

COURSE: HIT 114 HEALTH DATA SYS/STANDARDS

HOURS: Lecture: 2 Lab/Shop: 3 Work Exp/Clinical: 0 Credits: 3

COURSE DESCRIPTION:

This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

PREREQUISITE(S): BIO 165, CIS 110, HIT 110, HIT 112, MED 121

COREQUISITE(S): BIO 166, DBA 110, HIT 122, MAT 140, MED 122

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Johns, Merida. *Health Information Management Technology, An Applied Approach, Third edition*, American Health Information Management Association, 2011.
Readability Level: 12

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Explain the maintenance and monitoring of data storage systems.
2. In a supervised setting, conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
3. Apply policies and procedures to ensure organizational compliance with regulations and standards.
4. Demonstrate understanding of the accreditation process, including preparation, licensing, and/or certification.
5. Maintain the accuracy and completeness of the patient records as defined by organizational policy and external regulations and standards.
6. Apply policies and procedures to ensure the accuracy of health data.
7. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.
8. Collect and maintain health data (such as data elements, data sets, and databases).
9. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care management, billing reports, registries and/or databases.
10. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from national, state, local, and facility level.
11. Describe the Electronic Health Record, the Hybrid Health Record, and the current state of technological adoption in healthcare organizations.
12. Describe the concept of the EHR and the terms related to it.
13. Describe the current initiatives to support standardization of the EHR and a national health information network.
14. Abstract and maintain data for clinical indices/databases/registries.

EXPLANATION OF SYLLABUS:

The Student Learning Outcomes listed in this syllabus are those required actions that a student who successfully completes the course must be able to perform or exhibit. The educational experience, however, is a two-way, interactive process involving both the student and his/her instructor. The student must play an active role in the learning process in order to be successful. Each Instructor will provide an Instructor's Course Requirements document at the first class meeting explaining how he/she measures each of the Student Learning Outcomes listed in the syllabus. A student who is unable to accomplish the outcomes will not receive a passing grade in the course.

The information in this RCC Syllabus may not be accurate beyond the current semester. Textbooks and other course materials are subject to change. Students should verify the textbooks at the first class meeting with their instructor prior to purchasing.

RCC ATTENDANCE POLICY:

Regular attendance is considered essential to realize course outcomes. Students are expected to attend all scheduled meetings of classes for which they register. Rules on tardiness and leaving class early are addressed in each Instructor's Course Requirements document. Instructors are required to record absences and report excessive absenteeism to the Registrar. Absences which exceed 10 percent of the class meetings are considered "excessive."

If a student is absent for any reason in excess of 10 percent of the class hours, he or she is in violation of the Richmond Community College attendance policy. No matter the basis for absence, students are held accountable for academic activities, and faculty may require special work or tests to make up for missed classes. An instructor will withdraw a student from a course when the student's absences exceed 10 percent of the scheduled class meetings, unless the faculty member deems the absences to be unavoidable. In this case, the reasons for the absences must be documented and the student given additional assignments to make up for the absences.

When courses are delivered through online instruction (DL or Distance Learning) or through a combination of traditional classroom and online instruction (hybrid), class participation is no less important, though its measurement may be somewhat different.

Established RCC attendance policies remain in effect for class. At the discretion of the instructor, a written assignment or makeup work may be given for hours missed up to the 10 percent. After a student has been absent for 10 percent of the required hours, the student may be dropped from the program.

RCC GRADING SYSTEM:

Richmond Community College employs a system of letter grades and corresponding quality points per grade to evaluate a student's performance in meeting the stated goals and objectives for each course. **

SECURITY AND SAFETY PROCEDURES:

RCC's upgraded security procedures require all doors to be locked at class start-time.

All students, faculty, staff, and visitors must wear visible identification (ID) badges. Identification badges should be worn on the front of clothing. RCC employees can stop, restrict, and remove from any school-related activity or function anyone who does not display an ID badge.

STUDENTS WITH DISABILITIES:

Richmond Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which require that no qualified student with a disability be excluded from participation in or be denied the benefits of any services, programs or activities on the basis of his or her disability. If a student has a disability that is covered by the Americans with Disabilities Act and requires accommodations in the classroom and/or in extracurricular activities, the student should request the accommodations in writing and submit the request to the Vice President for Student Services at least one month prior to the beginning of the semester in which the student enrolls in order to arrange for reasonable accommodations for the student. Richmond Community College will make every effort to provide reasonable assistance as related to a student's individual impairment and functions to help him/her participate and benefit from the programs and activities enjoyed by all students.

WITHDRAWAL:

The College has determined that excessive absences are detrimental to academic success, as indicated in the Class Attendance Policy.

Student-Initiated Withdrawal

Before the 10% Point of the Term

In order to withdraw from a course(s), a student must complete, sign, and submit a "Change in Registration Status" form to the Registrar. The course(s) will not be included on the transcript.

Between the 10% and 75% Point of the Term

A student wishing to withdraw from a course(s) must:

- Complete a "Change in Registration Status" form.
- Have the form signed by the instructor(s), who indicates the last day the student attended the course(s).
- Submit the form to the Registrar by the date listed in the academic calendar.

A student who voluntarily withdraws from a course(s) will receive a "W" grade. A course for which a "W" grade is given will not be counted as an attempted course.

After the 75% Point of the Term

A student wishing to withdraw from a course(s) must:

- Complete a "Change in Registration Status" form.
- Have the form signed by the instructor(s), who indicates the last day the student attended the course(s).
- Submit the form to the Registrar.

A student who officially withdraws from a course(s) will receive a "WF" grade. A course for which a "WF" grade is given will count as an attempted course and will be counted as an "F" in computing grade point averages.

Exceptions to the Course Withdrawal Policy requiring withdrawal from one or more courses after the 75% point of the term (e.g. serious illness, job transfer, etc.) will be considered on an individual basis by the Vice President for Student Services with appropriate documentation.

Instructor-Initiated Withdrawal

Before the 75% Point of the Term

If a student violates the attendance policy, the instructor will:

- Complete a "Change in Registration Status" form.
- Indicate the last day the student attended the course(s).
- Sign the form and submit to the Registrar

A student withdrawn from a course(s) in this manner will receive a "W" grade. A course for which a "W" grade is given will not count as an attempted course.

After the 75% Point of the Term

If a student violates the attendance policy, the instructor will:

- Complete a "Change in Registration Status" form.
- Indicate the last day the student attended the course(s).
- Indicate whether a "WP" or a "WF" grade is to be given.
- Sign the form and submit to the Registrar.

The instructor will indicate "WP" or "WF" on the withdrawal form to the Registrar.

WITHDRAWAL AND FINANCIAL AID:

The Return of Title IV Funds policy affects any student who receives Federal Financial Aid (for example, Pell Grants) and who withdraws from all classes. Under this policy, any student who withdraws or is withdraw by the instructor completely from classes on or before the 60 percent point of the term will be required to repay all or a portion of his/her Federal Financial Aid.

****Please refer to the online version of RCC's Catalog & Student Handbook for current academic and general policies.**