Course Syllabus
Health Data Content and Structure
HITT1401

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: 4
Lecture/Lab Hours: 3 Lecture and 3 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 Management
5. Have an understanding of the health services organization and delivery systems in the United States.
6. Understands information technology as it relates to health information
7. Be familiar with general principles of organization and management in the health information management profession.

Teaching Methods:
1. Lecture
2. Discussion Assignments [written]
3. Class Assessments

Evaluation Methods:
1. Homework assignments
2. Class assignments
3. Chapter Exams
4. Final exam
Student Learning Outcomes:
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.

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: GL (Legal)

Special Needs Services: Students with special needs, including physical and learning disabilities, who wish to request accommodations in this course should contact the Student Development Office as soon as possible to make arrangements; this should occur no later than the second week of class or as soon as the student has the documentation on the disability and requested accommodation per a certified medical or psychological professional. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Student Development Advisor.

For more information, contact: in Alice at sdalice@coastalbend.edu; Beeville at sdbeeville@coastalbend.edu; Kingsville at sdkingsville@coastalbend.edu; and Pleasanton at sdpleasanton@coastalbend.edu.

Academic 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.

See at: FLB (Local) and FM (Local).

See the Student Handbook for further explanation of Scholastic Dishonesty.

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 the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@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.