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: 328 (must be cleared with University Enrollment Services)
4. Instructor: TBA
5. Course Title: Laboratory Enrichment for Healthcare Information Requirements and Standards II
   Recommended Abbreviation (Optional): Lab Hlthcare Req II
   (Limited to 32 Characters including spaces)
6. First time this course is to be offered (Semester/Year): Spring 2011
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 consists of exercises that reinforce the lectures in HIA-M 327. Students explore Web resources used in the healthcare field and perform extensive database searches.

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: Spring Will this course be required for majors? _____
15. Justification for new course: Course will use exercises to reinforce topics taught in HIA-M 327
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: ________________________________ Date: 1-29-10
Department Chairman/Division Director

Approved by: ________________________________ Date: 2-1-10
Dean

______________________________ Date ________________________________ Date
Dean of Graduate School (when required) Chancellor/Vice-President

______________________________ Date ________________________________ Date
University Enrollment Services
M328 Laboratory Enrichment for Healthcare Information
Requirements and Standards II
Semester and Year
Section Number, IT 271, 3 Credit Hours
School of Informatics
Health Information Administration Program

Instructor: Bev Walker, RHIA, CCS
Office Address: 719 Indiana Avenue, Walker Plaza, Suite 370-C, Indianapolis, IN 46202
Office Phone: 317-274-1572
Office Hours: By appointment
Email Address: Use Oncourse e-mail first or bevwalke@iupui.edu if Oncourse is not in service.

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.

**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

**Required Texts:** N/A

**Equipment needed:** Electronic storage medium

**Course Description**
This course will consist of laboratory exercises that reinforce the lectures in M327 
Healthcare Information Requirements and Standards II. Students will engage in 
laboratory exercises that consist of evaluating health records for regulatory compliance 
as well as documentation requirements. Database searches and on-line resources will 
also be utilized during this course.

**Course Outcomes:**
After completion of this course, students will be able to:

1. Analyze clinical data to identify trends. II.B.2
2. Design and generate administrative reports using appropriate software. IV.C.4
3. Review clinical indices/databases/registries. II.A.1

**Core Competencies:**
1. Students will also have an understanding of the different types of documents 
   found in a health record of alternative healthcare records.
2. Students will demonstrate a basic understanding of oncology coding.
Software used: Microsoft Office

Expectations / Guidelines / Policies

Policies:

1. Attendance Policy
   If you are registered as an in-class student attendance is required. The Instructor will take attendance at the beginning of each class period. The student is required to call in if s/he is not able to attend the class. The student should leave a message with Linda Burzlaff in the HIA office if s/he is not able to attend. This number is (317) 278-9200. Students may also e-mail the instructor via Oncourse if s/he will not be attending class. Please do this by 12 NOON utilizing the Oncourse e-mail system. Students failing to contact the HIA office or instructor will receive an unexcused absence for the class. Two unexcused absences in any course will result in a reduction of one letter grade for the course.

2. Assignment Policy
   Students entering into the HIA program should begin the practice of time management. In the field of Health Information Management (HIM), time management is a key factor in the success or failure of individuals. Therefore putting this into practice in a consistent manner will assist students in becoming better prepared for the demanding working environment of HIM.

   Assignment submission is one way of promoting time management within the HIA curricula. Therefore the following policy has been created for all HIA faculty both full-time and adjunct to be implemented for the spring 2010 semester.

   No late assignments will be accepted.
   Assignments, tests, quizzes, etc. are scheduled on specific due dates throughout the semester. Assignments, tests, quizzes, etc completed in Oncourse will be opened and closed during a specific time frame in order to give the student ample time to complete. Students will take the assignment, test, quiz, etc. on the scheduled due date. There will be no adjustment to this policy and do not ask for an exception.
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. There will be no exceptions.

Assignments will be checked for plagiarism, (See Plagiarism policy).

3. Plagiarism
Plagiarism is not tolerated.
- IUPUI has a subscription to a plagiarism detection service, and a policy (HIAPI0110) that all written documents be submitted to the plagiarism detection service;

- Any individual enrolled in the HIA program submitting a written document detected as having been plagiarized will be disciplined according to the IUPUI Student Code of Conduct http://www.iupui.edu/code/ .

- The student will receive a grade of F for the assignment, may fail the course, and/or dismissed from the program.

It is strongly recommended that students cite all in-text and bibliography references using the correct American Psychiatric Association (APA) citation guidelines. If plagiarism is discovered, all HIA faculty will follow the Academic Misconduct Reporting as outlined in the Code of Student Rights, Responsibilities, and Conduct - http://www.life.iupui.edu/help/code.asp

To request a copy of the Plagiarism policy, contact the Program Director.

Expectations/Guidelines

Class preparation
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. Students need to read through the assigned readings prior to coming to class and be prepared for class discussions. 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 of which we are talking. You will be able to understand the information when you come prepared to class.
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.

Exams / Quizzes

Final exam

Date for each class meeting
This class meets on (day of week) from 12:30 pm to 1:20 pm (EST) each week. Two unexcused absences in the course will result in a reduction of one letter grade for the course.

Distance Education Environment
Communicating in an online environment requires a certain amount of Netiquette (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 and disciplinary action will be taken according with the guidelines outlined in the Code of Student Rights, Responsibilities and Conduct http://www.iupui.edu/code/#page. 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.

Grading Information
HIA students receiving a C- or below will be placed on academic probation; and/or dismissed from the Health Information Administration Program.

Assignments for Spring 20( ) are as follows  Point Value

Laboratory Assignments (14 x 20)  280

Method of assigning grades: Instructor will post student’s points for each assignment in Oncourse Assignment link as well as in Oncourse Gradebook link.
Grading Scale for all HIA courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>91-92</td>
</tr>
<tr>
<td>B+</td>
<td>89-90</td>
</tr>
<tr>
<td>B</td>
<td>88</td>
</tr>
<tr>
<td>B-</td>
<td>85-87</td>
</tr>
<tr>
<td>C+</td>
<td>82-84</td>
</tr>
<tr>
<td>C</td>
<td>80-81</td>
</tr>
<tr>
<td>C-</td>
<td>78-79</td>
</tr>
<tr>
<td>D+</td>
<td>77</td>
</tr>
<tr>
<td>D</td>
<td>76</td>
</tr>
<tr>
<td>D-</td>
<td>75</td>
</tr>
<tr>
<td>F</td>
<td>74 or less</td>
</tr>
</tbody>
</table>

Incomplete
In addition to the A+ through F grades described, a number of other grades are possible. A grade of I [incomplete] may be given when the student has been doing passing work in the class but becomes ill during the last part of the semester. Illness or “equivalent distress” such as the death of a parent is the only justification for giving an I. Simply getting “bogged down with too much to do at the last minute” is not an acceptable reason for an Incomplete. A student must have completed a minimum of 75% of the coursework and an incomplete form must be filed in the Student Services Office with the approval of the Assistant Dean. An I must be removed within one year from its assignment or it will automatically turn into an F. To remove an I, a student must meet the expectations of the teacher who assigned it. This may consist of turning in papers or other assignments, making up missed tests and examinations, or, if the teacher required it, sitting in on the whole class again. To remove an I, the faculty member must complete a form available in the Student Services Office.

Conduct of Ethical Conduct
The HIM Profession is guided by a Code of Conduct and Ethics. Review of this code can be found at http://www.ahima.org/about/ethics.asp. All students enrolled in HIA courses you to are required to conduct themselves in a manner that is outlined by the Code of Conduct and Ethics both professionally and personally. Any student failing to meet the standards of professional and or personal conduct may be recommended to the Dean of Students, School of Informatics for dismissal from the HIA program.

Children attending classes
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).
<table>
<thead>
<tr>
<th>Week</th>
<th>DATE</th>
<th>Laboratory Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Laboratory 1 Accreditation and Regulatory Requirements-Part 1</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Laboratory 2 Accreditation and Regulatory Requirements-Part 2</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Laboratory 3 Accreditation and Regulatory Requirements-Part 3</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Laboratory 4 Accreditation and Regulatory Requirements-Part 4</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Laboratory 5 Ambulatory Care Health Care Record-Part 1</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Laboratory 6 Ambulatory Care Health Care Record-Part 2</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Laboratory 7 Ambulatory Care Health Care Record-Part 3</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Laboratory 7 Behavioral Health Record-Part 1</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Laboratory 8 Behavioral Health Record-Part 2</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Laboratory 9 Long Term Care Record-Part 1</td>
</tr>
<tr>
<td></td>
<td>Laboratory 11 Long Term Care Record-Part 2</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Laboratory 12-Cancer Registry-Part 1</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Laboratory 13-Cancer Registry-Part 2</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Laboratory 13-Cancer Registry-Part 3</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Laboratory 14-Cancer Registry-Part 4</td>
<td></td>
</tr>
</tbody>
</table>