



**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:

<p><i>Julia Garcia, Dean of Workforce Training</i> (830) 569-4222 X1202 jgarcia@coastalbend.edu</p>	<p><i>Noemi Aguilar, Assistant Dean of Workforce Training</i> (361) 354-2306 aguilar@coastalbend.edu</p>
	<p><i>Coordinator of Professional Services: Juanita Dominguez: (361) 664-2981 X 3028</i> juanita@coastalbend.edu</p>

"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the Assistant Dean. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."

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

Textbook(s): Health Information Management Technology: An Applied Approach, 4th Edition. Sayles, editor. AHIMA Press: ISBN 978-1-58426-352-7

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

1. Analyze health record content
2. Describe health information management department function and purpose
3. Differentiate the various types of health care facilities and their records
4. Identify the various licensing and regulatory agencies in the healthcare industry.

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

Week	Lecture Subject	Learning Activity – Each Chapter follows the same general work flow.
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/>.

Beeville	Alice	Kingsville	Pleasanton
3800 Charco Road Beeville, TX 78102 1-866-722-2838	704 Coyote Trail Alice, TX 78332 1-866-891-2981	1814 Brahma Blvd. Kingsville, TX 78363 1-866-262-1615	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>

Online Catalog : <http://lrc.coastalbend.edu/catalog>

Library Website: <http://lrc.coastalbend.edu/about>

Hours and Locations: <http://lrc.coastalbend.edu/hours>

Pleasanton Public Library: <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 or contact us at 361-354-2238. Office hours: Monday-Thursday 7-6 and Friday 8-5 (*THECB 60x30TX compliance.*)

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 \(Legal\)](#)

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 \(Local\)](#) and [FM \(Local\)](#). 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](mailto: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.

(1-9-2018)