SAN JUAN COLLEGE

HITP **182 Intro to Data Management section name section credit hours**
Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course introduces students to the application of health informatics and data analytics concepts to the management of health information. Topics include data dictionaries, data sets, data integrity, data management, and standards for the exchange of health information.

Prerequisites: course prereqs

Terms offered: Spring and Summer

Section-specific Course Description:

Course Level Objectives

Upon successful completion of the course, the student will be able to…(numerical references are to the 2018 Health Information Management Associate Degree Curriculum Competencies)

1. Identify policies and procedures to achieve data integrity. (I.2.)
2. Describe components of data dictionaries and data sets. (I.6)
3. Apply health information concepts to the management of health information. (III.1)
4. Describe the concepts of managing data. (III.6)
5. Summarize standards for the exchange of health information. (III.7)

Prerequisites - Acceptance to the HIT Program, HIT Faculty Approval

Required Texts and/or Materials

Health Information Management Technology Bundle with Adaptive Learning
9781584268086
Sayles
2020-04-30
6
This bundle includes the Health Information Management Technology textbook and the Adaptive Learning Technology Access Code - Both are required for the course

HIM Case Studies, Second Edition
9781584267690
Foley
2019-11-15
2
This textbook will be used throughout the HITP program.

Access Code: AHIMA Virtual Lab
9780010541403
AHIMA
(Available from the SJC bookstore or directly from AHIMA)

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

Accessibility/Privacy Policies for all Technology Tools Used

Course Requirements

Students will do the following activities:

Read the chapters in the textbook before attempting the online portion of the course.

Complete the AHIMA Virtual Lab assignments and the adaptive technology assignments online.

Complete the assignments, chapter quizzes and exams online in CANVAS.

Participate in all required Discussion Assignments. You will need to post to the discussion forum before seeing other students' responses. You are required to reply to at least one other student. Please review the Discussion Rubric for posting guidelines. Please note that the Discussion assignments have strict deadlines. Your initial post is due on Wednesday. Late Discussion posts will not be accepted for credit.

Late assignments, quizzes and exams will receive a reduction in credit of 10% per day. DO NOT USE YOUR BOOKS WHEN YOU ARE TAKING QUIZZES OR EXAMS. Test yourself to see what you learned. Using your book while you are testing makes you dependent on the book; you learn how to look stuff up, not the material. If you become dependent on the book, you won't do well on the midterm or the final! You must complete all chapter quizzes and exams before you can take the final exam.

Make arrangements for and complete a proctored midterm exam and final exam.

It is also expected you have the following course-specific technical skills: ability to use the Canvas learning management system, send and receive Canvas messages with attachments, execute and save a print screen, create and submit assignments using Microsoft Office, and utilize online publisher software.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please "wash in, wash out"--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

In order to demonstrate attendance in this online course and not be reported to the Registrar as not attending, you must complete at minimum the the following activities: Using GEMs, Module 1 Case Studies, Module 1 Adaptive Learning, and Module 1 Test by Sunday, January 31, 2021. Failure to do so will result in you being reported as not attending this course, and you will be dropped. Not having the required course materials is not an excuse (unless there is a confirmed issue with the SJC Bookstore). Please contact your instructor with any questions.

Other Classroom Policies and Expectations

All coursework (assignments, projects, etc.) must be submitted through CANVAS. No handwritten work will be accepted under any circumstances. Written assignments must be typed in Microsoft Word (Not WordPerfect or Works).

If the assignment is in the form of a paper, an essay or a research paper, proper documentation using APA style should be followed. Plagiarism will not be tolerated. See San Juan College's Academic Honesty Policy for more information.

All work should be submitted on time unless prior arrangements have been made with the instructor. Late work is subject to a reduction in credit. Incompletes will only be granted under extreme circumstances. What constitutes an extreme circumstance will be under the discretion of your instructor.

If work is submitted late, the following method will be used for grading:
• A 10% grade penalty will be assessed for work up to twenty-four hours late; an additional 10% will be assessed for each additional day the work is late up to one week (7 days). No work will be accepted after one week. Late discussion posts will not receive credit.
• Your instructor may decide in the case of a legitimately extenuating circumstance to waive the late penalty; if not, the penalty will be enforced as described.
• In no circumstances may work be submitted after the last day of the semester unless an incomplete grade has been requested and granted beforehand.

Proctored Exams

There are two proctored exams for this course - the midterm exam and the Final Exam. SJC uses SmarterProctoring to facilitate the scheduling of proctored exams. You will see a link to SmarterProctoring in your course in CANVAS.

There are two options you may choose from when deciding how your exam is proctored:

- Approved Testing Centers
- Proctors

SmarterProctoring has a list of testing centers and individuals who are approved as proctors. Dual-credit students should check this list to see if any of their school officials are approved.

Local students can take their exams at the SJC Testing Center.

- Virtual Proctoring Service

To use a virtual proctor, you must have a reliable internet connection and a computer with a webcam that can receive and send visual and audio. Using the virtual proctor, you access the exam through CANVAS and will be connected with a live proctor who will enter the password for you. The proctor will be "watching" you as you take your exam.

A few things to keep in mind:

- ALL students must make arrangements through SmarterProctoring to take their midterm and final exam, whether using a Testing Center or virtual proctor.
- All students must present photo identification in order to take the exam. You will need two forms of ID. Examples include government issued identification cards, driver's license or a passport. We have had issues in the past with dual-credit students who do not have an ID. A school ID with your picture on it will be accepted. If you currently do not have a picture ID, please obtain one before you try to schedule your final exam.
- Students are responsible for paying any fees associated with completing any proctored exam.
- If using a virtual proctor it is the student's responsibility to arrange a suitable location in which to take the exam. Public libraries are usually not acceptable as you need to be in a room by yourself. If you are taking the exam at home, make sure you are able to be in a room by yourself with no interruptions during the exam.
- Complete your arrangements for the midterm and final exams as early as possible in the semester.
- The midterm exam will be available and must be completed between 12:00 a.m Wednesday, March 3 and 11:59 p.m. Tuesday, March 9. The final exam will be available and must be completed between 12:00 a.m. Tuesday, May 4, and 11:59 p.m. Monday, May 10.

** Please click on the Smarter Proctoring link in your class to find out more information about this requirement. **

Canvas Participation and Expectations

You should get in the habit of logging into your online class at least two to three times per week to check for announcements and mail messages from your instructor. You should also be checking your San Juan College student email regularly. You are responsible for any new information posted to the class. Attendance in the online classroom is very important.

Instructor Response Time

You can expect a response to all emails within 24 hours of receipt during normal business hours. Emails received on weekends and evenings will not be considered received until the next business day, Monday through Friday.

You can expect all course work to be graded within 72 hours after the due date. In instances where course work will require additional time for grading, an email will be sent to all students making them aware of the delay.

Feedback for exams will be provided after the deadline for the exam has passed.

Course Time Commitment

Students are expected to spend approximately 9-12 hours per week for a 3-credit online course. This can include spending time in Canvas completing assignments, reading material outside of the online classroom, and participating in various other activities which support success in the course.

Ask Questions! We are here to help.

Grading

Final grades are calculated based on the following...

To determine final grades, students will submit the following types of assignments in Canvas. Below is a summary of all graded work and how they contribute to the final course grade. Letter grades are awarded by reviewing the final overall percentage:

Grading Scale:

A = 92 % or higher
B = 84–91
C = 76–83
D = 68–75
F = 67 or below.

Discussions	200
AHIMA Virtual Lab	270
Case Studies	317
Assignments	420
Adaptive Learning	500
Tests	250
Exams	200
Total	2,157

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Course Schedule

January 19 - 24 Module 1	Data Management	Chapter 6	Module 1 Discussion – Data Management Jobs Using GEMs Module 1 Case Studies Module 1 Adaptive Learning Module 1 Test
January 25 - 31 Module 2	Secondary Data Sources	Chapter 7	Module 2 Discussion – Registries Mandatory Reporting and Registries Module 2 Case Studies Module 2 Adaptive Learning Module 2 Test
February 1 - 7 Module 3	Health Law	Chapter 8	Tableau Public Videos Module 3 AHIMA V-Lab Activity Module 3 Case Studies Module 3 Adaptive Learning Module 3 Test
February 8 - 21 Module 4	Data Privacy and Confidentiality	Chapter 9	Module 4 Discussion - HIPAA Breach Reporting/Security Policy Module 4 AHIMA V-Lab Activity Module 4 Case Studies

			Module 4 Adaptive Learning
			Module 4 Test
February 22 - 28 Module 5	Data Security	Chapter 10	Module 5 AHIMA V-Lab Activity Module 5 Case Studies Module 5 Adaptive Learning Module 5 Test
March 3 - 9	Midterm Exam	No Reading Assignment	Midterm Exam
March 8 - 21 Module 6 ** Includes Spring Break	Clinical terminologies, Classifications, and Code Sets & Health Information Systems	Chapter 5 Chapter 11	Module 6 Discussion - Interoperability Module 6 AHIMA V-Lab Activity Module 6 Case Studies Module 6 Adaptive Learning (Chapter 5) Module 6 Test – Chapter 5 Module 6 Adaptive Learning (Chapter 11) Module 6 Test – Chapter 11
March 22 – 28 Module 7	Healthcare Information	Chapter 12	Module 7 Discussion – Health Information Exchange Module 7 AHIMA V-Lab Activity Module 7 Case Studies Module 7 Adaptive Learning Module 7 Test

March 29 – April 11 Module 8	Research and Data Analysis	Chapter 13	Module 8 Discussion – Research Methodology Module 8 AHIMA V-Lab Activity Module 8 Application Exercise Module 8 Case Studies Module 8 Adaptive Learning Module 8 Test
April 12 - 18 Module 9	Healthcare Statistics	Chapter 14	Module 9 Discussion – Best Graph Module 9 AHIMA V-Lab Activity Getting Started with Tableau Module 9 Case Studies Module 9 Adaptive Learning Module 9 Test
April 19 – May 2 Module 10	Tableau	No Reading Assignment	Module 10 Discussion – Tableau Tutorial: Get Started with Tableau Desktop Module 10 Case Studies Hospital Compare Tableau Project
May 4 - 10	Final Exam	No Reading Assignment	Final Exam

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

   If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

   You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

   Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. **Academic Honesty Rules**

   San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. **Student Conduct Statement**

   College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. **Student Safety**

   Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College's emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is "confirmed."

   The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.

6. **Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. **Drop for Non-Attendance and/or Non-Participation**

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week

semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. **Failure to Meet Class Participation Expectation:**

   Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. **Grading Policies**

   Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

   The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

   In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

   I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be

changed by work completion.

10. **Grade Appeals**

    The policy for grade appeals is in the Academic Catalog.([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)