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Montgomery College

Health Information Management Program

HINM 134

Healthcare Delivery Systems

Syllabus

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INSTRUCTOR INFORMATION

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Office hours by appointment (HC 243)

COURSE DESCRIPTION

This course introduces the student to the contents of the health record in paper and electronic-based formats. The student will analyze, synthesize and evaluate the contents of the health record gaining a detailed understanding of documentation requirements, health care data sets, data -monitoring and compliance reporting, data definitions, vocabularies, terminologies, nomenclatures, and dictionaries. The student will comprehend the difference between data and information, classification systems and nomenclatures, and primary and secondary data sources. This course also provides an introduction to the historical development of the health care field and organization of health institutions, the health information profession, and health information department systems. **PREREQUISITE(S):** *Admission to the health information management program or consent of program coordinator. 3 semester hours*

This course is conducted online and via Blackboard Collaborate with scheduled lab meetings. Active participation in the online activities and completion of all homework and online assignments are required in order to pass this course.

AHIMA DOMAINS, SUBDOMAINS AND TASKS

The following AHIMA entry-level competencies for health information management at the Associate degree level are assessed in this course:

Domain I. Data Content, Structure and Standards

> Subdomain I.B. Health Record Content and Documentation
>
> > 1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.
> > 2. Verify the documentation in the health record is timely, complete and accurate.
> > 4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare.
>
> Subdomain I.C. Data Governance
>
> > 1. Apply policies and procedures to ensure the accuracy and integrity of health data
>
> Subdomain I.D. Data Management
>
> > 1. Collect and maintain health data

Domain VI. Leadership

> Subdomain VI.A. Leadership Roles
>
> > 1. Summarize health information related leadership roles
>
> Subdomain VI.F. Strategic and Organizational Management
>
> > 1. Summarize a collection methodology for data to guide strategic and organizational management
> > 2. Understand the importance of healthcare policy making as it relates to the healthcare delivery system
> > 3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system
> > 4. Apply information and data strategies in support of information governance initiatives

STUDENT LEARNING OUTCOMES

At the end of this course, the student will be able to:

1. Verify the documentation in the health record is timely, complete and accurate.
2. Identify a complete record according to organizational policies, external regulations and standards.
3. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements throughout the continuum of healthcare.
4. Apply policies and procedures to ensure the accuracy and integrity of health data.
5. Summarize health information-related leadership roles.
6. Explain the importance of healthcare policy-making as it relates to the healthcare delivery system.
7. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.
8. Comply with ethical standards of practice.
9. Evaluate the consequences of a breach of healthcare ethics.
10. Assess how cultural issues affect health, healthcare quality, cost and HIM.

REQUIRED MATERIALS

- Sayles, Nanette. Gordon, Leslie. Health Information Management Technology: An Applied Approach. Fifth Edition, 2016.

STRONGLY RECOMMENDED MATERIALS

AHIMA Student Membership. https://www.ahimastore.org/ProductDetailMembership.aspx

HINM 133 COURSE STRUCTURE AND INSTRUCTIONAL DELIVERY

This course is divided into six unit assignments, six unit quizzes, and a course competency examination. Students must complete all unit assignments, unit quizzes, and the course competency final exam to receive a grade in the course.

All content will be delivered via Blackboard and online Collaborate class meetings. Unit quizzes are un-proctored and will be available in Blackboard. The Final Course Competency Exam is a proctored exam taken in the Medical Learning Center.

HINM 133 METHOD OF EVALUATION

METHOD OF EVALUATION ITEM	TOTAL POSSIBLE POINTS
Unit 1	50
Unit 2	50
Unit 3	50
Unit 4	50
Unit 5	50
Unit 6	50
Unit Quizzes (6 @ 50 pts each)	300
Attendance at class meetings (7 @ 10 pts each)	70
Course Competency Final Exam	No points toward final grade; must score 78% or better to pass course

Total Points = 670

Grading Scale

92 – 100% = A

84 – 91% = B

78 – 83% = C

65 – 77% = D

0 – 64% = F

INSTRUCTOR EXPECTATIONS AND HIM/CODING PROGRAM POLICIES

Please read the entire syllabus carefully. These policies and expectations are intended to create a productive learning atmosphere for all students. Notify your Instructor of any questions or concerns regarding the Syllabus.

Communication

The accepted modes of communication with your instructor are the Blackboard course email and your Montgomery College email accounts. It is important that you use these official email accounts to communicate with your instructor. If you need to communicate with your instructor by phone, use the phone number indicated on the course syllabus. Instructors may also specify time limits for receiving phone calls. Emails are answered within 24 hours on weekdays and 48 hours on weekends. General questions or personal concerns are sent through Montgomery College email. Messages that relate to course content, assignment, exams, etc. are sent through Course Mail for that Blackboard course.

Syllabus and Course Changes

The health information management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. The Health Information Management Program Faculty reserve the right to modify course syllabus, course content and evaluation procedures as deemed necessary. Notice of changes are by announcement via Blackboard. The revised Syllabus posts to Blackboard with the appropriate revision date.

Attendance

The attendance policy published in the current Montgomery College catalog/Student Handbook is the policy for this class. Each student is expected to attend all classes. If a student does not attend a scheduled class, it is his or her responsibility to obtain the material missed and make up the work. Class meetings are recorded and students who miss the class may listen to the recording for up to 2 days after the missed class to earn the points for that class.

Participation and Contribution Policy

Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course instructor on the course start date. If the student does not submit assignments as directed, the instructor has the right to require the student to drop the course or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the instructor.

Students are expected to regularly participate as directed by the instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Discussion Board Participation

This class is conducted in an atmosphere of mutual respect. Your active participation is encouraged in class discussions. Differing opinions are encouraged and welcomed. The orderly questioning of the ideas of others, including those of the Instructor, is similarly welcome. However, the Instructor will take the responsibility of managing the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your conduct during class discussions disrupts the atmosphere of mutual respect, you will not be allowed to continue participation in that discussion.

Submission of Course Work

It is the student's responsibility to manage course load and submit assignments in a timely fashion. A course schedule is posted for this class, which should be used to assist you in managing your time and to help you stay aware of due dates and deadlines. Assignments must be typewritten and submitted via the Assignment Submission in Blackboard. Tests may NOT be repeated at the student's request to raise a grade.

HIM Program Late Assignment Submission Policy

Out of fairness to learners who work hard to get high-quality work in on time despite all their personal and professional life challenges, all late work will receive a 15% mandatory deduction DAILY for no more than 2 days. After 2 days, the work will receive a zero.

Grade of Incomplete

A student who completes most of the assignments in a course at a passing level but is unable to complete the work on time due to extenuating circumstances, may speak with the instructor to see if receiving an Incomplete (I) is warranted. If the Dean of Health Sciences approves the request for an Incomplete grade, the instructor will set a deadline for completion of the coursework. If the work is not submitted by the deadline, the grade automatically becomes an F.

Withdrawal and Refund Policy

It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. To view specific drop deadlines, log into your MyMC account:

1) Click on "My Class Schedule" under Student Quick Links

2) Select the current term

3) Click on "View Drop Deadline Dates" at the bottom of the page.

Course Competency Final Project or Examination

The final course competency examination is a measurement of your ability to grasp the concepts presented in this course. A student must receive a "C" (78%) or better in the course AND at least a 78% on the course competency final exam to successfully complete this course. Students who do not successfully pass the Course Competency Exam after two attempts is assigned a course grade of D and required to repeat the HINM 134 course.

Blackboard Technical Support

Technical Support for Blackboard issues can be found at the following website:

http://cms.montgomerycollege.edu/distance/after/prepare/

Technical assistance with College-supported IT resources (Montgomery College IT Service Desk) is also available at 240-567-7222, press 2 to reach the Blackboard Help Desk.

Academic Integrity

Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully

aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Health Information Management Program Student Handbook for a full policy statement.

Access, Disability and Communication

Any student who needs an accommodation due to a disability should contact the instructor. In order to receive accommodations, a letter from Disability Support Services (G-SA172; R–CB122; or TP/SS–ST 122) is needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at:
www.montgomerycollege.edu/dss

Important Student Information Link

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions, please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies. http://cms.montgomerycollege.edu/mcsyllabus/

Montgomery College

Health Information Management Program

HINM 134

Healthcare Delivery Systems

Fall 2018 Schedule

NOTE: All assignments and quizzes are due on the date indicated by Midnight. See the HIM late policy regarding submission of late assignments.

Date	Item/Activity
Tuesday 8/28/17	**Lab Meeting Blackboard Collaborate Online 6:30pm – 8:30pm**
Tuesday 9/4/18	No lab meeting
Tuesday 9/11/18	**Lab Meeting Blackboard Collaborate Online 6:30pm – 8:30pm**
Sunday 9/16/18	**Unit 1 Due**
Monday 9/17/18	**HIM/Coding Open Lab**
Tuesday 9/18/18	No lab meeting
Tuesday 9/25/18	**Lab Meeting Blackboard Collaborate Online 6:30pm – 8:30pm**
Tuesday 10/2/18	No lab meeting
Sunday 10/7/19	**Unit 2 Due**
Monday 10/8/18	**HIM/Coding Open Lab**

Date	Item/Activity
Tuesday 10/9/18	**Lab Meeting Blackboard Collaborate Online 6:30pm – 8:30pm**
Tuesday 10/16/18	No lab meeting
Sunday 10/21/18	**Unit 3 Due**
Tuesday 10/23/18	**Lab Meeting Blackboard Collaborate Online 6:30pm – 8:30pm**
Monday 10/2918	**HIM/Coding Open Lab**
Tuesday 10/30/18	No lab meeting
Monday 11/5/18	**HIM/Coding Open Lab**
Tuesday 11/6/18	No lab meeting
Sunday 11/11/18	**Unit 4 Due**
Monday 11/12/18	**HIM/Coding Open Lab**
Tuesday 11/13/18	**Lab Meeting Blackboard Collaborate Online 6:30pm – 8:30pm**
Tuesday 11/20/18	No lab meeting
Sunday 11/25/18	**Unit 5 Due**
Monday 11/26/18	**HIM/Coding Open Lab**

Date	Item/Activity
Tuesday 11/27/18	No lab meeting
Monday 12/3/18	**HIM/Coding Open Lab**
Tuesday 12/4/18	**Lab Meeting Blackboard Collaborate Online 6:30pm – 8:30pm**
Sunday 12/9/18	**Unit 6 Due**
Monday 12/10/18 – Friday 12/14/18	**Take Final Exam in Medical Learning Center**

Coding Open Lab is an optional attendance scheduled activity time in HC 225 where students can get help with Coding or HIM assignments or use the lab for study time. Students are NOT required to attend HIM/Coding Open Lab and there are NO points assigned for attendance at the Open Lab.