



Coastal Bend COLLEGE

Administrative Master Syllabus

Cover Sheet

***Purpose:** The Administrative Master Syllabus provides a general course description, defines the required elements of the course, and establishes a faculty-driven foundation for course assessment to ensure continuous improvement in student learning, irrespective of the course timeframe, or mode of course delivery.*

Course Title: **Health Data Content and Structure**

Course Prefix and Number: **HITT 1301**

THECB Approval Number (10 digit): **5107070000**

Department: **Health Information** Division: **Nursing and Allied Health**

Course Type: (check only one)

Academic General Education Course (From ACGM but not a CBC Core Course)

Academic CBC Core Course

WECM Course (Special Topics or Unique Needs Course: Y or N)

Weekly Contact Hours (Lecture – Lab – External): **3** - **1** - **0**

Course Catalog Description:

Introduction to 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.

Prerequisites/Co-requisites:

BIOL 2301, BIOL 2101, HITT 1305

Approval: The contents of this document have been reviewed and are found to be accurate.

Prepared by (Content Expert): **Naomi Reyna** Digitally signed by Naomi Reyna
Date: 2022.08.16 16:40:24 -05'00'

Reviewed by Director or Coordinator: **Loana Hernandez** Digitally signed by Loana Hernandez
Date: 2022.09.29 14:16:36 -05'00'

Approved by Dean of CTE or NAH or TGE: **Loana Hernandez** Digitally signed by Loana Hernandez
Date: 2022.09.29 14:16:54 -05'00'

Revised 8/11/2021



Coastal Bend COLLEGE

Master Course Syllabus

Course Name: HITT 1301 Health Data Content and Structure

Course Description: Introduction to 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 Hour Credit: 3

Lecture Hrs. per Week/Lab Hrs. per Week/External Hrs. per Week: 3-1-0

Curriculum Capacity:

- Face-to-Face Lab
- Online Lab
- Face-to-Face Lecture
- Online 15
- Virtual Face-to-Face
- Interactive video (multi-locations)
- Hybrid
- Clinical

Recommended enrollment threshold:

- Face-to-Face Lab
- Online Lab
- Face-to-Face Lecture
- Online 15
- Virtual Face-to-Face
- Interactive video (multi-locations)
- Hybrid
- Clinical

Textbook and/or other major required readings:

Title: Health Information Management Technology, An Applied Approach
Author: Nanette Sayles, Leslie Gordon
Publisher: AHIMA Press
Edition: 6th Edition
ISBN: 9781584267201

The Student Learning Outcomes for the course are the same regardless of modality or location.

**Course Outcomes
(WECM or LDACGM)**

- Analyze health record content.
- Describe health information management department function and purpose.
- Differentiate the various types of health care facilities and their records.
- Identify the various licensing and regulatory agencies in the healthcare industry.

The following general education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) are addressed in this course: General education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) assessed are indicated with an asterisk *.

- * Describe health care organizations from the perspective of key stakeholders
- * Determine compliance of health record content within the health organizations
- * Explain the use of classification systems, clinical vocabularies, and nomenclatures
- * Describe the concepts of managing data
- * Apply legal processes impacting health information
- * Apply security strategies to health information
- * Demonstrate fundamental leadership skills
- * Describe the concepts of managing data
- * Calculate statistics for health care operations
- * Identify the components of risk management related to health information management

The following program student learning outcome are assessed for this course:

- Domain I. Data Structure, Content, and Information Governance-
- I.1. Describe health care organizations from the perspective of key stakeholders (chs.2,15)
 - I.2. Apply policies, regulations, and standards to the management of information (chs.8,9,10,12)
 - I.3. Identify policies and strategies to achieve data integrity (chs.4,6,12,15)
 - I.4. Determine compliance of health record content within the health organization (chs.4,12,15)
 - I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures (ch.5)
 - I.6. Describe components of data dictionaries and data sets (ch.6)
 - I.6. DM Evaluate data dictionaries and data sets for compliance with governance standards (chs.6,12)
- Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security-
- II.1. Apply privacy strategies to health information (chs.9)
 - II.2. Apply security strategies to health information (chs.10,11)
 - II.3. Identify compliance requirements throughout the health information life cycle (chs.9,10,15)
- Domain III. Informatics, Analytics, and Data Use-
- III.1. Apply health informatics concepts to the management of health information (chs.4,6,11,12)

- III.2. Utilize technologies for health information management (chs.4,5,11,12,15)
- III.3. Calculate statistics for health care operations (chs.13,14)
- III.4. Report health care data through graphical representations (chs.12,14,18)
- III.5. Describe research methodologies used in health care (ch.13)
- III.6. Describe the concepts of managing data (chs.4,6,7,9,10,12,15,17)
- III.7. Summarize standards for the exchange of health information (chs.6,11,12)
- III.6. DM Manage data within a database system (chs.6,11,12)
- III.7. DM Identify standards for exchange of health information (chs.6,11,12)

Domain IV. Revenue Cycle Management-

- IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines (ch.5)
- IV.2. Describe components of revenue cycle management and clinical documentation improvement (chs.15,16)
- IV.3. Summarize regulatory requirements and reimbursement methodologies (chs.15,16)
- IV.1. RM Determine diagnosis and procedure codes and groupings according to official guidelines (chs.5,15)
- IV.2. RM Evaluate revenue cycle processes ch.15)
- IV.3. RM Evaluate compliance with regulatory requirements and reimbursement methodologies (ch.15)

Domain V. Health Law & Compliance-

- V.1. Apply legal processes impacting health information (chs.8,9,10,16)
- V.2. Demonstrate compliance with external forces (chs.8,9,10,15,16,20,21)
- V.3. Identify the components of risk management related to health information management (chs.8,9,10,16,17,18)
- V.4. Identify the impact of policy on health care (chs.8,9,10,15)

Domain VI. Organizational Management & Leadership-

- VI.1. Demonstrate fundamental leadership skills (chs.17,19,20,21)
- VI.3. Identify human resource strategies for organizational best practices (chs.17,20)
- VI.4. Utilize data-driven performance improvement techniques for decision making (ch.18)
- VI.5. Utilize financial management processes (ch.15)
- VI.6. Examine behaviors that embrace cultural diversity (ch.21)
- VI.7. Assess ethical standards of practice (chs.8,15,21)
- VI.8. Describe consumer engagement activities (ch.12)
- VI.9. Identify processes of workforce training for health care organizations (chs.19,20)

Evaluation Methods:

Chapter Exams
 Online assignments as Lab Exercises
 Final Exam

Course Grading: Please see individualized instructor policies for course evaluation methods. Students will be assessed on the same measure across each discipline as per CBC guidelines.

Major Course Assignments and/or exams counting for at least 10% of a final course grade:

Chapter Exams
Final Exam

Grade Scale:

90 - 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
Below 60 = F

Course Subject Matter Outline:

- HIM Profession
- Healthcare Delivery Systems
- Health Information Functions, Purpose, and Users
- Health Record Content and Documentation
- Clinical Term, Classifications and Code Systems
- Data Management
- Secondary Data Sources
- Health Law
- Data Privacy and Confidentiality
- Data Security
- Health Information Systems
- Healthcare Information
- Research and Data Analysis
- Healthcare Statistics
- Revenue Management and Reimbursement
- Fraud and Abuse Compliance
- Management
- Performance Improvement
- Leadership
- Human Resources Management
- Ethical Issues in HIM

Additional Course Requirements:

Class Attendance and Classroom Conduct Policies- See Course Information in Blackboard

Attendance Policy: Please see individualized instructor policies for attendance, which is pursuant to any related policy as outlined by the college handbook, financial aid agreements, or any other college related understanding (e.g., athletics, organizations).

Telephone Support: Toll Free: 866-722-2838 or Direct Line: 361-354-2508

I.T. Support Blackboard

<http://coastalbend.edu/it/>

IT Help Desk

1-361-354-2508

helpdesk@coastalbend.edu

Live Chat: Fall/Spring Hours: Monday - Thursday from 8 a.m. to 5 p.m. Summer Hours: Monday – Thursday from 7 a.m. to 6 p.m.

Tutoring Services: Coastal Bend College is committed to the academic success of all students enrolled at the college. A variety of services, including academic support, individual tutoring sessions, group tutoring sessions, and online tutoring, are available to students depending on the availability of tutors for the subject matter requested. All tutoring is provided at no cost to current CBC students who are currently enrolled at CBC. On-demand tutoring services are accessible 24 hours a day, seven days a week through the TutorMe platform, which may be accessed through your Blackboard account. To request a tutor, please complete the online tutor request form found at <http://www.coastalbend.edu/tutoring/> to submit your request. If you have any questions about tutoring programs, you can contact to tutoring@coastalbend.edu.

Beeville	Alice	Kingsville	Pleasanton
3800 Charco Road Beeville, TX 78102 1-866-722-2838	704 Coyote Trail Alice, TX 78332 1-866-891-2981	1814 Brahma Blvd. Kingsville, TX 78363 1-866-262-1615	1411 Bensdale Pleasanton, TX 78064 1-866-361-4222

Grady C. Hogue Learning Resource Center (Library): Located on the Beeville campus, the operation hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours) For locations and hours of the CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page link below.

Grady C. Hogue Learning Resource Center (Library): <http://lrc.coastalbend.edu/about>

Financial Aid: Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at <http://coastalbend.edu/finaid> or contact us at 361-354-2238. Office hours: Monday - Friday from 8:00 a.m. to 5:00 p.m.

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: [GA \(Legal\)](#)

Students with Disabilities: Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Accessibility Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Accessibility Services (OAS) (SSB 4.104, 471-6259). For more information, please email oas@coastalbend.edu.

Scholastic 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 \(Local\)](#).

Use of E-mail for Official Correspondence to Students: All students should be familiar with the college's official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical.

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 (<http://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.

Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication (such as emails, assignment feedback, discussion boards and announcements) plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. **Faculty schedules can be located online at <http://coastalbend.edu/hb2504/>**

If you have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Dean or Division Coordinator/Program Director as soon as possible. Their contact information is provided below:

Loana Hernandez, Dean Nursing and Allied Health 361-354-2341 lhernandez@coastalbend.edu	Naomi Reyna Health Information Management Instructor 361-592-1615 ext. 4073 nreyna1@coastalbend.edu
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We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review the course information, including specific reading schedules, assignments, and testing information, with students during the first week of class.

Additionally, the course information will be posted to Blackboard.

This master syllabus is subject to change due to unforeseen circumstances.