



## COURSE SYLLABUS HIT 210—COMPUTERS IN HEALTH CARE

**COURSE LENGTH AND CREDIT:** 50 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, 2<sup>nd</sup> ed., AHIMA (American Health Information Management Association). Please note that this book will be used for HIT 201, HIT 203, and HIT 210.

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

**COURSE DESCRIPTION:** Topics include working with vendors, hardware and software components for medical record applications, methods of controlling privacy, accuracy, and security of health information data in computer systems.

**MAJOR COURSE COMPETENCIES:** Healthcare data management; health data structure, content and standards; information technology systems; information and communication technologies; data, information, and files structures; data storage and retrieval; and data security.

### **COURSE OUTLINE:**

Chapter 4—Electronic Health Records  
Chapter 8—Health Information Technology Functions  
Chapter 16—Fundamentals of Information Systems  
Chapter 17—Introduction to Healthcare Information Systems  
Chapter 18—Information Systems for Managerial and Clinical Support  
Chapter 19—Information Security

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

- Discuss the concept and evolution of the electronic health record (EHR).
- Identify and define terms associated with EHRs.
- Relate the various initiatives local, regional, and national adoption of EHR and health information technology (HIT).
- Describe the current state of EHR adoption and the technologies that help transition to the EHR.
- Discuss EHR challenges and the supporting roles of health information management professionals in addressing them, especially with respect to privacy, security and legal aspects.
- Describe the planning and implementation aspects of EHRs.
- State examples of EHR systems as they may be implemented in various types of care setting.
- Identify the typical functions performed by the health information management (HIM) department.
- Discuss different operational techniques for managing traditional HIM functions.
- Identify techniques used in the storage and maintenance of health records.
- Describe the interrelationship between the HIM department and other key departments within the healthcare organization.
- Describe the purpose, development and maintenance of registries and indexes such as the master patient index, disease index, and operation indexes.
- Discuss the functions and responsibilities of common HIM support services, including cancer and trauma registries, birth certificate completion, and statistical and research services.
- List several techniques used in the management of the HIM department, such as policy and procedure development and the budgeting process.
- Discuss the three major functions of an information system
- Identify the three components of information technology.
- Describe the major types of information systems and give an example of each
- Describe the steps in the systems development life cycle.
- Compare the functions of systems analysis with the functions of system design.
- Identify the three main types of system software and provide an example of each.
- Discuss the major types of databases.
- List the functions of a communications system's components.
- Compare and contrast local-area networks, wide-area networks, intranets, extranets, and the Internet.
- Discuss the policies that must be incorporated into the use of an information system.
- Identify four criteria used to evaluate an information system.
- Use the Internet to conduct research on health-related topics.
- Describe the evolution of information systems in healthcare.
- Identify the major types of information system applications used in healthcare organizations.

- Discuss the importance of strategic information systems planning to a healthcare organization.
- Describe the systems development process and its role in planning, selection, implementation, and evaluation of healthcare information systems.
- Identify the key elements needed to manage information resources effectively.
- Discuss emerging trends affecting the development of healthcare information systems.
- Discuss the role of the health information technician in information systems planning and development.
- Differentiate among strategic, tactical, and operational decision making.
- Discuss the difference between structured and unstructured decisions.
- Identify the types of information needed by different healthcare organization decision makers.
- Define and give an example of a management information system.
- Define and give an example of a decision support system.
- Define and give an example of an executive information system.
- Identify types of information technologies that can be used to support the physician-patient relationship and decision making.
- Discuss the differences among the terms confidentiality, privacy, and security.
- Describe the elements of a data security program.
- Identify the greatest threats to the security of health information.
- Discuss methods for minimizing threats to data security.
- Describe the primary components of the security provisions of the Health Insurance Portability and Accountability Act.
- Discuss the roles and responsibilities of health information technicians with regard to data security.

**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. A daily grade will also be assigned for the computer simulation.

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

To leave a message for instructor regarding absences, call 275-6589. Ask for message to be put in instructor's mailtray.

**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:** Heart of Georgia Technical College, (HGTC), does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and other college-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I-financed programs. It also encompasses the employment of personnel and contracting for goods and services. HGTC shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the Workforce Investment Act of 1998, and O.C.G.A. § 45-19-21 and other related state statutes.

The following individuals are the designated employees responsible for coordinating the College's efforts to implement this non-discriminatory policy and are located at 560 Pinehill Road, Dublin, GA 31021.

Title II (II-8.500) Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973:

- Designee for Students: Special Needs Facilitator, (478) 274-7652
- Designee for Employees: Human Resources Specialist, (478) 274-7934

Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964:

- Designee for Students: Director of Career Services, (478) 274-7643
- Designee for Employees: Human Resources Specialist, (478) 274-7934