New Course Request

Indiana University

Check Appropriate Boxes: Undergraduate credit ☑️ Graduate credit ☐ Professional credit ☐

1. School/Division: Informatics
2. Academic Subject Code: HIA-M

3. Course Number: 323 (must be cleared with University Enrollment Services)
4. Instructor: Walker

5. Course Title: Laboratory Enrichment for Hospital Organization/Management
   Recommended Abbreviation (Optional): Lab Enrch Hosp Org/Mgmt
   (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Spring 2010

7. Credit Hours: Fixed at 1 or Variable from _______ to _______

8. Is this course to be graded S-F (only)? Yes ☐ No ☑

9. Is variable title approval being requested? Yes ☐ No ☑

10. Course description (not to exceed 50 words) for Bulletin publication: This course is an in-depth exploration of the entity of the hospital system. Topics to be discussed include hospital organization structure, medical staff and departmental organization. Operations will be reviewed and experienced. Format includes class discussions, learning assignments, guest lectures and presentations.

11. Lecture Contact Hours: Fixed at 1 or Variable from _______ to _______

12. Non-Lecture Contact Hours: Fixed at _______ or Variable from _______ to _______

13. Estimated enrollment: 35 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: once/year Will this course be required for majors? Yes ☑

15. Justification for new course: course was previously taught as a variable topic - needs permanent number

16. Are the necessary reading materials currently available in the appropriate library? Yes ☑

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature]
Department Chairman/Division Director

Date: 10/9/08

Dean of Graduate School (when required)

Date

Approved by: [Signature]
Chancellor/Vice-President

Date: 0/3/08

University Enrollment Services

Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724

University Enrollment Services Final—White: Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
HIA-M 323  
Laboratory Enrichment for  
Hospital Organization and Management  
1 Credit Hour  
Health Information Administration  
School of Informatics

Faculty:  
Office Address:  
Office Hours:  
Email Address:  

The Mission of IUPUI is to provide for its constituents excellence in  
- Teaching and Learning  
- Research, Scholarship, and Creative Activity  
- Civic Engagement  

With each of these core activities characterized by  
- Collaboration within and across disciplines and with the community  
- A commitment to ensuring diversity, and  
- Pursuit of best practices

IUPUI's mission is derived from and aligned with the principal components - Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices - of Indiana University's Strategic Directions Charter.

Statement of Values  
IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community; both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

Equipment needed: (notebooks, disks, binders, etc.)  
Disks

Course Description:  
This course is an in-depth exploration of the entity of the hospital system. Topics to be discussed include hospital organization structure, medical staff and departmental organization. Operations will be reviewed and experienced. Format includes class discussions, learning assignments, guest lectures and presentations.

Course Outcomes:  
After completion of this course, the student will be able to:

1. Analyze a situation and determine the correct response to solve a problem. Apply general principles of management in the administration of health information services. V.D.1
2. Implement and manage knowledge-based applications to meet end-user information requirements. IV.C.3

3. Identify various organizational structures and departments within healthcare facility. Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services. III.A.3

4. Understand the role of various providers and disciples throughout the continuum of healthcare services. (III, A, 2)

5. Understand the scope of the leadership process at all levels (e.g. governing body, administration, medical staff and departments)

6. Understand the organization of the medical staff with emphasis on the processes of credentialing physicians and granting privileges, as well as the structure and functions of medical staff committees and the Medical Staff PI/QI process. II.B.1 & II.B.3

7. Identify the role of the Health Information Management department in preparing the hospital for the annual licensure survey by the Indiana State Department of Health and for the accreditation survey by the designated organization (e.g. JCAHO, HFAP, etc). III.A.2

Software used:
Access, Microsoft Word, Excel

Attendance
Students are expected to attend class at all times. In the event that a class must be missed due to illness or other unforeseeable circumstances, the student is expected to call or e-mail the Administrative Assistant at 278-4113 before noon. If the Administrative Assistant does not answer, the message is to be left on voicemail. The Administrative Assistant will notify faculty of the situation. If prior arrangements are made with the instructor, it may be possible to make up some course work after an absence. Some course work such as tours, guest lectures and quizzes cannot be made up under any circumstances.

Attendance is required at the Indiana Health Information Management Association’s (IHIMA) Annual Meeting. Both in-class and distance students are required to attend. The meeting begins at 8:00 and ends after the last speaker has completed their presentation. You will receive a registration packet from IHIMA in February. Please complete the registration form, send in your registration fee and send it back to the appropriate address listed on the registration form.

For those students located out of the state of Indiana, you will need to make other arrangements through your states association and with the faculties help.

You receive 40 points for attendance to this meeting so make plans accordingly.

Assignments
The majority of assignments will be posted on Oncourse however some assignments will be given in class. Assignments posted on Oncourse can be found under the “Assignment” tab in Oncourse. Students are responsible for checking this on a regular basis.

NOTE: Assignments will be due on the dates assigned. Assignments turned in after the due date will be considered late and will not be accepted.

Assignments turned in after the class period begins will be considered late assignments and will not be accepted.
See LATE ASSIGNMENT SECTION BELOW.
Assignments will be checked for accuracy, spelling, grammar, and punctuation. Assignments should be done in a professional manner. Written assignments (such as research papers or literature reviews) should be typewritten and double spaced in either Microsoft Word or Microsoft Excel. If you do not have Microsoft Word or Excel, you may purchase it from any IUPUI Bookstore with a valid IUPUI student ID.

An "Incomplete" grade will not be given unless extreme circumstances arise, not for being "bogged down" or "behind". A student must have 75% of coursework complete and the incomplete form filed by Assistant Dean to the Student Services Office.

A student is expected to do his or her own work unless you are working on a group assignment. If a person is caught cheating, disciplinary action will be taken according to the guidelines outlined in the Code of Student Rights, Responsibilities and Conduct.

LATE ASSIGNMENTS

No late assignments will be accepted in this course. Extensions to an assignment may be given if prearrangements have been made in advance with the instructor.

Time management is a priority in the professional environment and in the collegiate environment. Assignments will be given in a timely manner allowing the student ample opportunity to complete the assignment and hand it in on the appropriate due date, before the class period begins.

**ALL ASSIGNMENTS AND TESTS MUST BE COMPLETED BY THE END OF THE SEMESTER.**

Administrative Withdrawal
A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. Keep in touch with instructors if you are unable to attend class or complete an assignment on time. If you miss more than half our class meetings within the first four weeks of the semester without contacting your instructors, you will be administratively withdrawn from this section.

Our class meets once per week; thus if you miss two or more classes in the first four weeks, you may be withdrawn. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the first full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have any questions about the administrative withdrawal policy at any point during the semester, please contact your instructors.

Students will complete all readings and class assignments.

"Children are not permitted to attend class with parents, guardians, or childcare providers. This conduct has the effect of unreasonably interfering with an individual's work or academic performance creating an offensive learning environment."

“A student must not violate course rules as contained in a course syllabus, which are rationally related to the content of the course or to the enhancement of the learning process in the course.”

[Code of Student Rights, Responsibilities, and Conduct, page 29]
Grades
Progress in the course will be reported on Oncourse. Check it for accuracy and report any discrepancies.

The grade scale is:

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<th>Grade</th>
<th>Range</th>
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| F     | 74 or less

An “I” Incomplete will not be given unless extreme circumstances. Not for “bogged down” or “behind”. A student must have 75% of coursework and the incomplete form filed by assistant dean to the Student Services Office.