



Walters State Community College Course Syllabus

Course Information

Course Number and Name: HIMT 1301 Intro to Health Info Mgmt

Section ID: 80485.202380

Semester and Year: Fall 2023

Credit Hours: 3

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: WEB - Web Classes

Catalog Course Description: This course is designed to introduce students to the principles of Health Information Management. The development, content and management of the medical record will be explored as well as a basic overview of the healthcare delivery system. Emphasis is placed on hospital and medical staff organization; stakeholders of the U.S. Healthcare System; healthcare delivery forces; policy and organizational strategies; patient record content; procedures in filing, numbering, and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic health record.

Meeting Details: TBD

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Eva Davis, MHA, RHIT

Office Location: TECH 106L (Morristown Campus)

Office Hours: Office hours by appointment Monday - Thursday

Office Phone: 423-318-2364

Email: Eva.Davis@ws.edu

Supervisor Name: Gail Winkler, MHIIM, RHIA

Supervisor Phone: 423-585-6990

Secretary Phone: 423-585-6981

Required Textbook(s) and Materials

*image
not
available*

Health Information Management Technology An Applied Approach

Authors: Nanette Sayles; Leslie Gordon

Publisher: AHIMA Press

Edition: 6th Edition

Additional Information

NOTE: This book can be purchased at a discount from AHIMA with your AHIMA Student Membership. Do not sell this book as it will be used in other classes in the HIM Program.

Supplemental or Optional Materials

Supplementary or Optional Materials, Hardware and Software Requirements	<ul style="list-style-type: none">• HIM Student Handbook 2023-2024 (uploaded in the Getting Started Module)• Online course management software otherwise known as eLearn (D2L) requires either Internet explorer 8.0 or 9.0, Mozilla Firefox 25.0 or higher, or Chrome 30.0 or higher as the interface. You can use earlier versions but some features will not be available and you will most likely get errors.
Prerequisite Knowledge/competencies required for course	Students must be able to create Microsoft Word documents and/or save files to Rich Text Format (RFT); and use Internet and computer to navigate course content.
Suggested apps for this course, list the apps and the platform	None
General Education Course Designation	None

Student Learning Outcomes/Objectives

- COURSE OUTCOMES

Student Learning Outcomes:

Students will be able to:

1. Discuss the development of the health information management profession.
2. Describe the functions and various uses of the health record and describe medical record storage, control and retention.
3. Recognize the documentation requirement of accreditation organizations and state and federal agencies.
4. Describe their knowledge of the medical record, its uses, content and requirements and structure.

Course Objectives:

Students will be able to:

1. Evaluate and report data on incomplete medical records and timeliness of record completion assignments at a minimum of 75% accuracy.
2. Demonstrate understanding of documentation requirements of the Joint Commission, state, and other regulatory agencies with a 75% accuracy rate.
3. Demonstrate knowledge of data elements for institution-wide data collection at a minimum of 75% accuracy.
4. Maintain the integrity of the master patient index at a minimum of 75% accuracy.
5. Describe the process of forms and screen design and be able to coordinate the creation of a form for another department at a minimum of 75% accuracy.
6. Explain the difference between primary and secondary records at a minimum of 75% accuracy.
7. Analyze and define the organization of healthcare delivery systems at a minimum of 75% accuracy.
8. Evaluate accreditation, licensing, and governmental regulations of release/retention of patient records at a minimum of 75% accuracy.
9. Interpret regulations and standards established by licensure and regulatory agencies at a minimum of 75% accuracy.
10. Understand the evolution of the electronic health record (EHR), describe the current state of EHR adoption, and technologies that help to transition to the EHR, discuss EHR challenges and the supporting roles of health information management professionals at a minimum of 75% accuracy.

11. Describe confidentiality laws, HIPAA privacy standards, retention guidelines, and identify methods to maintain record storage at a minimum of 75% accuracy.
12. Differentiate ethical conduct and professional behavior of AHIMA's Code of Ethics at a minimum of 75% accuracy.
13. Complete HIPAA training at 100%.

AHIMA Entry Level Competencies for Health Information Management (HIM) Associate Degree Level

- Domain I.2. Apply policies, regulations, and standards to the management of information (Bloom's Level 3)
- Domain I.4. Determine compliance of health record content within the health organization (Bloom's Level 5)
- Domain I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures (Bloom's Level 2)
- Domain V.4. Identify the impact of policy on health care (Bloom's Level 3)
- Domain VI.7. Assess ethical standards of practice (Bloom's Level 5)

Instructional Approach and Methods

Instructional and Evaluation Methods:

1. Online lectures/PowerPoints
2. Online homework
3. Online Quizzes/Tests
4. Online Discussions
5. Online projects/assignments

Assessment, Evaluation and Testing Procedures

Testing Procedures:

1. Online tests which are timed

Assessment of Points by Type

Type of Assessment	Number	Value	Possible Points
Discussions	13	7.7	100
Tests	3	50	150
Final Exam	1	100	100
Homework	13	20.84	270
Reports	1	50	50
Assignments	11	Varies	410
Total Points			1030

Grading Scale

A	948 -1030 points
B	876 - 947 points
C	773 - 875 points
D	721 - 772 points
F	720 or less points

Assignments

Class Schedule

eLearn Module/ Due Date Thursday	Reading Assignment - Health Information Management Technology: An Applied Approach	Homework/Assignments/Projects/ Reports/Tests
8/21/23 - 8/24/23	1. Review Syllabus/Class Schedule 2. Explore American Health Information Management web site - https://ahima.org/	Order Textbook
1 8/31/23	Chapter 1 - Health Information Management Profession	Homework 1 Discussion 1
2 9/07/23	Chapter 2 - Healthcare Delivery Systems	Homework 2 Discussion 2 Qualitative Analysis Assignment

		Healthcare Policy Assignment
3 9/14/23	Chapter 3 - Health Information Functions, Purpose, and Users	Homework 3 Discussion 3 Real World Case 2.1 Assignment
4 9/21/23	Chapter 4 - Health Record Content & Documentation	Homework 4 Discussion 4 Chart Analysis Assignment Complete Health Record Assignment First 50 Point Test (Ch. 1, 2, 3, 4)
5 9/28/23	Chapter 5 - Clinical Terminologies, Classification and Code Systems	Homework 5 Discussion 5 Analysis of Documentation Assignment
6 10/05/23	Chapter 6 - Data Management	Homework 6 Discussion 6 Cancer Registry Assignment
7 10/12/23	Chapter 7 - Secondary Data Sources	Homework 7 Discussion 7 Identify Health Records Assignment
8 10/19/23	Chapter 8 - Health Law	Homework 8 Discussion 8 Healthcare Delivery Systems Assignment Second 50 Point Test (Ch 5,6,7,8)
9 10/26/23	Chapter 9 - Data Privacy & Confidentiality	Homework 9 Discussion 9 HIPAA Assignment
10 11/02/23	Chapter 10 - Data Security	Homework 10 Discussion 10
11 11/09/23	Chapter 12 - Healthcare Information	Homework 11 Discussion 11
12 11/16/23	Chapter 15 - Revenue Management & Reimbursement Chapter 16 - Fraud & Abuse Compliance	Homework 12 Discussion 12 Third 50 Point Test (Ch 9,10,12,15,16)
11/23/23	Happy Thanksgiving - No Class	
13	Chapter 17 - Leadership	(This module opens early and ends

11/30/23	Chapter 21 - Ethical Issues in Health Information Management	11:59 pm 4/28/23) Homework 13 Discussion 13 Ethics Assignment
14 12/07/23	Final Exam	Final Exam

Class Participation

Class Participation:

- Orientation Video must be watched in its entirety before students are marked as attending first day of class for this course. Students must also complete the Orientation Quiz before you will be marked as attending first day of class.
- Quizzes/Tests/Homework due on the due date
- Due dates for quiz/test/homework is listed on class schedule
- Assignments, reading and study activities must be completed to prepare you to take quizzes and tests
- Correct formatting for typewritten assignments (1 point per assignment will be deducted for incorrect formatting).
 1. Type your name at the beginning of each assignment
 2. List the title of the assignment
 3. Correctly number the items in the assignment
 4. Submit homework in a word file in the correct dropbox
 5. Name your word file to appropriately match assignment (so you submit the correct assignment) Example: module2HW.jones. Put your name in the file name.
 6. Save word file in Microsoft Word or in Rich Text Format (if assignment is not saved in Microsoft Word or Rich Text Format and cannot be opened or read points per assignment will be deducted)
- Remember to click “save” for each question when taking a quiz or test
- Tests/quizzes will not be reset for you because you forgot to save answers
- Career Development Quizzes are to be completed after studying the assigned chapter(s).
- Quizzes and exams marked as practice do not count toward final grade but are available all semester long for unlimited number of attempts to help you study.
- Orientation Quiz does not count toward final grade.

Punctuality

Being punctual and attending class in an online environment is just as important as being punctual and attending class in person. Online absences will hurt your grade just as an absence for a physical class will hurt your grade.

Course and Class Policies/Procedures

Other Requirements:

Cheating is construed as attempting to deceive or mislead which includes, but is not limited to:

1. Utilizing old tests, lab reports, or projects, notes or written papers, etc.
2. Copying and pasting someone else's homework into your file and putting your name on their work
3. Providing information to a fellow student during an exam
4. Procuring information in an unacceptable manner during an exam (crib-sheet, verbal exchange, looking at another person's paper, utilizing headphones, using your textbook when the quiz/test is not an open book test/quiz, etc.)
5. Consulting with a classmate or anyone else when taking a computerized test
6. Disregarding other specific policies and procedures outlined for a particular class

Program Specific Policies:

- Quizzes/Tests – students have 7 calendar days from the due date to complete a quiz or test if not completed on the due date (If quiz or test is not completed within that time period, student will receive a score of zero (0) for that quiz or test.)
- Homework/Projects - students have until 11:59 pm the next module date after an assignment is due to submit homework/projects if not submitted on the due date or receive a zero (0) for the assignment.
- If you do not complete an assignment/quiz/test when it is due or by the end of the availability period for the assignment/quiz/test to not ask the instructor to reset the assignment unless there are extenuating circumstances. Extenuating circumstances include illness or death in the

family. You will be requested to provide a doctor's statement for illness and obituary in case of a death in the family.

- Forgetting an assignment/quiz/test or "not paying attention" to dates are not extenuating circumstances.
- Discussion points will be granted if you participate in the Discussion board anytime during the week of class. You must give an opinion or statement, not just "I agree". Your statement must contain either opinions, facts, or pose additional questions and exhibit critical thinking skills. Yes and no answers without rationale will be given zero (0) points.
- Students are responsible for reading emails in a timely manner and using email etiquette at all times. Capitalization, punctuation, subject lines, greeting and signature are required. Courtesy is to be used at all times.
- A sequenced list of all assignments with due dates will be posted in the class schedule.

Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	Office hours are available by appointment Monday - Thursday. During the week, I will respond to email questions within 48 hours. I will not respond to questions during weekends. Students will be notified by email should I not be available to meet the stated response time. Students will be notified of any syllabus/schedule changes by email. Manually graded assignments will be graded within two weeks of ending availability of assignment. Electronically graded assignments will be released for viewing after the end of availability for the assignment.
Library Information	Students can access the library online at WSCC Library (opens in new window) . Online databases, e-books, reference librarian, card catalog, periodicals, and e-resources can all be accessed through the web site as well as in person.
Technical Support	For help with your Walters State account and elearn issues you can contact the Helpdesk at 423-318-2742 or email helpdesk@ws.edu
Web Addresses/Resources	American Health Information Management

	<p>Association https://ahima.org/(opens in new window)</p> <p>Knoxville Area Health Information Management Association (KAHIMA) https://www.thima.org/local-associations/knoxville-kahima/</p> <p>Tennessee Health Information Management Association (THIMA) https://www.thima.org/AHIMA Career Map</p> <p>https://my.ahima.org/careermap</p>
Guidelines for Communication: Email, Discussion Posts, Chat	<p>Emails should always include a subject line. Use correct grammar, punctuation and spelling in emails as in a letter or memo. Use standard fonts that are easy to read. These rules apply to discussions as well.</p>

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
 - a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.

- d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
 - e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.
 - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
 - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://ws.edu/academics/humanities/writing-lab)
ws.edu/academics/humanities/writing-lab

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://ws.edu/academics/mathematics/learning-lab)
ws.edu/academics/mathematics/learning-lab

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://helpdesk.ws.edu)
helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://ws.edu/student-services/disability/)
ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog.\(opens in new window\)](#)
catalog.ws.edu/

[Walters State Timetable of Classes \(opens in new window\)](#)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](https://www.waltersstate.edu/home/)
[ws.edu/home/](https://www.waltersstate.edu/home/)

[Walters State Facebook page \(opens in new window\)](https://www.facebook.com/WaltersState/)
<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](https://twitter.com/waltersstate)
<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](https://www.waltersstate.edu/set/)
[ws.edu/set/](https://www.waltersstate.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#).