Office of Off-Campus Academic Programs  
College of Applied Sciences and Arts, Southern Illinois University Carbondale

HCM 366 – Health Information Management  
On-Line COURSE SYLLABUS – Fall, 2014

Instructor: Jon Gerson, MHS  
12560 Point Park Drive, Jacksonville, FL 32225  
(904) 476-7016; E-Mail: jdgerson@siu.edu

Faculty Contact: I encourage you to contact me, as needed, at any time (within reason).

Course Description: This course provides a multi-disciplinary analysis of the strategic application of information technology and the management of such in healthcare organizations. The course focuses on using information technology to analyze both clinical data and business results in the decision making processes within an overall organizational capacity. Challenges facing the healthcare industry in terms of information technology will be examined.

Prerequisite: n/a


Supplemental/Recommended Readings:


Course Outcomes/Objectives:

The primary objective of HCM 366 is to instill in the student an understanding of the fundamentals of information technology in the healthcare industry. This is accomplished through an integrated study of the current and strategic need for information systems that guide both clinical and business decisions. At the conclusion of this undergraduate course, the student will be able to:

1. Identify and discuss the evolution of information technology in the healthcare industry;
2. Identify and describe various types of information system applications common in the healthcare industry;
3. Understand how data are used in terms of strategic management, financial management, clinical outcomes management, and public health/population management;
4. Explore emerging technologies in healthcare such as electronic medical records, telemedicine, and clinical information systems with the broad scope of a wide range of healthcare services and patient care providers;
5. Discuss the legal and ethical issues which pertain to information technology specific to clinical settings in the healthcare environment including privacy, confidentiality, and security.

TOPICAL OUTLINE:

I. Connecting Information Management to Organizational Strategies in the Healthcare Environment 25%
   a. Overview and Evolution of the System
   b. The Role of Information in Healthcare
   c. Future Health Care Systems
   d. Using Information Management in Strategic Planning
   e. Using Information Management in the Clinical Setting
   f. The Importance of Systems Integration

II. Information Technology Applications in Healthcare 40%
   a. Electronic Medical Records
   b. Clinical Information systems
   c. Management/Administrative Financial Systems
   d. Information Systems for Nonhospital Organizations
   e. Project Management

III. Information Transfer 10%
   a. Knowledge Management
   b. Data Warehousing, Data Mining, Workflows & Analytics

IV. The Legal Environment 25%
   a. Governmental Oversight in Healthcare & Information Technology’s Role
   b. Health Information Portability and Accountability Act
   c. Security
TEACHING METHODOLOGY

This class will be taught online over a five week duration. It is important that each student who participates in this teaching experience have continuing access to a reliable computer and the Internet, as well as a textbook. Due to the nature of distance learning and the accelerated format for this class, all assignments must be submitted early or on time. Late assignments will probably not be accepted for credit, and if they are, reduced points will be given.

We will utilize Desire 2 Learn (D2L), which is a University web site where all materials may be obtained, to include this syllabus, power point, and exams (at specified times). D2L also provides us with a discussion feature, whereby we can communicate as a group. Please note that you will have to obtain a network ID and a password, but once this is done accessing D2L is easy. You will need the following information to create a network ID:

- Your Student Identification Number
- Your SIU assigned PIN for SalukiNet (should have been mailed to you)
- Determine your preferred Network ID (suggestion: first letter of your first name and entire last name)
- Your default password for your Network ID: the last 4 digits of your Student Identification Number and the 4 digits of your assigned PIN (Example: Student ID ends with 4321. Pin is 9876. Password will be 43219876)
- If you have problems with Desire 2 Learn, please contact the help desk at 618-453-5155 between 8 and 4:30 CST.

It is highly recommended that you establish a Network ID as soon as you can, and check your D2L account on a regular basis to ensure that you are up to date about what is taking place in class and to ensure that assignments are done and submitted on time.

Note that I will make D2L available before class begins to provide sufficient time for you to get acquainted with it. It is highly recommended that you be registered and have access to D2L before this class formally begins.

EXAMINATIONS - There will be two exams.

WRITTEN ASSIGNMENT

Your written assignment for this course will be to creatively design and document a Health Information System using the outline provided in this syllabus.

DISCUSSION BOARD PARTICIPATION

Discussion board assignments can be found in D2L. Please follow the instructions provided when completing these assignments.
CASE STUDIES

You will be responsible for completing 2 Case studies related to Health Information Management. Please follow the instructions provided in D2L when completing these assignments.

Online PRESENTATION

Each student will create a power point presentation taken from your research paper, and post it online in D2L. The goal with this activity is to share your written work with your classmates.

PRE-TEST and POST-TEST

To meet the Association of University Programs in Health Administration (AUPHA) certification requirement, it is necessary for HCM Instructors to assess whether the students understand the course objectives of the class. All students will be required to take a Pre-Test at the beginning of the course and then a Post-Test at the end of the course. The Pre-Test grade and the Post-Test grade will not be included in the final grade.

ICE Survey

The student survey for this course is now placed on D2L under “Activities/Survey” then click on “ICE”. Please take the survey the final week of class.

GRADE BREAKDOWN

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Exams (2)</td>
<td>40</td>
</tr>
<tr>
<td>Written Paper</td>
<td>20</td>
</tr>
<tr>
<td>Case Studies (2)</td>
<td>20</td>
</tr>
<tr>
<td>Discussion Boards (3)</td>
<td>15</td>
</tr>
<tr>
<td>Online Presentation</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

GRADING SCALE

- A = 90 to 100pts
- B = 80 to 89pts
- C = 70 to 79pts
- D = 60 to 69pts
- F = below 60pts
INCOMPLETE GRADE POLICY

You should already be aware of SIU’s OCAP Incomplete Grade Policy. All incomplete grade requests will be considered in accordance with this policy. This request must be made in writing to either your instructor or your program advisor by the date grades are due for this class. Each request will be either accepted or rejected. If accepted, a time period in which incomplete work must be completed will be established. If the incomplete work is not completed within the agreed upon time period, a grade of "F" will be given automatically and cannot be changed. All incomplete grades must be documented on the prescribed form, which is available from the local SIUC office.

Academic Dishonesty:

Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or collusion.

ADA Statement for Students Requiring Special Accommodations:

As per 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, if accommodations are needed, inform the instructor or program advisor as soon as possible.

On-Line Course requirements and suggestions

• Please feel free to contact me as needed when questions arise. You can email me, call me, or post a question on Discussion Board in D2L

• Please review D2L often as this application is our communication tool for this class.

• Please understand that the due dates are firm.

• Discussion boards are to be completed in D2L.

• Case Studies are posted in D2L and should be emailed to me (in word format).

• Written paper should be emailed to me by the due date.

• Your exams are posted in D2L and should be completed in D2L.

• With regards to email communications (questions and required work), I will email you back stating that I received your work. If you don’t receive and email back from me (within 1 day of your email), please call me and ask if I received your work.
Our **course schedule** has been organized into 4 modules. Please feel free to contact me if you have any questions. My expectation is that all work will be completed and received prior to the due date. Work received past the due date will probably not be accepted. Please note that this schedule might change as needed. All times are EST.

<table>
<thead>
<tr>
<th>Module</th>
<th>Textbook Chapters</th>
<th>Activities - assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Textbook Chapters 1-4</td>
<td>Review the course syllabus, begin to plan the work. Begin the Discussion Boards, and Case Studies (the more you can do early, the less you will have to do later)</td>
</tr>
<tr>
<td>8/16 – 8/25</td>
<td>PRE-TEST is due by Wed, 8/20, 10pm</td>
<td>Complete Student Orientation Discussion Board by 8/25, 10pm</td>
</tr>
<tr>
<td>Two</td>
<td>Textbook Chapters 5-9</td>
<td>Case Study #1 due on 9/8, 10pm please email me your case study, <a href="mailto:jdgerson@siu.edu">jdgerson@siu.edu</a></td>
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<td>8/25 – 9/8</td>
<td>Discussion Board # 1 is due by 9/8, 10pm</td>
<td>Exam 1 due on 9/8, by 10pm</td>
</tr>
<tr>
<td>Three</td>
<td>Textbook Chapters 10 - 14</td>
<td>Case Study #2 due by 9/22, 10pm Please email me your case study, <a href="mailto:jdgerson@siu.edu">jdgerson@siu.edu</a></td>
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<td>9/8 – 9/22</td>
<td>Discussion Board #2 and #3 are due by 9/22, 10pm</td>
<td>Online presentation due by 9/22, please post to discussion board</td>
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<tr>
<td>Four</td>
<td>Chapters 14 - 17</td>
<td>HIS Planning initiative due by 10/6, 10pm. Please email me your written paper, <a href="mailto:jdgerson@siu.edu">jdgerson@siu.edu</a></td>
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<td>9/22 – 10/6</td>
<td>Exam 2 due by 10/6, 10pm</td>
<td>POST – TEST due by 10/6, 10pm</td>
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<td>ICE survey due by 10/6, 10pm</td>
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**Health Information Systems Planning Initiative – Written Paper**

Your assignment is to create and document a Health Information System (HMIS)

**Please use this as a checklist for your written work.**

- **Mission/objectives of the system.**
  - What is the purpose of your HMIS?
  - Define the business challenge that your information system will address. Typically, an information management system solves a business challenge.
  - What improvements in health care (business and technical) will your health information system address?
  - Describe how information and business process was managed before the implementation of your system.
  - Describe how information and business process will be managed after the implementation of your system.

- **Collection of Business Requirements**
  - Business Process defined – discuss how your HMIS will improve this business process.
  - Characteristics of the data – information requirements
  - Sources of the data
  - Please include a visual presentation of your business requirements (this is also called a user story).

- **Collection of Systems / Technical Requirements**
  - Overview of the system design – how will the data will be managed and stored
  - Overview of the system in which the data will be transmitted
  - Overview of the interface in which the data will be displayed
  - Please include a visual presentation of your technical requirements

- **Overview of the End User Experience**
  - Describe deployment activities to ensure that your end users are prepared to adopt your information system.
  - Define who the end user (s) is/are.
  - How will the implementation of your information system be accepted by the end user?
  - How will your information system benefit the end user?

- **Value and Benefits of the your information system to the health care industry, how will this system improve the delivery of health care? How will this system improve the business process of your organization. Define the value and benefits in a measurable way.**

- **Quantitative and measurable success metrics, how will you measure the success of your health information system?**
  - From the payer’s perspective
  - From the provider’s perspective
  - From the patient’s perspective

- **Your insight and thoughts about your health information system.**
Written Paper – Requirements

All assignments must follow the APA manuscript writing style. Below is the APA Format to use.

- Title/Cover Page
- Body- Introduction, Discussion, Conclusion,
- Bibliography/Reference Page (the textbook can be one of your references).
- Proper Citations throughout paper
- Double spaced line spacing
- Reasonable margins
- 12 point font size

<table>
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<th>Objective/Criteria</th>
<th>Need Improvement</th>
<th>Meet Expectations</th>
<th>Exceptional</th>
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<td>Some infrequent spelling errors noted.</td>
<td>Little to no spelling errors noted.</td>
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<td>Grammar</td>
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<td>Tone was not very professional and could use refinement.</td>
<td>Appropriate professional tone.</td>
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<td>Formatting met all assignment criteria.</td>
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</table>

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<tr>
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</tr>
</thead>
<tbody>
<tr>
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<td>Some questions were answered and case information was somewhat incorporated within the questions.</td>
<td>Adequately answered all questions; identified and incorporated all case information within the questions.</td>
</tr>
<tr>
<td>Citations and References</td>
<td>No sources are cited or referenced.</td>
<td>Sources are referenced, but are not cited properly, or citations are lacking references.</td>
<td>Sources are cited adequately and appropriately.</td>
</tr>
</tbody>
</table>
Online Presentation requirements

This work is based on your written paper. Please use power point for this presentation.

The benefit of this activity is to share your work with your class. As a class member, please review other student’s presentations.

Your slides should be based on the following outline. Please see the outline for your written work.

✔ Slide #1 – Mission and Objectives
✔ Slide #2 – Business Requirements
✔ Slide #3 – Technical Requirements
✔ Slide #4 – Review of End User Experience
✔ Slide #5 – Value and Benefits