HIM 230 Computer Systems & Applications in HIM

Instructor Info:
Name: Darnez Pope, MSHI, RHIT
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Credit Hours: 3 semester hours (1 hour lecture; 2 hours lab)

Prerequisites: HIM 100 and CSCI 145 or CS 145

Contact Information:
The *best way* to contact me is either through email at darnez.pope@wku.edu or during my posted office hours. My office hours are posted under "Instructor Information" on Blackboard. If contacting me by email, I will make every effort to respond within 24 hours during the week and 48 hours during the weekend.

Course Communication Tools:
- Email (Use the following format when emailing the instructor---Subject: HIM 230-Your Name-Topic)
- Blackboard Collaborate (aka Bb Collaborate or Web Meeting)

Course Description: Exploration of computer systems for health information management, with emphasis on the electronic health record. Various HIM software applications will be utilized.

Course Requirements: Assignments will be made utilizing the American Health Information Management Association's (AHIMA) Body of Knowledge (BoK) and the AHIMA Virtual Lab (VLab)**; student membership in AHIMA will be required to complete the assignments.** Membership information can be obtained at www.ahima.org and the cost is $49.00.

A single-jack set of headphones/earbuds will be required; an inexpensive set is adequate.

Required Software: Internet access via cable, broadband, or DSL is recommended. These options provide access to the course much faster and allow for smoother viewing of online content. Some VLab assignments will have specific browser requirements (for example IE9 or higher).

Textbook: Sayles, Nanette B. and Leslie L. Gordon. Health Information Management Technology: An Applied Approach. 5th edition, AHIMA Press, 2016. ISBN: 978-1-58426-517-7

Examinations: Three (3) chapter exams/tests and One (1) Final Comprehensive Exam will be administered through Blackboard. Students are expected to take exams when scheduled.

Evaluation: The final course grade will be calculated as follows:

Assignments   50%
Exams/Test   50%

The final course grade will be determined by the percentage of achieved points accumulated from assignments, examinations, and tests in relation to possible points.

Various assignments will include all or either:
-Reading assigned chapters
-Completing chapter assignments, VLab lab assignments, and
 Non-VLab lab assignments
 lab assignments
-Reading assigned article(s) from AHIMA Body of Knowledge (BoK)
-Completing quiz(zes) for assigned article(s)

The VLab lab assignments will include:
-drchrono (Activities 1 thru 7)
-CIOX Health ROI-eSmartlog and Smartlink (Activities 1 thru 4)
-Nuance Clintegrity
-EDCO Solcom EDMS (Activities 1 thru 4)
-Tableau (Activities 1 thru 6)
-VistA (VistA Simulation Activity)
-MEDITECH (Activities 1 thru 7)
-ARGO (Activities 1 and 2)

Students are expected to submit assignments, exams, and test by the due date. There will be no time extensions or extra credit. If not received by the due date, a grade of 0 will be posted for the missing assignment(s).

Should you experience technical problems with Blackboard, please contact the **WKU Helpdesk at 270-745-7000**. Please do not wait until close to deadlines to complete graded work. Should technical issues occur, there may not be enough turnaround time to allow student to complete graded work.

The following grading system will be used:

90% - 100%   A
80% - 89%   B
70% - 79%   C
60% - 69%   D
59% and below   F

Instructional   Lecture
Methods: Demonstration
                        Computer Applications

Schedule Note: Class and exam schedules are subject to change according to class progress.
                        The end of course date: 05/12/2020

Attendance Policy: Students are expected to access Blackboard weekly to view course; this course
                        is completely online.

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Student Learning Outcomes:
At the conclusion of this course, the student should be able to meet the specific
2014 AHIMA Baccalaureate Degree Knowledge Clusters for this course at the taxonomic level.
Title IX Misconduct/Assault Statement:
Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's
Title IX Sexual Misconduct/Assault Policy (#0.2070) at
https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and
Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are
prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual
misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398
or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or
sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and
MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to
speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling
and Testing Center at 270-745-3159.

Disability Accommodations:
In compliance with University policy, students with disabilities who require academic and/or auxiliary
accommodations for this course must contact the Student Accessibility Resource Center located in
Downing Student Union, 1074. The phone number is 270.745.5004(270.745.5121 V/TDD) or email at
sarc@wku.edu.

Please do not request accommodations directly from the professor or instructor without a letter of
accommodation (LOA) from The Student Accessibility Resource Center.

Once disability services/accommodations have been granted and initiated, please contact me with any
questions or concerns. Also, if you believe that you are not receiving the disability services to which you
are entitled, please address this concern with me immediately so discussion and/or adjustments can
occur.

Syllabus Changes: Subject to change.

Revised January 2020

HIM 230-Computer Systems and Applications in HIM

Week (W)	Start Date of Weeks	Topics	Assignments	Assignment Due Dates
W1, W2, W3, and W4	January 27 February 3 February 10 February 17	Introduction to Class Chapter 6-Data Management	-Purchase course textbook -Self-obtain your AHIMA student membership login information (AHIMA ID and Password) -Read Pages: 146-161 -Access Blackboard Collaborate Ultra to view recording: Chapter 6 Review	February 18
W5	February 24	Chapter 6-Data Management	**-Chapter Exam 1 (Chapter 6)**	February 25
W6 and W7	March 2 March 9 (Spring Break Week)	Chapter 10-Data Security and Chapter 11-Health Information Technologies	-Read Pages: 253-276 -Read Pages: 283-314 -Access Blackboard Collaborate Ultra to view recording: Chapter 10 and 11 Review **-Chapter Exam 2 (Chapter 10 and 11)**	March 17
W8	March 16	Chapter 12-Healthcare Information	-Read Pages: 321-339 -Access Blackboard Collaborate Ultra to view recording Chapter 12 Review	March 20
W9	March 23	Chapter 12-Healthcare Information	**Chapter Exam 3 (Chapter 12)**	March 31
W10, W11, W12, W13, W14, and W15	March 30 April 6 April 13 April 20 April 27 May 4	VLab Assignments and Non-VLab Assignments	-drchrono (Activities 1 thru 7) -CIOX Health ROI-eSmartlog and Smartlink (Activities 1 thru 4) -EDCO Solcom EDMS (Activities 1 thru 4) -Tableau (Activities 1 thru 6) -VistA (VistA Simulation Activity) -MEDITECH (Activities 1 thru 7) -ARGO (Activities 1 and 2) -Medical Word Processing (single-jack earbuds needed)* -BESR Medical Document/ Back-End Speech Recognition Proofreading *This lab activity requires you to complete on campus*	May 5
W16	May 11	Final Exam Week	**Final Comprehensive Exam**	May 12

NOTE: Schedule Subject to Change