

HADM 4402 Health Information Management [Term]

Course Instructor:

[Instructor Name]

[Institution name]

[Institution address]

Phone number: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

E-mail address: xxxxxxxxxx@xxxxx.edu

Office hours:

Xxxday, X:00 am/pm - X:00 am/pm

During office hours you can contact me via GoVIEW Email or Instant Messages tool. You can also reach me during office hours at the phone number provided to the left.

NOTICE: Please use the internal course e-mail for general correspondence. I provide my external e-mail address for emergencies only. I cannot answer questions, accept assignments, or discuss grades via external e-mail so please use it for emergencies only.

Response Time: Unless you are notified otherwise, I will work to respond to all student questions and emails within 24 hours during the week and 48 hours during the weekend.

Attendance Verification

IMPORTANT- In order to confirm your attendance and participation in this course, you must complete the Mandatory Attendance Quiz AND the Introductions discussion activity before the participation deadline. Please note that failure to complete these activities may result in you being removed from the course.

Participation dates for the term can be found in the News widget on your course homepage or at the following URL: <https://emajor.usg.edu/about/academic-calendar/index.php>. BOTH of these activities are required and can be found within the Course Content's Start Here folder.

Course Description

A study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and register, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems.

Prerequisites:

- None

Course Objectives:

The focus of this course is to gain a functional understanding of the health information management concepts being used today by health professionals. This course should enable students to:

- Gain an understanding of the characteristics of health care delivery and settings in the United States.
- Become familiar with patient records, including documentation issues, numbering and filing systems, record storage, circulations methods and the electronic health record.
- Gain knowledge of the legal aspects of health information, along with coding and reimbursement issues.
- Introduce health information management concepts, common to health professionals
- Describe characteristics of health care delivery and settings in the United States
- Delineate career opportunities for health information management professionals.
- Describe types of patient records, including documentation issues associated with each.
- Describe numbering and filing systems and record storage and circulation methods.
- Explain indexes, registers, and health data collection.
- Introduce legal aspects of health information management.

Course Philosophy:

Managing health information is an important function of health professionals, and accurate management has become more exacting due to changing federal regulations. Health professionals require in-depth instruction in all aspects of health information management, including health care delivery systems, health information management professions, health care settings, and the patient record

including the electronic health record. This course is designed to give an overview of these regulations and procedures to provide the successful student with the tools necessary to utilize the most up-to-date methods of health data collection and storage.

Required Text, Software, and Additional Materials

| | |
|----------------------------------|--|
| Title: | <i>Today's Health Information Management, An Integrated Approach</i> |
| Author(s): | Dana C. McWay |
| Publisher: | Cengage/Delmar |
| Edition/Year: | 2nd/2014 |
| ISBN: | ISBN: 9781133592471 |
| Type (Required/Optional): | Required |

Bookstore:

The eMajor textbook listing and eMajor bookstore information can be found here: <https://emajor.usg.edu/degrees/textbooks.php>. Your home institution's bookstore may or may not carry your eMajor textbook. Please consult with the bookstore for special order options. You may also visit your preferred textbook provider or other vendor, such as Amazon.com, to order your eMajor textbook(s).

Materials and Resources:

XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXX XXXXX XXXXXXXXXXXXXXX

Student Services

Technical Assistance:

Having a correctly configured computer will help ensure your success in eMajor. Check the information at <https://emajor.usg.edu/future-students/technical-requirements.php> to be sure that your computer meets all the necessary technical requirements for hardware and software. Links to the plug-ins (special free software) that you will need are provided.

For technical assistance contact the 24/hour helpline at <https://d2lhelp.view.usg.edu/> (scroll down to the Student Support area).

In addition, please contact the eMajor Helpdesk Monday through Friday, 8:00AM – 5:00PM at 678-839-6400 or Toll Free 1-855-9EMAJOR (1-855-936-2567).

Tutoring:

Smarthinking is an online tutoring resource for eMajor students available 24/7. Smarthinking provides tutoring in a variety of subjects including writing assistance, essay review, mathematics, and IT support for Microsoft Office. For login instructions, please refer to the [Smarthinking](#) page under Course Resources or access the following URL for additional Smarthinking technical support information: <https://emajor.usg.edu/current-students/student-guide/instructional-support#smarthinking-online-tutoring>.

On-Campus Tutoring is available to all eMajor students at their home institution. Contact the eMajor Liaison at your home institution to learn more about specific tutoring services available to you: <https://emajor.usg.edu/about/institutions/index.php>.

Accessibility Services:

If you are a student who is disabled as defined under the Americans with Disabilities Act and requires assistance or support services, you must notify your instructor prior to attempting any activities or assessments in this course. In order to receive special accommodations, students must provide documentation from the accessibility services office at their affiliate/home institution or from the Regents Center for Learning Disorders.

Please contact the [eMajor Liaison](#) at your institution for additional information regarding the office of accessibility services on your campus, if needed. If you are unsuccessful in contacting the accessibility services office at your home campus for any reason, then you should contact the eMajor Administration at 678-839-6400 and/or send an email to emajor@westga.edu for further assistance. Please note that email communication is not secure and confidentiality cannot be assured if you elect to communicate via email.

Refer to the [eMajor Student Guide](#) for more information.

Course Format and Requirements

Teaching Philosophy:

XXXXXXXXXXXXXXXXXXXX

Course Requirements (Instructional Methods):

1. XXXXXX
2. XXXXXX
3. XXXXXX

Course Schedule:

NOTE: Schedule is tentative and may be subject to change.

| DATE | READING ASSIGNMENTS | ACTIVITIES - What's Due? |
|---------------------------------|--|--|
| SYLLABUS AND START ITEMS | <ul style="list-style-type: none"> • Online course syllabus | <ul style="list-style-type: none"> • Mandatory Attendance Quiz • Introduction Discussion |
| MODULE 1 x/x - x/x | <p>Health Care Delivery in the United States</p> <ul style="list-style-type: none"> • Lecture, glossary, and web links provided in Module 1 • Chapter 1: Health Care Delivery Systems • Chapter 2: The Health Information Management Profession • Video: What is Health Information Management (Health Informatics) | <ul style="list-style-type: none"> • Module 1 Discussion (required) |
| MODULE 2 x/x - x/x | <p>Ethics in Healthcare</p> <ul style="list-style-type: none"> • Lecture, glossary, and web links provided in Module 2 • Chapter 3: Legal Issues • Chapter 4: Ethical Standards | <ul style="list-style-type: none"> • Module 2 Discussion (required) • Module 2: Individual Project 1 |

| | | |
|------------------------------|--|--|
| | <ul style="list-style-type: none"> • Video: Understanding the HITECH Act • Video: Information Security Systems | |
| MODULE 3 x/x - x/x | Personal Health Records <ul style="list-style-type: none"> • Lecture, glossary, and web links provided in Module 3 • Chapter 5: Health Care Data Content and Structures • Video: Joel Selanikio - The surprising seeds of a big-data revolution in healthcare • Video: Medical Coding-What is it? • Career Spotlight - Medical Billing & Coding • Career Spotlight - Healthcare Management | <ul style="list-style-type: none"> • Module 3 Discussion (required) |
| MODULE 4 x/x - x/x | Healthcare Statistics <ul style="list-style-type: none"> • Lecture, glossary, and web links provided in Module 4 • Chapter 7: Quality Health Care Management • Chapter 8: Health Statistics • Video: Hans Rosling's 200 Countries, 200 Years, 4 Minutes - The Joy of Stats - BBC Four • Video: The Dispatch - Bureau of Epidemiology and Public Health Informatics Vital Statistics | <ul style="list-style-type: none"> • Module 4: Research Project 1 |
| MODULE 5 x/x - x/x | Meaningful Use Information <ul style="list-style-type: none"> • Lecture, glossary, and web links provided in Module 5 • Chapter 10: Database Management • (Optional) Chapter 11: Information Systems and Technology • Chapter 12: Informatics • Video: HIPAA Training • Video: Meaningful Use - What you need to know at every stage from HIMSS | <ul style="list-style-type: none"> • Module 5: Individual Project 2 |
| MODULE 6 x/x - x/x | Motivation in the Work Place <ul style="list-style-type: none"> • Lecture, glossary, and web links provided in Module 6 • Chapter 13: Management Organization • Video: Want to Motivate People? Get Them Out of Maslow's Basement | <ul style="list-style-type: none"> • Module 6: Research Project 2 |
| MODULE 7 x/x - x/x | Healthcare Finance <ul style="list-style-type: none"> • Lecture, glossary, and web links provided in Module 7 • Chapter 15: Financial Management | <ul style="list-style-type: none"> • Module 7 Discussion (required) |

| | | |
|----------------------------------|---|--|
| MODULE 8 x/x - x/x | Healthcare Revenue <ul style="list-style-type: none"> Lecture, glossary, and web links provided in Module 8 Chapter 16: Reimbursement Methodologies | <ul style="list-style-type: none"> Module 8 Discussion (required) |
|----------------------------------|---|--|

Grading and Standards

Grade Breakdown:

| GRADED ACTIVITY | WEIGHT | BRIEF DESCRIPTION |
|--------------------------------|--------|---|
| Discussions (5) | 30% | Students will complete 5 graded discussions throughout this course. Prompts for each discussion are housed within each module and the Discussions tool. Each discussion is worth 100 points. |
| Research Projects (2) | 40% | Students will complete 2 research projects throughout this course. Prompts for each project are housed within their corresponding module and the Assignments tool. Each Research Project is worth 100 points. |
| Individual Projects (2) | 30% | Students will complete 2 individual projects throughout this course. Prompts for each project are housed within their corresponding module and the Assignments tool. Each Individual Project is worth 100 points. |

Grade Scale:

Grades are based on student performance and capability. Simply turning in all the assignments does not guarantee that the student will receive a "good grade." To receive a higher grade, a student must demonstrate proficiency in the material. For different students, gaining that proficiency requires different levels of work, because not all students walk into the class with the same aptitude for the course content. The standards for the respective grades are as follows:

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

The Grade of "I" (Incomplete): The grade of "I" is given only to students whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of illness or other extenuating circumstances beyond their control. The instructor retains the right to make the final decision on granting a student's request for an "I".

Expectations and Standards:

A – To achieve this grade the student must display superior performance in his/her course work. This includes demonstrating the ability to process and comprehend complex ideas, and to be able to convey those ideas to others in a clear, intelligent manner. An "A" student will go beyond simple requirements and seek to excel in his/her preparation for and presentation of assigned work. He/she will demonstrate excellence in communication skills and the ability to contextualize material.

B – To achieve this grade the student needs to display above average performance in his/her course work, including demonstrating the ability to process and comprehend complex ideas, while being able to convey those ideas in a clear, intelligent manner. A "B" student will also go beyond minimum requirements in terms of preparation and presentation of assigned work. He/she will demonstrate above average communication skills and ability to contextualize material.

C – For this grade the student must meet the minimum requirements for the course, displaying adequate performance in his/her course work, and adequately demonstrate the ability to comprehend complex ideas, while also being able to convey those ideas in a like manner. A "C" student demonstrates competence in terms of preparation and presentation of assigned work. He/she will demonstrate adequate communication skills and ability to contextualize materials.

D – A student receiving this grade is performing below the minimum requirements for the course. This could include failure to complete or turn in assignments on a timely basis, or failure to adequately demonstrate the ability to comprehend or convey complex ideas. A "D" student performs below the average in terms of preparation and presentation of assigned work. He/she may not be demonstrating adequate communication skills or ability to contextualize materials.

F – A student receiving this grade has failed to meet the requirements of the course, including failure to complete or turn in assignments, or failure to demonstrate ability to comprehend or convey complex ideas. An "F" student has not performed in a manner satisfactory to the standards of the class.

Grade Turnaround:

All assignments and assessments will be graded within one week's time. Your instructor will provide comments along with grades as necessary for feedback.

Attendance and Late Policy

"Attendance" and participation are required. You will be expected to participate in ongoing discussions of the lesson topics and to interact with other students and your instructor regularly. If for any reason you are unable to participate by the due dates listed in the course Calendar it is your responsibility to inform your instructor. Be sure to read and observe the procedures below.

In the online environment, problems associated with power outages, networks being down, and ISP troubles inevitably result in legitimate reasons for delays, however, you should still be prepared to deliver your work by the stated deadlines. If you have a problem, let your instructor know as soon as possible. Your instructor will determine if the seriousness of your problem warrants turning in an assignment late without penalty.

Time Commitment:

Taking an online course is not easier or faster. On the contrary, it will take as much time as taking a face-to-face class or more. If you normally go to class 3 hours per week per course, you will need to devote that same amount of time to your online course. In addition to online time, you should spend time studying and working with course materials several hours per week offline. It will be helpful to set aside regular study time when you can work uninterrupted. Offline time could be spent in composing messages to post online, reading, studying, and working homework problems.

The amount of time it will take you to complete the work for this course will depend on many factors, which will vary with each individual. As a general rule, in this course you will be expected to:

- Log in regularly to check messages from your instructor and other students.
- Check the Calendar for announcements from your instructor.
- Study, read online materials, and work all assigned problems for each lesson.
- Contribute to discussions and group projects in thoughtful and substantive ways.
- Complete all course work and assignments in the time allowed.

Late Policy:

Late Assignments: xxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxx

Late Quizzes/Exams: xxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxx

Late Discussions: xxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxx

Late XXXXXXX: xxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxx

Academic Misconduct

Acknowledgment is hereby given to Georgia State University on whose policy this is based.

As members of the academic community, all students are expected to recognize and uphold standards of intellectual and academic integrity. The University System of Georgia assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. In addition, students are encouraged to discuss freely with faculty, academic advisers, and other members of the academic community any questions pertaining to the provisions of this policy.

Consult your **eMajor Student Success Guide** at <https://emajor.usg.edu/current-students/student-guide/> for further details on the **eMajor Academic Honesty Policy**.

Definitions and Examples

The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged.

- Plagiarism
- Cheating on examinations
- Unauthorized Collaboration
- Falsification
- Multiple Submissions
- Evidence and Burden of Proof

The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs. However, there may be unusual cases that fall outside these conditions that also will be judged unacceptable by the academic community.

Plagiarism

NOTE: Plagiarism detection systems are often used by eMajor faculty members. For example, see the [Turnitin Student Quick Start Guide](#). Faculty are also advised to report violations to the eMajor Administrative offices for investigation.

Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else.

The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the instructor. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism.

Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the instructor. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Examinations

Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, "crib sheets," websites, electronic documents or notes, and computer programs during an examination (unless specifically approved by the instructor), or sharing information with another student during an examination (unless specifically approved by the instructor). Other examples include intentionally allowing another student to view one's own examination and forbidden collaboration before or after an examination.

Unauthorized Collaboration

Submission for academic credit of a work product, developed in substantial collaboration with other person or source but represented as one's own effort, is unauthorized. Seeking and providing such assistance is a violation of academic honesty. However collaborative work specifically authorized by an instructor is allowed.

Falsification

It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding. Some examples of falsification are:

- false or misleading citation of sources
- the falsification of the results of experiments or of computer data
- false or misleading information in an academic context in order to gain an unfair advantage.

Multiple Submissions

It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, or required. However, the student is responsible for indicating in writing, that the current work submitted for credit is cumulative in nature.

Evidence and Burden of Proof

In determining whether or not academic dishonesty has occurred, guilt must be proven by a preponderance of the evidence. This means that if the evidence that academic dishonesty occurred produces a stronger impression and is more convincing compared to opposing evidence, then academic dishonesty has been proven. In other words, the evidence does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Evidence as used in this statement can be any observation, admission, statement, or document that would either directly or circumstantially indicate that academic dishonesty has occurred. Electronic means may be used to monitor student work for the inappropriate use of the work of others.

Discover an Error?

If you discover a typo, broken image, or other error in your eMajor course, use the [eMajor Student Change Request Form](#) to report the required change. Once the form is submitted, an eMajor staff member will contact you within 48 hours.

Please note that this form is NOT for grade related or instructor related complaints. To report this type of information, please access the [Student Complaint Policy](#) page on the eMajor website.