New Course Request

Check Appropriate Boxes: Undergraduate credit [X]  Graduate credit [ ]  Professional credit [ ]

1. School/Division  Informatics
2. Academic Subject Code  HIA-M
3. Course Number 270  (must be cleared with University Enrollment Services)
4. Instructor  TBA
5. Course Title  Foundations and Principles of Health Information Management
   Recommended Abbreviation (Optional)  Found/Princp Hlth Info Mgmt
   (Limited to 52 Characters including spaces)
6. First time this course is to be offered (Semester/Year):  Fall 2009
7. Credit Hours: Fixed at 2 or Variable from _______ to _______
8. Is this course to be graded S-F (only)? Yes [X]  No [ ]
9. Is variable title approval being requested? Yes [ ]  No [X]
10. Course description (not to exceed 50 words) for Bulletin publication:  Course focuses on the administration of foundational principles of management within a health information department. Students will gain an understanding of the language of quantitative methods as well as the processes that are required for health information managers to function in a healthcare environment which demands competency in the areas of profit margins, management of financial resources and complex reimbursement processes.

11. Lecture Contact Hours: Fixed at 2 or Variable from _______ to _______
12. Non-Lecture Contact Hours: Fixed at _______, or Variable from _______ to _______
13. Estimated enrollment: 30 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:  prerequisite course for principles of management in HIM needed
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]  Date 11-30-08  
Department Chairman/Division Director

Dean of Graduate School (when required)  Date ____________

Approved by:  

[Signature]  Date 11/20/08  
Dean

[Signature]  Date ____________  
Chancellor/Vice-President

[Signature]  Date ____________  
University Enrollment Services

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.

University Enrollment Services Final—White: Chancellor/Vice-President—Blue: School/Division—Yellow: Department/Division—Pink: University Enrollment Services Advance—White
Course Number – HIA-M 270
Course Title - Foundations and Principles of Health Information Management
Fall 2009
School of Informatics
Health Information Administration Program

Instructor:
Office Address:
Office Phone:
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.

Required Text:
Currently under review

Additional Texts: (if required)
Currently under review

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

Software used:
Course Description: Course focuses on the administration of foundational principles of management within a health information department. Students will gain an understanding of the language of quantitative methods as well as the processes that are required for health information managers to function in a healthcare environment which demands competency in the areas of profit margins, management of financial resources and complex reimbursement processes.

Course Outcomes: Students will understand the theory and process behind the accounting function as it is associated with the operations, capital budget, financial performance measures and techniques needed to improve the financial performance at both an HIM departmental and healthcare system level. Corporate structure, use of financial statements for analysis, budgeting, the audit function, and the use of accounting reports in decision making and management of the healthcare system as a whole and of health information department within the healthcare organization will also be incorporated into this course.

Core Competencies:
1. Demonstrate knowledge of financial management and accounting principles. (V.B.1)
2. Prepare and monitor budgets and contracts. (V.B.2)
3. Demonstrate and apply knowledge of cost-benefit analysis techniques to justify resource needs. (V.B.3)
4. Manage organization-wide coding and revenue cycle processes. (V.B.4)
5. Develop strategic and operational plans for facility-wide information systems. (V.C.1)
6. Assess organization-wide information needs. (V.C.2)

Expectations/Guidelines/Policies:
- Attendance
- Exams/quizzes
- Lab assignments
- Class assignments

Date for each class meeting:
- Specific subject matter/topics covered
- Goals and objectives of each class period

Course Design for Twelve-Week Session
Week 1

In-Class Activities
Review course expectations
Discuss:
- What is accounting?
- Who uses accounting information?
- Financial statements
- Different presentation of accounting information.

Encourage real life experiences discussion in every class
Encourage current event discussion-new accounting issues – HIM issues in the news in every class

In-Class QUIZ

Week 2

In-Class Activities
Discuss:
- Understanding the balance sheet
- The accounting equation as related to HIM

Encourage real life experiences discussion (in every class)
Encourage current event discussion-new accounting issues – HIM issues in the news in every class

In-Class QUIZ

Week 3

In-Class Activities
Discuss:
- Understanding the Income Statement
- The Income Statement illustrated
- Transactions that affect the Income Statement as related to HIM

Encourage real life experiences discussion (in every class)
Encourage current event discussion-new accounting issues – HIM issues in the news in every class

In-Class QUIZ
Week 4

**In-Class Activities**

Discuss:
- What is a Statement of Cash Flows
- The Statement of Cash Flows illustrated - HIM

Encourage real life experiences discussion (in every class)
Encourage current event discussion-new accounting issues – HIM issues in the news in every class

**In-Class QUIZ**

Week 5

**In-Class Activities**

Discuss:
- The general journal
- The general ledger
- Relationship to HIM Dept. Management

Encourage real life experiences discussion (in every class)
Encourage current event discussion-new accounting issues – HIM issues in the news in every class

**In-Class QUIZ**

Week 6

**In-Class Activities**

Discuss:
- The corporation defined
- What is capital stock?
- Dividends and splits
- Relationship to HIM Dept. Management

Encourage real life experiences discussion (in every class) Encourage current event discussion-new accounting issues – HIM issues in the news in every class

**In-Class QUIZ**

Week 7

**In-Class Activities**
Discuss:

Using short-term ratios
Current and quick ratios
Working capital
Composition of assets
Relationship to HIM Dept. Management

Encourage real life experiences discussion (in every class)
Encourage current event discussion-new accounting issues – HIM issues in the news in every class

In-Class QUIZ

Week 8

In-Class Activities

Discuss:

Quality of Earning
Rate of return on investment
Earning data
Long-term debt
Dividend data
Footnotes
Relationship to HIM Dept. Management

Encourage real life experiences discussion (in every class)
Encourage current event discussion-new accounting issues – HIM issues in the news in every class

In-Class QUIZ

Week 9

In-Class Activities

Discuss:

Cost-benefit analysis
Health care reimbursement functions
Performance measures
Return on Investment
Relationship to HIM Dept. Management
Week 10

In-Class Activities
Guest Lecture – HIM Department Managers

Week 11

In-Class Activities
Discuss:
  What is a budget:
  Planning and control
  The master budget
  The capital budget
  Budgeted income statements
  The cash budget
  What is an audit?
  Types of auditors
  Relationship to HIM Dept. Management

Encourage real life experiences discussion (in every class)
Encourage current event discussion-new accounting issues – HIM issues in the news in every class

In-Class QUIZ

Week 12

In-Class Activities
Presentation of research paper orally to the class.
Hand in written copy of research paper*.

*Specific Topics for research questions may be found at the following websites. Please tailor the topics to the class material.

In this class you will be dealing with GAAP, FASB, and the SEC; rather than the tax areas.

Recommended Internet Links

The following links are offered as general reference resources:
http://fischer.swcollege.com
http://www.fasb.org
http://www.taxweb.com
Grading Information:

- Requirements (exams, quizzes, projects, papers, class participation)
- Percentage of each assignment
- If class participation is part of the final grade, you must explain to the student how the participation will be evaluated
- Method of assigning grades

Principles of Undergraduate Learning (PUL) -- each class should be able to assess learning outcomes in the following areas:

- Oral presentation
- Writing skills
- Critical thinking
- Application of knowledge
- Intellectual depth, breadth, and adaptiveness
- Understanding of society and culture
- Values and ethics

Grading scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100%</td>
<td>A+</td>
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<tr>
<td>95 – 99.9</td>
<td>A</td>
</tr>
<tr>
<td>90 – 94.9</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89.9</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 86.9</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82.9</td>
<td>B-</td>
</tr>
</tbody>
</table>
77 - 79.9  C+
73 - 76.9  C
70 - 72.9  C-
67 - 69.9  D+
63 - 66.9  D
60 - 62.9  D-
Below 60   F

Other Policies

- Policy on Academic Dishonesty/Integrity
- Policy regarding late work and make-up exams
- Innovative class procedures and structures, such as cooperative learning exercises, panel presentations, case study materials, class journals.
- All students are responsible for reading the Code of Student Rights, Responsibilities and Conduct of IUPUI.
- Policy on Plagiarism
- Policy regarding children attending

“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]