MONTGOMERY COLLEGE
HINM180 – Health Data Management
SYLLABUS
Spring 2019

INSTRUCTOR CONTACT INFORMATION:
Tonya D. Powell, RHIT, CPHQ, CHDA, CCS, MSA
tonya.powell@montgomerycollege.edu
Office: Health Sciences (Room 242)   Office Hours: (by appointment only)
Office Phone: (240) 567-5519 Cell: (202) 494-4416 (for emergencies only)

HEALTH DATA MANAGEMENT:
An introduction to the use of technology in the capture, delivery and analysis of health data. The course focuses on the use of electronic health records, data mining, statistical collection of health data, quality data management, report generation and health data project management. Students interact with simulations of key EHR and HIM tasks. **PREREQUISITE(S):** CMAP 120, HINM 134, HINM 144, HINM 154 with a minimum grade of C. Three hours lecture, two hours laboratory each week.

EMAIL/COMMUNICATIONS POLICY:
If you need to contact your Instructor or another member of the class directly, the best way to do so is through the Blackboard Course Mail function. I will respond to all course mail within 24-48 hours of receiving it. If your inquiry is of a general nature (i.e., questions about course policies and/or assignments), that you think other students would benefit from knowing, please post your questions in the General Course Questions of the discussion area, rather than emailing me directly. If Blackboard is down, you can also email your Instructor using the email above.

TECHNICAL REQUIREMENTS:
Because this course is taught entirely online, all students are required to have strong computer literacy and to be comfortable learning in an online environment. All students should familiarize themselves with Blackboard, the learning management system used for distance learning classes at Montgomery College.

TECHNICAL SUPPORT:
 If a student is having difficulty navigating the course requirements within Blackboard after a thorough review of the course instructions, tutorials and practice assignments, it is the student's responsibility to seek out assistance via the various resources available through Montgomery College:
- Technical Support for Blackboard issues is available at the following website: https://help.edusupportcenter.com/shplite/montgomerycollege/home
- Technical assistance with College-supported IT resources (Montgomery College IT Service Desk) is also available at http://cms.montgomerycollege.edu/itservicedesk/
- One-on-one assistance with Blackboard functions (submitting assignments, etc.) is available from the Medical Learning Center in the Health Sciences Building on the Takoma Park Campus.
- Additional assistance for other course related issues (using Microsoft Word/Office, internet access, test-taking skills, general tutoring, etc.) are available at campus WRLC (Writing, Reading and Language Centers) and Digital Learning Centers

- Students can install Microsoft Office 365 applications on up to five devices and/or access the web version through MyMC. http://mcblogs.montgomerycollege.edu/itprojects/studentemailfaq/
- Students are also responsible for meeting system requirements by using Blackboard compatible browsers and operating systems, as well as appropriate word processing software. Assignments in formats other than Microsoft Word (.doc/.docx) or PDFs will not be accepted. Your instructor reserves the right to deduct points or assign zero points for incorrectly submitted assignments.
- Montgomery College IT Help Desk: 240-567-7222.

STUDENT LEARNING OUTCOMES:
At the end of this course, the student will be able to:
- Apply policies and procedures to ensure the highest accuracy and integrity of health data both internal and external to the health system.
- Collect and maintain health data.
- Apply system security policies according to departmental and organizational data/information standards.
- Utilize software in the completion of HIM processes.
- Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications.
- Explain usability and accessibility of health information by patients, including current trends and future challenges.
- Explain vendor/contract management.
- Apply knowledge of database architecture and design.
- Explain current trends and future challenges in health information exchange.
- Apply graphical tools for data presentations.
- Utilize basic descriptive, institutional, and population healthcare statistics.
- Validate the reliability and accuracy of secondary data sources.
- Explain the process used in the selection and implementation of health information management systems.
- Utilize health information data analytics to support enterprise-wide decision support for strategic planning.
- Explain analytics and decision support
- Analyze data to identify trends
- Apply report generation technologies to facilitate decision-making
- Summarize project management methodologies

AHIMA DOMAINS, TASKS, AND SUBTASKS ADDRESSED IN THIS CLASS:

The following AHIMA entry-level competencies for health information management at the Associate degree level are assessed in this course:

Domain I. Data Content, Structure and Standards
      Subdomain I.D. Data Management
          1. Collect and maintain health data
          2. Apply graphical tools for data presentations

Domain III. Informatics, Analytics and Data Use
      Subdomain III.A. Health Information Technologies
          2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications
      Subdomain III.B. Information Management Strategic Planning
          1. Explain the process used in the selection and implementation of health information management systems
      Subdomain III.C. Analytics and Decision Support
          1. Explain analytics and decision support
          2. Apply report generation technologies to facilitate decision-making
      Subdomain III.D. Health Care Statistics
          1. Utilize basic descriptive, institutional and healthcare statistics
          2. Analyze data to identify trends
      Subdomain III.F. Consumer Informatics
          1. Explain usability and accessibility of health information by patients, including current trends and future challenges
      Subdomain III.G. Health Information Exchange
          1. Explain current trends and future challenges in health information exchange

Domain VI. Leadership
      Subdomain VI.I. Project Management
          1. Summarize project management methodologies
      Subdomain VI.J. Vendor/Contract Management
          1. Explain vendor/contract management
      Subdomain VI.K. Enterprise Information Management
          1. Apply knowledge or database architecture and design

REQUIRED MATERIALS:

1. Biedermann, S. & Dolezel, D (2017) *Introduction to Healthcare Informatics*, 2nd Edition. Chicago, IL: AHIMA Press
   ISBN: 978-1-58426-528-3
2. Horton, L. (2017) *Calculating and Reporting Healthcare Statistics*, 5th Edition (reprint). Chicago, IL: AHIMA Press
   ISBN: 978-1-58426-595-5

COURSE REQUIREMENTS:

This course is composed of 14 weekly assignments, 13 weekly quizzes, a midterm examination and a final examination. See the Course Schedule for weekly topics, reading assignments, assignment due dates and

exam dates.

HINM180 METHOD OF EVALUATION:
Assignments (14 @ 50 points each) **– 700**
Quizzes (13 @ 50 points each) – **650**
Midterm Exam – **100**
Final Exam – **100**
Final Points Possible: **1550**

Minimum points to pass course (78%) – 1209 points.

GRADING SCALE:
92-100% = A
84-91% = B
78-83% = C
65-77% = D
0-64% = F

FACULTY EXPECTATIONS AND COURSE POLICIES:
Please read the entire syllabus carefully. These policies and expectations are intended to create a productive learning atmosphere for all students. Notify your Instructor of any questions or concerns regarding the Syllabus.

Course Structure and Instructional Delivery
Students must complete all assignments, quizzes and exams to receive a grade in the course. All content will be delivered via online class meetings and Blackboard.

Assignments and Tests
The assignments in the course have been designed for online distance education. Online assignments are contained in the Montgomery College Blackboard LMS. Access to this program is given to students at the beginning of the semester.

IMPORTANT: LATE SUBMISSION POLICY
Out of fairness to learners who work hard to get high-quality work in on time, despite all of their personal and professional life challenges, all late work will receive a 15% mandatory deduction daily for no more than 2 days. After 2 days, the work will receive a zero. While it is understood that there may be unforeseen circumstances, do your best to keep your Instructor notified of any issues that prevent you from submitting work on time. Contact your Instructor immediately if you are unable to adhere to a scheduled unit deadline. Your instructor reserves the right to deduct points for late and missing assignments.

All quizzes and exams must be taken as specified in the Syllabus and Course Schedule. The Instructor reserves the right to reschedule tests due to inclement weather or facility issues.

Tests cannot be taken after the submission period has ended. Assignments must be submitted by the due

date using the Blackboard assignment submission area.

Medical Learning Center Guidelines
1. Students must make an appointment for all Tests. The Medical Learning Center (MLC) will accept walk-ins based on availability. If a student does not make an appointment for his/her test, there is no guarantee there will be testing spot available during the testing period.

2. Students must arrive on time to take the exam. If the MLC is closing and the student has not finished his/her test, the MLC staff reserves the right to prematurely terminate the student exam and close the Center.

3. If the MLC staff observes suspicious behavior, the MLC staff may terminate the student's exam. Cell phones, pagers and web browsing during exams are not permitted. All belongings must be placed in the counter area and cannot be taken to the testing station. If a student is caught cheating on a test, he/she will receive a zero on that test and be referred to the HIM Program Coordinator and/or Health Sciences Chair for counseling.

4. It is the student's responsibility to make an appointment in the MLC during the testing days and take the test. Failure to take the test during the testing days (without prior arrangement with the instructor) will result in a zero for the test. There are NO make-up tests if a student forgets to take the test during the scheduled testing days.

5. Computer problems should be reported to MLC staff immediately. If a student does not report a technical problem at the time it is occurring, then there will be no recourse if that technical problem interferes with the student's performance on the exam. (If it is not reported, it didn't happen.)

   Medical Learning Center Website:
   http://www.montgomerycollege.edu/Departments/medlearntp/

Participation in an Online Class
Students in an online course must be self-motivated and approach this course prepared for, and with a desire to learn. It is your responsibility to check into the course site regularly (5-7 days per week) for Announcements. All assignments are listed in the course schedule by date; it is your responsibility to be aware of and adhere to important deadlines. Extensive absence in the online learning environment will seriously inhibit your progress in this course and is disruptive to the rest of the class as well.
As the Instructor, I will not reach out to you on an individual basis to see why you haven't been submitting assignments and/or participating in discussions. If you are seriously ill or have other unanticipated personal issues that prevent you from fully participating in the course during a given week, please contact me as early as possible to discuss your options. Again, regardless of your excuse, it is your responsibility to contact me.

Attendance at the weekly online lecture is not mandatory. However, students who attend the weekly online meeting (and/or listen to the posted recording) will perform better in the course than those who do not participate in the class meetings.

The healthcare field and technology are rapidly changing and the HIM program strives to meet the challenges of those changes. The HIM Program and your course instructor reserve the right to modify the syllabus and schedule to ensure course and program objectives are met.

Access, Disability and Communication
Any student who needs an accommodation due to a disability should contact the Instructor. In order to receive accommodations, a letter from Disability Support Services (G-SA172; R–CB122; or TP/SS–ST 122) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: www.montgomerycollege.edu/dss

Grade of Incomplete
A student who completes at least 50% of the assignments in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the instructor to see if receiving an Incomplete (I) is warranted. Incompletes must be approved by the Dean of Health Sciences and are given only in extreme situations. If the Dean of Health Sciences grants an incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

Participation and Contribution Policy
Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course instructor on the course start date. If the student does not submit assignments as directed, the instructor has the right to require the student to drop the course or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the instructor. Students are expected to regularly participate as directed by the instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Academic Integrity
Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Code of Student Conduct for a full policy statement: MC Student Code of Conduct: http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074#student_code_of_conduct

Privacy Policy

Your electronic communications in discussion forums or elsewhere on the site are not guaranteed to be private. In addition to the instructor, technical staff or administrative personnel may also access the course. In order to respect your privacy, the sharing of personal information or posting of photographs is voluntary, not required.

Withdrawal and Refund Dates
To view specific drop deadlines, log into your MyMC account:
1) Click on "My Class Schedule" under Student Quick Links
2) Select the current term
3) Click on "View Drop Deadline Dates" at the bottom of the page"

Delayed Opening or Closing of the College
Because of inclement weather or utility failure or for other reasons, it may be necessary to delay opening or suspend all operations of the College or an individual campus. **Class schedule changes and cancellations will be communicated via Announcements in Blackboard.**

Syllabus and Course Changes
The health information management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. **The Health Information Management Program Faculty reserve the right to modify course syllabus, course content and evaluation procedures as deemed necessary.** Notice of changes will be made by announcement via Blackboard. The revised Syllabus will be posted to Blackboard with the appropriate revision date.

Discussion Board Participation
This class will be conducted in an atmosphere of mutual respect. Your active participation is encouraged in class discussions. Differing opinions are encouraged and welcomed. The orderly questioning of the ideas of others, including those of the Instructor, is similarly welcome. However, the Instructor will take the responsibility of managing the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your conduct during class discussions disrupts the atmosphere of mutual respect, you will not be allowed to continue participation in that discussion.

Discussion Board Expectations (if applicable to course):
- o Research on the discussion questions should be conducted beyond the textbook; with references cited properly (APA style is acceptable).
- o The response should be a **minimum** of 2 paragraphs.
- o The response should be thoughtful, in-depth, and written without grammatical or typographical errors.
- o The response should contain original ideas and be written in your own words.
- o While not mandatory, responses to classmates' posts are encouraged.

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of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Health Information Management Program Student Handbook for a full policy statement.

IMPORTANT STUDENT INFORMATION LINK:
In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information.

The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College Alert System, and finally, how closings and delays can impact your classes. If you have any questions, please bring them to your professor. As rules and regulations change, they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies. **http://cms.montgomerycollege.edu/mcsyllabus/**

The Course Schedule for this class is posted separately in Blackboard.

HINM180 Course Schedule
Spring 2019

NOTE: This is a tentative schedule and may be changed at the Instructor's discretion. Any changes to class meeting dates/times, assignments, or exam dates will be posted in Blackboard under "Announcements."

Week	Topics	Reading(s)	Action Items
1 **1/21-1/27/19**	• Introduction to Health Statistics • Patient Census	Horton Textbook: Chapter 1 Chapter 3	**Attend Online Class Meeting Tuesday 1/22/19 6:00pm**

			Complete and submit Week 1 Exercises by 11:59pm on 1/27/19
2 **1/28-2/3/19**	• Percentage of Occupancy • Length of Stay	Horton Textbook: Chapter 4 Chapter 5	**Attend Online Class Meeting Tuesday 1/29/19 6:00pm** **Complete and submit Week 2 Exercises by 11:59pm on 2/3/19**
3 **2/4-2/10/19**	• Death (Mortality) Rates • Hospital Autopsies & Autopsy Rates	Horton Textbook: Chapter 6 Chapter 7	**Attend Online Class Meeting Tuesday 2/5/19 6:00pm** **Complete and submit Week 3 Exercises by 11:59pm on 2/10/19**
4 **2/11-2/17/19**	• Morbidity & Other Misc Rates • Statistics Computed in the HIM Department	Horton Textbook: Chapter 8 Chapter 9	**Attend Online Class Meeting Tuesday 2/12/19 6:00pm** **Complete and submit Week 4 Exercises by 11:59pm on 2/17/19**
5 **2/18-2/24/19**	• Descriptive Statistics in Healthcare • Presentation of Data	Horton Textbook: Chapter 10 Chapter 11	**Attend Online Class Meeting Tuesday 2/19/19 6:00pm** **Complete and submit Week 5 Exercises by 11:59pm on 2/24/19**
6 **2/25-3/3/19**	• Inferential Statistics in Healthcare	Horton Textbook: Chapter 13	**Attend Grad Night (ON CAMPUS) Tuesday 2/26/19 6:00pm-9:00pm** **Complete and submit Week 6 Exercises by 11:59pm on 3/3/19**

Week	Topics	Reading(s)	Action Items
7 **3/4-3/10/19**	• Data Analytics • Midterm Exam	Horton Textbook: Chapter 14 **(Lecture to be recorded or annotated)**	**Take Midterm Exam in Medical Learning Center (3/4-3/8/19)** **Complete and submit Week 7 Exercises by 11:59pm on 3/10/19**
8 **3/11-3/17/19**	*SPRING BREAK!!*		
9 **3/18-3/24/19**	• Foundations of Health Informatics • Electronic Health Records	Biedermann Textbook: Chapter 1 Chapter 3	**Attend Online Class Meeting Tuesday 3/19/19 6:00pm** **Complete and submit Week 9 Exercises by 11:59pm on 3/24/19**
10 **3/25-3/31/19**	• Information Infrastructure • Data and Information	Biedermann Textbook: Chapter 4 Chapter 5 **(Lecture to be recorded or annotated)**	**Complete and submit Week 10 Exercises by 11:59pm on 3/31/19**
11 **4/1-4/7/19**	• Understanding Databases	Biedermann Textbook: Chapter 6	**Attend Online Class Meeting Tuesday 4/2/19 6:00pm** **Complete and submit Week 11 Exercises by 11:59pm on 4/7/19**
12 **4/8-4/14/19**	• Implementing Health Information Systems	Biedermann Textbook: Chapter 8 **(Lecture to be recorded or annotated)**	**Complete and submit Week 12 Exercises by 11:59pm on 4/15/19**
13 **4/15-4/21/19**	• Healthcare Informatics and Decision Support	Biedermann Textbook: Chapter 9	**Attend Online Class Meeting Tuesday 4/16/19 6:00pm** **Complete and submit Week 13 Exercises by 11:59pm on 4/21/19**

Week	Topics	Reading(s)	Action Items
14 **4/22-4/28/19**	• Health Information Interoperability • Security for Health Information	Biedermann Textbook: Chapter 10 Chapter 13 **(Lecture to be recorded or annotated)**	**Complete and submit Week 14 Exercises by 11:59pm on 4/28/19**
15 **4/29-5/5/19**	• Trends and Emerging Technologies • Review for Final Exam	Biedermann Textbook: Chapter 16	**Attend Online Class Meeting Tuesday 4/30/19 6:00pm** **Complete and submit Week 15 Exercises by 11:59pm on 5/5/19**
16 **5/6-5/10/19**	**Take Final Exam in the Medical Learning Center 5/6-5/10/19**		
	Medical Learning Center **(240) 567-5591 or (240) 567-5592**		