

**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 101 (must be cleared with University Enrollment Services) 4. Instructor Felisa Tennant

5. Course Title An Introduction to Health Information Administration

Recommended Abbreviation (Optional) Introduction to HIA  
(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: An exploration of the Health Information Administration program and the Health Information Management (HIM) profession.  
Students will learn skills and standards of professional and ethical behavior, interact with the program director and faculty, meet HIM professionals and visit an HIM department. This course is designed to help students make an informed decision about HIM as a career.

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: 25 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: 1 semester/year Will this course be required for majors? yes

15. Justification for new course: Provide a complete and structured introduction to the HIA program and the HIM profession.

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: Felisa M. Tennant Date 7-7-10  
Department Chairman/Division Director

Approved by: [Signature] Date 7-15-10  
Dean

\_\_\_\_\_  
Date \_\_\_\_\_  
Dean of Graduate School (when required)

\_\_\_\_\_  
Date \_\_\_\_\_  
Chancellor/Vice-President

\_\_\_\_\_  
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.

**HIA-M101 Introduction to Health Information Administration  
Spring, 2011**

**Section Number XXXXX IT271, 1 Credit Hour**

**School of Informatics**

**Health Information Administration Program**

**Instructor:** Felisa M. Tennant MIS, RHIA, CHPS, CCS

**Office Address:** Walker Plaza, Room 370-A

**Office Phone:** 278-4112

**Office Hours:** By Appointment

**Email Address:** Use Oncourse as first choice for e-mail. If there is an occasion that Oncourse is not operational please use [ftennant@indiana.edu](mailto:ftennant@indiana.edu) .

**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:**

**Additional Text:** (If required)

**Equipment needed:** (Notebooks, storage media, binders, etc.)

**Course Description:** An exploration of the Health Information Administration program and the Health Information Management (HIM) profession. Students will learn skills and standards of professional and ethical behavior, interact with the program director and faculty, meet HIM professionals and visit an HIM department. This course is designed to help students make an informed decision about HIM as a career.

**Course Outcomes:**

- Identify HIA program expectations regarding professional behavior, skills, and ethics;
- Discuss the HIM as a profession, career opportunities and salary expectations;
- Identify ethical business challenges as they are related to the HIM profession;
- Expose students to an actual operating HIM department;
- Identify the key components of the HIM profession

**Core Competencies:**

Upon completion of this unit, students will be able to:

- Comprehend the HIA professional program expectations;
- Distinguish between professional and unprofessional behavior;
- Identify ethical issues regarding health information;
- Identify career options within the HIM profession;
- Become acquainted with the day to day operations of an HIM department;

**Software used:**

**Policies / Expectations / Guidelines**

**Policies:**

**1. No Fault 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. This number is (317) 278-9200. Students may, in addition to

calling into the HIA office, e-mail the instructor via Oncourse if s/he will not be attending class. **Please do this by 12 NOON.** Students failing to contact the HIA office will receive an unexcused absence for the class.

Please review the following attendance requirements for both 8 week and 16 week courses carefully.

- A. Students enrolled in an eight-week course may be absent one class period. The second absence will be considered unexcused unless it falls under one of the excused absences listed below. **If a student receives one unexcused absence during an eight-week course, a reduction of one letter grade for the course will occur;**
- B. Students enrolled in a sixteen-week course may be absent two class periods. The third absence will be considered unexcused unless it falls under one of the excused absences listed below. **If a student receives one unexcused absence during a sixteen-week course, a reduction of one letter grade for the course will occur.**

Only the following will be considered an excused absence with appropriate documentation submitted to the instructor:

- A. Death in the immediate family (mother, father, spouse, child, or sibling);
- B. Hospitalization;
- C. Jury Duty;
- D. Court Ordered Summons;
- E. Religious Holiday

**Note: one unexcused absence = reduction of one letter grade. An unexcused absence will be issued for any of the following offenses:**

- Tardy > 15 minutes late
- 3 tardies < 15 minutes late
- Failure to notify the Linda Burzlaff in the HIA office by 12:00 noon Eastern time on the day of class and/ or notifying the instructor of an absence
- Exceeding the permitted absences per semester (1 for 8-week course, 2 for 16-week course)

## 2. Tardy Policy -

Students are expected to be on time for class. A sign-in sheet will be provided at the start of each class. It is the student's responsibility to sign his or her name on this sheet. The Tardy Policy is structured as follows:

- Tardy >15 minutes = 1 Unexcused Absence
- Tardy (1 - 15) minutes = 1 Tardy

3 Tardies

= 1 Unexcused Absence

### 3. Assignment Policy

Students should begin the practice of time management. In the field of Health Information Management (HIM) and other disciplines, 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 a demanding work environment.

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

#### **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 **open at 5:00 p.m. Eastern time and will close at 5:00 p.m. Eastern time on the day specified by the instructor.** Tests will be taken on the scheduled date and times set by the instructor. Therefore, if you are a **distance student** and you travel for work, please be aware that you will be required to take all exams, quizzes, and submit homework assignments during the specified time and date set by the instructor. All students will take tests, quizzes, etc. on the scheduled due date. Exceptions to this policy will be granted only in extreme situations and at the Program Director's discretion.

**Note:** Assignments will be due on the date assigned by the instructor. Assignments turned in after the time listed above will be considered late assignments and will not be accepted.

**Note:** Documents submitted to the instructor will be graded as is and may result in zero points given. Some examples include:

- Submitting the wrong assignment;
- Submitting the instructions and not the actual assignment;
- Submitting an assignment in the wrong class (will result in zero points for an assignment not submitted);
- Submitting an incorrectly numbered assignment (which results in the right answers listed on the wrong number);
- Submitting an assignment that was previously submitted in a different class. For example, submitting a paper in one class that was already submitted in a previous class;
- This should not be considered an exclusive list. These are actual examples of previously submitted assignments that received zero points.

**Note:** All writing assignments will be checked for plagiarism, (See Plagiarism policy).

**Note:** To avoid the loss of points for all assignments, tests, quizzes, etc., please read the following information carefully:

- A. All assignments submitted through the Oncourse "Assignment" tab automatically generate an e-mail notification. This notification is sent directly to your primary e-mail account. Students will be required to present a copy of this e-mail notification to the instructor if there is a dispute regarding an assignment submission. Therefore, it is highly recommended that students maintain a file, either electronic or on paper, for each assignment submission notification received.
  
- B. For all other tests, quizzes, etc. not attached in the "Assignments" section in Oncourse, a Drop Box will be created. Tests, quizzes, etc., should be copied and pasted into a Word document and dropped into the Drop Box. Placing the copied document into the Drop Box will ensure that the test, quiz, etc., was completed and submitted before the date and time, it was due.

Both A and B listed above are optional for students. However, if there is a dispute regarding an assignment submission before the assigned due date and time, the above methods will be the only accepted proof that an assignment was submitted.

**The following UITS information is provided for your reference:**

- The following URL contains information from the University Information Technology Services (UITS) <http://kb.iu.edu/data/abxl.html> ;
- Click on the appropriate campus for information on the UITS Support Center;
- UITS support phone number is (317) 274-4357;
- The support center is open 24 hours a day and 7 days a week with the exception of campus closings and posted holidays;
- Students contacting UITS will receive an Issue number. This Issue number can be given to the faculty, by the student, to verify that the student has contacted UITS regarding an instance of an Oncourse submission problem;
- Students may request that UITS forward an e-mail to faculty for verification of the reported Oncourse issue;
- Contacting UITS does not ensure late assignment acceptance.

#### **4. Plagiarism**

Plagiarism is not tolerated.

- IUPUI has a subscription to a plagiarism detection service, and a policy (HI-API0110) 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 zero points for the assignment, and may fail the course, and/or be dismissed from the program.

It is a **requirement that students cite all in-text and bibliography references** using the correct American Psychological Association (APA) citation guidelines. Students must use the Concise Rules of APA Style Pocket Guide from the American Psychological Association for reference. Students may also obtain APA handouts located at the following University Library Website URL, <http://www.iupui.edu/~uwc/handouts.html> . However, your instructor may only use one source from which to grade. Therefore, it is the student's responsibility to inquire which reference is the most appropriate to use for assignments.

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.

## 5. 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/ethicscode.aspx> . All students enrolled in HIA courses 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.

## 6. 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)

## Expectations/Guidelines

### 7. Class preparation

If you are enrolled in an in-class section, 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 complete 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. As a student, you will be more successful if you participate in these activities by offering your opinion about the issues being discussed. You will be able to better understand the information when you come prepared to class.

All students are expected to do their own work unless they are working on a group assignment. If a student is caught cheating, disciplinary action will be taken according to the guidelines outlined in the Code of Student Rights, Responsibilities and Conduct.

### 8. Exams / Quizzes

Examinations and quizzes will be taken at the scheduled time. The instructor reserves the right to make changes as necessary to this syllabus and the schedule. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes and nature of change(s) on Oncourse Announcements.

### 9. Final exam

The final examination in this course may be proctored. If a proctored exam is required for this course it 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 the instructor before approval is granted. This situation will be dealt with specifically between the instructor and the individual student.

## 10. Date for each class meeting

## 11. 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 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

1. All students enrolled in prerequisite HIA courses receiving a C- or below will be required to retake the course. All students are required to maintain a minimum course grade of C or above in all prerequisite HIA courses.
2. All students enrolled in HIA professional program courses receiving a C- or below will be placed on academic probation retroactive to the semester in which the grade was given. Students enrolled in the HIA program who are placed on academic probation for two semesters will be dismissed from the HIA program.

Grades will be based on the following:

Points for each assignment are as follows:

**Method of assigning grades:** Grades will be assigned using the above points scale for each assignment, test, quiz and final exam. Percentages will be entered into the Gradebook in Oncourse for each of the above.

Grading Scale for all HIA courses is as follows:

A+	97-100	C+	82-84
A	93-96	C	80-81
A-	91-92	C-	78-79

B+ 89-90  
 B 88  
 B- 85-87

D+ 77  
 D 76  
 D- 75  
 F 74 or less

**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 requires 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.

**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

Week	Topic
Week 1	Introduction & Overview
Week 2	Health Information Administration Expectations
Week 3	True Colors - Understanding Individual Strengths
Week 4	Professionalism and Ethical Behavior
Week 5	Health Information Management Department Visit
Week 6	Debrief discussion related to department visit
Week 7	HIM Career project/presentations
Week 8	Faculty/ Advising/ Enrollment