Instructor Information

Instructor: Karen K. Smith, M.Ed., RHIA, CDIP, CPC
Office: BTC-226
Mailbox: BTC-312
Hours: Per Request
Phone: 501-517-2098
Email: Use Course Messages

*All emails and telephone calls will receive a response within two business days.

Dean: Dr. Bentley Wallace 501-812-2336 bewallace@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

3 Credit Hours (lecture, exercise, assignment, quiz)

Catalog Description

Basic concepts and functions in health information management (HIM) to include development, storage, and maintenance of the health record in the health care delivery systems environment.

This course is an overview to the health information management profession as well as the state and national associations. Covered in this course are ethics, professionalism, team-building, and career exploration within the field.

Course Materials


AHIMA Student Membership. All students are highly recommended to become student members of AHIMA (the national association for Health Information Management practitioners), and to maintain their membership throughout enrollment in the program. Membership is per year. The renewal date will depend on the date when the student first initiated the membership. AHIMA will notify the student when their membership is due for renewal. Renewing membership and paying the related fees are the responsibility of the student. (This membership may be purchased in a bundle, which includes a textbook. See the AHIMA website for additional details.)
Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program, which concerns effective instructional methods and promotes student-learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department/Program Learning Outcomes

The Business department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Written Communications - Students will demonstrate written communication skills appropriate for business situations.
2. Oral Communications - Students will create and effectively deliver oral presentations that are concise and informative and conduct research appropriate to the task at hand.
3. Teamwork - Students will demonstrate effective interpersonal skills and the ability to work effectively in teams of diverse composition.
4. Quantitative Reasoning and Financial Analysis Skills - Students will demonstrate the ability to perform basic financial analysis.
5. Computer Skills - Students should demonstrate proficiency in the use of general productivity software in business applications with an emphasis on Microsoft Excel and Microsoft Word.
6. Competency in Discipline - Students will demonstrate the ability to apply theories and methods to the solution of common types of problems related to their academic field.
7. Global Perspectives - Students will demonstrate an understanding of global dimensions of business including socio-cultural, political-legal, technological and economic environments.
Student Learning / Course Outcomes

Upon completion of this course, the student will be able to:

1. Discuss the historical development and current components of health care in the U.S. and correlate this with the role of the HIM professional.
2. Differentiate between the population of people treated today versus those treated in the 1800s to the early 1900s.
3. Identify the published study that established a curriculum for medical schools, the person responsible, and the importance of that early study.
4. Identify the ACS standards that adopted the requirement of a health record be written on every patient.
5. Describe the process of surveying hospitals from the early beginnings of the Hospital Standardization Program.
6. Identify the regulatory agency/organization that ensures quality of the following health care settings: hospitals, rehabilitation centers, community health care centers, and nursing homes/skilled nursing care centers.
7. Differentiate between primary, secondary, and tertiary care.
8. Describe hospital classification systems, i.e., bed size, ownership, patient types, etc.
9. Differentiate between acute, long term, intermediate, emergent, inpatient, outpatient, and ambulatory types of patient care.
10. Demonstrate an understanding of the regulatory/licensing/accrediting agencies of the medical profession, nursing profession, HIM profession, and organizations that regulate health care facilities.
11. Differentiate between different formats of medical records such as POMR, source-oriented, and goal-oriented, and determine the appropriate use of each.
12. Describe the importance of health information documentation on patient care, research, accreditation, reimbursement, advanced directives, living wills, durable power of attorney.
13. Demonstrate an understanding of a chart completion program to support timely completion of records and compliance with standards.
14. Distinguish between the U.S. congressional acts of Title XVIII and Title XIX and the importance of each to the U.S. healthcare system.
15. Compare and contrast between retrospective and prospective reimbursement.
16. Identify the organizational structure of both national and state HIM associations.
17. Understand the basics of the HIM profession and professionalism as well as ethical behavior to include the Code of Ethics and principles of confidentiality.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level.
through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

**UA-PTC Attendance Policy**

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

**Departmental Attendance Policy**

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who misses two consecutive weeks of class may be administratively withdrawn from the class.

Any student who does not class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.

Teachers have the right to enforce PTC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the paragraph below.

**Instructor note regarding attendance:** Students must demonstrate active engagement and participation in online course activity every seven days or they may be dropped from the course. Simply logging in to the course is not sufficient by itself to demonstrate active course engagement and/or academic attendance. Individual instructors determine activities that require student engagement and participation. Examples of engagement and participation include, but are not limited to: posting to a discussion board, contributing to collaborative activities, submitting assignments, or taking tests, quizzes, or assessments.

**Course Policies**

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog
Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

The PTC Catalogue rules and regulations will be enforced in this class at all times. Please consult the following website for more information:

http://www.pulaskitech.edu/admission/web_catalog/

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

1. Treat others with respect.
2. Any behavior that disrupts the class may result in that student being asked to leave the class for the day.
3. Be prepared for class.
4. Keep your work area/desk clean.

CELL PHONES: In consideration of others, cell phones and other personal communication devices must be turned off during class. If you have an EMERGENCY situation and must be available by phone, please set your phone to a mode that will not disturb others (e.g., silent or vibrate). Under no circumstances may students use communication devices in the classroom. If you must use your phone to talk to or text someone, please leave the classroom. If you have to leave multiple times during class for communication, you may be asked to leave for the remainder of the class period if this becomes disruptive.

CHILDREN IN THE CLASSROOM/ON CAMPUS: Students may not bring children to class, and may not leave children unattended anywhere on campus. You will receive a schedule of homework and test dates at the beginning of the semester. Please make arrangements for child care on days that you will be attending this class. This policy WILL be enforced and you will be asked to leave the class if you arrive with your child. This will not be a valid excuse for missing an extra test or homework assignment other than those permitted to be made up as stated above.

Computer Labs: (in addition to Classroom Policies above)

1. With all the electric equipment in the lab classroom, remember NO FOOD OR DRINKS NEAR any equipment in the room. Check with your instructor to see if there is a place where drinks may be left and retrieved after class.
2. Lab computers are to facilitate student learning, not for “surfing the net” or playing games unrelated to the course. Students will not use the Internet and its technologies (e.g., check e-mail, participate in “chat sessions,” browse the web, etc.) during class unless the instructor requests that you activate these technologies for class lecture demonstrations or class work.
3. All equipment items (and supplies for them) are property of the state of Arkansas and are to be treated with care. Equipment and supplies are not to be removed from the lab.
4. Use of computer equipment is for the class meeting in the lab at that scheduled time. Any student who needs to use equipment (creating, editing, or printing) while a class is meeting, must obtain permission from the instructor in advance; such permission must be obtained *without interruption of the lecture/demonstration*.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**Grading Policy**

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
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<td>80 to 89%</td>
<td>B</td>
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<tr>
<td>70 to 79%</td>
<td>C</td>
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<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments &amp; Quizzes</td>
<td>40%</td>
</tr>
<tr>
<td>Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
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</tbody>
</table>

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Instructor Feedback Policy:**

Classwork: PowerPoints and lectures will be provided during class. PowerPoints will be maintained in Blackboard.

Online Work: Grades for class work will be available to students in the Blackboard grade book.
once the work is submitted and graded. Questions about grades can be discussed via email or at the next scheduled class meeting.

Final Exam: A final exam grade will be posted in the Blackboard. Students should contact their instructor via email with any questions regarding missed answers on the final exam. Final grades will be mailed to the students.

E-mails: The instructor will answer student e-mails within 24 hours Monday-Friday. If the email was sent on the weekend or over a holiday weekend it will be answered on the next regular PTC work day, if not sooner. In the event of unusual circumstances such as illness or an emergency, the instructor or program chairman will respond to students as soon as possible.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.

[http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)
Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building, Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

<table>
<thead>
<tr>
<th>Lesson #</th>
<th>Title</th>
<th>Sayles &amp; Gordon Reading</th>
<th>Handouts</th>
<th>Assignments</th>
<th>Exams &amp; Quizzes</th>
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</thead>
<tbody>
<tr>
<td>Lesson 1</td>
<td>Health Information Management Profession</td>
<td>Chapter 1</td>
<td>PowerPoint</td>
<td><strong>Assn 1</strong>: RHIT or RHIA Interview posted to Discussion</td>
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<tr>
<td>Lesson 2</td>
<td>Professionalism</td>
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<td>PowerPoint</td>
<td><strong>Assn 2</strong>: Discussion Post</td>
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<td></td>
<td>Academic Integrity</td>
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<td></td>
<td>AHIMA</td>
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<tr>
<td>Lesson</td>
<td>Title</td>
<td>Chapters/Handout</td>
<td>Format</td>
<td>Assignment</td>
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<tr>
<td>Lesson 3</td>
<td>Introduction to Healthcare Systems</td>
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<td>PowerPoint</td>
<td>Assn 3: Discussion Post</td>
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<tr>
<td>Lesson 4</td>
<td>Purpose &amp; Functions of the Health Record</td>
<td>Chapters 1 &amp; 3</td>
<td>PowerPoint</td>
<td>Exam 1: Content of Lessons 1-3</td>
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<tr>
<td>Lesson 5</td>
<td>Content &amp; Structure of the Health Record, Part 1</td>
<td>Chapter 4</td>
<td>PowerPoint</td>
<td>Assn 5: Discovering the PHR</td>
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<tr>
<td>Lesson 6</td>
<td>Content &amp; Structure of the Health Record, Part 2</td>
<td>Chapter 4</td>
<td>PowerPoint</td>
<td>Assn 6: Searching the CFR released</td>
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<tr>
<td>Lesson 7</td>
<td>Content &amp; Structure of the Health Record, Part 3</td>
<td>Chapter 4</td>
<td>PowerPoint</td>
<td>Assn 7: Reviewing the Patient Record released</td>
<td>Exam 2: Content of Lessons 4-6</td>
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<tr>
<td>Lesson 8</td>
<td>Numbering &amp; Filing Systems, Alphabetic Rules, Storage &amp; Destruction</td>
<td></td>
<td>PowerPoint</td>
<td>Assn 8: Numbering, Filing, Alphabetic Rules Practice</td>
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<tr>
<td>Lesson 9</td>
<td>The EHR, Part 1</td>
<td>Chapter 11</td>
<td>PowerPoint</td>
<td>Assn 9: VLAB - DrChrono</td>
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<tr>
<td>Lesson 10</td>
<td>The EHR, Part 2</td>
<td>Chapter 11</td>
<td>PowerPoint</td>
<td>Assn 10: Vlab – DrChrono Registering a Patient</td>
<td>Exam 3: Content of Lessons 7-10</td>
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<tr>
<td>Lesson 11</td>
<td>Other HIM Functions</td>
<td>Chapter 7</td>
<td>PowerPoint</td>
<td>Assn 11: Computerized MPI Entry</td>
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<tr>
<td>Lesson 12</td>
<td>Qualitative/Quantitative Analysis &amp; Deficiencies</td>
<td>Chapter 13</td>
<td>PowerPoint &amp; Handouts</td>
<td>Assn 12: Qualitative &amp; Quantitative</td>
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<tr>
<td>Lesson 13</td>
<td>Clinical Vocabularies &amp;</td>
<td>Chapter 5</td>
<td>PowerPoint</td>
<td>Assn 13: AHIMA</td>
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<td>Classification Systems &amp; Handout</td>
<td>Journal Article Discussion Post</td>
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<td><strong>Lesson 14</strong></td>
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<td>Secondary Data Sources</td>
<td>Chapter 7</td>
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<td></td>
<td>PowerPoint</td>
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<td><strong>Assn 14</strong>: Jeopardy study guide assignment</td>
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<tr>
<td></td>
<td>This jeopardy study guide assignment will prepare you for your Final exam. <strong>This counts as Exam #4.</strong></td>
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<tr>
<td><strong>Lesson 15</strong></td>
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<tr>
<td>Jeopardy study guide</td>
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<td><strong>Assn 15</strong>: Final Reflection Discussion Post</td>
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<tr>
<td><strong>Final Exam</strong></td>
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<tr>
<td>Comprehensive Final Exam</td>
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<td><strong>Comprehensive Final Exam</strong></td>
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<td><strong>Content of all lessons.</strong></td>
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**Final Exam Schedule:** *May 6 - 10*

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Karen Smith’s Health Records Systems and Issues (HRSI) class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

________________________________________________________________________

Semester

________________________________________________________________________

Date

________________________________________________________________________

Print name

________________________________________________________________________

Signature

________________________________________________________________________

UA-UA-PTC Email address

________________________________________________________________________

Telephone