<table>
<thead>
<tr>
<th>Course / Prefix Number</th>
<th>HIM 1003</th>
<th>Course Title:</th>
<th>Foundations of Health Information Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN:</td>
<td>20191</td>
<td>Credit:</td>
<td>3</td>
</tr>
<tr>
<td>Term:</td>
<td>Spring, 2012</td>
<td></td>
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<tr>
<td>Description:</td>
<td>This course offers an overview of the health information management profession. The functions, content and structure of the health record are studied. Datasets, data sources, healthcare delivery systems and the health information technology functions found in all healthcare environments are explored.</td>
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<tr>
<td>Instructor:</td>
<td>Diane Howard, MA, RHIA</td>
<td>Contact Information:</td>
<td><a href="mailto:howardd@lscc.edu">howardd@lscc.edu</a></td>
</tr>
<tr>
<td>Office Location:</td>
<td>N/A</td>
<td>Office Hours:</td>
<td>N/A</td>
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All students are required to use LakerMail for official college e-mail communications. See the college webpage for instructions on activating LakerMail.

Prerequisites: NONE
Co-requisites: None

Textbook and Other Course Materials: *Health Information Management Technology – An Applied Approach, by Merida L. Johns, PhD, RHIA; Third Edition*

Technology and Online Computer Access Requirements: Although this course is a seated course, students will access the Internet during class and a significant amount of homework requires Internet access. Students who do not have access from home should find out the library and/or Learning Center hours of operation and plan homework assignments accordingly.

Course Objectives: (what the course will do) The following HIM Associate Degree Entry Level Objectives are presented in this course: (1) describe the health information profession; (2) understand and apply the principles of health data management including health data structure, content, standards and use, as well as healthcare information requirements/standards; (3) apply accreditation/licensure standards related to health info initiatives from the national, state, local & facility levels; (4) differentiate the roles of various providers & disciplines throughout the healthcare continuum/delivery system & respond to their information needs; (5) understand an overview of healthcare privacy and confidentiality issues; (6) apply and promote ethical standards of practice and (7) understand archival and retrieval systems for health information stored in multiple formats.
### Student Learning Outcomes (SLOs) Assessed in this Course:

(what the students take with them beyond this course)

- At the completion of the course the student will be familiar with and able to identify the following: (References in parenthesis refer to the CAHIIM accreditation domains and tasks—see for a complete list and more information on HIM programs)
  1. Collect and maintain health data sets and databases (I.A.1)
  2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status (I.A.2)
  3. Apply policies and procedures to ensure the accuracy of health data (I.A.3)
  4. Verify timeliness, completeness, accuracies, and appropriateness of data and data sources (such as patient care; management; billing reports and/or databases) (I.A.4)
  5. Monitor and apply organization-wide health record documentation guidelines (I.B.1)
  6. Apply policies and procedures to assure organizational compliance with regulations and standards (I.B.2)
  7. Maintain the accuracy and completeness of the patient record as defined by organizational policy and eternal regulations and standards. (I.B.3)
  8. Assist in preparing the organization for accreditation, licensing, and/or certification surveys (I.B.4)
  9. Use and maintain applications and processes to support other clinical classification and nomenclature systems (e.g. DSM-IV, SNOMED-CT) (I.C.6 - Introduced)
  10. Collect, maintain, and report data for clinical indices/databases/registries. (II.A.1)
  11. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state and local levels. (III.A.1)
  12. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs. (III.A.2)
  13. Adhere to the legal and regulatory requirements related to the health information infrastructure (III.B.1).
  15. Use specialized software in the completion of HIM processes, such as chart management; coding; and release of information. (IV.A.3-Introduced)
  16. Use appropriate electronic or imaging technology for data/record storage (IV.B.1-Introduced)

### Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. (See college catalog for complete statement.)

### Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact the Office for Students with Disabilities immediately to discuss eligibility. The Office for Students with Disabilities (OSD) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3574 and specific information about the OSD and potential services can be found at [www.lsec.edu](http://www.lsec.edu), then go to “Quick Links” and click on Disability Services.
### Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student’s education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar’s Office.

### Attendance / Withdrawal Policies:

Punctual and regular attendance will be necessary in order to complete all the assigned work. Additionally, the instructor will evaluate attendance along with competence in assisting students with future job placement. If an absence is unavoidable, it is the student’s responsibility to contact the instructor as early as possible in order to make arrangements to make-up any missed work. The students will not be dropped from the class by the instructor for lack of attendance, but are expected to withdraw themselves by the deadline in the catalogue or receive a grade of “F” for this course. The deadline for withdrawal is **Monday, March 23, 2012.** (Please note: The College and Library will be closed 1/19/12, and 3/4/12-3/11/12).

### Withdrawal Deadline:

March 23, 2012

### Methods of Evaluation:

**Grades will be based on the following:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage of Total Grade</th>
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<tbody>
<tr>
<td>Chapter Challenges</td>
<td>25%</td>
</tr>
<tr>
<td>Internet Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Worksheets</td>
<td>10%</td>
</tr>
<tr>
<td>Electronic Research Assignments and Presentations</td>
<td>40%</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
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</table>

In order to receive credit for an assignment, it must be turned in on time. Assignments turned in late will be lowered five (5) points each week the assignment is late. Assignments will not be accepted two (2) weeks after the due date, and a grade of zero (0) will be assigned for that assignment. There are 10 internet assignments for the semester. If five (5) or more assignments are not completed by their due dates, and turned in for a grade, the final grade for the course will be lowered by one (1) letter grade.

A take-home Challenge (test) requires that the student be present in class the entire class on the night that the test is handed out and the next class when the test is due or receive a grade of zero (0) for that test. (Example: If a test is handed out on 02/12/12 and the test is due on 02/19/12; the student must be present both nights for the entire class or will receive a zero (0) for the test.) **In-class challenges (tests) that are missed must be made up before class of the following week or a grade of zero (0) will be assigned.** It is the student’s responsibility to contact the instructor as early as possible in order to make arrangements to make up the missed challenge (test).

### Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>94 – 100</td>
<td>Superior achievement</td>
</tr>
<tr>
<td>84 – 93</td>
<td>Above average achievement</td>
</tr>
<tr>
<td>74 – 83</td>
<td>Average achievement</td>
</tr>
<tr>
<td>64 – 73</td>
<td>Below average achievement</td>
</tr>
<tr>
<td>0 – 63</td>
<td>Failing work</td>
</tr>
</tbody>
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### Course Content/Calendar

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>AGENDA</th>
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</table>
| 1    | 01/12/12 | Review Syllabus  
Review Internet Assignments; Chapter 1 |
| 2    | 01/19/12 | Chapter 1, 2 and Chapter 12 |
| 3    | 01/26/12 | Chapter 2 and 12; Ethics; Internet Assignment 1  
Chapter 1, 2 & 12 Review and study guide |
| 4    | 02/02/12 | Chapter 1, 2 and 12 Challenge (take home)  
Virtual Labs- FHIMA – scavenger hunt |
| 5    | 02/09/12 | Chapter 3-Research in teams and presentations  
Internet Assignments 2 & 3 Due |
| 6    | 02/16/12 | Continue presentations – finish chapter-  
Chapter 3 and Internet Assignment 4 Due |
| 7    | 02/23/12 | Chapter 3 Challenge  
Chapter 4 and 6 and Internet Assignment 5 Due |
| 8    | 03/01/12 | Chapter 4/6 and Chapter 4 Worksheet  
Internet Assignment 6 Due |
| 9    | 03/08/12 | SPRING BREAK |
| 10   | 03/15/12 | Chapter 4 and 6 Challenge  
Chapter 5 and 9 and Internet Assignment 7 Due |
| 11   | 03/22/12 | Chapter 5  
Internet Assignment 8 Due |
| 12   | 03/29/12 | Chapter 5 Challenge  
Chapter 9  
Internet Assignment 9 Due |
| 13   | 04/05/12 | Virtual Lab- MPI and file merge  
Internet Assignment 10 Due |
| 14   | 04/12/12 | Chapter 9 challenge  
Chapter 8 Presentations  
Finish Storage and Retrieval Lab exercises |
| 15   | 04/19/12 | Ch. 8 challenge – in class - pairs  
Qualitative and quantitative analysis labs – Page 411 and handout |
| 15   | 04/26/12 | Comprehensive Final Exam; Grades |

### Classroom Rules and Policies:

Cell phones, pagers, etc. must be set to vibrate while class is in progress. If you have an emergency and need to take a call, please leave the classroom before answering in order to avoid disrupting the class. Violation of this policy will result in your next challenge (test) grade being lowered five (5) points.

- The class will have a lecture session and a computer session. All computers are to be off during the lecture session unless otherwise instructed. Violation of this policy will result in your next challenge (test) grade being lowered five (5) points.
- Computers and all other electronic devices must be off for any in-class quiz or challenge (test). Failure to comply with this policy will result in a grade of zero (0) for that assignment.

### Violence Statement:

Lake-Sumter Community College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.
| Syllabus Disclaimer: | Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter Community College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student. |