Course: Health Care Information Tech.
Number of Credit Hours: 3
Prerequisite: None

Semester and Year: Spring 2014
Time and Day: Monday 6-8:30 p.m.
Instructor: Gene Marksbury
E-mail: marksburyg@moval.edu
Office Phone: 831-4620
Home Phone: 
Office Location: CSC 12
Office Hours: see Web site

Course Description
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Student Learning Outcomes—Course
After this course the student will be able to:
1. Demonstrate knowledge of the fundamentals of healthcare IT (HIT)
2. Demonstrate knowledge of the healthcare regulatory requirements.
3. Explain the functions of a healthcare organization, including its medical business operations.
4. Understand the workings of IT hardware and software.
5. Understand the fundamentals of networking, and security.

Student Learning Outcomes—General Education
N/A.

Student Learning Outcomes—DESE
N/A.

Assessment of Student Learning Outcomes
Assessment of student outcomes will be based on two major examinations.
The first exam will concentrate on outcomes 1, 2, and 3.
The second exam will concentrate on outcomes 4 and 5.

Weekly quizzes will cover individual outcomes as the class progresses.

Other Information*
REQUIRED TEXT/S

OPTIONAL COURSE MATERIALS
None.

GRADING POLICY AND PROCEDURES
This course requires a minimum of two hours of out-of-class work for every one hour of direct faculty instruction.
40% of the grade is based on a midterm and a final examination. Both examinations are cumulative and given in a varied format. An in-class review will be held prior to each examination.

30% of the grade is based on quizzes. Quizzes are announced one day in advance and may vary from three to five questions that may be in any format.

30% of the grade is based on weekly assignments of the various end-of-chapter exercises.

TENTATIVE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Chapter Readings</th>
<th>Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Healthcare IT</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>2-3</td>
<td>Healthcare Organizations and Operations</td>
<td>Chapter 2</td>
<td></td>
</tr>
<tr>
<td>4-5</td>
<td>Desktop IT operations</td>
<td>Chapter 3</td>
<td></td>
</tr>
<tr>
<td>6-7</td>
<td>Network IT operations</td>
<td>Chapter 4</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Review</td>
<td></td>
<td>Midterm Exam</td>
</tr>
<tr>
<td>9</td>
<td>Medical Business Operations</td>
<td>Chapter 5</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Document Imaging and Problem Solving</td>
<td>Chapter 6</td>
<td></td>
</tr>
<tr>
<td>11-12</td>
<td>Basic Healthcare Information Security</td>
<td>Chapter 7</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Advanced Healthcare Information Security</td>
<td>Chapter 8</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Review</td>
<td>Final Exam</td>
<td></td>
</tr>
</tbody>
</table>

**FINAL EXAM**  
6:00 p.m. Monday, May 5, 2014 No Exceptions!

**OPTIONAL INSTRUCTOR POLICIES**  
*No* cell phones or other electronic devices that may interfere with the class except for those used in class activities.

**ATTENDANCE POLICY**  
Attendance is expected and required at each class meeting. Every three(3) unexcused absences will cause a drop of one full letter grade.

Any student who misses two consecutive weeks of class or has missed 50% of class periods by mid-term may be administratively withdrawn from class. If the withdrawal takes place within the first 6 weeks of class, the student will receive a grade of “W”. If the withdrawal takes place after the 6th week of class, the student will receive a “WF” or “WP”. The student will be notified of this action by the Registrar’s Office. Readmission will be considered only for extenuating circumstances as approved by the Chief Academic Officer and Registrar. In such cases, where readmission is approved, a readmit fee of $350 will be charged. If a student drops below full-time status of 12 hours, financial aid may be adversely affected. Resident students dropping below 12 hours will be asked to move out of campus housing.

**STUDENT CODE OF CONDUCT**  
It shall be the responsibility of every student enrolled at Missouri Valley College to support the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records, and all contacts with faculty and staff. Academic dishonesty will not be tolerated. It shall also be the responsibility of every student enrolled at Missouri Valley College to be respectful of the right of other students, staff, and instructors to ensure a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated.

Student actions that do not adhere to the MVC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior. Students who exhibit dishonest, disruptive, or disrespectful behavior risk suspension or expulsion from the institution.

**ACADEMIC DISHONESTY**  
Academic integrity is expected and required of all students. Students and faculty are responsible and accountable for personally upholding that integrity. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined according to the Academic Dishonesty Policy in the MVC College Catalog. *The following penalties may be applied:*  
1. Reprimand.  
2. Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.  
3. Completion of the Plagiarism Tutorial found at the student’s Moodle site. (Must be completed if this is the student’s first plagiarism offense)
4. A mark of "0" will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
5. A failing (F) grade will be awarded in the course.
6. Automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be imposed by the student's program division chair or the Chief Academic Officer.
7. Expulsion from Missouri Valley College, permanently recorded on the student's record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

**ADA STATEMENT**
The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The ADA Coordinator works with the programs to assist the faculty in understanding and implementing accommodations.

Students with disabilities should have documentation of their disability sent to the campus ADA coordinator, Debbie Coleman, 660-831-4170 or colemand@moval.edu, and set up an appointment as soon as they arrive on campus. Students enrolled in online courses should email the ADA coordinator. Failure to do so could delay accommodations. After proper documentation, reasonable efforts will be made to accommodate students’ needs. If you have any questions about how to initiate this process, please contact your instructor.