Health Data Content and Structure  
HITT1301

***** Note to Student *****

Student Success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Assistant Dean of Workforce Training, or the Dean of Workforce, as soon as possible. Their contact information is provided below:

<table>
<thead>
<tr>
<th>Julia Garcia, Dean of Workforce Training</th>
<th>Noemi Aguilar, Assistant Dean of Workforce Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>(830) 569-4222 X1202 <a href="mailto:jgarcia@coastalbend.edu">jgarcia@coastalbend.edu</a></td>
<td>(361) 354-2306 <a href="mailto:aguilar@coastalbend.edu">aguilar@coastalbend.edu</a></td>
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<tr>
<td>Coordinator of Professional Services: Juanita Dominguez: (361) 664-2981 X 3028 <a href="mailto:juanita@coastalbend.edu">juanita@coastalbend.edu</a></td>
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We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review with students, course information with specific reading schedules, assignments, and testing information during the first week of class. Additionally, the course information will be posted to Blackboard (THECB 60x30TX compliance).

COURSE DESCRIPTION:
Introduction to health information management in terms of systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens

Semester Hours Credit: 3

Lecture/Lab Hours: 2 Lecture / 4 Lab

End of Course Outcomes: Upon successfully completing the course the students will:

1. Understand and know the different roles of a health care information manager
2. Be able to analyze health record content in terms of its collection, arrangement, presentation and verification and understand how the coding process is part of that.
3. Understand the use of statistics as they relate to health information
4. Understand the role of health information in Quality Performance Improvement and Risk Management
5. Understand information technology as it relates to health information
6. Be familiar with general principles of organization and management in the health information management profession.

Teaching Methods: {work is done using Blackboard learning program}

1. Lecture
2. Discussion Assignments [written]
3. Lab Assignments

Evaluation Methods:

1. Class assignments
2. Chapter Exams {assessments}
3. Final exam

Student Learning Objective: Lecture
The students will demonstrate knowledge of Teamwork and the ability to consider different points of view by having knowledge of the basic principles Quality Improvement, its relation to health care information, and the Health Information Manager

Assessment:
The assessment will be accomplished by an exam that covers the basic facts of Quality Management, how it uses health information and the role of the Health Information Manager in the QM process.

Target:
At least 90% of the students will score 75% or higher on an assessment.

Student Learning Outcomes: Lab
The students will demonstrate Empirical and Quantitative Skills by having knowledge of the basic principle of statistics and be able to manipulate and analyze numerical data related to health care information and make informed conclusions about that data.
Assessment:
A mid-term exam will be conducted that examines the basic facts of statistics related to health care and the student’s ability to create statistical data and use that data for decision making.

Target:
At least 90% of the students will score 75% or higher on an assessment.

Detailed Syllabus

<table>
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<tr>
<th>Week</th>
<th>Lecture Subject</th>
<th>Learning Activity – Each Chapter follows the same general work flow.</th>
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| One  | Chapter 1 – Introduction TO HIM  
Chapter 2 – Purpose & Function of Health Record | Lecture Activities |
| Two  | Chapter 3 – Content & Structure of Health Record | Task One – PowerPoint review of chapter with discussion topic. |
| Three| Chapter 4 – Healthcare Data Sets and Standards | Task Two – A discussion topic over information in the chapter. |
| Four | Chapter 5 – Clinical Vocabularies / Classification | |
| Five | Chapter 6 – Reimbursement Methods | |
| Six  | Chapter 7 – Health Information Functions | |
| Seven| Chapter 8 – Secondary Data Sources  
Chapter 9 – Healthcare Statistics | Lab Activities - Read Chapter and the Review Quiz {questions to answer while reading the chapter} |
| Eight| Chapter 10 – Clinical Quality Performance Improvement and Management | Check Your Understanding – questions are answered in the reading process; answers are entered in a Blackboard assessment. |
| Nine | Chapter 11 - Healthcare Delivery Systems | |
| Ten  | Chapter 12 – Ethical Issues  
Chapter 13 Legal Issues | |
| Eleven| Chapter 14 – Fundamentals of Electronic Information Systems | |
Twelve  Chapter 15 – Intro to Electronic Health Information Systems

Thirteen  Chapter 16 – Electronic Health Records

Fourteen  Chapter 17 – Information Security

Fifteen  Chapter 18 – Principles of Organization and Work Planning
Chapter 19 – The Future of Health Information Management.

Sixteen  Tests: the final review for the course.

Technical Support:

| Email Support:  | helpdesk@coastalbend.edu  
|                | cabrigo@coastalbend.edu  
|                | ycharles@coastalbend.edu |

| Telephone Support:  | 866-722-2838 ext. 2508 (Toll Free)  
|                    | 361.354.2508 (Direct Line) |

| Live Chat:  | Fall/Spring Hours: Monday-Thursday 8 a.m. to 8 p.m.; Friday 8 a.m. to 5 p.m.  
|             | Summer Hours: Monday-Thursday 7 a.m. to 6 p.m. |

Tutoring Services: Coastal Bend College offers free tutoring services to all CBC students who need academic assistance. Services include One-on-One, Group, and Online tutoring to all current CBC students. The Tutoring Coordinator’s office is at CBC–Beeville in the Student Success Center (SSC), Room 140 which is in the R.W. Dirks building. The SSC’s hours of operation are Monday –Thursday from 8 am – 8 pm. Tutoring services are also available at all the CBC site locations and students can visit the site’s SSC. For questions regarding tutoring services, please contact the CBC Tutoring Coordinator at (361) 354-2838 ext. 2578 or visit us at our website at: [http://coastalbend.edu/tutoring/](http://coastalbend.edu/tutoring/).

<table>
<thead>
<tr>
<th>Beeville</th>
<th>Alice</th>
<th>Kingsville</th>
<th>Pleasanton</th>
</tr>
</thead>
</table>
| 3800 Charco Road  
3800 Charco Road  
Beeville, TX 78102  
1-866-722-2838  | 704 Coyote Trail  
704 Coyote Trail  
Alice, TX 78332  
1-866-891-2981  | 1814 Brahma Blvd.  
1814 Brahma Blvd.  
Kingsville, TX  
78363  
1-866-262-1615  | 1411 Bensdale  
1411 Bensdale  
Pleasanton, TX  
78064  
1-866-361-4222  |
Grady C. Hogue Learning Resource Center (Library): Located on the Beeville campus, the operation hours are Monday - Thursday 8:00 a.m. - 6:00 p.m.; Friday 8:00 a.m.- 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours.) For locations and hours of CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page links below.

Grady C. Hogue Learning Resource Center (Library): [http://lrc.coastalbend.edu/about](http://lrc.coastalbend.edu/about)

Online Catalog : [http://lrc.coastalbend.edu/catalog](http://lrc.coastalbend.edu/catalog)

Library Website: [http://lrc.coastalbend.edu/about](http://lrc.coastalbend.edu/about)

Hours and Locations: [http://lrc.coastalbend.edu/hours](http://lrc.coastalbend.edu/hours)

Pleasanton Public Library: [https://pleasanton.biblionix.com/](https://pleasanton.biblionix.com/)
115 N. Main St., Pleasanton, TX 78064
Monday – Friday 9:00 a.m. – 6:00 p.m.
Saturday 9:00 a.m. – 1:00 p.m.

Financial Aid: Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at [www.coastalbend.edu/finaid](http://www.coastalbend.edu/finaid) or contact us at 361-354-2238. Office hours: Monday-Thursday 7-6 and Friday 8-5.

ADA Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GA (Legal)](http://www.coastalbend.edu/)

Students with Disabilities: Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Student Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Disability Services (SSB 4.104, 471-6259). For more information contact (361) 354-2300.

Scholastic Dishonesty: Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies [FLB (Local)](http://www.coastalbend.edu/) and [FM (Local)](http://www.coastalbend.edu/). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.
Use of E-mail for Official Correspondence to students: All students should be familiar with the college’s official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical. CBC email format: last name with last four digits of social security number @study.coastalbend.edu and password is your student ID (ex. cougar1234@study.coastalbend.edu).

Copyright Law and Intellectual Property Rights Policy: Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner’s permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, CT (Legal).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy CT (Legal) and CT (Local).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

Intellectual Property: Student /Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy CT (Legal) and CT (Local).

Questions regarding this information should be directed to Library Services at: library@coastalbend.edu.

NOTE: The College website (www.coastalbend.edu) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.