New Course Request

Indiana University

School/Division: Informatics

Course Number: 326 (must be cleared with University Enrollment Services)

Instructor: Tennant, F

Course Title: Laboratory Enrichment for Healthcare Information Requirements/Standards

Recommended Abbreviation (Optional): Lab Enrich HlthCare Info Req/Std

First time this course is to be offered (Semester/Year): Fall 2009

Credit Hours: Fixed at 1, or Variable from to

Is this course to be graded S-F (only)? Yes No

Is variable title approval being requested? Yes No

Course description (not to exceed 50 words) for Bulletin publication:

This course consists of exercises that reinforce the lectures in HIA-M 325. Students explore up-to-date Web resources used in the healthcare field as well as perform database searches. Students engage in laboratory exercises that consist of evaluating health records for completeness, regulatory compliance and documentation.

Lecture Contact Hours: Fixed at 1, or Variable from to

Non-Lecture Contact Hours: Fixed at , or Variable from to

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

Frequency of scheduling: once/year

Will this course be required for majors? yes

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

Are the necessary reading materials currently available in the appropriate library? yes

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

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

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

Chancellor/Vice-President

Date 10/8/08

Dean of Graduate School (when required)

Date

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.
HIA-M 326 Laboratory Enrichment for
Healthcare Information Requirements and Standards
Health Information Administration, School of Informatics
Instructor: Felisa Tennant, MIS, RHIA, CHPS, CCS

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.

Course Description:
This course consists of exercises that reinforce the lectures in HIA-M 325, Healthcare
Information Requirements and Standards. Students explore up-to-date Web resources used in the
healthcare field as well as perform database searches. Students engage in laboratory exercises
that consist of evaluating health records for completeness, regulatory compliance and
documentation.

Core Outcomes:
After completion of this course, the student will be able to:
1. Perform quantitative analysis of a health record to evaluate compliance with regulations
   and standards. (I.B.2)
3. Assure that documentation in the health record supports the diagnosis and reflects the
   progress, clinical findings and discharge status. (I.A.2)
4. Perform analysis and assembly of health records.
5. Analyze clinical data to identify trends. (I.B.2)
6. Interpret, communicate, and apply current laws, accreditation, licensure and certification
   standards related to health information initiatives at the national, state, local and facility
   levels. (III.A.2)
7. Design and generate administrative reports using appropriate software. (IV.C.4)
Software used:
Microsoft Office, AHIMA Virtual Lab

Core Competencies
1. Students will learn about the health record and documentation guidelines.
2. Students will also have an understanding of the different types of documents found in a health record.
3. Students will gain an understanding of the electronic health record.
4. Students will demonstrate an effective use of information technology by exhibiting the ability to use software packages commonly used in a Health Information Department.

Attendance
Attendance in this class is required.
The instructor will take attendance at the beginning of each class period. The student is required to call in if they are not able to attend the class. The student should leave a message with Molly Rondeau if she is not able to attend. This number is (317)278-7686. Students may also email the instructor, Felisa Tennant. Please do this by 12 NOON utilizing the Oncourse email system. Two unexcused absences in the course will result in a reduction of one letter grade for the course. Students are expected to be on time for class and participation in class discussions, including class critiques and all written papers is required. Students will complete all readings and class assignments.

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 “Assignments” link in Oncourse. Students are responsible for checking this on a regular basis.
NOTE: Assignments will be due on the dates assigned and must be submitted by 11:55 pm, IUPUI time or EST/EDT. Assignments turned in after the date and time listed above 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 completed 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. Throughout the course, we will be doing activities in the classroom. This course will be more successful if you participate in these activities by offering your opinion about the issues we are talking about. You will be able to understand the information if you come prepared to class. It is an expectation that you come prepared for class. This means completing your homework on time, accurately, and completely. You should also be prepared to participate in discussions and completing in class learning tasks either individually or as part of a group. 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 the 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.

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 the assistant dean to the Student Services Office.

PLAGIARISM

Plagiarism will not be tolerated in this class. A student should cite references if he or she is using an idea that is not his or her own. They should be cited using the APA style. If plagiarism is discovered, it will be dealt with according to the guidelines established by the IUPUI Academic handbook.

CHILDREN ATTENDING CLASS

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.

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

Regulations, policies, guidelines, requirements and updates are to be followed, including without limitation the regulations, policies, guidelines, requirements, notices, revisions, or updates: All students are responsible for reading the Code of Student Rights, Responsibilities and Conduct of IUPUI.

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]

Grading Information

Grades will be based on laboratory exercise assignments. The grades will be awarded on the following grading scale.

**Grading Scale** [percentages and/or points]

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>97 - 100</td>
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<td>A</td>
<td>93 - 96</td>
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<td>A-</td>
<td>91 - 92</td>
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<td>B+</td>
<td>89 - 90</td>
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<td>B</td>
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<td>B-</td>
<td>85 - 87</td>
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<td>C+</td>
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<td>F</td>
<td>74 or less</td>
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**Principles of Undergraduate Learning (PUL)** – each class should be able to assess learning outcomes in the following areas:

- **Writing skills**
  
  Students will be given the opportunity to use their writing skills through a research paper written on a topic pertaining to health care and the health information profession.

- **Critical thinking**
  
  Students will understand the different forms of health care delivery and be able to compare the different requirements between these forms.

- **Application of knowledge**
  
  Students will understand the application of this knowledge that they have learned in this class to their career as a Health Information Administration professional, to the medical record, and in the clinical setting.

- **Core Communication and Quantitative Skills**

  Students will be able to express ideas and facts to others through the research paper.

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**TENTATIVE SCHEDULE**

**DAY DATE Laboratory Exercise**

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<thead>
<tr>
<th>Week</th>
<th>Laboratory</th>
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<td>No Class – AHIMA National Meeting</td>
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<td>Laboratory 10</td>
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<td>15</td>
<td>No Class – Thanksgiving Holiday</td>
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<td>16</td>
<td>Laboratory 14</td>
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