KENNESAW STATE UNIVERSITY

SYLLABUS
COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING
DEPARTMENT OF INFORMATION TECHNOLOGY
IT 7503: FOUNDATIONS OF HEALTH INFORMATION
FALL 2022

Course Information

Class meeting time: *Hybrid class 01 – Thursday 5:00 - 6:15 pm*
Online class W01 – N/A
Modality and Location: *Hybrid class J157*
The syllabus is posted in D2L

Instructor

Name: Dr. Shirley Tian
E-mail: xtian2@kennesaw.edu
Office Location: J378B
Office Phone: 470-578-5168
Office Hours: Tuesday 1-3 pm (Online), Thursday 1 – 4 pm (online and office) or by appointment
Course Communication:
- Email is the best way to reach the instructor. Use D2L email if possible. The instructor's KSU email (xtian2@kennesaw.edu) should only be used when you don't have access to the D2L site. *[You may choose either to use D2L email or KSU email for communication]*
- Students' emails will be replied to WITHIN 24 hours during the weekday. Weekends and holidays don't apply.
- When emailing the instructor using accounts other than D2L email, put the course number in the subject line. Emails without proper subject lines will not be replied to.
- Avoid using personal email. Sensitive information (such as your grades) can ONLY be sent to the D2L email or KSU email account.

Course Description

Prerequisites/Corequisites: N/A
Credit Hours: *3-0-3*
Required Texts: *No textbook*
Recommended Texts*:*
1. McCormick, Kathleen A., and Brian Gugerty, Healthcare Information Technology, Exam Guide for CompTIA Healthcare IT Technician & HIT Pro Certifications, 2013, ISBN: 978-0-07-180280-2
2. Tyson-Howard, C., and Thomas, S.C. Comprehensive Review Guide for Health Information, RHIA & RHIT Exam Prep, 2016, ISBN: 978-1284045321

3. Jerome H. Cater, EHR Science, Explorations in the Design and Implementation of Clinical Information Systems, http://ehrscience.com/

Course Description:
This course provides an overview of the importance of information technology and information systems in the health care industry. It provides an overview of the healthcare IT industry in the U.S. and clinical terminologies, a review of fundamental characteristics of clinical information, health information exchange stands (HL7); healthcare payment and reimbursement systems, the challenges of IT implementation, and a detailed discussion of the primary clinical and managerial applications of information (including electronic health records - EHR). Group and individual research will be required.

Technology Requirements:

This class uses D2L as a hosting site. Run a system check to ensure your computer works with D2L. Check out UITS D2L training: http://uits.kennesaw.edu/support/d2ltraining.php .
- Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You may also use computer labs on campus to complete the coursework.
- A web camera is required for a student to take quizzes/exams.

Student Learning Outcomes

By the end of this course, a student should be able to:
1. Describe the healthcare delivery systems and different healthcare settings in the U.S. and the reimbursement methodologies utilized in healthcare organizations
2. Describe the factors that had led to a need for health information technology and Electronic Health Record systems
3. Provide examples of different types of health information technology used in the healthcare organizations
4. Explain the importance of health data management and performance improvement activities in the healthcare environment
5. Identify the effect of the ethical and legal issues on health information technology
6. Explain HIPAA and HITECH regulations and analyze ways to maintain the privacy and security of protected health information
7. Recognize the future of health information technology to be an organizational resource in this topic area

Course Requirements and Assignment

Discussion
Discussions will be good learning opportunities when participants are prepared for the discussion, and share their viewpoints after reflecting on the articles, presentations, personal knowledge, personal experiences and learning objectives of the discussion. Online discussion will be taken place in Discussions in D2L.

Discussion Grading
- For each discussion assignment, post your own two days before the due date and respond to at least two
 others' posts by the due date unless stated otherwise.

- Provide original, reasoned, and clear viewpoints that you feel are constructive to the discussion.
- Provide appropriate references to the sources (e.g., full references for the articles you have read, or URL
  for websites you have visited).
- Show others courtesy and respect.

Written Assignments
The written assignments throughout the semester are learning opportunities for you to understand in depth what is involved in health information technology. The write-up of the assignments must follow the template provided for the assignment.
For APA format guide, please go to http://owl.english.purdue.edu/owl/resource/560/01/.
For MLA format guide, please go to https://owl.english.purdue.edu/owl/resource/747/01/.

Late Assignments Policy
With the exception of term project deliverables and assignments due in the final week, you may submit assignments late **up until one week** after the assignment due date. A **penalty of 10% per day** will be applied to the grade you achieved on the assignment submitted after the deadline.

Online quizzes
All the online quizzes are open-book and open-notes, and you will have up to two times to take them.

proctored exam
Please note that all of the students (online or hybrid) may be required to take the proctored exam for the final exam. The final exam will be on the D2L. You will need to use the Lockdown browser to complete the exam.

What to expect from the quizzes and exams
The online quizzes focus on the concepts introduced in the learning modules. The midterm and final exams also include case study analysis questions. The final exam is not a comprehensive exam. You will only be tested on the material covered since the midterm exam.

Turn-around time/feedback
The assignments and exams will be graded by instructor. The feedback will be returned in about a week after the submission due date.

Evaluation and Grading Policies

Weight Distribution

Writing & Discussion Assignments	55%
Online Quizzes	10%
Midterm Exam	10%
Final Exam	10%
Online Group Activity	5%
Project	10%
Total	**100%**
A: 90-100; B: 80-89; C: 70-79; D: 60-69	

Grading Scale:
90% - 100% A
80% - 89% B
70% - 79% C
60% - 69% D
0% - 59% F

Grades will be rounded up if they are > or = .5 or above; for example, an 89.6 is an A, but 79.2 is a C. *[you may or may not adopt this rule]*

Course Policies

Course Attendance Policy
- For on on-campus/hybrid section, students are expected to come to each class on time. Stay during the whole class period.
- For both campus/hybrid and online sections, students' attendance is also measured by how often a student login in to the D2L course website, participation in online discussions, as well as on-time completion of homework.

Grading Items Turnaround Time
- The grades for the quizzes and exams will be available 48 business hours after the due date
- The grades for labs/assignments/projects will be available 96 business hours after the due date

Assignments & Exam Policy

- All assignments **MUST** be submitted through D2L (https://kennesaw.view.usg.edu/) course website by the deadline specified in course calendar. Email submission will **NOT** be accepted. Any assignment that is less or equal than 24 hours late is subject to 10% penalty. Any assignment that is less or equal than 48 hours late is subject to 20% penalty. Any assignment that is more than 48 hours late will **NOT** be accepted.
- All quizzes and exams MUST be completed on D2L website by the deadline specified in course calendar. The quizzes exams can't be opened/submitted after the deadline.
- If you must miss an exam due to illness, you must e-mail or call the instructor before the scheduled time. Failure to notify the instructor prior to the scheduled time will produce an automatic zero for the exam. NO makeup test except for emergencies with proof (e.g. doctor's slip).

Proctored Exam
Respondus Lockdown Browser + Web Camera will be used for the final exam. LockedDown Web Browser Student Guide: https://apps.kennesaw.edu/files/pr_app_uni_cdoc/doc/Respondus-LockDown-Browser_StudentGuide.pdf
Please contact the instructor if you have any questions.
[if you are using LockedDown browser, I suggest creating a LockedDown browser practice quiz which contain 1 dummy question and unlimited attempts. The idea is let students get familiar with LockedDown browser. Faculty LockedDown browser guide:

Student Responsibility
For this class, you are expected to spend seven to eight hours each week on coursework:
- Check KSU email regularly;
- Login D2L course website frequently to access the course material (at least every other day);
- Follow the weekly study guide in the learning module;
- Study the assigned material such as virtual lectures, textbook chapters and the PowerPoint slides;
- Complete assigned quiz/assignment/discussion/project on time.

Tips for Effective Online Learning
For an online class, students can really enjoy the benefits of learning at you own pace and at the place of your choice. Below are some tips for effective online learning.
- *Check D2L course website frequently*. It's recommended that students should login D2L course site **AT LEAST** every other day. Always be aware of current status of the course. Take advantage of the posted learning material such as recorded lectures.
- *Work with the instructor closely*. If you have any question, contact the instructor immediately. You can either email or text me and your message is guaranteed to be replied within 12 hours.
- *Start your work early*. If you can start a task early, don't start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never start until the last minute! You'll have no turnaround time if you need help or something happens.
- *Keep up the work*. Don't fall behind. If you do, contact the instructor immediately for what you need to do. The instructor may also contact you if he is concerned. Respond to the instructor's inquiry promptly.

Class Communication Rules
In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in my course you should:
- Be sensitive and reflective to what others are saying.
- **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back! Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them. Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
- Always **assume good intent** and **respond accordingly**. If you are unsure of or annoyed by a message, wait 24 hours before responding.

Course Evaluation
Course evaluation is an important feedback mechanism to help the instructors improve their teaching. Students are strongly encouraged to complete the evaluation.
- Course evaluation can be completed with two weeks of the last day of a class. Please

complete the evaluation before the last day of a class.

- The evaluation link can be found in the Campus Bookmark section of the D2L Homepage (upper right corner). Direct link: https://kennesaw.bluera.com/kennesaw/
- Students' responses are completely confidential. Instructor has no way of linking responses to individual students. Instructors can only see the completion rate before a semester ends and will only have access to evaluation results after the semester ends.
- When filling out a course evaluation, students should make their feedback constructive. For example, a student may comment on an instructor's good teaching practices, or point out areas of improvement such as a new topic could be added, or a course module/assessment needs to be updated.
- Additional information: https://courseevals.kennesaw.edu/faqs.php

Course Schedule

The course schedule is tentative and is subject to change. Please use D2L course calendar as accurate due dates.

Week	Date	Topics	Assignments (due date specified in assignments)
1	8/15	- Introduction and overview - Introduction to HIT and HIT jobs - Guest lecture: how to start HIT career https://drive.google.com/folderview?id=0BxjmF0S_9z6OODdDSjhTd VBBLW8&usp=sharing	
2	8/22	- Healthcare delivery systems in the US - Health information professionals	- Discussion#1&2
3	8/29	- Healthcare processes & decision making - Evidence-based practice	
4	9/5	- History and development of IT systems in healthcare - Patient outcomes	9/5 Labor Day
5	9/12	- Impact of HIT on healthcare delivery and on providers	- Discussion#3 - Quiz#1
6	9/19	- HIT laws, policies, and regulations including HITECH and meaningful use	
7	9/26	**Mid-term exam**	- Written#1 - Quiz#2
8	10/3	- Protecting privacy, security and confidentiality in HIT systems	10/11 last day to withdraw with "W"
9	10/10	- Introduction to the major components of HIT systems - Fundamentals of usability in HIT systems	- Discussion#4 - Quiz#3
10	10/17	- Overview and introduction to Electronic Health Records (EHRs) - Functional requirements & standards for EHRs	- Written#2 - Quiz#4
11	10/24	- Health information exchange and interoperability	
12	10/31	- Healthcare coding, transactions, billing, and payment	- Discussion#5 - Quiz#5
13	11/7	- Health data analytics	
14	11/14	- HIT system planning, acquisition, and management - Emerging trends of HIT	- Discussion#6
15	11/21	NO CLASS	Fall Break
16	12/28	Wrap and review	- Project or Research Paper
17	12/7	**Final Exam (12.6-12.8)**	

Important dates:
- Add/Drop ends: Aug 19 11:45pm
- Last Day to Withdraw Without Academic Penalty: Oct 11, 11:45 p.m.
- Last Day to Withdraw for the Term With a WF: Nov 29.
- Last Day of Class: Dec 5.

Institutional Policies

- [Federal, BOR, & KSU Course Syllabus Policies](#)
- [Academic Integrity Statement](#)
    - Examples of violation of academic integrity: 1) copy from others or from Internet; 2) allow others to copy your work; 3) use other's help or help other in completing the quizzes or exams.
    - The first violation of academic integrity, the student will immediately receive 0 for the associated grading item. For the 2nd violation, the student will receive a fail grade for this course.

KSU Statements on Course Delivery and COVID-19

Course Delivery

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

Face Coverings

Based on guidance from the University System of Georgia (USG), masks are encouraged based on individual preference and assessment of personal risk. Disposable face coverings can be picked up at the Office of Emergency Management at Chastain Pointe on the Kennesaw campus and Norton Hall Police Precinct on the Marietta campus. Please email oem@kennesaw.eduif you have questions.

Student Resources

This link contains information on help and resources available to students: [KSU Student Resources for Course Syllabus](#)

KSU Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the [Student Code of Conduct](#), as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and

Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.