Course Information

Course Date: Spring, 2014

Course Meeting Times: online course/ANGEL

Course Location: online course/ANGEL

Course Type: online course/ANGEL

Instructor: Mrs. Jan House, MS, RHIA
Office: 549 in Health Science Building, Statesboro
Office hours: M, W, R 1-4:00 pm or T 10:00-11:00 am
Office phone: 912-486-7792
jhouse@ogeecheetech.edu

Course Description: This course is designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

Credit/Contact Hours: 2 credits, 3 contact hours

Prerequisites: COMP 1000

Course Objectives and Course Competencies:

1. Healthcare Data Management
2. Health Data Structure, Content and Standards
3. Information Technology Systems
4. Information and Communication Technologies
5. Data, Information, and Files Structures
6. Data Storage and Retrieval
7. Data Security
Learning Outcomes:

- Use and maintain health data (such as data elements, data sets, and data bases) **Learning Domain: Cognitive  Level of Learning: Application**
- Understand computer concepts (such as hardware components, operating systems, languages, software packages) **Learning Domain: Cognitive  Level of Learning: Comprehension**
- Utilize technology, including hardware and software to ensure data collection, storage, analysis and reporting of information. **Learning Domain: Cognitive  Level of Learning: Application**
- Utilize common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail in the execution of work processes **Learning Domain: Cognitive  Level of Learning: Application**
- Summarize and abstract data compiled from audits and data quality programs **Learning Domain: Cognitive  Level of Learning: Comprehension**
- Select knowledge of database architecture and design (such as data dictionary, data modeling, data warehousing) to meet department needs. **Learning Domain: Cognitive  Level of Learning: Application**
- Understand communication and internet technologies (such as networks, intranet standards) **Learning Domain: Cognitive  Level of Learning: Comprehension**
- Utilize appropriate electronic or imaging technology for data/record storage **Learning Domain: Cognitive  Level of Learning: Application**
- Produce reports and query to facilitate information retrieval **Learning Domain: Cognitive  Level of Learning: Application**
- Administer confidentiality and security measures to protect electronic health information **Learning Domain: Cognitive  Level of Learning: Application**
- Understand how to protect data integrity and validity using software and hardware technology **Learning Domain: Cognitive  Level of Learning: Comprehension**
- Understand application of systems and policies to health information systems and functions and healthcare data concepts **Learning Domain: Cognitive  Level of Learning: Comprehension**
- Examine document archival, retrieval and imaging systems **Learning Domain: Cognitive  Level of Learning: Analysis**
- Discuss maintenance and monitoring of data storage systems **Learning Domain: Cognitive  Level of Learning: Comprehension**
- Explain departmental and organizational data and information system security policies **Learning Domain: Cognitive  Level of Learning: Comprehension**
- Discuss the design and implementation of risk management, contingency planning, and data recovery procedures **Learning Domain: Cognitive  Level of Learning: Comprehension**
Online Information

Orientation: All students who intend to register for online classes are required to complete and pass an online orientation prior to registering for classes. To access the online orientation module, students must connect to the college website (www.ogecheetech.edu), select Current Students and then select Online Orientation.

Attendance for Online Classes

Ogeechee Technical College has a mandatory attendance policy for all online courses. Students are required to attend an online course through completion of an academically related activity at least one time during each 7 day period. One academically related activity (defined below) per week is required to be considered present; however, much more than the minimum requirement will be required in order to pass the course. Per the attendance policy, all students are required to attend at least 90% of the scheduled class time. Any student who does not attend an online class for 11 or more consecutive days (10% of the class) will be withdrawn from the course. A student who does not complete an academically related activity in any 7 day period will be considered “absent” from class for that week. Any student who accrues two absences, either consecutive or non-consecutive, in an online course may be withdrawn from the course.

Academically Related Activities:
- Participating in weekly discussion boards
- Submitting a quiz or an exam
- Submitting a drop-box assignment
- Completing an interactive tutorial

Note: Logging into the class without participating in an academically related activity is NOT considered attending.

Discussion Boards (DB) in online classes are designed to take the place of class discussion in face-to-face courses. Be sure to make your posts and responses thoughtful, polite and grammatically correct. Use spell-check! Your first post is due Tuesday at 11:55 pm and two responses to other students posts are due by Sunday at 11:55 pm each week.

Instructor turnaround: Mrs. House will routinely check ANGEL emails during the work week with an expected turn-around time of 24 hours, M-R and 48 hours on the week-ends, F-Su.
If you have any problems with ANGEL, please email Mr. John Locke, jlocke@ogeecheetech.edu.

LIBRARY RESOURCES
The Ogeechee Technical College Library provides students access to books, periodicals, e-books, GALILEO, and other electronic resources. Students are encouraged to use the Library for class research projects. Help with research and projects is available within the Library. Computers are available for student use. A student ID is required in order to check out any materials from the Library or to use a computer. A self-service, black and white copier is also available. Hours of operation are Monday-Thursday from 7am until 9:30pm.

GALILEO Password for Fall Semester: phrase

Copyright Notice: “The materials for this course are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.”

Textbook & Materials

Textbook Title: Introduction to Computer Systems for Health Information Technology, second edition
Author(s): Sayles
ISBN: 9781584263937
Publisher: AHIMA Press Product Number: AB103413

Materials: Medical Dictionary (Stedman’s or Merriam Webster or access to a good one online).
APA 6th edition for your paper. One online site is http://flash1r.apa.org/apastyle/basics/index.htm. You may also go to www.easybib.com to access to this bibliography information if you’re on campus. If you are unable to get to campus, please contact me and we will have an account set up for you.
GALILEO Password for Spring Semester: phrase

Microsoft Office Suite (Word, PowerPoint, Access, and Excel)
Internet Access

Proctoring Exams/Assignments: Policy

In order to comply with accreditation requirements for the validation of student identity for all online courses, all students enrolled in online courses at Ogeechee Technical College (OTC) are required to have at least one proctored event (a major exam or assignment).

The proctored event will count a minimum of 20% of the course grade, and will be reflected as such on the course syllabus. Proctored events must be completed prior to
the end of the semester. The proctored event will be administered on the instructor’s home campus and will be monitored by the instructor or another OTC employee. Students must attend the proctored session as scheduled on the Lesson Plan/Course Calendar.

Students living farther than 50 miles from campus who cannot come to OTC for the event must secure an approved proctoring site. The site and the proctor must meet OTC’s requirements. The off-campus proctored event must occur on the same day as the on-campus event unless approved by the course instructor.

Students who do not complete the proctored event as scheduled must submit to the instructor a valid, documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. Any penalty and makeup directions will be at the instructor’s discretion.

Students who do not complete the proctored event will receive a WF in the course.

Assessment
Distribution of Grades:
- Quizzes: 20%
- Assignments/DBs: 20%
- Proctored Mid-Term Exam: 20%
- Final Paper: 20%
- Final Exam: 20%

Grading Scale:
A 90-100
B 80-89
C 70-79
D 60-69
F 59 and below

Chapter Quizzes: Quizzes should be taken after you have read the Chapter and studied it. They are timed at 10 minutes for ten questions, and are to be taken closed book. They will be available from Thursday 8am-Monday 11:55 pm at the end of the week and beginning of the next week. For instance, week one quiz will be open from Thursday 8am-Monday 11:55 pm, and so forth.

Final Paper: Write a 4 page, type-written, double-spaced paper on the electronic health record. Discuss current legislation surrounding its implementation, its impact on the future of healthcare, and any other pertinent data you find on the subject. Be sure to include a title page, outline, and reference page in APA format (these are not counted towards the 4 pages of content). You must have at least 4 references and at least one must come from a periodical (i.e. Journal of AHIMA). The
paper must adhere to APA guidelines. **Due May 5, 2014, at 11:55 pm.**

**Quizzes & Mid-Term:** The Chapter Quizzes, Mid-term Exam and Final Exam will be timed exams, one minute allowed per question. Ten minutes for the quizzes, 50 minutes for the mid-term and for the final exam.

**Proctored Mid-term** The Mid-Term exam will be held on the OTC campus. Further details will be sent as the date nears. If you are more than 50 miles from campus, you will need to find a proctor to oversee your exam and verify your photo ID.

**Final Exam:** May 12, 2014 online 8 AM to midnight, timed, non-proctored.

**Work Ethics Information:**

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this Ogeechee Technical College course, you will be expected to adhere to the highest standards of these 10 character traits in your behavior as well as your coursework.

Please review the Work Ethics Power Points on the Lessons Page > Course Content.

**Classroom Policies**

**Attendance:** Students must sign into ANGEL for the course at least three times a week. The student must sign in at least once during the first week to be counted present and complete the syllabus quiz by the Thursday night.

**Course Withdrawal:** Students who withdraw from a course and have attended 60% or less of the course will be issued a W (Withdrawn). Students who withdraw from a course and have attended more than 60% of the course will be issued a WF (Withdrawn Failing) if the student was failing and a WP (Withdrawn Passing) if the student was passing upon withdrawal or upon being dropped from the course. The 60% attendance date is posted on the campus calendar online at www.ogeecheetech.edu.
Students may withdraw from a maximum of three (3) courses while enrolled at the college. Once a student has accumulated three W grades, he/she may elect to receive a withdrawal failing grade (WF) for the course or remain in the course. Please note WF is calculated as an F (Failing) for GPA purposes.

Some exceptions may apply in the event a student withdraws for an acceptable hardship, medical/and or military reason. Documentation will be required. Procedures to apply for an exception are available in the 2013-2014 Catalog and Student Handbook.

Additionally, there is a one-time reinstatement limitation per course each semester. Students are allowed to drop/add courses during the first three days of each term without requesting reinstatement. Beginning on day 4 of the semester, students are required to request a reinstatement from the instructor. The procedure for requesting reinstatement can be found in the 2013-2014 Catalog and Student Handbook.

Food and Drink: Food and beverages (other than water) are not allowed in classrooms/labs.

Late Work: Readings and assignments will be given throughout the course and will have corresponding due dates that must be adhered to unless otherwise notified by the instructor. Late assignments will not be accepted without prior arrangement and approval of the instructor. All assignments are due on the assigned date at 11:55 pm.

Students will be required to participate in discussions each week. You are required to post a reply to the discussion question by Tuesday at 11:55 pm each week and respond to at least two other learners’ replies by Sunday at 11:55 pm.

Missed Exams: Missed exams will not be made up without prior contact with the instructor before the exam was due.

Absences: Please see the College Catalog/Student Handbook for details on attendance. Remember to sign in at least once during the first week of class to be counted present. Sign in at least three times a week throughout the quarter to take part in discussion boards, take exams, complete assignments, etc.

Extra Credit: There is no extra credit available in this course.

Cheating/Plagiarism: Academic honesty is expected at all times. Any student found to have engaged in academic misconduct such as cheating,
plagiarism, or collusion is subject to disciplinary sanctions as outlined in the Student Code of Conduct detailed in the *OTC Catalog and Student Handbook*. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. The term “collusion” includes, but is not limited to, the unauthorized collaboration with any other person in preparing work offered for academic credit. Students are advised that faculty routinely use turnitin.com both to prevent plagiarism and to assist in verifying when/if it has occurred.

**Safety**

In case of emergency while on campus, please refer to the *Emergency Operations and Safety Plan* and the *Blood Borne Pathogen Exposure Control Plan* found by the door of all classrooms and labs on the OTC campus. A copy of the *OTC Safety Plan* can be found online at: http://www.ogeecheetech.edu/student_services/campus_safety.html.

The Campus Safety & Security Director contact information is as follows: Stan York, phone: (912) 681-5667; e-mail address: syork@ogeecheetech.edu

**Disability Statement**

Students with disabilities who believe that they may need accommodations in this class based on the impact of the disability are encouraged to contact Penny Hendrix in the Support Services Office, Room 171E, Kennedy Bldg., 912-486-7211, to coordinate reasonable accommodations.

**Special Populations Assistance Program:**

Students who may qualify for services on campus depending on the special needs they have and if they qualify as a special population should contact Kelli Waters, Student Activities & Special Populations Coordinator, Office 143D, Kennedy Bldg., 912.871.1885 for assistance.

**Warranty Statement**

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.
Communication

Important communication about this course will be transmitted through the Ogeechee Tech student e-mail system. Students should check their student e-mail accounts before each class in order to receive the most up-to-the-minute information about classes and assignments.

Ogeechee Tech sends vital information about financial aid, registration, and college news through the student e-mail system. Students should check their student e-mail accounts periodically for this information.

Student e-mail may be accessed through the college website, www.ogeecheetech.edu, under the Current Students tab.

OTC Alert

Students are encouraged to sign up for OTC Alert, a system designed to notify students of any emergency on campus. Alerts are sent by text messaging and/or by e-mail. To subscribe to OTC Alert, a student can go to www.ogeecheetech.edu and click on Current Students → Banner Web → OTC Alert Information.

Disclaimer

The instructor reserves the right to amend or edit any portion of this syllabus at any time.

HIMT 1150 Computer Applications in Healthcare

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<tr>
<th>DATE</th>
<th>ASSIGNMENTS</th>
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<tbody>
<tr>
<td>WEEK 1</td>
<td>Chapters 1 &amp; 2, Introduction to Computers and Common Software Applications Quiz on Chapters 1 &amp; 2 (open Th. 8am-M 11:55pm) Assignments: Discussion Board 1 (DB) First post is due Tuesday night at 11:55 pm and two responses by Sunday 11:55 pm MLK Holiday 1/20/14. Take the quiz early to enjoy the day off, otherwise the deadline stands of Monday night, 11:55 pm.</td>
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<td>WEEK 2</td>
<td>Chapter 3 Data Quality Ch. 3 Quiz Assignments: Discussion Board 2 (DB), first post due Tuesday night at 11:55 pm and two responses by Sunday 11:55 pm</td>
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<td>WEEK 3</td>
<td>Chapter 4</td>
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<td>Week</td>
<td>Assignments: DB 12</td>
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<td>SPRING BREAK!</td>
<td>Send your final paper topic to Mrs. House by ANGEL email by Sunday, April 6.</td>
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<td>WEEK 14 (Apr. 21-28)</td>
<td>April 14-19, 2014 No Classes!</td>
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<td>WEEK 15</td>
<td>FINAL PAPER DUE: 5/5/14 at midnight. Write a 3-5 page paper (excluding title page and bibliography) on topic of choice submitted Apr. 6 or before. APA format, all references cited. APA formatting help—please see library or a web source.</td>
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<td>WEEK 16</td>
<td>Comprehensive Final Exam, May 12, 2014, online, not proctored.</td>
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JEH 1/16/14