



## COURSE SYLLABUS HIT 201—INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY

**COURSE LENGTH AND CREDIT:** 40 clock hours, 3 credit hours

**PREREQUISITE:** Program Admission

**REQUIRED TEXTS:** (1) Textbook: *Health Information Management Technology: An Applied Approach*, Edited By Merida L. Johns, PhD, RHIA, 2007, 2<sup>nd</sup> ed., AHIMA (American Health Information Management Association). Please note that this textbook will be used for HIT 201, HIT 203, and HIT 210.

**REQUIRED SUPPLIES:** Folder, notebook paper, pencil/black pen.

**COURSE DESCRIPTION:** This course focuses on orienting the student to the health information profession. Students will be introduced to primary and secondary records systems, content and structure of health care data and data sets of patient data elements; structure of health care in the United States and an outline of its providers; structure and function of AHIMA; accrediting, licensing, certifying, and government participation in health care; complication of medical information throughout the patient's course of treatment in the health care facility.

**MAJOR COURSE COMPETENCIES:** Primary and secondary records systems, content and structure of health care data, data sets of patient data elements, structure of health care in the United States, structure and function of AHIMA, accrediting, licensing, certifying. Government participation in health care, compilation of medical information, and course of treatment in a health care facility.

### **COURSE OUTLINE:**

Chapter 1—Introduction

Chapter 2—Functions of the Health Record

Chapter 3—Content and Structure of the Health Record

Chapter 14—Ethical Issues in Health Information Technology

Chapter 15—Legal Issues in Health Information Technology

**COURSE OBJECTIVES:** Upon completion of this course, student will:

- Understand the development of the health information management profession from its beginnings in 1928 until the present.
- Understand how professional practice must evolve to accommodate changes in the healthcare environment.
- Understand the responsibilities of healthcare professionals.
- Become familiar with the purpose and structure of the American Health Information Management Association.
- Understand the certification processes of the American Health Information Management Association.
- Define the term health record.
- Understand the various uses of the health record.
- Identify the different users of the health record and its importance to each user.
- Describe the functions of the health record.
- Describe the components of health record data quality.
- Understand the patient's right to privacy and the requirements for maintaining the confidentiality of patient-identifiable health information.
- Recognize the importance of information security.
- Identify the roles and responsibilities of health information management professionals in the development and maintenance of health record systems.
- Understand the content of health records in various healthcare settings.
- Understand the different formats used in healthcare organizations to store health records.
- Recognize the documentation requirements of accreditation organizations and state and federal governmental agencies.
- Understand the advantages of computer-based health records over paper-based health records.
- Identify the major ethical principles that guide health information management decision making.
- Identify professional values and obligations inherent in the Code of Ethics, including those important to patients, the healthcare team, employers, the public, peers, colleagues, and professional associations.
- Understand how the steps in an ethical decision-making process are used to resolve ethical issues.
- Recognize some of the core ethical problems, including those related to the release of health information and coding.
- Become familiar with the legal issues pertaining to the confidentiality aspect of health information management.
- Understand the role of regulatory agencies, statutory and regulatory law, and public health reporting requirements with regard to the use and disclosure of health information.
- Identify issues related to ownership and control of the health record.

- Discuss HIPAA privacy standards and rules with regard to health information use and disclosure.
- Understand policies and procedures with regard to health information use and disclosure.

**STUDENT REQUIREMENTS:** *Students are expected to submit all work (daily work as assigned, research assignment, chapter tests, and final exam) on the dates scheduled by the instructor. Students will receive grades of "0" for any assignment/test that is not submitted by the due date outlined on the calendar unless prior arrangements have been made with the instructor.* Students will be provided specific guidelines to follow for all assignments. **Failure to complete ALL of the required work will result in the student receiving a final course grade of "F."** Students are responsible for policies and procedures included in the HGTC *Catalog and Student Handbook*. **Students must maintain a minimum grade of "C" in this course as it is a prerequisite for other classes in the HIT curriculum.**

<b>FINAL CLASS AVERAGE</b>		<b>GRADING SCALE</b>	
Chapter Exams	50%	A	(90-100)
Daily Grades	17%	B	(80-89)
Final Exam	30%	C	(70-79)
Internet Project	3%	D	(60-69)
		F	(0-59)

**TCSG GUARANTEE/WARRANTY STATEMENT:**

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**GRADING:**

**All assignments are due by the class period on the date indicated by the class calendar. Any assignment/test not turned in by due date will result in a grade of "0" on each assignment/test due.**

Chapter Exams: All exams are given one time, and all grades averaged together. A calendar will be provided indicating the day each exam will be taken. For each exam a student does not take by the end of class on assigned day, a grade of zero will be issued. Please note that sharing of information regarding exam content is considered cheating and will be subject to the school's Honesty Policy.

Once a test has been given to an individual, the student cannot leave the classroom and later return to finish the test. If a student leaves the classroom before the test is complete, the test will be taken up by instructor and graded as complete.

Daily Grades: Students will complete the review quiz in workbook for each chapter. This activity is to be done by each student independently (with no help from other students or instructor). One daily grade will be assigned for each chapter's Review Quiz

Final Exam: Each student will complete a comprehensive final exam on the date indicated on class calendar.

Interactive Project: Each student will complete an interactive project utilizing the Internet. The class calendar indicates the deadline for completing the project.

**WITHDRAWING FROM CLASS:** Students needing to withdraw from class should contact their instructor or program advisor.

**WORK ETHICS:** Instruction in the development of good work habits (work ethics) which aid in job retention and advancement is included in this course. This instruction will include weekly activities on a topic related to work ethics. Included are behaviors such as arriving for classes or meetings on time; completing work satisfactorily and on time; responding positively to supervision; following directions correctly; adhering to policies/regulations; using tools and resources properly; observing safety provisions; and working effectively as part of a team. A student is given a work ethics grade each quarter in addition to the academic grade for a course.

**ATTENDANCE POLICY:** Class attendance is required for successful completion of the course. Absences in excess of 10% of scheduled class periods will subject the student to dismissal. Refer to HGTC *Catalog and Student Handbook* for explanation of the attendance policy. It is the student's responsibility to obtain notes, handouts, etc. should a class be missed and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor **prior** to class if they must be absent. To contact an adjunct instructor, call 275-6589 and leave a message.

Students who are sleeping during class will be counted absent, as they are not mentally present.

**ACADEMIC DISHONESTY:** *All forms of academic dishonesty, including but not limited to cheating on tests/daily work and falsification of information, will call for discipline.*

**INTERNET USAGE:** Unless a student is working on the interactive project, no student should be using the Internet during designated class time.

**INSTRUCTIONAL TECHNIQUES:** The majority of instruction will be lecture-based. However, some individualized and group assignments will be given.

**SPECIAL SERVICES:** Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator or can consult with the Special Needs Facilitator in the W.R. Stewart Building on behalf of the student. To ensure that students have every opportunity to succeed in their studies, other services such as tutoring and study skills are available. Students interested in these services should talk to the instructor or department chairperson.

**Equal Opportunity Institution:** As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Please contact Cecile Miller, Director of Career Services, 560 Pinehill Road, Dublin, GA 31021, 478-274-7643 or Francine Shuman at [fshuman@tcsg.edu](mailto:fshuman@tcsg.edu) for clarification.