

**Nashville State Community College
Business, Management, and Hospitality
Healthcare Management**

2018 Master Course Syllabus

HCMT 2375

This master course syllabus template is a general guide for providing an overview of each course offered at Nashville State. Each instructor will further clarify specific criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her individual course syllabus.

Course Information:

Course Title: HCMT 2375 – Health Information Quality

Credits: 3

Class Hours: 3

Course Description:

This course introduces students to various types, definitions, relationships, uses, and interpretations of data derived from healthcare functions and processes. Students will explore information standards and representations of health data that are commonly used for patient care, reporting, reimbursement, and quality improvement programs. Prerequisites: HCMT 2305, HCMT 2315, and HCMT 2370 with a grade of “C” or higher.

Instructor Information:

Name: Susan Cutroni

Email: susananne.cutroni@nsc.edu

Office Phone: 615-353-3491

Office Location: C-237I (Main Campus)

Office Hours: As posted

Required Textbook(s) & Other Materials:

Textbook(s): Informatics for Health Professionals

ISBN: 9781284102635

Reference Materials:

Supplies: Computer and Internet Access

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Course Outcomes:

Upon successful completion of this course, students should be able to:

1. Identify the important legal requirements in the health information field, including confidentiality, informed consent, and informed consent.
2. Explain how health information is used in patient care and reimbursement.
3. Describe the variety of methods used for accurate data collection.
3. Explain essential healthcare information technologies used for delivering and documenting healthcare service

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

1. Identify and explain the difference between healthcare fraud and abuse.
2. Explain important fraud and abuse laws that pertain to healthcare.
3. Describe an effective compliance program.
4. Explain RAC's, ZPIC's, and MFCU's.
5. Define the importance of HIPAA, EMTALA, and CLIA and their importance to healthcare compliance.

The following are general education competencies intended to support the course outcomes:

1. Write clear, well-organized documents.
2. Know how to locate, evaluate, and use information sources.
3. Prepare and deliver well-organized oral presentations.
4. Use critical thinking skills.

Topics to Be Covered:

1. Informatics
2. Information
3. Computer Science
4. Cognitive Science
5. Ethical and Legal Aspects of Informatics
6. Administrative Information Systems
7. Electronic Security
8. Work Flow and Meaningful Use
9. The Electronic Health Record
10. Informatics: Tools for Patients
11. Patient Engagement
12. Community and Population Health
13. Data Mining
14. Applying Research to Practice
15. Bioinformatics

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

Homework (includes weekly discussions) 5%

Presentation Assignments 20%

Tests 15%

Midterm Exam 30%

Final Exam 30%

Grading Policy:

All work will be graded within 72 hours of the due date, unless it's a project or paper, which may take longer to effectively grade

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

All work must be submitted to the instructor by the due date. LATE WORK WILL NOT BE ACCEPTED AND A GRADE OF ZERO WILL BE ASSIGNED. Please do not wait until the last day to turn in homework, because last minute computer problems could prevent the assignment from being submitted prior to the deadline. Computer problems will not be considered an excuse for late homework; the online environment requires planning, it is a good idea to submit all assignments 24 hours prior to the deadline to allow time to correct potential technical problems.

Attendance Policy

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	67-69
F	66 and below

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC

It is students’ responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the

authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nscc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.