is used for completing assignments, taking quizzes, viewing grades, and sending email.                                                                                       |
| DIVISION CHAIR      | Kate Demarest  
410-368-8252  
M250 C  
Kdemarest@carrollcc.edu                                                                                                                                                                                                 |
| REQUIRED TEXTBOOKS  | Health Information Management Technology: An Applied Approach  
3rd Edition  
Merida L. Johns, AHIMA, 2011                                                                                                                                                                                                                      |
COURSE OBJECTIVES

Upon successful completion of this course, the student should be able to:

1. Understand the history of the healthcare delivery systems and the forces that now challenge hospitals today. (PG.6)

2. Describe the structure, content and use of the health record. (GE.1, PG.2, PG.3)

3. Understand the basics of healthcare statistics and be able to describe their use in healthcare decision-making. (PG.2)

4. Identify the components and use of basic healthcare data sets in different healthcare settings. (PG.2)

5. Demonstrate an understanding of the basic ethical and legal issues that impact health information technology today. (GE.7, PG.2)

6. Identify the reimbursement methodologies utilized in the current healthcare delivery system. (PG.6)

7. Understand the importance of clinical data management and performance improvement activities in the healthcare environment. (PG.2, PG.6)

8. Identify the major types of information systems applications used in healthcare organizations. (GE.4, PG.6)

9. Recognize emerging trends affecting the development of healthcare information systems. (PG.6)

10. Discuss issues relating to both privacy and security of health information. (GE.1, GE.7, PG.6)
STUDENT RESPONSIBILITIES

♦ *Attend class regularly.* In accordance with college requirements, attendance will be taken at the beginning of each class. Please call or send an email prior to the start of class when possible if you are unable to attend.

♦ *Participate in the class.* This will make the class more interesting for both you and me. Everyone will benefit from your participation. A portion of your semester grade will be based on your classroom and group participation.

♦ Read the assigned chapters, complete the “Check Your Understanding” items for that chapter and prepare for discussion of the chapter “Real-World Case(s). We will not discuss the entire chapter in class but will cover selected topics in more detail.

Note: On the CD-ROM that came with your textbook you will find a Student Workbook by chapter. This workbook also contains practice review quizzes as well.

♦ Refer to the COURSE SCHEDULE in Blackboard for assignments and due dates. Please come prepared for discussion of the assigned chapter(s).

♦ Please bring your text to each class as we will reference it in class.

♦ Quizzes, learning activities, and two exams are completed during the semester. Blackboard quizzes and application exercises and discussions must be completed by the date indicated on the course schedule. Five points will automatically be deducted for any late assignments or quizzes. Failure to complete quizzes, exams, exercises or discussions will result in a grade of 0. **Unless there is an extenuating circumstance, no make ups will be given for missed quizzes or exams.**
CODE OF INTEGRITY

STUDENTS REQUIRING ACCOMMODATION

DROP/ WITHDRAWAL STATEMENT

Please see the Blackboard site for this class. Information for these three items (above) are included under the Syllabus tab.

CLASS CANCELLATIONS

If for any reason a class is cancelled or the college campus is closed, it is each student's responsibility to visit the course Blackboard site for course relevant announcements and/or assignments. If you are unable to access the internet, please contact the instructor at the phone number provided on the course syllabus. It is strongly suggested that the student do this as soon as word is provided that the class will be cancelled or the college campus closed so that any alternative/makeup assignment may be accomplished prior to the next scheduled class meeting. Please note that failure to access Blackboard or otherwise contact your instructor may result in an unexcused absence and lost credit for any work missed.

GRADING

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
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<tbody>
<tr>
<td>Application Exercises (30 points each)</td>
<td>300</td>
</tr>
<tr>
<td>Blackboard Quizzes – 4 (50 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Discussion Board Topics (25 points each)</td>
<td>100</td>
</tr>
<tr>
<td>Group Project and Presentation (50 points individual score &amp; 50 points for group)</td>
<td>100</td>
</tr>
<tr>
<td>Mid-term Exam (in class)</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam (in class)</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>900 - 1000 points</td>
</tr>
<tr>
<td>B+</td>
<td>880 – 899 points</td>
</tr>
<tr>
<td>B</td>
<td>800 – 879 points</td>
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<tr>
<td>C+</td>
<td>780 – 799 points</td>
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<tr>
<td>C</td>
<td>700 – 779 points</td>
</tr>
<tr>
<td>D+</td>
<td>680 – 699 points</td>
</tr>
<tr>
<td>D</td>
<td>600 – 679 points</td>
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<tr>
<td>F</td>
<td>0 - 599 points</td>
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BLACKBOARD INFORMATION

The college uses a software package called Blackboard to support many of its online and classroom courses.

To access the Blackboard site

Your student Bb **username** will be: first name, last name, and last four (4) digits of your College ID Number. (In most cases this will be the same as your WebAdvisor username.) If you have a long name you will be limited to 24 characters in your username.

Your default Blackboard **password** will be your full seven (7) digit College ID Number, which can be found on your Student ID card just to the right of your printed name. Your Student ID can also be found on your acceptance letter or semester schedule.

**Wor-Wic Students: Your log in to Blackboard will be sent to you via email.**

Once logged in you will see a *My Carroll* page with a list of all of the courses in which you are enrolled. Click on HIT-112-80 to access the course website. This website contains the syllabus, course schedule, reading assignments, homework assignments, quizzes, and external links that I feel will be helpful. I will also use this website to communicate grade information. To check your grade on assignments or exams in this class, you can click on Grades. This link will be used to communicate the most up-to-date grade information to you.

**To Take A Quiz on Blackboard**
1. Log onto the Blackboard website for this class and go the **QUIZZES** link.
2. Click on the Blackboard quiz for that date.
3. If you do not finish the Blackboard quiz in one sitting, it may be saved.
4. A copy of your Blackboard quiz should be printed and brought to class for discussion.
5. When done, click on **SUBMIT FOR GRADE**. Your Blackboard quiz will be graded and the grade will be made available to you. The correct answers will be provided for those questions or coding statements that were answered incorrectly.

**Completing Assignments in Blackboard**

We will be using Blackboard as the main interface for assignments (see “Instructions for posting assignments” at the end of this syllabus). Unless we have technical problems, it will not be necessary for you to turn in paper or email assignments to me.
**Blackboard Information…**

**Instructions for Posting Assignments**

All assignments may be found in the ASSIGNMENTS link.

Do not send any assignment to me via email. Instead, you will post your assignment directly on Blackboard. The computer will keep track of when the assignment is posted and you will be able to see that it is correctly located there. Only you and the instructor will be able to access your assignment.

**To access the assignments:**

1. Click on the ASSIGNMENTS link
2. Locate the assignment you want to see and click on “view/complete”
3. Click on the assignment files to open the assignment.

**To post your assignment:**

Remember, all assignments must be in Microsoft Word (.doc or .docx). Other formats such as Microsoft Works, Word Perfect, LotusWorks, Corel, Apple, Mac, etc. are not acceptable and will be returned. If you cannot convert your file to the accepted formats, it is suggested that you do your assignments at Carroll Community College since all of our computers have the accepted software.

1. Follow steps 1 and 2 above, but do not open the assignment file.
2. In the “your files” section of the screen, click the BROWSE button and locate the file on your computer which contains your assignment.
3. Click SAVE to save your work.
4. If the assignment requires you to attach more than one file, you may click on the ADD ANOTHER FILE button and repeat steps 2 and 3.
5. The SAVE button does not submit your work to the instructor for grading. It shows that the student is “in process” with the assignment.
6. Once you are ready to turn in your work for grading, put your name in the comments field along with any other comments you would like to pass on to the instructor (the computer system requires you to put something in the comments field) and click the SUBMIT button. You will get a message that says that your assignment has been successfully updated.
7. You should go back and check that your assignment posted successfully. Go back into the assignment and click on your files. If you can’t read them, I can’t either. The screen should show that your file is ready to be graded by the instructor.
8. If you post your assignment in error, or wish to make changes and re-post it before the due date, you must contact the Instructor to have the assignment deleted so that you can resubmit it.
**Blackboard Information…**

To access your grade and any comments posted by the instructor:

You have two options to view your assignment, to use the ASSIGNMENTS tab, or to view it from the grade book.

1. To view the assignment from the ASSIGNMENTS link go into the assignment and look at the “Feedback from Instructor” section. Your grade will be reflected there as well as any comments I may want to communicate to you. Additionally, your assignment, with my comments on it, will be attached under “Files from Instructor”. Clicking on this link will bring up your assignment with my comments in another color.

2. To view the assignment from the GRADEBOOK, click on VIEW GRADES. Click on the grade listed under the assignment and the same information as detailed in the ASSIGNMENTS link will be available to you.

Using Blackboard for assignments will eliminate having any get “lost in cyberspace” and, additionally, all information will be located in one place.