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| **Course: Healthcare Delivery Systems****Course Code: HIM1023 WEB & MHW****Semester: Spring 2014****Course Meets Online Virtual Meetings and Tutoring by Appointment*****Instructor: Deborah L. Schultze, MS, RHIA******Office: AC 133AOffice Hours: By AppointmentPhone: 636-584-6129 officeEmail: dschultze@eastcentral.edu******Disclaimer: SYLLABI MAY BE MODIFIED AT ANY TIME WITHOUT PRIOR NOTICE*** |

**Course Description**

A course that provides the student an introduction to alternative healthcare facilities to include record requirements, coding regulations, accreditation agencies, primary and specialty care physician practices, role of non-physician providers and reimbursement for these facilities. These facilities will include long term care, rehabilitation, hospice, home health, respite, psychiatric, skilled nursing, cancer data registry, specialty hospital(cancer, pediatric) and rural health clinics.

**Course Prerequisites**

Pre/Corequisite: HIM 1003

**Required Textbook & Course Materials (available in the bookstore)**

**Essentials of the Health Care System 3rd Edition - Shi & Singh ISBN 978-1-4496-8374-0 Jones & Bartlett**

**Technology**

Microsoft Office Software – specifically, Microsoft Word.

Students must be able to navigate the internet for the purpose of scholastic research (no Wikipedia). Students must be able to send email attachments.

This course is taught through the Moodle course management system. To be successful, students need to have access to the Internet to participate in class and complete course assignments/homework. See list above for the technology used in the coursework.

If for some unforeseen circumstance the Moodle system should not be functioning or available please look for a message on the East Central homepage. If you do not see a message please call the ECC IT Helpdesk at (636) 584-6738 or the Moodle Helpdesk at (636) 584-6609 for assistance. If Moodle should go offline for a period of time there will be a message from your instructor in an email outside of Moodle or in the resource block of the course detailing modifications to the current assignment or schedule which will allow students additional time to complete work.

**The best way to communicate with your instructor is through the Moodle course email function**. If you send your instructor an email and you haven’t heard back from him/her within two days assume the instructor did not receive the email. Please call him/her at the phone number at the top of this syllabus.

**Competencies and Objectives**

1. Identify and describe the record requirements for alternative healthcare

 such as:

 Long Term Acute Care Facilities, Rehabilitation, Home Health, Hospice,

 Respite, Skilled Nursing Facilities, Specialty Hospitals (Pediatrics, Cancer,

 Psychiatric) and Rural health clinics.

1. Compare and contrast accreditation requirements for alternative healthcare

 such as:

 Long Term Acute Care Facilities, Rehabilitation, Home Health, Hospice,

 Respite, Skilled Nursing Facilities, Specialty Hospitals (Pediatrics, Cancer,

 Psychiatric) and Rural health clinics.

1. Compare and contrast the difference between primary care and specialty care

 providers.

1. Define the role of non-physician providers (physician extenders) and

compare and contrast their reimbursement requirements with those for the physician

provider.

 5. Differentiate between a rural and urban hospital.

 6. List and discuss the bioethical and ethical issues the modern healthcare

 professional faces.

 7. Summarize the ethical issues relating to healthcare today.

**This course addresses the following AHIMA Domains, Subdomains & Knowledge Clusters**:

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| **III. Domain: Health Services Organization and Delivery****III.A. Subdomain: Healthcare Delivery Systems**

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| 1. **Apply current laws, accreditation, licensure, and**

**certification standards related to health information** **initiatives from the national, state, local, and** **facility levels.** |
| 1. **Differentiate the roles of various providers and**

**disciplines throughout the continuum of healthcare** **and respond to their information needs.** |

 | **Healthcare Delivery Systems*** **Organization of healthcare delivery in the United States (Analyzing, 4)**
* **Healthcare organizations structure and operation (Analyzing, 4)**
* **External standards, regulations, and initiatives (such as licensure, certification, accreditation, HIPAA, ARRA) (Analyzing, 4)**
* **Healthcare providers and disciplines (Analyzing,4)**
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**East Central College- Common Learning Objectives:**

1. This course does not satisfy East Central College’s Common Learning Objective.

**General Education Information**

**This course meets the following East Central College’s general education requirements.**

**Managing Information:**

To develop students’ abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.

Competencies:

* access and/or generate information from a variety of sources, including the most contemporary technological information services
* evaluate information for its currency, usefulness, truthfulness and accuracy
* organize, store and retrieve information efficiently
* present information clearly and concisely, using traditional and contemporary technologies

**Notice of Non-Discrimination**

East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status.  Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Ina Hays, Vice President of Student Development, 131 Buescher Hall, 1964 Prairie Dell Road, Union, MO  63084, (636) 584-6565 or **stnotice@eastcentral.edu****.**

**Tobacco Free**

 As of January 2013, ECC is completely tobacco free.

**Classroom & Online Conduct and Behavior**

**Classroom Conduct:** Student conduct in any classroom, laboratory or studio should adhere to the East Central College Student Conduct Policy and the Academic Honor Code.

**Classroom misconduct which may lead to your removal from class includes, but**

**is not limited to**, sleeping in class, forgery or misrepresentation of class attendance,

obstruction, disruption or interruption of teaching, failure to turn off a

cell phone which disrupts teaching, playing games or otherwise misusing a

laptop or desktop computer during class time, any physical abuse or safety

threat directed toward faculty, staff or other students, theft, property

damage, disruptive, lewd or obscene conduct, abuse or misuse of computer

time, repeated failure to attend class as required, repeated failure to

participate or respond in class as required and any flagrant or

disrespectful actions or words directed to the faculty or other students, speaking out of turn, arguing (angry, raised voice, comments) with classmates or instructor,

slamming items on desks. And - **Other behaviors not listed but** **determined to be disruptive by the instructor**.

**Online Conduct**: Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred face to face in the classroom. If you have concerns about something that has been said, please contact your instructor immediately

**Faculty may request your removal from class** for any such misconduct or

excessive absences.  The instructor may then report a grade of record for

such class as indicated within the course syllabus; the grade of record for

the course is at the sole discretion of the faculty member.  East Central

College supports intellectual inquiry and diversity and respects the rights

to students to academic freedom.  Students with concerns regarding the

quality of instruction in this course may direct those concerns to the

appropriate division chair, Mary Beth Huxel,  or the Vice President of

Instruction, Jean McCann or the Vice President of Student Development.  Further, all

students may use the electronic course and faculty evaluation tools to

submit an evaluation of this instructor and this course.

**Class Format**The course is designed in module format. The first module of the course is considered the resource module. It contains information that you might want to use throughout the semester. After the first module you will find week modules. Each week module contains all the information/activities you are responsible to read or complete for the week. Each module is considered online class time for the week. The week modules will be taught online through PowerPoint, and/or case studies, narratives, web links, discussion forums, assignments and quizzes. The class week runs from course meeting day to course meeting day. Students will be required to complete a block of work assigned at a course meeting prior to the following course meeting unless otherwise instructed. This will allow those that can only work on the weekend to complete the course requirements. Students will be allowed only to work on one week at a time to allow for rich group discussion.

**Exams in this course are given as scheduled; no test will be given without notice**.

Exact dates will be announced in class. Tests are available for more than 24 hours and must be completed on the Moodle Course Site. It is the student’s responsibility to know when the test date or deadline is. **Homework Assignments/Exams/Tests may NOT be made up**. **No exceptions**.

A comprehensive final exam will be given according to the college’s published final exam schedule.

**Course Outline**

**All work due by 11:59p.m. on Monday each week.**

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| **Week #****Deadlines** | **Topic** | **Reading/ Assignments/Exam**  |
| **1****Deadline 1/19** | Introduction & Misc items | Read OrientationRead Syllabus, Sign Understanding of course policies, post introduction to discussion board.Complete Orientation QuizRead Chapter 1 and view Ch. 1 ppt.  |
| **2** **Deadline 1/26** | Chapter 1 - Major Characteristics of U.S. Healthcare Delivery. | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **3****Deadline 2/2** | Chapter 2 – Foundation of U.S. Healthcare Delivery  | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **4****Deadline 2/9** | Chapter 3 – Historical Overview of U.S. Healthcare Delivery  | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **5****Deadline 2/16** | Chapter 4  | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **6****Deadline 2/23** | Chapter 5 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **7****Deadline 3/2** | Chapter 6 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **8****Deadline 3/9** | Chapter 7 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumPost to Web Research Discussion TopicComplete Chapter Quiz |
| **9****Deadline 3/16** | Chapter 8 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **10****Deadline 3/23** | Chapter 9 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumPost to Web Research Discussion TopicComplete Chapter Quiz |
| **11****Deadline 3/30** | Chapter 10 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **12****Deadline 4/6** | Chapter 11 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumPost to Web Research Discussion TopicComplete Chapter Quiz |
| **13****Deadline 4/13** | Chapter 12 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **14****Deadline 4/20** | Chapter 13 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumPost to Web Research Discussion TopicComplete Chapter Quiz |
| **15****Deadline 4/27** | Chapter 14 | Complete Assigned ReadingComplete ppt PresentationComplete Homework assignmentPost to Discussion ForumComplete Chapter Quiz |
| **16****Deadline 5/6** | Final Exam | FINAL EXAM |

**Method of Student Evaluation**

**Work Assignments/Discussion Forums/Exams/Projects/Other forms of assessment are available 24 hours a day for more than 7 days. For this reason there is no opportunity for make-up work. Late work is not accepted – NO EXCEPTIONS. You should always work at least a week ahead of course due dates/deadlines!**

Weekly Homework assignments 14 x 25 = 350pts.

Weekly Discussion Board Postings 15 x 15 = 225pts.

Chapter or Unit Exams/Quizzes/Tests 14 x 25 = 350pts.

Web Research Discussion Topics = 4 x 25 = 100 pts.

Final Exam = 100 pts

Other Projects as Assigned

**Total Points Possible 1125**

A student’s grade will be determined by the number of points accumulated over the semester. Those points will be divided by points possible to determine the course grade in a percentage format according to the following breakdown and scale:

1012.5 – 1125 = A

900 – 1012.4 = B

787.5 – 899 = C

675 – 787.4 = D Repeat the Course

0 - 674 = F Repeat the Course

**This grading scale and available points may be modified at any time throughout the semester. It is the responsibility of the student to check this area weekly for any changes.**

**Attendance**

**ECC is an attendance taking institution.**  Student attendance in class, regardless of the delivery modality, is important for student success.  Attendance will be taken at each class meeting and recorded in a class record.

The instructor will take action as stated in the course syllabus up to and including administrative withdrawal (WX) from the class for any student not considered attending but still officially enrolled in the class. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.  **Decisions on assigning a grade of WX (administrative withdrawal for excessive absence) are made strictly at the discretion of the instructor.**

**Note: An *absence* is an *absence* regardless of the reason. There are no excused or unexcused absences – there are only *absences*. If you are not in class, you are *absent*.**

**Attendance Policy, Tardies and Late Work Policy:**

**After three absences, a student cannot pass this class.** Students must arrive to class on time and should not leave class early – either may result in being considered absent. All students are responsible for completing all reading and writing assignments by the assigned due dates. Late assignments are not accepted for any reason.

In order to maintain academic quality:

* Each student is allowed absences equal to three scheduled class meetings during the semester.  Students are responsible for the material covered in class and the assigned homework on the days they are absent.  Students are expected to partner with another classmate for an update on missed material.
* Each student will be marked absent once for every 2 days that student is late to class or leaves early (3 minutes after the beginning of class is considered late
* If a student misses more than three classes, the instructor will drop that student from the course.

Online Learning Agreement

All students are expected to comply with the [ECC Online Learning Agreemen](http://www.eastcentral.edu/instructional_technology/ready_for_an_online_course.html)t which can be found in the Student Resources section on the login page of Moodle

**Academic Honesty and Plagiarism Policy**

All students are expected to follow the Student Academic Handbook. The student academic handbook can be found at: <http://www.eastcentral.edu/common/assets/StudentHandbook.pdf>

**Early Alert**

East Central College has and Early Alert Referral System (EARS), which instructors may use to identify and report students who might be at risk of failing or doing poorly in a course for a variety of reasons – poor attendance, lack of participation, refusal to purchase required course materials, failure to complete assignments, lower than expected grades on tests and assignments, etc. Any questions about EARS may be directed to Ryan Crider, Developmental Studies Coordinator, at 636-584-6547 or recrider@eastcentral.edu

**Learning Centers**

Need help? Visit the Learning Center. For hours or additional information, contact the site nearest you:

 Union:  636-584-6688 or email: general\_tutoring@eastcentral.edu

Southwest Area Center (Sullivan):  573-468-8287, ext. 14

Rolla:  573-458-0165 or email: rollacampus@eastcentral.edu

**Access Services for Students with a Disability:**

If you have a health condition or other disability, which may require an accommodation in order for you to effectively participate in class, please make an appointment with the Access Counselor by contacting the Counseling and Career Services department secretary; located at Buescher Hall Office 153, phone (636) 584-6576 or TDD (636) 583-4851**.**

Please initial that you are aware that all activities including Homework, Discussion Forum postings, Quizzes/Exams, research or other projects and any other assigned work, will be assigned and graded, and these activities will not be accepted late.\_\_\_\_\_\_\_\_\_

Please initial that you are aware that you will be dropped from the course during the first 12 weeks for excessive absences, after week 12 you may drop the course at any time up to the final exam with a W with the appropriate paperwork.  However, once you take the final exam, you are committed to your grade.\_\_\_\_\_

Please sign below and return this page to me verifying that you have received a copy of the syllabus for HIM 1023 Health Care Delivery.  By signing this you are accepting that you are responsible for the material contained in the syllabus.

I have been made aware of the course guidelines for HIM1023 Health Care Delivery described in this Syllabus. I hereby agree to these terms and conditions.

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Student signature Date

Please initial that you are aware that all activities will be assigned and graded, and these activities will not be accepted late.\_\_\_\_\_\_\_\_\_

Please initial that you are aware that you will be dropped from the course during the first 12 weeks for excessive absences, after week 12 you may drop the course at any time up to the final exam with a W with the appropriate paperwork.  However, once you take the final exam, you are committed to your grade.\_\_\_\_\_

Please sign below and return this page to me verifying that you have received a copy of the syllabus for Metric & Nonmetric Geometry.  By signing this you are accepting that you are responsible for the material contained in the syllabus.

Signature:

Date:

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