

American Public University System

The Ultimate Advantage is an Educated Mind

School of Health Sciences
HIMA 501
Technology Applications in HIM
Credit Hours: 3
Length of Course: 8 weeks
Prerequisite: None

Course Description (Catalog)

This course addresses the theoretical and practical applications that information technology (IT) plays in the administration of health information. Students will study how the management and synthesis of healthcare data across a variety of levels within the healthcare system plays an integral role in strategic and tactical decision making. The course provides students with an overview of systems planning, grant and contract development, as well as e-health and electronic medical records. Students will gain a foundational knowledge of IT deployment, adoption, data security and interoperability, privacy, confidentiality, and information management planning. In addition, students will examine the legal and ethical aspects of health information management.

Course Objectives

After successfully completing this course, students will be able to:

1. Examine the theoretical and practical applications of IT in the administration of health information.
2. Evaluate types of electronic health records and the issues associated with each.
3. Examine legal and ethical aspects of health information management.
4. Integrate issues related to the importance of data security, privacy, and confidentiality as it relates to the management of health information as an administrator.
5. Analyze the role of a health information management administrator's position in grant and contract development.
6. Assess the use of healthcare data in managerial strategic and tactical decision making.

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due weekly as noted on the course outline and can include Discussion questions and written assignments. Assigned faculty will support the students throughout this eight-week course.

Course Materials

Required Course Textbook:

McWay, D. (2014). *Today's health information management: An integrated approach* (2nd ed.). Clifton Park, NY: Delmar/Cengage Learning.

Required Textbook for the degree program:

Candidates are expected to adhere to APA style throughout the program. The *Publication manual of the American Psychological Association* (Currently 7th ed.) should be purchased and used in all courses.

Web Sites

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

[AHIMA Home - American Health Information Management Association. \(n.d.\)](#). Retrieved December 2, 2014,

[HIMSS - Healthcare Information and Management Systems Society. \(n.d.\)](#). Retrieved December 2, 2014,

Evaluation Procedures

Discussion

Please join the discussions each week. Replies must be posted in the week due and replies after the end of the each week will not be graded. The Discussions are for student interaction and input should be submitted before the week ends in order to fully participate in the discussions. Students should demonstrate their own knowledge in the discussions and avoid copying and pasting from websites.

Guidelines:

- Post the initial response to each discussion by 11:59pm, ET, Wednesday.
- Initial responses are to be original in content and demonstrate a thorough analysis of the topic.
- Reply to **at least 2 of your classmates** in each discussion by 11:59pm, ET, Sunday.
- Responses to classmates are significant to advance the discussion.

- All discussions can be accessed in the Discussions section of the course.

Course Grading Outline

Grading Instrument	Percentage of Final Grade
Discussions	30
Week 4 Assignment	20
Week 6 Assignment	20
Term Paper	30
TOTAL	100%

Grading Scale

Grade	Quality Points/ Grading Percent	Description
A	4.0/ 100 - 94	All: Very high quality, clearly above average work
A-	3.67/ 93 - 90	
B+	3.33/ 89 - 87	
B	3.0/ 86 - 84	Undergrad: Above average Graduate: Expected performance level
B-	2.67/ 83 - 80	
C+	2.33/ 79 - 77	
C	2.0/ 76 - 73	
C-	1.67/ 72 - 70	Undergrad: Below Average Graduate: Failing
D+	1.33/ 69 - 67	Undergrad: Unsatisfactory Graduate: Failing
D	1.0/ 66 - 64	Undergrad: Unsatisfactory Graduate: Failing
D-	.67/ 63 - 60	Undergrad: Unsatisfactory Graduate: Failing
F	0.0/ 59 - 0	Undergrad: Failing Graduate: Failing

Course Outline					
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
1	The change in career roles of the health information management professional from the last half of the 20th century to present day	4,5,6	Chapter 1: Health Care Delivery Systems Chapter 2: The Health Information Management Profession		Week 1 Discussions: <ul style="list-style-type: none"> • Introduction • Health Care Concepts & the HIM Professional
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
2	Governmental Entities in Healthcare	3	Chapter 3: Legal Issues Chapter 4. Ethical Standards		Week 2 Discussion: Legal & Ethical Issues in Health Care
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
3	Major Classification Systems	6	Chapter 5: Health Care Data Content and Structures Chapter 6: Nomenclatures and Classification Systems		Week 3 Discussion: Health Care Data, Classifications, & Structures
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
4	Approaches to Quality Health Care Management	3	Chapter 7: Quality Health Care Management Chapter 8: Health Statistics Review	Week 4: Quality Health Care Management Assignment	Week 4 Discussion: Healthcare Quality Week 4 Memo: Post your Memo for the Week 4 Assignment for peer-review (Due by

					Wednesday of the week)
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
5	Research Methods	1	Chapter 9: Research Chapter 10: Database Management		Week 5 Discussion: Research Studies
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
6	Electronic Health Records	1,2	Chapter 11: Information Systems and Technology Chapter 12: Informatics	Week 6: EHR Assignment	Week 6 Discussion: Electronic Health Records
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
7	Principles of Management	6	Chapter 13: Management Organization Chapter 14: Human Resource Management		Week 7 Discussion: Strategic Planning & Management Theories
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
8	Financial Management & Reimbursement Methodologies	6	Chapter 15: Financial Management Chapter 16: Reimbursement Methodologies	Term Paper	Week 8 Discussion: Managed Care Organizations Budgets &

Written Assignments

HIMA 501 Syllabus

Updated 4/6/2022

Week 4: Quality Health Care Management Assignment

You are a quality analyst in a health information management (HIM) department appointed to lead a project team. Your team must assess the problem with the documentation of the patient's discharge disposition status in the health record and present your findings in a meeting to the department.

An increasing number of errors have been reported, and frustration among the coders has risen. These coders claim that conflicting information is often present in the record, requiring them to spend an inordinate amount of time trying to obtain verification. Coding productivity has been affected. Explain how you would assess the problem, strategies that you may develop to resolve the problem, and a way to study the effectiveness of your strategies. Give examples of tools you would use to present your findings in the meeting.

Your research paper should be 2 to 4 pages long (excluding the cover page and reference page), supported by the readings from Week 4 and at least two additional **scholarly** sources (not Wikipedia etc.) Please adhere to the writing rubric and let me know if you have any questions. This paper should be in proper APA format, which includes a title page, reference page, and APA-formatted references. Please refer to Doc Sharing for the grading rubrics regarding this assignment.

Week 4: Memo (*Due Wednesday by 11:59 PM ET*)

By mid-week post a brief memo directed toward the project sponsor that provides a synopsis of the problem and a tentative plan of action. This should be a page or less. Your fellow students will provide peer-feedback.

Post your Memo for peer-feedback no later than Wednesday by 11:59 pm ET. The Memo represents 25% of your Week 4 Assignment grade.

Week 6: EHR Assignment

You are a health information management (HIM) professional and the medical organization you work for is considering adopting an electronic health record (EHR) system. The executive team has asked you to present them with specific information, including:

1. Comparison of EHRs to paper records
2. EHR content
3. Advantages
4. Disadvantages

5. Privacy and security considerations
6. Functionality

Your task is to prepare a presentation to address each of the topic above. The executive team has given you two options to format your presentation:

Option 1: Narrated PowerPoint presentation

- Minimum of 10 slides
 - Provide the transcript for your narration within the notes section of each slide
 - Include a minimum of (2) scholarly references (not Wikipedia, etc.)
- o References in APA format should be appended to slide notes
- Adhere to the criteria provided in the Presentation Rubric

Option 2: Written brief in APA format

- Minimum 2-4 pages (excluding cover page and reference page)
- Include a minimum of (2) scholarly references (not Wikipedia, etc.)
- Adhere to the criteria provided in the Graduate Level Writing Rubric

Week 8: Term Paper - HIM management

For your final assignment you will write an 8 to 10 page (excluding title page and reference page) research paper focused on the nature of the health information management (HIM) profession, future trends related to policy, classification systems, and emerging technology, and the potential impact of these trends on HIM professionals and organizations.

Your research paper should address the following:

I. Health Information Management (HIM) Profession

- Definition
- Growth of the profession
- Occupations
- Potential growth of the field
- Education
- Certifications
- Professional organizations

II. Future Trends and Implications

- Trends

- Legislative changes
- Changes in the classification system
- Emerging health information technology
- Implications
 - Legal and ethical considerations
 - Impact of technology on organizations and stakeholders (e.g. patients, physicians, providers, payors)

Your research paper should be supported by readings from throughout the quarter, and also a minimum of 10 primary, **academic** sources. This paper should be in proper APA format, which includes a title page, reference page, and APA-formatted references.

Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal](#)

[Plagiarism Policy](#)

[Policy](#)

[Extension Process & Policy](#)

[Disability Accommodations](#)

Academic Writing Requirements:

The School of Health Sciences requires use of APA format and style and all students are encouraged to have a current copy of the APA Publication Manual. All written assignments must be submitted in APA format style unless otherwise noted in the assignment directions.

Health Information Management Program Policies

Assignment and Coursework Grading Policy

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. Failure to submit coursework by the designated due date will result in a ten percent (10%) penalty per day until three (3) days after the coursework is due. Therefore, after three (3) days, the maximum grade the student can achieve with a late submission will be a grade of 70% (C-). If a student is ill, has a family crisis, or will miss scheduled coursework deadlines for any reason, the student shall notify the instructor in advance if at all possible. Assignments will NOT be accepted more than seven (7) days after the due date unless prior arrangements have been made in advance of the due date. Please refer to the student handbook for additional information. [Student Handbook](#)

Use of Online Sources such as Course Hero

Use of Online Sources such as Course Hero In addition to the university's plagiarism policy, students who are found to have submitted materials plagiarized from any online source, such as Course Hero, will be reported to the university and may fail the course and/or be expelled APUS. Use of said materials is academic dishonesty and will not be tolerated.

Self-Plagiarism

Each course in the program has unique course learning objectives designed to build professional knowledge and skills. To accomplish these learning objectives, all work submitted for a course must be original and cannot be a resubmission of one's own previous work. When repeating a course, students must submit newly created work as well.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and “flaming.”

Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist.

Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Discussion of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), J

Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](https://www.tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

[Library Guide for your course is located](#)

This guide provides pointers for getting started with your research. It includes links to key library subscription resources, including article databases, journals, and books, as well as open web content. If you would like additional help with your research projects, or with learning how to use library resources, don't hesitate to contact the library.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.