

COASTAL BEND COLLEGE
AAS Degree Medical Records and Coding Specialist Certificate
HITT 2339
Health Organization & Supervision

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SEMESTER HOURS 4

CONTACT HOURS Lecture: 3 Lab: 2

TEXTBOOK *Health Information Management, Concepts, Principles, and Practice; 2nd edition, or current edition.*
K.M. LaTour, S.Eichenwald-Maki

COURSE DESCRIPTION The structure used throughout the assigned chapters is designed to help students apply concepts and principles in practice in an organized and systematic way. The features used to accomplish this goal include the examples and case studies used throughout the text reflect the contemporary spectrum of HIM practice environments with the assigned chapters containing a Real-World Case developed from today's top stories in healthcare delivery.

GRADING SCALE

A	94-100
B	85-93
C	76-84
D	65-75
F	64 & below

EVALUATION & GRADING:

To demonstrate the mastery of competencies listed below, the student will be evaluated based on the completion of assigned exercises, reports, pop quizzes, and exams.

ATTENDANCE	5%
HOMEWORK ASSIGNMENTS	60%
Check your Understanding	15%
Workbook Exercises	15%
TESTS	15%
FINAL EXAM	20%

SCANS Competencies (Secretary's Commission on Achieving Necessary Skills) are integrated into this course and will improve education by helping to better define and implement work-place skills necessary for employment. Each competency is referenced by criteria and measured against pre-determined levels of proficiency. SCANS are made up of a 3-part Skills Foundations necessary for successful job performance. They are:

WORKPLACE COMPETENCIES — Effective workers can productively use the following:

Resources — They know how to allocate time (01), money (02), materials (03), and staff (04).

Information — they can acquire and evaluate data (05), organize and maintain files (06), interpret and communicate (07), and use computers to process information (08).

Interpersonal Skills — They can work on teams (09), teach others (10), serve customers (11), lead (12), negotiate (13), and work well with people from culturally diverse backgrounds (14).

Systems — They understand social, organizational, and technological systems (15), they can monitor and correct performance (16), and they can design or improve systems (17).

Technology — They can select equipment and tools (18), apply technology to specific tasks (19), and maintain and troubleshoot equipment (20).

FOUNDATION SKILLS — Competent workers in the high-performance workplace need the following:

Basic Skills — reading (F1), writing (F2), arithmetic (F3) and mathematics (F4), listening (F5), and speaking (F6).

Thinking Skills — to think creatively (F7), to make decisions (F8), to solve problems (F9), to visualize (F10), the ability to learn (F11), and to reason (F12). Personal

Qualities — individual responsibility (F13), self-esteem (F14), sociability (F15), self-management (F16), and integrity (F17).

METHOD OF INSTRUCTION Lecture, lab exercises, group discussion, and class participation.

LEARNING RESOURCE Text, workbook, internet, and outside reports via the newspaper or reference material.

STUDENT ATTENDANCE

Regular class attendance is fundamental to success.

STUDENT BEHAVIOR

Treat your class as you would a desirable job. The instructor is a team leader and your fellow students are co-workers. All must work together to complete learning objectives. These behaviors are expected of you:

1. Attend all classes on time
2. Respects the rights of others to contribute by listening attentively.
3. Complete your assignments on time.
4. **NO CELL PHONES or PAGERS** in this class!
NO EXCEPTIONS!!!

GENERAL INFORMATION:

Tests Will be given over assigned chapters.
Late Work Late or Make-Up work will **NOT** be accepted. A grade of zero will be entered/recorded for a quiz or test that is missed due to absence. A zero may be used as the 'Drop Grade' for a quiz where applicable.

The instructor may deviate or revise the syllabus at any time.

ETHICAL STANDARDS:

During the clinical experience, it is expected the student perform all assignments in accordance with the ethical standards of the college. **Plagiarism** is considered unacceptable and unethical and any student found plagiarizing will be given a zero for the assignment and risks eviction from the class.

In the event that you decide you do not want to take this course, you must officially withdraw through the Registrar's Office or risk receiving an "F" in the course. Please speak with the instructor before withdrawing.

SPECIAL SERVICES/TESTING ASSISTANCE:

Students with physical or learning disabilities are encouraged to contact the 'Counseling Office' at 354-2304 to determine their eligibility for support services that may aid in classroom learning.

**HITT 2339 HEALTH ORGANIZATION & SUPERVISION
CLASS SCHEDULE**

DATE	CHAPTER
8/26 - 9/9 9/9	<p style="text-align: center;">1–3–4</p> <p>All "Check your Understanding / Workbook Review Quizes Due on 9/9</p> <p>9/9-EXAM ACRONYMS 9/9- EXAM 1-4</p>
9/14-9/30 9/30	<p style="text-align: center;">6–15</p> <p>All "Check your Understanding / Workbook Review Quizes Due on 9/30</p> <p>9/30-EXAMS ACRONYMS 9/30- EXAM 6-15</p>
10/7-10/14 10/14	<p style="text-align: center;">17–21-22</p> <p>All "Check your Understanding / Workbook Review Quizes Due on 10/14</p> <p>10/14-EXAM ACRONYMS 10/14-EXAM 17-21-22</p>
10-21- 11/4 11/4	<p style="text-align: center;">23–24-25</p> <p>All "Check your Understanding / Workbook Review Quizes Due on 11/4</p> <p>11/4-EXAM ACRONYMS 11/4-EXAM 23-24-25</p>
11/4 - 11/18 11/18	<p style="text-align: center;">26–27–28</p> <p>All "Check your Understanding / Workbook Review Quizes Due on 11/18</p> <p>11/18-EXAM ACRONYMS 11/18-EXAM 26-27-28</p>
11/24 - 26	Thanksgiving Holiday
12/2	Review for Final COMPREHENSIVE FINAL (over all exams and acronym exams)
12/9	<p>COMPREHENSIVE FINAL (over all exams and acronym exams)</p> <p>Thursday DECEMBER 9, 2010 FINAL-----6:00</p>