

New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit Graduate credit Professional credit

- 1. School/Division Informatics 2. Academic Subject Code HIA-M
- 3. Course Number 210 (must be cleared with University Enrollment Services) 4. Instructor TBA
- 5. Course Title Data Organization and Presentation in the Healthcare Environment

Recommended Abbreviation (Optional) Data Org/Presentation Hlthcr Env
(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/ Year): Spring 2011

7. Credit Hours: Fixed at 3 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: Students will study and apply problem solving, decision analysis and data presentation techniques used in healthcare data representation for both internal and external users. ICD and CPT classification systems will be modeled and analyzed utilizing spreadsheets.

11. Lecture Contact Hours: Fixed at 3 or Variable from _____ to _____

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

13. Estimated enrollment: 20 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: Spring-Summer. Will this course be required for majors? Yes

15. Justification for new course: Provide education in techniques used for data representation in healthcare

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.

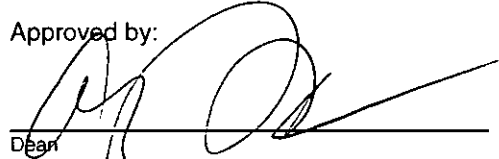
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

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:

Approved by:

Sebin M. Inayat Date 11-2-09
Department Chairman/Division Director

 Date _____
Dean

Date _____
Dean of Graduate School (when required)

Date _____
Chancellor/Vice-President

Date _____
University Enrollment Services

M210 - Data Organization and Presentation in the Healthcare Environment

3 Credit Hours

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 Texts:

Software

Course Description

Students will study and apply problem solving, decision analysis and data presentation techniques used in healthcare data representation for both internal and external users. ICD and CPT classification systems will be modeled and analyzed utilizing spreadsheets.

Course Outcomes:

At the conclusion of this course, the student will be able to:

- Analyze healthcare data using spreadsheet functionality;
- Identify outlier healthcare costs;
- Conduct cost trending over time;
- Prepare spreadsheet data for visual presentation;

Core Competencies:

- Prepare and monitor budgeting figures within a health information department (V.B.1);
- Validate ICD and CPT code assignment within healthcare data (I.C.3);
- Manage the use of clinical data required in reimbursement systems and prospective payment systems (PPS) in healthcare delivery (I.D.1)

Expectations/Guidelines/Policies

See below.

Attendance

If you are registered as an in-class student attendance is 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 Linda Burzlaff if he/she is not able to attend. This number is (317)-278-9200. Students may also e-mail the instructor, Felisa Tennant. Please do this by 12 NOON utilizing the Oncourse e-mail system.

Students are expected to be on time for class and participate in class discussions and exercises, including any class critiques and all written papers if required. Students will complete all readings and class assignments.

This class meets on Mondays from 9:00am to 11:45am each week. Two unexcused absences in the course will result in a reduction of one letter grade for the course.

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.

Students need to read through the assigned readings prior to coming to class and be prepared for class discussions and for participating in the coding exercises.

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 if applicable. Assignments should be done in a professional manner. Written assignments should be typewritten and double spaced in Microsoft Word. If you do not have Microsoft Word, 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 reading the assignments in the book and completing your homework on time, accurately, and completely. You should also be prepared to participate in discussions and completing in class exercises either individually or as part of a group.

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.

Exams

Examinations will be taken at the scheduled time. Please refer to the document titled "M355 ICD-9-CM Tentative Schedule" for specific dates. However, keep in mind that this is a tentative

schedule and testing dates may be changed. Arrangements for alternative test dates must be made with the instructor. If not, the student receives a grade of zero for the test.

Final exam

The final examination in this course is a proctored exam and must be taken on the IUPUI campus in a specifically designated room. For those students enrolled as Distance Education and located within the state of Indiana you will be required to come to campus to take the final exam. For those distance students located out of the state of Indiana, arrangements will need to be made regarding an appropriate proctor and testing location. It is the student's responsibility to locate a testing site however the site and proctor must be approved by myself before approval is granted. This situation will be dealt with specifically between me and the individual student.

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 APA style. If plagiarism is discovered, it will be dealt with using the guidelines established by the IUPUI Academic handbook.

Distance Education Environment:

Communicating in an online environment requires a certain amount of Netiquette or online etiquette. It is very important to be aware of how communications may be perceived by the recipient or recipients involved. Inappropriate discussion responses will NOT be tolerated, disciplinary action will be taken according with the guidelines outlined in the Code of Student Rights, Responsibilities and Conduct. Netiquette information should be reviewed from the site of Netiquette: <http://www.albion.com/netiquette/corerules.html>

Review the website for the appropriate rules for utilizing web and email. General common courtesy will be expected. Respect for each individual is critical. Appropriate and professional behavior is expected in the use of informal and formal communications.

Responsibilities and Conduct.

The HIM Profession has a Code of Conduct and Ethics that extends to the student level.

Breakdown of Course Information

Grading Information

Grades will be based on homework assignments, quizzes and tests, and final exam. Points will be given for the assignments that are being turned in. The grades will be awarded on the following grading scale:

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.

Assignments for spring 2011 are as follows

The grading scale is:

A+	97-100	C+	82-84
A	93-96	C	80-81
A-	91-92	C-	78-79
B+	89-90	D+	77
B	88	D	76
B-	85-87	D-	75
		F	74 or less

Course Schedule

Week	Activity/Objective
1	Introduction to Health Information Administration Uses for spreadsheet data collection
2	Examples of Statistical Applications in Health Information Administration - Revenue cycle including charge capture and billing audits
3	Examples of Statistical Applications in Health Information Administration - PEPPER reports and RAC Auditing analysis
4	Examples of Statistical Applications in Health Information Administration - Third party negotiations
5	Examples of Statistical Applications in Health Information Administration - Marketing and decision support
6	Examples of Statistical Applications in Health Information Administration - Physician profiling
7	Examples of Statistical Applications in Health Information Administration - External reporting and core measures
8	Examples of Statistical Applications in Health Information Administration - Administrative budgeting analysis
9	Examples of Statistical Applications in Health Information Administration - Administrative productivity analysis
10	Examples of Statistical Applications in Health Information Administration - Administrative deficiency analysis
11	Use of supplemental decision support tools for health data Health Data Display: Descriptive presentation - overview and calculations
12	Use of supplemental decision support tools for health data Health Data Display: Descriptive presentation - Excel graphing capabilities
13	Use of interactive decision support tools for health data: Guided health data analytics
14	Visualization of health data: mapping
15	Visualization of health data: dashboards