HITT 1311
Health Information Systems
COURSE SYLLABUS

COURSE NUMBER AND TITLE:
HITT 1311 – Health Information Systems

COURSE (CATALOG) DESCRIPTION:
Introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health.

MAJOR COURSE REQUIREMENTS:
This course has been divided into the following 7 units:

A. The electronic health record
B. SpringCharts setup
C. Using SpringCharts
D. SpringCharts clinical tools and templates
E. Tests, procedures and codes in SpringCharts
F. Productivity center and utilities in SpringCharts
G. Critical thinking projects

In each unit, the student will be given a lecture/demonstration and then be expected to perform the assignments for each unit. Each assignment(s) will be demonstrated and explained so that the student can then attempt it. After each unit, there will be a knowledge and/or performance exam. Each exam is based on the information discussed during the lecture, the reading assignments and/or the lab assignments given.

LEARNING OUTCOMES:

A. The Electronic Health Record
   1. Define the concept of an electronic health record (EHR).
   2. Explain key events in the history of EHRs.
   3. Distinguish between the terms commonly used to refer to EHRs.
   4. Describe the government's involvement in EHRs.
   5. Differentiate between medical office processes that use a paper chart and an EHR.
   6. Summarize the major barriers and benefits of using an EHR.
   7. Describe potential developments in the future of the EHR.
   8. Identify major events in the development of standards for the EHR.
   9. Describe meaningful use (MU) criteria, including specific EHR functions that meet MU requirements.
  10. Describe key privacy and security issues related to EHRs.
11. Explain the basic technology used in EHR implementation.
12. List EHR competencies identified by the Competency Model Clearinghouse.

B. SpringCharts setup
1. Provide a brief history of SpringCharts EHR software and list three clinical and three administrative tools that it offers.
2. Set up user preferences.
3. Set up, edit, and print addresses in the physician, employee, pharmacy, and testing facility categories.
4. Set up new patients, edit patient information, and export patient lists.
5. Set up new insurance companies and edit existing insurance company information.

C. Using SpringCharts
1. Navigate the Practice View screen.
2. Use the Office Schedule to add patient and notes to the schedule, add blocked time to the schedule, and chart “no shows”.
3. Use the Patient Tracker to perform tasks such as change a patient’s location and status, assign color codes, move patients, and check out patients.
4. Use the To Do List to set reminders and send to-do items to yourself and another user.
5. Create internal messages, both nonpatient and those concerning patients.
6. Demonstrate how to send and respond to an urgent message.
7. Understand the layout of an electronic chart.
8. Demonstrate how to build a patient’s face sheet.
10. Create new documentation in a patient’s chart.
11. Describe the components of an office visit note.
12. Create a new office visit note.
13. Complete activities in the Office Visit window, including editing the face sheet, modifying the immunization record, viewing a patient’s lab graphs, creating excuse notes, and changing chart tabs.
14. Create a routing slip.
15. Edit an office visit note by adding an addendum.
16. Create various office visit reports.

D. SpringCharts clinical tools and templates
1. Create and conduct a chart evaluation.
2. Demonstrate how to order a test in the Office Visit screen.
3. Describe the function of the E&M Coder.
4. Demonstrate how to add items to a superbill.
5. Create and administer a patient instruction sheet.
6. Describe how to add a care plan to an office visit.
7. Explain the purpose of the Draw program.
8. Demonstrate how to import a document to a patient’s chart.
9. Create and conduct a chart evaluation item.
10. Demonstrate how to order a test in the office visit screen.
11. Understand the function of the E&M coder.
12. Demonstrate how to add items to a superbill.
13. Create and administer a patient instruction sheet.
14. Describe how to add a care plan to an office visit.
15. Explain the purpose of the Draw program.
16. Demonstrate how to import a document to a patient’s chart.
17. Create and activate an office visit template.
18. Create and use a physician order template.
19. Create and use a letter template.
20. Explain the function of the template manager.
21. Create and use a procedure template.

E. Tests, procedures and codes in SpringCharts
   1. Describe how to order lab, imaging, and medical tests.
   2. Process Reference Lab results that are received electronically.
   3. Process and chart tests manually.
   4. Create a test report.
   5. Create, edit, and document procedures.
   6. Create, edit, and document diagnoses.

F. Productivity center and utilities in SpringCharts
   1. Demonstrate how to post a new item on the EHR’s Bulletin Board.
   2. List the steps to send and receive electronic faxes.
   3. Use the Time Clock feature.
   4. Set up and use the My Websites feature.
   5. Demonstrate the use of three types of electronic calculators.
   6. Perform a search of the medical database.
   7. Describe how to archive a patient’s records.

G. Critical thinking projects
   1. The student will demonstrate the ability to identify the essential question, issue, and/or problem.
   2. The student will demonstrate the ability to gather data relevant to the essential question, issue, and/or problem.
   3. The student will demonstrate the ability to interpret appropriate
The student will demonstrate the ability to develop informed conclusions/solutions.

6. The student will demonstrate the ability to articulate implications and consequences that emerge from the conclusions/solutions.

7. The student will demonstrate the ability to communicate any or all parts of the above process in written or oral form.

**MAJOR COURSE LECTURE, TOPICS DESCRIPTION/REQUIRED/RECOMMENDED READINGS/ELECTRONIC RESOURCES TO VIEW:**

Tentative Schedule (Subject to change by your instructor)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
</tr>
</thead>
</table>
| 1    | Introduction to course  
Introduction to Moodle  
Sign all acknowledgments  
Review objectives and calendar | Moodle  
Textbook  
Power Point Slides |
| 2    | Chapter 1 lecture  
Homework assignments  
Class assignments  
Daily quiz | Moodle  
Textbook  
Power Point Slides |
| 3    | Chapter 1 test  
Chapter 2 lecture  
Homework assignments  
Class assignments  
Daily quiz  
Give student assignments for presentations | Moodle  
Textbook  
Power Point Slides |
| 4    | Student assignment presentations | Moodle  
Textbook  
Power Point Slides |
| 5    | Daily quiz  
Course Syllabus quiz  
Chapter 2 Test  
Chapter 3 lecture  
Homework assignments  
Class assignments  
Critical thinking project #1 assignment | Moodle  
Textbook  
Power Point Slides |
| 6    | Daily quiz  
Chapters 1-3 test  
Chapter 4 lecture | Moodle  
Textbook  
Power Point Slides |
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<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
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<tbody>
<tr>
<td>7</td>
<td>Daily quiz</td>
<td>Moodle, Textbook, Power Point Slides, Spring Charts Program</td>
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<td>Chapters 1-4 test</td>
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<td>Chapter 5 lecture</td>
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<td>Homework assignments</td>
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<td>Class assignments</td>
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<td>Critical thinking project #1 presentations</td>
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<td>8</td>
<td>Daily quiz</td>
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<td></td>
<td>Chapters 1-5 test</td>
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<td>Chapter 6 lecture</td>
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<td>Critical thinking project #2 assignment</td>
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<td>12</td>
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<td>Daily quiz, Chapters 1-10 test, Critical thinking project #2 presentations, Chapter 11 exercises</td>
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<td>Chapters 1-9 test</td>
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<td>Critical thinking project #2 presentations</td>
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<td>Chapter 11 exercises</td>
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<td>14</td>
<td>Daily quiz</td>
<td>Textbook, Spring Charts Program</td>
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<td>Chapter 12 exercises</td>
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<td>Review for final exam</td>
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<tr>
<td>15</td>
<td>Final exam</td>
<td>Textbook</td>
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- **Homework assignments**: Assigned tasks for the week.
- **Class assignments**: Assignments for the current class.
- **Critical thinking project #1 presentations**: Presentations for the critical thinking project.
- **Critical thinking project #2 assignments**: Assignments related to the second critical thinking project.
- **Critical thinking project #2 presentations**: Presentations for the second critical thinking project.
- **Chapter X tests**: Tests covering chapters X, where X is the range specified for the week.
REQUIRED TEXT AND MATERIALS:
Electronic Health Records
Third Edition
Author: Hamilton
ISBN: 978-0-07-340214-7

GRADING CRITERIA:
Homework/class assignments .................. 15%
Daily Quizzes .................................. 10%
Unit tests (test exercises) ..................... 35%
Critical thinking projects .................... 10%
Professional rubrics ........................... 10%
Final exam ........................................ 20%

GRADING SCALE:
93 - 100 ........... A
86 - 92 .......... B
78 - 85 .......... C
70 - 77 .......... D*
0 - 69 .......... F*

*Below required performance and will not be counted for graduation requirements.

DEPARTMENT PARTICIPATION POLICY

Class participation in this course is mandatory and is a part of the Grading Policy. Students must maintain all daily assignments, class discussions, unit tests, lecture and laboratory quizzes, class projects, and all other assignments at the passage rates located in the GRADING CRITERIA AND SCALE for each activity or face a grade of “F” at the end of the term. Excused absences will not count against the student.

In order for an absence to be excused, the student must

A. Notify the instructor of the absence BEFORE the class period.
B. Notice may be given by calling/emailing the instructor. THIS NUMBER HAS A 24-HOUR VOICE MAIL, SO CALLS MAY BE RECEIVED AT ANY TIME OF THE DAY OR NIGHT.
C. If a student notifies an instructor before class, this DOES NOT mean the absence will be excused. The course instructor determines whether an absence is excused or unexcused.

Students will be referred to their Department chair for advisement if they are unsatisfactorily participating in class.

A student is considered unsatisfactorily participating in class when
The student fails to participate in the class by not completing daily assignments, tests, quizzes, class projects, participating in class discussions, handing in work promptly, and completing any other assignments required by your instructor at the passage rates indicated in the GRADING CRITERIA AND SCALE.

Class participation will be recorded in the following manner

A. Class participation begins at the time class is scheduled to begin, the FIRST DAY OF CLASS.
B. A daily quiz will be given at the time class is scheduled to begin. This will count as a grade. If the student is tardy, or absent and unexcused, he/she will receive a 0 for the quiz grade.
C. The student will be counted absent from class if the student arrives 15 minutes, or more late for class, leaves the class for an extended period of time, leaves the classroom to answer the cell phone (without prior permission from the instructor) or exits the classroom without notifying the instructor. THIS MEANS ALL WORK FOR THAT DAY WILL BE A “0” AS THE STUDENT WILL BE ABSENT.
D. Students arriving late to class must SIGN IN upon arrival.

If a student fails to adhere to the class participation policy, it will be STUDENT’S RESPONSIBILITY to “W” (withdraw) from the course. This withdrawal process will no longer be initiated by the instructor. Students wishing to withdraw must file a SCHEDULE CHANGE FORM with the Admissions Office.

Students must remain in constant contact with their instructor to understand what their class participation status is at any time during the term.

MAKE-UP WORK

A. Tests will be made up for EXCUSED ABSENCES only. These makeup tests MUST be given during the next class period; NO EXCEPTIONS.
B. If a student is not excused, the student will receive a 0 for the missed tests, as well as any missed work.
C. Projects that have deadlines must be turned in by the designated time. NO LATE PROJECTS WILL BE ACCEPTED.
D. Daily quizzes will not count against students with excused absences.
F. Students with unexcused absences will receive a 0 for the daily quiz.

CLASS RULES

A. All cell phones must be on vibrate during class. Cell phones should remain on for emergency notifications; however, cell phones ringing during class (without instructor’s permission) can result in a deduction of points for the student.
B. Do not bring children to lab or class.
C. No use of personal electronic devices is allowed in the classroom (e.g. cell phones, IPADS, IPODs, etc.). Use of these items can result in a deduction of points for the student.

CLASS DISRUPTIONS

As stated in the Student Handbook & Planner under Student Rights & Responsibilities, students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/learning process. Students may not disrupt class or any other college process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information). Students disrupting class will be asked to leave the classroom for the day and will be counted as absent.

SCHOLASTIC HONESTY

As stated in the Student Handbook & Planner under Student Rights & Responsibilities, any student found guilty of scholastic dishonesty is subject to disciplinary action.

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism and collusion on academic work. Examples of cheating include copying another student’s test answers or other academic work; use of materials during a test without prior authorization from an instructor; unauthorized collaboration between students on a test or in the preparation of academic work, or knowingly using, buying, selling, stealing, or transporting contents of a test without an instructor’s permission. Plagiarism involves using another person’s work or ideas without acknowledging the other person’s contribution to the student’s work offered for a grade or credit. Collusion refers to unauthorized collaboration with another person while preparing any work offered for a grade or credit. Please see the Student Handbook & Planner under Student Rights & Responsibilities for more information.

OPEN LABS

The only open labs will be assigned by the Department Chair at the beginning of the semester. Instructors who will be holding open labs will have the lab hours on the schedules posted outside their door.

TARDINESS

A. If a student is tardy to class and a daily quiz is being given, the student will not be allowed to take the quiz and will receive a 0 for the quiz grade.
B. If a student is tardy to class on the day a test is given, the student will take the test with 10 points deducted and must complete the test within the allotted time set for the rest of the class. If multiple tests are given that day, the student will
receive 10 points off each test and must complete each test within the allotted time set.

ACCOMMODATION STATEMENT

If you have a documented disability which will make it difficult for you to carry out class work as outlined and/or if you need special accommodations due to a disability, please contact (956) 364-4520 or visit the Support Services Office in the Consolidated Student Services Center (formerly building “M”) as soon as possible to make appropriate arrangements.

COURSE EVALUATIONS

Every course and course instructor MAY be evaluated with an evaluation given to the class prior to the final exam. These evaluations are COMPLETELY ANONYMOUS with the results going to the Department Chair and Administration. All comments, good or bad, concerning the course itself or the course instructor are strongly encouraged.

STUDENT ASSISTANCE

For tutoring and supplemental instruction schedules, go to the following website:

http://www.harlingen.tstc.edu/oss/ossprograms.aspx

COPYRIGHT STATEMENT

The materials used in the course [textbooks, handouts, media files (podcast, MP3, Videos, RSS (Feeds), and all instructional resources on the colleges Learning Management System (Moodle)] are intended for use only by students registered and enrolled in this course and are only to be used for instructional use, activities associated with, and for the duration of the course. All materials generated for this course, which includes but are not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and any additional materials.

These materials may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. These materials may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder or TSTC. For further information contact your instructor.

COMMUNICATING WITH YOUR INSTRUCTOR (MYMAIL E-MAIL SYSTEM)

All official college E-mail to students is sent through MyMail, the official student e-mail system at TSTC Harlingen. When communicating with instructors and/or employees of the college, you are required to use your TSTC MyMail student e-mail address. If you
choose to forward your e-mail to another account, please be advised that you must respond from the MyMail account.

TSTC Harlingen faculty, staff, and students are asked to report all threats, perceived or real, immediately to College Police located in the Auxiliary Building. If the threat is imminent, the College Police emergency phone line at 364-4234 or 9-911 should be called. College Police will then coordinate the proper response in accordance with State and federal laws and TSTC System/College rules and regulations.

**MOODLE**

This course may be delivered and taught as a "hybrid" course which is a blend of face-to-face (F2F) and time out of class (TOC) online instruction. Due to the online component of hybrid classes, all students enrolled in a hybrid course must have the following:

- Access to a computer that connects to the Internet (preferably a Pentium 4). If the student does not have access at home, access is provided through the TSTC library, the city library and/or the RAHC library, which has extended hours;
- Recommended browser (Internet Explorer 6.0 or above);
- Active TSTC account;
- Basic e-mail, web skills and computer skills.

Students are required to access their "Moodle" account daily for course updates, announcements, assignments, etc.

**BUDDY SYSTEM**

Students are encouraged to establish a “buddy” in each course. Students choose their own “buddy” and exchange contact information with them. Because students are responsible for completion of all work and meeting all deadlines, this “buddy” will be the contact person for gaining information on any work, assignments, and/or lectures missed during absences.

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**NOTE:** Any changes to this syllabus will be provided in writing to the student and updated on all posted locations (HB 2504, course Moodle sites, building offices, etc.).