

## IT 3503 Foundations of Health Information Technology

<b>Course calendar: (date and time to be adjusted if needed)</b>		
<i>Date</i>	<i>Topic</i>	<i>Due Today</i>
<b>Module 1 – Careers in Information Technology</b>		
Jan 10	Introduction and overview	
Jan 12	Fundamentals of healthcare and healthcare IT	
Jan 17	Healthcare information professionals – who they are and what they do	Assignment Zero
Jan 19	Critical informatics skills	Assignment 1
<b>Module 2 – Healthcare and Healthcare Delivery Systems</b>		
Jan 24	Clinical and financial records in healthcare	Quiz 1
Jan 26	Journey to the electronic health record	
Jan 31	Evidence based medicine	Assignment 2

Feb 2	Drivers of HIT: Healthcare costs, quality, ARRA and HITECH Act	
<b>Module 3 – Application of Information Technology to Healthcare</b>		
Feb 7	Safety and reliability in health information technology	Quiz 2
Feb 9	Prescribing and order entry systems	
Feb 14	Patient bedside systems	
Feb 16	Departmental and ancillary information systems	Assignment 3, Quiz 3
Feb 21	Help Session	
Feb 23	<b>Exam 1</b>	
Feb 28	Billing and payment, Medicare and prospective payment	
Mar 2	Billing Workflow, EDI	
	<i>March 1 is the last day to withdraw with a grade of W.</i>	

<b>Module 4 – Communications systems in healthcare</b>		
Mar 7	Overview of communications systems	
Mar 9	Interfacing and Integration, HL-7 and FHIR	
Mar 14	Health information networks and exchanges	
Mar 16	Telemedicine	
<b>Module 5 – Statistical systems and artificial intelligence</b>		
Mar 21	Statistics and research	
Mar 23	<b>Exam 2</b>	
Mar 28	Clinical decision support systems	
Mar 30	Artificial intelligence in HIT	
Apr 4-6	<i>No meeting – Spring Break</i>	
<b>Module 6 – Security, privacy, and legal considerations</b>		

Apr 11	Licensure, accreditation, and regulation	
Apr 13	Security Considerations for HIT	
Apr 18	Cryptographic systems	
Apr 20	HIPAA Privacy Rule	
Apr 25	HIPAA Security Rule	
Apr 27	Review for Final	
May 2	<b>Final Exam</b>	

**Required text:** This course has no required textbook.

**Meeting times and instruction modality:** This course will be conducted as a classroom section. The course will be conducted through lecture and discussion with reading assignments, homework assignments, quizzes, and examinations. The course meets (fill in day, time, and location).

**Catalog Description:** *IT 3503 - Foundations of Health Information Technology*  
3 Class Hours 0 Laboratory Hours 3 Credit Hours

**Prerequisite:** *IT 3123*

This course introduces students to the field of health information technology (HIT). Students will become familiar with the content, use, and structure of the health care data and medical records, health information management, and fundamentals of health information systems. Students will also become familiar with the health care delivery systems in the U.S. and IT organizations and resources.

**Course outcomes:** Students who complete this course successfully will 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 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 in order to be an organizational resource in this topic area

**Academic conduct:** Collaboration with your classmates in studying and understanding the material is part of the collegiate experience and is strongly encouraged. Collaboration on written assignments is permitted and encouraged, but each student must turn in work written in his or her own words. Copying another's work will be considered cheating; all students involved will receive a grade of zero, a reduction in the course grade, and possibly other penalties including failure of the course and dismissal from the University. Unless you are specifically advised otherwise by the instructor, any work submitted for credit must be completely the work of the individual student.

Collaboration or cheating on examinations will result in a grade of zero, a reduction in the course grade, and possibly other penalties including failure of the course and dismissal from the University. Plagiarism, fabrication, or other academic misconduct will result in a grade of zero, a reduction in the course grade, and possibly other penalties, including failure of the course and dismissal from the University.

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. See also <https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>.

It is very important that you understand the concepts of academic integrity. If any of the above is not clear, or if you are not certain what some of the terms mean, please ask me. A misunderstanding in this area could end your academic career.

**Use of Course Materials:** Some lecture slides, notes, or exercises used in this course may be the property of the textbook publisher or other third parties. All other course material, including but not limited to slides developed by the instructor(s), the syllabus, assignments, course notes, course recordings (whether audio or video) and examinations or quizzes are the property of the University or of the individual instructor who developed them. Students are free to use this material for study and learning, and for discussion with others, including those who may not be in this class, unless the instructor imposes more stringent requirements. Republishing or redistributing this material, including uploading it to web sites or linking to it through services like iTunes, violates the rights of the copyright holder and is prohibited. There are civil and criminal penalties for copyright violation. **Publishing or redistributing this material in a way that might give others an unfair advantage in this or future courses may subject you to penalties for academic misconduct.**

*KSU policy states, "No person shall make public any electronically recorded class discussion without the written permission of the instructor."*

<b>Grading Plan</b>	<b>IT 3503</b>
Individual Assignments	30%
Examinations (2 at 15% each)	30%

Quizzes and Participation	15%
Final Exam	25%

In general, I will use the following scale to assign course letter grades. However, I reserve the right to make adjustments (either up or down) for borderline cases.

**Grading Scale:** 90 and above: A. 80-89.9: B. 70-79.9: C. 60-69.9: D. Below 60: F.

**Extra Credit:** Projects or exercises for additional credit are not available in this or any of my courses. If I offered such an opportunity to one of you, I'd have to offer it to everyone, and then it wouldn't be "extra" any more. I do generally include a couple of optional questions on exams. Those will help raise the grades of students who are well prepared for the exams.

**Grades prior to the midpoint of the term:** You will receive at least one examination grade and one homework or quiz grade prior to the midpoint of the term, which is the last date to withdraw with a grade of W. If, at any time, you are concerned about your progress in the course, please talk to me.

**Class participation policy:** Participation in class is expected. You participate by engaging meaningfully in the class discussions. Asking relevant questions and, most especially, answering the questions of others when you are sure of the answer, is the most helpful participation.

You should be aware that information not in the book will be presented in the discussions and you will be held responsible for it on examinations. You are responsible for announcements, assignments, and syllabus revisions made during the term.

Historically, students with good participation records have done significantly better in my classes than students with poor records.

**Preparation:** You will be expected to have read this syllabus and the *Standards of Academic Conduct* handout prior to the due date for Assignment Zero. You should

complete the reading assignments according to the course calendar and syllabus. I recommend that you read each chapter before it is discussed and jot down questions about anything that is not clear. Ask your questions in the discussion area. Then re-read each chapter, jotting down important points. Use these notes to study for the examinations.

**Submission of work for this course:** All work for this course will be submitted using Desire2Learn. Only work submitted through the Desire2Learn "Dropbox" tool will be accepted. No email. No paper. No excuses! You are responsible for allowing enough time to check your upload. "Technical difficulties" will not be accepted as an excuse for missing work.

Be sure you complete the D2L upload process; you will get an auto-generated confirming email. "It didn't work" will not be accepted as an excuse. Be careful what you upload. "I uploaded the wrong document" will not be accepted as an excuse.

You must prepare your work in a form that can be opened with Microsoft Word 2010 or later. One way of doing that is with [Libre Office](#), which is a free and open-source software product. (If you have access to MS Word, just use it; you don't have to download and learn Libre Office.)

Every submission must have your name and the assignment number on the first page. At least in some cases I'm going to be downloading these assignments. If you haven't told me who you are, I can't record your grade!

If you are struggling with the written part of assignments, the KSU Writing Center helps students in all majors improve their writing. Writing assistants help with topic development, revision, research, documentation, grammar, and more. For more information or to make an appointment, visit [writingcenter.kennesaw.edu](http://writingcenter.kennesaw.edu) or stop by English Building, Room 242 (Kennesaw campus) or Room A-184 (Marietta campus).

**Due dates:** Assignments are due *at 11:59 PM* on the date shown in the syllabus or course calendar. Late assignments will not be graded and will be recorded as zeros. As university students, I expect you will manage your time well enough to be able to complete your assignments on time in spite of both usual and unanticipated events.



**Assignment Grades:** Assignments are graded on a 100 point scale. If you have questions about any part of an assignment, ask me well before the due date. "I didn't understand," will not be accepted for missing or incomplete work.

**Assignment Peer Review:** Some assignments may be reviewed by your peers as part of the grading process. I reserve the right to determine which assignments will be peer reviewed and to assign reviewers.

Examinations will be based in part on the contents of the assignments.

**Style Guidelines:** Work for this course must be prepared in a form that I can open with Microsoft Word. (See above.) Do not submit plain text files as I cannot add comments to them with Word. Your work should have your name on it.

Prepare your work double-spaced in a 12-point serif font with one inch margins on all sides. Citations and reference sections may be in MLA or APA format.

**Working in Teams:** The course may include team projects. The intent of working in teams is that you will divide up the work, and not that you will all do everything together. A portion of some class meetings may be reserved for team planning. Outside of class, you have the option of organizing additional team meetings, communicating by telephone, communicating by e-mail, using a D2L discussion area, or any combination of these. I strongly suggest that the team member(s) responsible for the final draft of each case send it to the rest of the team in time to allow the team members to read and comment upon the draft. Similarly, the team member(s) responsible for preparing a presentation should circulate the presentation materials to the rest of the team in time to allow for comments.

**Turnitin Similarity Detection:** Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

**Quizzes:** Quizzes for this course will be administered using Desire2Learn and will be available approximately three days before the due date. They are open-book and open-notes, but *not* "open Internet." Why not? Well, there's a lot of misinformation

and incomplete information on the web, and I don't want to put any into your heads through the quizzes. In any case, quizzes are timed, so you will not have much research time available.

Each quiz is worth only 1-4 points on your final grade, so if you have trouble with one of them do not despair. The main value of the quizzes is to help you assess whether you're ready for the examinations.

**Examinations:** Examinations will consist mainly of short-answer questions. You must take the exams on the dates in the syllabus unless you have made arrangements with me well in advance of the exam. Makeup examinations will not be given unless you make *prior* arrangements with me. You must take the final exam on the date set by the Registrar; no exceptions will be permitted unless a licensed medical practitioner certifies that you are unable to take the examination. The final examination will be comprehensive.

**Students with disabilities:** Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Kennesaw State University does not deny admission or subject to discrimination in admission any qualified disabled student.

A number of services are available to help students with disabilities with their academic work. In order to make arrangements for special services, students must visit the Office for Student Disability Services and make an appointment to arrange an individual assistance plan. In most cases, certification of disability is required. Special services are based on

- medical and/or psychological certification of disability,
- eligibility for services by outside agencies, and
- ability to complete tasks required in courses.

### **Student Support Services**

Kennesaw State University wants you to succeed, and provides support services to help you do so.

You will find more information here <http://kennesaw.edu/currentstudents.php> and here: <http://sss.kennesaw.edu/>

### **ADA Position Statement**

Kennesaw State University, a member of the University System of Georgia, does

not discriminate on the basis of race, color, religion, age, sex, national origin or disability in employment or provision of services. Kennesaw State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Americans with Disabilities Act (ADA), Public Law 101-336, gives civil rights protections to individuals with disabilities. This statute guarantees equal opportunity for this protected group in the areas of public accommodations, employment, transportation, state and local government services and telecommunications.

The following individuals have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should you require assistance or have further questions about the ADA, please contact:

- ADA Compliance Officer for Students  
470-578-6443
- ADA Compliance Officer for Facilities  
470-578-6224
- ADA Compliance Officer for Employees  
470-578-6030

For more information, go to: [http://www.kennesaw.edu/stu\\_dev/dsss](http://www.kennesaw.edu/stu_dev/dsss)

Information about accessibility of technologies required for the course can be found here: <https://softchalkcloud.com/lesson/serve/jV10GKPfztZwQn/html>

### ***Privacy Policies***

The privacy policy for Desire2Learn Brightspace can be found here: <http://www.brightspace.com/legal/privacy/>

The privacy policy for the Learning Styles Index is included in the [FAQ](#) and states: "Your response data and your learning style profile are not stored or sent to anyone other than you and cannot be recovered once you have received the profile."

***How to Succeed in this Class:*** Here are five things you can do that will greatly improve your chances of making a satisfactory grade in this class:

- **Read the syllabus:** It is *a lot of trouble* to prepare so detailed a syllabus. You should assume I had a reason for it. You should read *every word* in the syllabus before the second class. I will not be sympathetic to complaints that you didn't understand something about the course if it's written down in the syllabus.
- **Read the textbook:** You will get a lot more out of this class, and so be able to give back more on the assignments and examinations, if you read the assigned parts of the textbook *before* class. In my experience, students who don't complete the reading before class either never complete it or try to cram it all in just before the exams. That doesn't work.
- **Participate in the discussions:** Participation forms a part of your course grade. When you participate in the discussions, you learn and also help others learn. The printable slides are an integral part of the course. If you ignore them, you will learn less and probably earn a lower grade.
- **Do the homework:** You cannot pass the course without doing at least most of the homework. The homework assignments build upon one another. If you get behind, you will find it very difficult to catch up.
- **Allow enough time:** More unsatisfactory grades are due to procrastination than any other cause. Do not assume that you can complete the homework and reading assignments in the thirty minutes before the due date and time; you cannot. The most successful students complete this work the weekend before it is due.