

**Course Syllabus**

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| **Fall 2013** | |
| **Course Title:** | HIM-210-01 Health Data Management |
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| **Room:** | Online |
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| **Time:** | Virtual |
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| **Course Instructor:** |  |
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| **Textbook/Author:** | *Essentials of Health Information Management: Principles and Practices* |
| Green, M.A. and Bowie, M.J. - Second Edition, 2011 |
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| **Other Required Materials and Supplies:** | MS Word access and Internet access |
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| **Course Description:** | |
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| This course focuses on the collection, maintenance, preparation, analysis, and interpretation of healthcare data. Students will learn the importance of maintaining complete and accurate patient records, and will learn to apply health record documentation guidelines to ensure organizational compliance with regulations and standards.    **Prerequisites:** MAT 122 and MAS 105 | |
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| **Course Objectives** | |
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| Upon successful completion of this course, the student will be able to:   1. Explain the differences between various health care delivery systems 2. Verify the completeness, accuracy, and appropriateness of data and from multiple data sources 3. Explain the documentation guidelines for various health care settings 4. Compile specific health data from various sources 5. Explain legislation involved in health data management 6. Perform quantitative analysis of databases and registries to ensure accurate data collection | |

**Official School Policies:**

**Attendance & Absences**

Students are expected to attend all enrolled classes regularly and punctually. Each student is responsible for all class work missed regardless of the reason(s) for absence. All students shall be provided, in writing, the attendance requirements established by each instructor. All course attendees must be registered for the course.

**Classroom Participation for HIM-210 Health Data Management**

You must participate in the online classroom via the discussion board on a **minimum of three days each week**. You must post a main reply to the posted discussion question for the week, by Thursday at 11:59 PM. You must post on two additional days during the week, offering three responses to your peers posts. In addition, if I post a reply and ask you a question, please be sure to reply to my post. All discussion work is due by 11:59 PM on Sunday for the week.

Your initial response to the posted discussion question must be thoughtful and supported with a minimum of one academic/scholarly resource; this includes the text, or articles retrieved from the library. The initial post each week should be at least 250 words, and as noted, include a minimum of one academic/scholarly resource, two is better. Peer replies should generate additional conversation by asking pertinent questions, sharing additional experience, challenging a statement, or even just asking for a clarification. All communication in the forum will be in a professional non-judgmental tone.

In order to receive full credit for participation (**25 points each week**), you must post your initial reply no later than Thursday at 11:59, and also provide three peer replies over an additional two days, by Sunday at 11:59 PM. You may participate on more than three days! All participation for the week must occur within that specific week.

**Grading Evaluation/Criteria**

Weekly Discussion Forum/Participation = 37.5%

Assigned Essays = 30%

Quizzes and or Exams = 25%

Final Exam/Paper = 7.5%

I will return all graded work with feedback, within seven days of the due date.

If your calculated grade in the last week of class is greater than 90%, you will not have to take the final, and you will receive an A for the course. **You will receive an email from me if you qualify for this bonus!** You will have to complete the final week in the discussion forum.

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| ***Letter Grade*** | ***Grade Points*** | ***Grade Scale*** |
| A | 4.00 | 95-100 |
| A- | 3.67 | 90-94 |
| B+ | 3.33 | 87-89 |
| B | 3.00 | 83-86 |
| B- | 2.67 | 80-82 |
| C+ | 2.33 | 77-79 |
| C | 2.00 | 73-76 |
| C- | 1.67 | 70-72 |
| D+ | 1.33 | 67-69 |
| D | 1.00 | 63-66 |
| D- | 0.67 | 60-62 |
| F | 0.00 | Below 60 |

**Course Communication**

Course communication occurs via the **Announcements** folder, the **Discussion** forum, the **Ask Mike** forum, or **Course Email**. As an alternative, I will utilize your YCCC email account (Outlook). The Course **Lounge** is a spot for you to communicate with your peers, get to know each other, share personal stories, and have a general chat. While I do not participate in the Lounge as a rule, I do hover and monitor, and occasionally will offer a response.

Generally, I respond to all questions, or emails within **24 hours on weekdays**, and **48 hours on weekends and holidays**. If you find that I have not responded in a timely manner, please follow-up with me, via email, or in the **Ask ???** forum.

**Some Important Links**

Library website: <http://virtual.yccc.edu/library>

Citation Help website: <http://virtual.yccc.edu/content.php?pid=377746&sid=3094225>

APA Tips website: <http://lgdata.s3-website-us-east-1.amazonaws.com/docs/1491/149253/APA_compilation_FINAL_revised2_March_7_2012.pdf>

Online Writing Lab (OWL) at Purdue website: <http://owl.english.purdue.edu/>

**APA 6.0**

Please use **APA 6** as your guide for writing in the forum and in your essays/papers. Remember to cite the source(s) of your information, in the discussion forum, and in essays/papers. Please check in with the Library for help with APA.

**Late Work**

I do not accept any work in the discussion forum after 11:59 PM each Sunday. Quizzes, exams, essays, and or papers are due when stated. Late work for quizzes, exams, essays, and or papers accepted only if arrangements made with me, **prior to the due date**. I reserve the right to refuse any late work.

**Academic Honesty**

The College promotes and maintains high ethical standards. Submitting the same work in more than one course without prior permission from the instructor of the second course, cheating, plagiarism, or otherwise receiving academic credit under false pretenses are all serious offenses and may result in dismissal from the College. Instructors may dismiss such offenders from courses with the grade of “F” and report the case to the appropriate Department Chair and the Vice President/ Academic Dean.

**Disabilities**

The College will make reasonable accommodations for students with documented disabilities. Students must provide documentation to the Coordinator in the Office for Students with Disabilities (in the Student Affairs Office) before any accommodations can be implemented. Timely accommodations are dependent on early registration with the Office for Students with Disabilities.

Optional Items

N/A Field Trips

N/A Special assignment information

**Course Assignments and Due Dates**

**Week 1: 9/3/13 - 9/8/13**

Post an introduction to the Lounge.

Read the Preface and pages 1 - 23 in the textbook.

Review Key Terms from Chapter 1.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

**Week 2: 9/9/13 – 9/15/13**

Read pages 24 - 47 in the textbook.

Review Key Terms from Chapter 2.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Quiz** folder and complete **Quiz 1** by Sunday at 11:59 PM.

**Week 3: 9/16/13 – 9/22/13**

Read pages 48 - 68 in the textbook.

Review Key Terms from Chapter 3.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Assignments** folder and complete the requirements for **Assignment 1**; follow the directions in **Assignment 1** for submission by Sunday at 11:59 PM.

**Week 4: 9/23/13 – 9/29/13**

Read pages 69 - 92 in the textbook.

Review Key Terms from Chapter 4.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

**Week 5: 9/30/13 – 10/6/13**

Read pages 92 - 118 in the textbook.

Review Key Terms from Chapter 5.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Quiz** folder and complete **Quiz 2** by Sunday at 11:59 PM.

**Week 6: 10/7/13 – 10/13/13**

Read pages 119 - 137 in the textbook.

Review the first half of Key Terms list for Chapter 6.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Assignments** folder and complete the requirements for **Assignment 2**; follow the directions in **Assignment 2** for submission by Sunday at 11:59 PM.

**Week 7: 10/14/13 – 10/20/13 (Columbus Day 10/14/13 No classes)**

Read pages 138 - 164 in the textbook.

Review the second half of Key Terms list for Chapter 6.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

**Week 8: 10/21/13 – 10/27/13**

Read pages 165 - 190 in the textbook.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Quiz** folder and complete **Quiz 3** by Sunday at 11:59 PM.

**Week 9: 10/28/13 – 11/3/13**

Read pages 191 – 204 in the textbook.

Review Key Terms from Chapter 6 again!

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Assignments** folder and complete the requirements for **Assignment 3**; follow the directions in **Assignment 3** for submission by Sunday at 11:59 PM.

**Week 10: 11/4/13 – 11/10/13**

Read pages 205 – 227 in the textbook.

Review Key Terms from Chapter 7.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

**Week 11: 11/11/13 – 11/17/13 (Veterans Day 11/11/13 No classes)**

Read pages 228 – 249 in the textbook.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Quiz** folder and complete **Quiz 4** by Sunday at 11:59 PM.

**Week 12: 11/18/13 – 11/24/13**

Read pages 250 – 270 in the textbook.

Review Key Terms from Chapter 8.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Assignments** folder and complete the requirements for **Assignment 4**; follow the directions in **Assignment 4** for submission by Sunday at 11:59 PM.

**Week 13: 11/25/13 – 12/1/13 (Thanksgiving Week) College closes for the holiday from 5:30 PM on Thursday 11/27/13 – 11:59 PM on Sunday 12/1/13**

Read pages 271 – 302 in the textbook.

Review Key Terms from Chapter 9.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Assignments** folder and complete the requirements for **Assignment 5**; follow the directions in **Assignment 5** for submission by Sunday at 11:59 PM.

**Week 14: 12/2/13 – 12/8/13**

Read pages 303 – 330 in the textbook.

Review Key Terms from Chapter 10.

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Quiz** folder and complete **Quiz 5** by Sunday at 11:59 PM.

**Week 15: 12/9/13 – 12/15/13**

Participate in Discussion forum, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).

Go to the **Quiz** folder and complete **Final Exam** by Sunday at 11:59 PM. Note: As noted previously, if your calculated grade in the last week of class is greater than 90%, you will not have to take the final, and you will receive an A for the course. **You will receive an email from me if you qualify for this bonus!** You will still need to participate in the Week 15 Discussion forum.

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