

Spring 2020

Introduction to Electronic Health Records HTHTEK (230) - Syllabus

Instructor: Karish Tatum, MHA, CPC

Class Days/Times: Saturday, Lecture: 1:30pm-4:40pm

Instructor Office Hours: Saturday 12pm – 1:30 pm and 4:45pm- 5pm

Course: HTHTEK (230); **Section:** 24654

Classroom Location: Rm 2021 (Instructional Building)

Contact Information: (tatumk@lamission.edu)

**** The deadline to drop without a W for 16-week courses is February 23, 2020 ** Last Day to Drop with “W” is May 10, 2020.**

Please Read Syllabus: Class starts February 22, 2020



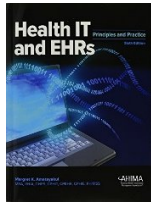
Course Description: This course is designed to provide health information students with the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. The importance of national, regional, and state initiatives will be discussed in addition to practical experience using software.

Student Learning Outcome:

SLO 1: Utilize software in the completion of Health Information Management (HIM) processes.

SLO 2: Differentiate between the roles and responsibilities of various providers and disciplines to support documentation requirements in health care.

Required Books: Health IT and EHRs Principles and Practice 6th Edition; Margaret K. Amatayakul



Book can be purchased at school bookstore or online



Link for school calendar below:

→ <http://www.lamission.edu/students/calendar.aspx>

Course ground rules:

- Participation in lectures is required
- Treat others as you wish to be treated
- **1st day of class is critical, rules and expectations are shared and your questions to testing, homework, assignments will be answered**

The grading rubric indicates how grades are determined, what grades are possible, what the penalty is for missed work, and what constitutes a passing grade for the course.



To pass this class, you need at least **1,505 out of 2,150 possible points (70%)**

Evaluation Method

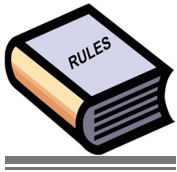
Course Grading Scale

Percent Range	Letter/Point Grade
90 – 100%	A 1,935-2,150 points
80 – 89%	B 1,720-1,934 points
70 – 79%	C 1,505-1,719 points
65 – 69%	D 1,398-1,504 points
Below 65%	F <1,398 points

GRADING

- I. 3 Exams: 25 questions X 10 points each (No make-up possible) = 250 X 3 = 750 points
- II. Discussion Questions: 5 points each chapter X 20 chapters = 100 points
- III. 1 Final: 100 questions X 10 points each (No make-up possible) = 1,000 points
- IV. Chapter Reading Homework: 20 chapters X 15 points each = 300 points

----- Total = 2,150 points



1. **Students are responsible** for scheduling appointments with the instructor to discuss issues related to the course; exams or final

2. > **All exams must be taken as scheduled.** There are no make-up examinations unless there are extraordinary circumstances substantiated by the student and approved by the instructor. (Official documentation such as physicians' report must be provided by the student). Instructor will decide either to take a make-up exam or an average of the previous and next exam.

> **There will be no make up for the final exam.**

> All exams are given in class in multiple-choice, matching, fill in the blanks, T/F, and/or short essay questions.

> Presence of students in the class is **Mandatory**.

> Content of exams are based on lectures and chapter readings

> Any discrepancies should be discussed with the instructor during office hours or via email within the week the quiz was given.

3. **Students are responsible for maintaining awareness of their status throughout the course.**

4. **Contact instructor early** in course if difficulties are experienced within course (i.e. lack of understanding of material, poor scholastic achievement, etc.)

5. **Percentages or points and grades** are shown on CANVAS

Communication Policy:

Communication is key in this course, speak up, ask questions, and don't be afraid if you don't know something. I am here to help you succeed. If you don't ask, I'll never know what's wrong. Send me an email if you are not able to attend class. Let me know what's going on.

Late work/Make-up policy: Late work and make-up **work is not allowed**, this course is only 16 weeks long and the expectations are for you to follow the timelines and complete the assignments when due. On the job, your manager will need things done, there are no makeup or turning in assignments late on the job, it will appear as if you're not organized or do not care.

ATTENDANCE is KEY for success.

Plagiarism/Academic Integrity Policy: Work that you submit is assumed to be original unless your source material is documented appropriately, such as a Works Cited/Reference page. Using the ideas, pictures, or words of another person, even a peer, or a web site, as if it were your own, is plagiarism.

Here's an example of how to cite from a website. Make sure this information is documented on the last page titled (works cited OR reference page) or noted at the bottom of your sentences if responding to a discussion question.

Cain, K. (2012, June 29). The Negative effects of Facebook on communication. *Social Media Today RSS*. Retrieved from <http://socialmediatoday.com>

Use of internet: Avoid using Wikipedia and blogs, use educational websites that ends with .org, .edu, or .gov for reliable information. Wikipedia and blogs are often peoples' opinions and are not considered a trustworthy or authoritative source. This is especially true considering anyone can edit the information at any given time. **Recording devices:** in the classroom- Section 78907 of the California Education Code prohibits the use of any electronic audio or video recording devices, without prior consent of the instructor. (including cell phones, laptops, MP3 players, and more)

Use of cellphones: When entering class, turn your phones on vibrate, **do not** take calls in class, excuse yourself to communicate outside the room.

Reasonable Accommodations: If you are a student with a disability and require accommodations, please send me a private email. The sooner I am aware of your eligibility for accommodations, the quicker I will be able to assist the DSP&S Office in providing them. For students requiring accommodations, the DSP&S Office at Mission College provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, instructor liaisons, community referrals and job placement. If you have not done so already, you may also wish to contact the DSP&S Office in Instructional Building 1018 (phone 818/364-7732 TTD 818/364-7861) and bring a letter stating the accommodations that are needed. All students should have the Sheriff department # in cell phone (818) 364-7843

Disabilities Policy: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify me during the first week of class of any accommodations needed for the course.

Withdrawals Students wishing to drop a class or withdraw from the college during the semester may do so easily online through the Student Information System at www.laccd.edu or in person during the Admissions & Records Office hours. **Failure to withdraw officially may result in an "F" grade.** For the

Spring 2020 semester for sixteen week classes, students must withdraw online on or **before May 10, 2020** in order to receive a W. Students in late start, short term, or special program classes must check with the Admissions & Records Office to determine the official drop date. **IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OFFICIALLY.**

Library Building Top Floor Hours: Monday – Thursday 8am to 8pm; Friday 8am to 1pm
Saturday 10am to 2pm

Tentative Lecture Schedule (1:30pm-4:40pm)

Topics and dates are subject to change. Announcements will be made in class or on CANVAS. Students are responsible for adjusting their calendar.

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Week Day	Date	Lecture & Lab Topics/Content	Homework
Week 1 Saturday	2/22	Review classroom expectations and syllabus Lecture: Introduction to Health IT and EHRs	Read: Ch 1 Assignment: Discussion questions posted in Canvas
Week 2 Saturday	2/29	Information Systems Theory and System Development Life Cycle	Read: Ch 2 Assignment: Discussion questions posted in Canvas
Week 3 Saturday	3/7	Strategic Planning for Health IT EHRs Exam (1)	Read: Ch 3 Assignment: Discussion questions posted in Canvas
Week 4 Saturday	3/14	Health IT EHRs Goal Setting and Measurements	Read: Ch 4 Assignment: Discussion questions posted in Canvas
Week 5 Saturday	3/21	Health care workflow and process mapping	Read: Ch 5 Assignment: Discussion questions posted in Canvas
Week 6 Saturday	3/28	Change management for Health IT EHRs	Read: Ch 6 Assignment: Discussion questions posted in Canvas

Week 7 Saturday	4/4	Health IT EHRs Vendor Selection and Contracts Exam (2) Spring Break: 4/6-4/12	Read: Ch 7 Assignment: Discussion questions posted in Canvas
Week 8 Saturday	4/11	No class	
Week9 Saturday	4/18	Online: Health IT EHRs Project Management: Roles in Design and Implementation	Read: Ch 8 Assignment: Discussion questions posted in Canvas
Week 10 Saturday	4/25	Data Infrastructure	Read: Ch 10 Assignment: Discussion questions posted in Canvas
Week 11 Saturday	5/2	Information Technology	Read: Ch 11 Assignment: Discussion questions posted in Canvas
Week 12 Saturday	5/9	Health IT Privacy and Security	Read: Ch 12 Assignment: Discussion questions posted in Canvas
Week 13 Saturday	5/ 16	Interoperability Exam (3)	Read: Ch 13 Assignment: Discussion questions posted in Canvas
Week 14 Saturday	5/23	Optimizing the Acute Care and Specialty Specific EHR	Read: Ch 14-16 Assignment: Discussion questions posted in Canvas

Week 15 Saturday	5/30	Health IT for Consumers Enterprise Content and Record Management as and EHR Bridge Revenue Cycle and Population Health	Read: Ch 17-20 Assignment: Discussion questions posted in Canvas
Week 16 Saturday	6/6	Final exam 3:00pm-5pm	



Tips for success in this course:

- Be prepared, Come to class , Get organized, Study, Take notes during lectures
- Apply lessons/techniques learned
- **Connect with a class buddy just in case you're out and need notes**
- Ask questions
- Check class announcements
- Set goals and take actions