General Description: Health Information Management is an undergraduate level course focusing on data management, requirements and standards, classification systems, and reimbursement in relation to healthcare processes. Several areas will be introduced that will provide baseline health informatics knowledge and basic information systems knowledge for anyone working in a health delivery environment or a health related organization. Students will gain hands-on learning in the application of concepts through the use of clinical software.

Teaching Strategies: Teaching strategies in this course are varied in order to assist the student in the mastery of this content. Self-directed study, Blackboard discussions, written assignments, and independent research will be the primary teaching strategies used to stimulate thought and facilitate learning relative to the learning objectives.

Learning Objectives: The objectives of this course are to:

- Understand the practical concepts of health information management.
- Ensure compliance with regulatory requirements and health information standards and apply reimbursement methodologies in revenue cycle management.
- Analyze and evaluate applications and processes used in data management.

Required Texts: Reading material provided for each topic.

Prerequisites: HIN-355 (or INF 355): Introduction to Health Informatics. It is expected that students will be competent in the use Microsoft Excel, PowerPoint and Word.

Topics
Lecture 1 – Foundations of Health Information Management
Lecture 2 – Healthcare data management (capture, structure, and use)
Lecture 3 – Healthcare data sets (such as HEDIS, UHDDS, OASIS)
Lecture 4 – Data capture tools and technologies
Lecture 5 – Documentation standards and regulations (such as Joint Commission, CARF, COP)
Lecture 6 – Health information standards (such as HIPAA, ANSI, HL-7, UMLS, ASTM)
Lecture 7 – Patient Identity Management Policies
Lecture 8 – Clinical Classification Systems (taxonomies, clinical vocabularies, nomenclatures)
Lecture 9 – Clinical Classification Systems (processes, policies, and procedures)
Lecture 10 – Data integrity, coding audits
Lecture 11 – Reimbursement management
Lecture 12 – Payment systems (such as PPS, DRGs, APCs, RBRVS, RUGs, MSDRGs)
Lecture 13 – Revenue cycle process

Evaluation Methods: The course grade will be based upon the student’s mastery of the objectives as measured by class participation and performance on Discussion Board, research paper, written and other assignments, lecture/discussion, individual and small group activities, discussion, case studies, audiovisuals and web-enhanced activities, and Blackboard exercises, as weighted below:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Term Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>20%</td>
</tr>
<tr>
<td>Presentation</td>
<td>20%</td>
</tr>
<tr>
<td>Weekly Quizzes Assignments/Discussions</td>
<td>20%</td>
</tr>
</tbody>
</table>
The following grading scale will be used to determine the final grade in this course:

<table>
<thead>
<tr>
<th>At or Above (%)</th>
<th>93</th>
<th>90</th>
<th>87</th>
<th>83</th>
<th>80</th>
<th>77</th>
<th>73</th>
<th>70</th>
<th>67</th>
<th>63</th>
<th>&lt;63</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earns a</td>
<td>A</td>
<td>A-</td>
<td>B+</td>
<td>B</td>
<td>B-</td>
<td>C+</td>
<td>C</td>
<td>C-</td>
<td>D+</td>
<td>D</td>
<td>F</td>
</tr>
</tbody>
</table>

Online Grade Book: Students will have access to the online grade book via Blackboard. This grade book is confidential and only available to the individual student. It is anticipated that grades for assignments will be posted within two weeks of assignment receipt. Final, official class grades are posted in MYNKU.

COURSE POLICIES
Participation and Attendance: Satisfactory informed participation is required. The expectation of the faculty is that there will be active participation throughout the duration of this course and that all assignments will be submitted on or before the due date. Preparation for class assignments is expected for participation and evaluation. Attendance will be taken throughout the semester. Students should actively facilitate discussion and sharing with other participants, as well as consider the ideas of others. These discussions should demonstrate active involvement with the material being considered. Students will have a shared responsibility for learning and for creating and sustaining the learning community within the context of this course. Students are expected to complete all assignments for the week. Faculty recognizes that students are balancing multiple responsibilities outside of the course and wish to be flexible in this regard. However, “informed” participatory session learning mandates that students attend class to meet course objectives. Hence, failure to be present for participation will be reflected in the course grade. Please do not request exceptions to this policy.

Some of the characteristics of effective are:
- Discuss items that will increase everyone's understanding.
- Responses show evidence of review of earlier discussions and the original article; comments should not be isolated and disjointed. Communication skills, such as attentive and purposeful listening, interpretative and integrative skills are evident in well thought out statements.
- There is a willingness to test new ideas rather than offer only cautious or "safe" comments. Students should interact with other class members by asking questions or challenging conclusions.

Assignment Standards: Any written assignments should at a minimum:
- Be well organized,
- Be written in clear concise language,
- Have the spelling checked and corrected.

Assignment Due Dates: Assignment due dates are specified on the Course Schedule as indicated in the syllabus. Late submissions will not be accepted unless preapproved and confirmed through email. Any changes to the syllabus will be announced in class.

Please note the due dates for the presentation and the final exam. These dates are set to allow adherence to the University calendar.

Email Communication: All email communication between students and instructors shall occur via NKU email and assigned student email accounts. If students opt to have email forwarded to a non-NKU account, faculty will not assume responsibility for correspondence that is not received. In the interest of avoiding computer viruses, email from a non-NKU source may not be accepted.
- Students are expected to check their NKU student account email numerous times throughout the week.
- When sending email communication to the instructor, students should format the subject line of the email as follows: INF356, the nature of the question/subject, your last name. Email sent with a subject line different than that shown above may be returned or not received by the professor. All correspondence is expected to be professional and courteous.
- Faculty will make every attempt to respond to students’ phone calls or emails within 2 business days of receipt.

**Plagiarism:** All university and department policies on academic honesty will be strictly enforced in this course. PERIOD. Plagiarism and cheating are serious offenses and may be punished by failure on assignments, exams, paper, or presentation; failure in course; and/or expulsion from the University. Steel Library offers information on recognizing plagiarism and how to avoid it at: [http://library.nku.edu/research_help/copyright_and_plagiarism/plagiarism.php](http://library.nku.edu/research_help/copyright_and_plagiarism/plagiarism.php).

Plagiarism, defined as “copying or imitating the languages, ideas, thoughts or works of another and passing that off as your own original work” This also applies to the student who knowingly allows his or her work to be copied by another student. Self-Plagiarism is the submission of the same work for multiple assignments. All the work submitted in this class should be original work for this class only, and not submitted in previous courses in our programs. Previous work that you would like to build on or use, as a basis for this project, must get prior approval.

All the course work is filtered by the plagiarism software. I will grade projects, after they “Pass” the plagiarism test. The software provides you with a report on how unique your assignment is. If the report shows that direct quotes have not been cited and referenced properly, it will be dealt with accordingly, possibly leading to a referral to the Dean of Students for further disciplinary action. See Code of Student Rights and Responsibilities, Hearing Procedures, Section II Cheating and Plagiarism for further details.

It is a common misconception that material on the Internet is free. Even if a copyright notice is not present, the work is the property of the creator. Students are expected use only material that is theirs by right of creation unless proper credit is given. The plagiarism policy also applies to the Internet. Images, sounds, and other multimedia are included in copyright law. For example, professionally obtained photos belong to the photographer. You only purchase copies. It is common to receive emails with amusing articles or other materials; be aware that it might be an illegal copy and exercise caution in forwarding it. They may also contain a virus. When including information in your work it is your responsibility to correctly cite and reference everything that is not your original work.

On the plus side, ideas cannot be copyrighted, so students can share the most important part of a website as long as it is in their own words or interpretation.

**USEFUL INFORMATION**

**Student Honor Code:** The work you will do in this course is subject to the Student Honor Code. The Honor Code is a commitment to the highest degree of ethical integrity in academic conduct, a commitment that, individually and collectively, the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirement.

**Academic Integrity:** The University Code of Student Rights and Responsibilities establishes rights to which the student is entitled and the responsibilities which the student must assume. Along with preparing for and attending class, each student has the responsibility of promoting high academic standards. The College of Informatics and the College of Health Professions supports the University policy on academic dishonesty.

**Course Revisions:** Faculty members reserve the right to change scheduled content or assignments for reasons they deem appropriate to facilitating the objectives of the course.

**Student Comportment:** Professional behavior is expected and cultivated throughout this course. Appropriate professional behavior is exemplified by, though not limited to, activities such as actively listening to peer/faculty ideas, assuming responsibility for one's own actions, giving consideration and respect to feelings of others.
**Research:** From time to time you may be asked to participate in research studies conducted by other students or faculty. You may decline participation without disclosing a reason. Generally, this data is gathered through a questionnaire and individuals will not be specifically identified. All of these studies will have an appropriate learning context for the class; none will be psychological or dangerous in nature. Everyone will be debriefed on the purpose of the study and anyone that wishes may have copies of the results.

**Students with Disabilities:** Students with disabilities who require accommodations (Academic adjustments, auxiliary aids or services) for this course must register with the Disability Services Office. Please contact the Disability Service Office immediately in the University Center, Suite 101 or call 859 572-6373 for more information. Verification of your disability is required in the Disability Services Office for you to receive reasonable academic accommodations.

**Course and Resource Materials:** Course and resource materials are generally available online or in journals accessible to students. Steely Library offers a convenient service of providing direct access to many full text articles on-line. If an article is not available, Steely will request the article through the Interlibrary Loan system, and forward an electronic copy to you via email (usually within 2-3 days). Only materials from reputable, professional web sites and journals should be utilized as references. Please review SOLT tutorials (module 3) for tutorial.

**Student Evaluation of Course:** Students will be asked to complete an evaluation of the course. This is a confidential anonymous method used to evaluate the course. Comments are available to the faculty via aggregate responses.

**Learning Assistance:** The University provides tutorial and writing assistance, without charge, to any student needing help with course work. This service is located in the Learning Assistance Center (LAC), SU 170. *Students utilizing the Learning Resource Center for help with (or review of) any written assignment may receive up to 5% extra credit for that particular assignment.* More information can be found at [http://lap.nku.edu/](http://lap.nku.edu/)

**Confidential Counseling:** Occasionally, students may experience personal problems or difficulties during the term that may seriously interfere with learning. If this should happen to you, please meet with me to see what can be worked out to maintain your class standing. In addition, the University provides confidential counseling services free of charge from the Counseling Center, UC 440 (859.572.5650).

*(Weekly Course Schedule)*

*(NKU Semester Calendar)*