



## Health Information Technology Program

<https://www.hccs.edu/programs/areas-of-study/health-sciences/health-information-technology/>

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### **HITT 1167: Health Information Practicum II | 0 Lecture/8 Ext Hrs | CRN# 20517**

Spring 2020 | 16 Weeks (1.21.2020 - 5.17.2020)  
Online | Coleman | WebEx | F 11am - 12pm  
1 Credit Hours | 128 hours per semester

#### **Instructor Contact Information**

Instructor: Carla Tyson-Howard, EdD, MHA, RHIA  
Office: Coleman suite 386  
HCC Email: [carla.tyson@hccs.edu](mailto:carla.tyson@hccs.edu)

Office Phone: 713-718-7347  
Office Hours: M, T, R 3-5pm  
Tutoring: T 5pm-6pm

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

#### **Instructor's Preferred Method of Contact**

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday afternoons.

#### **What's Exciting About This Course**

You will learn terms medical terms related to the medical industry.

#### **My Personal Welcome**

Welcome to Health Information Practicum II.

#### **Prerequisites and/or Co-Requisites**

None. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

#### **Canvas Learning Management System**

This class will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>).

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#)  
OR [CHROME](#) AS THE INTERNET BROWSER.**

### **HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### **Scoring Rubrics, Sample Assignments, etc.**

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

## **Instructional Materials**

### **Textbook Information**

Health Information: Management of a Strategic Resource (Abdelhak et. al.) and Health Information Management Technology (Sayles).

### **Temporary Free Access to E-Book**

No free access to e-book.

### **Other Instructional Resources**

[AHIMA VLab](#) and [NorthStar](#)

#### **Tutoring**

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

#### **Libraries**

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

#### **Supplementary Instruction**

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

Practical training and clinical experiences in a work environment/workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

### Core Curriculum Objectives (CCOs)

Satisfies the Medical Terminology requirement in the HCCS Health Information Technology curriculum. This course addresses the following core objectives:

- **Critical Thinking Skills**– creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills**– effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills**– manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork**– ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Social Responsibility** – intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- **Personal Responsibility** – ability to connect choices, actions and consequences to ethical decision-making

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://learning.hccs.edu/programs/health-information-technology>

### Course Student Learning Outcomes (CSLOs)

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

### Subdomain I.B. Health Record Content and Documentation

1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.
  - a. Content and documentation requirements of the health record; health information media (paper, computer, web-based document imaging).
2. Verify the documentation in the health record is timely, complete and accurate.
  - a. Documentation requirements of the health record for all record types including acute, ambulatory, long term care, rehab and behavioral health.
3. Identify a complete health record according to organizational policies, external regulations and standards.
  - a. Medical staff by-laws, The Joint Commission and state statutes and legal health record.
4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare.
  - a. Roles and responsibilities of health care providers for health information documentation.
  - b. Administrative (patient registration, ADT, billing, clinical).

### Subdomain II. C. Release of Information

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
  - a. Release patient specific data to authorized users; access and disclosure policies and procedures.

## **Learning Objectives**

Learning Objectives for each CSLO can be found at [Learning Objectives](#).

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Completing assignments
- Attending GoToMeetings or listening to recordings
- Participating in GoToMeeting discussion

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend GoToMeetings or listen to recordings
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the assignments.
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a total score of at least 75% on the assignments, exams and final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Assignments, Exams, and Activities

### Written Assignment

Students will complete assignments which includes activities from AHIMA Virtual Lab and article reviews. No make-up assignments will be given.

### Exams

Exams are online within Canvas using Respondus. Exams open on Monday and close on Sunday. No make-up exams will be given. To avoid loss of work, save test questions after you answer them. Do not go in and out of lock down browser because it may shut down. Once you open an exam, complete it by answering every question. Review your test for completion prior to submitting. Exams cannot be retaken after a student has logged into the exam for any reason. To assure you are using a computer with up to date software, students may use the Coleman Tower open computer lab.

### Final Exam

All students will be required to take the online final exam and participate in on campus out-briefing. No make-up final exams will be administered.

### Grading Formula

Assignments	15%
Quizzes	15%
Final examination	70%

The percentage of each activity will weight in the final grade regardless if the student participated in the activity or test.

Academic dishonesty will not be tolerated. Exams and assignments are individual assignments. Academic dishonesty will be handled in accordance with established HCCS college policy. Do not copy the work of others.

#### GRADING SCALE

90 - 100	A
80 - 89	B
75 - 79	C
74 and below	F (No Ds will be given)

#### Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>



## Course Calendar

Week	Dates	Topic / Assignments Due
1-3	1/21/2019 Thru 2/9/2020	Professionalism
4-6	2/10/2020 Thru 3/1/2020	Healthcare Delivery, Legislation, Accreditation, Professionals
7-8	3/2/2020 Thru 3/15/2020	Health Record Content, Analysis, ROI, Confidentiality & Security
	3/16/2020 Thru 3/22/2020	<b>Spring Break</b>
9	3/23/2020 Thru 3/29/2020	Health Record Content, Analysis, ROI, Confidentiality & Security (cont.) <b>Mandatory On campus Wednesday, March 25<sup>th</sup> HIP Week Celebration</b>
10-12	3/30/2020 Thru 4/19/2020	Health Record Documentation and Medium
13	4/20/2020 Thru 4/26/2020	<b>Mid-Term</b>
14	4/27/2020 Thru 5/3/2020	Databases, MPI, Indices, Registries
15-16	5/4/2020 Thru 5/8/2020	Electronic Health Record (EHR) Out-briefing <b>Final Exam</b>

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

### Instructor's Practices and Procedures

### Missed Assignments

Assignments and exams are open for one week or more. Students who fail to take complete and assignment or take an exam by the due date and time will not be allowed a make-up exam.

### **Academic Integrity**

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### **Attendance Procedures**

Students must log in once a week to be considered present for class.

### **Student Conduct**

Respectful behavior toward faculty and students is expected at all times during GoToMeetings and during on campus final exams. Refrain from using all caps when texting within GoToMeetings; all caps is considered yelling. Students may be asked to leave the session or computer lab for disruptive behavior.

### **Electronic Devices**

Students must have access to a computer with Respondus downloaded in order to take their exams. Cells phone must be in the off position during on campus final.

### **Health Information Technology Program Information**

Careers in Health Information Technology may be found at [www.AHIMA.org](http://www.AHIMA.org)

### **HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities

- Student Services
- Testing
- Transfer Planning
- Veteran Services

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

### **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## **Department Chair Contact Information**

Department Chair's name: Dr. Carla Tyson-Howard, EdD, RHIA  
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(713)718-7347