AUSTIN COMMUNITY COLLEGE
HITT 2339 – Health Information Organization and Supervision (Data Management)
Fall 2025

Course Day and Time	Online (12 Weeks)
Synonym and Section #	21928-001
Campus	DIL
Room #	Virtual
Professor	Cherise Jackson, RHIA
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Website	https://sites.austincc.edu/health/hitt/
Office Location and Hours	Room 9408 Monday, Wednesday, Thursday 4:00-6:00 p.m. Conferences by appointment
Additional contact information:	Students with questions about the course should **contact their instructor**. For **other questions** regarding the Allied Health Science Department (ALHS), students may contact: Karoline Gebert, Health Sciences Assistant at 512.223.5865 or by email: gebert@austincc.edu at the Eastview Campus

Course Description

Principles of organization and supervision of human, financial, and physical resources.

Course Prerequisites

HITT 1255.

Course Rationale

To prepare the Health Information Technology student for entry level supervisory positions in a Health Information Management Department

2018 AHIMA Entry Level Competencies

The curriculum of the Austin Community College Health Information Technology program is designed to meet or exceed the professional course content as published in the AHIMA Model Curriculum that includes the HIM Entry-Level Competencies and Knowledge Clusters. This course addresses the specific Domains, Subdomains, and Competencies identified below:

Domain III: Informatics, Analytics, and Data Use

1. Describe research methodologies used in health care.
2. Describe the concepts of managing data.

Domain V: Health Law and Compliance

1. Demonstrate compliance with external forces.

Domain VI: Organizational Management and Leadership

1. Demonstrate fundamental leadership skills.
2. Identify the impact of organizational change.
3. Identify human resource strategies for organizational best practices.
4. Utilize data-driven performance improvement techniques for decision making.
5. Utilize financial management processes.
6. Examine behaviors that embrace cultural diversity.
7. Assess ethical standards of practice.
8. Identify processes of workforce training for health care organizations.

Upon completion of this course, the student will be able to:

1. Analyze management approaches that facilitate effective communication and interpersonal skills.
2. Explain differences between strategic planning decisions and day-to-day problem-solving decisions.
3. Outline the benefits of teamwork in an organization and the steps in creating an effective team.
4. Compare advantages and disadvantages of team decision making.
5. Define the management function of planning including meetings and committees.
6. Explain differences between formal and informal planning and distinguish between strategic and operational planning.
7. Distinguish between different systems of evaluation.
8. List the major factors for success in budgeting development (i.e. education, training, supplies, and equipment).
9. Outline guidelines for developing departmental rules and policies that will conform to organization-wide rules and policies, laws, and accreditation standards.
10. Describe the steps for creating rules and policies to cover unique problems.
11. Discuss the importance of maintaining a good physical work environment and ideas for creating a pleasant work environment.
12. Explain the role of the HIM manager in conflict management when dealing with staff and customer complaints.
13. Define controlling and explain the relationship to the other management functions (i.e. prioritize time management and special projects).
14. Outline the components of an effective committee and define responsibilities of the committee chairperson and participants.

15. Identify components of an effective orientation and training program.
16. Analyze staffing issues (i.e. workflow, productivity, and staffing levels).
17. Understand how job descriptions are used in recruitment and hiring.
18. Make appropriate adjustments to departmental budgets.

Discipline/Program Student Learning Outcomes

Upon completion of the Associate of Applied Science Degree in Health Information Technology, the student will be able to:

A. Appropriately manage and use health data.
B. Collect, report and interpret database information and compute related healthcare statistics.
C. Apply and participate in the implementation of laws and policies and procedures within healthcare delivery systems as they relate to payment systems, healthcare provider information needs, patient privacy and disclosure and ethical standards of practice.
D. Utilize technology, including specialized hardware and software applications to ensure accurate data collection, record tracking, analysis, reporting and will be able to apply and contribute to the application of electronic health records and to the maintenance and design of patient information retrieval systems, while maintaining confidentiality and security of information.
E. Apply the fundamentals of team and financial resource management, including budgeting, teamwork, education, communication and interpersonal skills in order to contribute to work plans, policies and procedures, resource management and others in performance as a member of a team.

SCANS Competencies

In 1990, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas:

- Resources: Identifies, organizes, plans and allocates resources
- Interpersonal: Works with others
- Information: Acquires and uses information
- Systems: Understands complex interrelationships
- Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives.

COMPETENCE	EXAMPLE OF LEVEL
Resources	Identifies resources used in course and allocates time for studying.
Interpersonal	Shares experiences and knowledge with classmates, works as a member of a team for any assigned activities. Participates in discussion board.
Information	Identifies classification systems for inpatient, outpatient and procedures and reimbursement methodologies.
Systems	Identifies systems to use such as excel, vizio or other statistical software.
Technology	Discusses electronic health record with classmates and instructor.
Basic Skills	Reads assigned pages.
Thinking Skills	Identifies and prepares for tests, quizzes and research activities.
Personal Qualities	Works as a team member for any assigned activities. Asserts self and networks with classmates and virtual lab to obtain information on current topics.

Required Texts/Materials/Software

1. *Management for the Health Information Professional, 2nd Edition* by J. Kelly and P. Greenstone American Health Information Management Association
   ISBN: 978-1-58426-681-5.
2. Internet access.

Instructional Methodology

Online – Blackboard

Distance Education

Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

Students are responsible for applying time management and study skills required to be a successful online student.

These may include more or different skills than are necessary in a face to face course. Students new to distance education should review the ACC Distance Education General Information available at https://online.austincc.edu/faq/

Technology Support Services

In response to COVID-19-related campus closures, Austin Community College now provides free, secure drive-up Wi-Fi to students and employees in the parking lots of all campus locations. Wi-Fi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at https://www.austincc.edu/coronavirus/drive-up-wifi.

Students who submit the **Student Technology Access Form** and indicate they need help accessing their online learning environment to successfully complete their courses are eligible to check out an ACC iPad for use during the semester. You must be registered for a credit course, Adult Education, or Continuing Education course.

Grading System

The Health Information Technology courses use the following scale for determination of final grades:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

A grade of 70% or above is required for passing any subject area.

Method of Evaluation for this Course

- 40% exams
- 20% final exam
- 15% Chapter Terms
- 25% Discussion Questions, Case Studies

Course Policies

Missed Exam & Late Work Policy

- Exams and Final will be taken Online
- No make-up exams given. There will be no exceptions. The final will be taken the day scheduled.
- Tests, Final, Projects and discussion board grades will be posted on blackboard.

Late Assignment Policy:

- Assignments must be turned in by the due date listed on the Course Schedule.
- Late assignments will be subject to a 10-point penalty if submitted after the posted due date and then a reduction of 10-points per day thereafter.
- Assignments will not be accepted if submitted 4 or more days after the posted due date.

Attendance/Participation

Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

In situations where classes are cancelled because of weather, pandemic, or other emergencies the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

Generative Artificial Intelligence (GAI) Policy

Introduction: In this course, the use of generative AI (GAI) technologies is strictly prohibited to preserve academic integrity and ensure the development of student competencies.

1. Rationale: The prohibition is in place to encourage original thought, manual problem-solving skills, and to maintain equity in educational opportunities and assessments.
2. Definition of GAI: Generative AI refers to artificial intelligence systems that can generate text, images, or other content based on minimal input. This includes chatbots, image generation tools, and code assistants.
3. Usage Permissions: Prohibited: Students are not allowed to use GAI for completing assignments, projects, tests, or any form of assessment in this course.
4. Penalties: Any violation of this policy will result in academic penalties which may include a failing grade for the activity, reporting to academic affairs, and further disciplinary action.
5. Exceptions: Exceptions to this policy will only be made under specific circumstances approved by the instructor, typically where technology is used to accommodate learning differences.

Withdrawal Policy

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decides to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is 11-20-25.** The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

The student is required to turn in their program student ID and any equipment or items that belong to the department. Failure to do so may compromise their standing at ACC.

Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate, for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Incompletes

An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Requests for incompletes must be submitted by the following dates:

- Deadline for Fall Semester: Second Friday in November
- Deadline for Spring Semester: Friday following Spring Break
- Deadline for Summer Semester: Friday following the 4th of July

In all cases an incomplete cannot be requested unless 1/2 of the required coursework has been completed. For HITT 2339, you must have completed the following: exams, Chapter Terms and CYU Exercises.

Austin Community College COVID-19 Return to Campus Health and Safety Protocols

Can be found at: https://drive.google.com/file/d/1TDaboZe7CSzu7KyBvflHzR2Rv4VOZDj0/view

College Policies and Student Support Services

For college policies and student support services, please visit
https://docs.google.com/document/d/1fieLrHTt3zH12JFwsYghVP83RP6yTY80/edit

Course Outline/Calendar Fall 2025

The course calendar/schedule for each individual course can be found in lighthouse or on Blackboard on or before the first day of class. Please note that schedule changes may occur during the semester. Any changes will be posted as a Blackboard Announcement.

WEEK DATES	TOPIC AREA	ASSIGNMENTS	DUE DATE TIME: 11:59pm
Week 1 **9-22-25**	Ch 2 Management Functions of Health Information Management	Ch 2 – Read Ch Terms – Define 20 Ch Rev Questions ***Discussion Board*** – Dashboards Answer, review & comment on 2 student's entries	**9/28**
Week 2 **9-29-25**	Ch 3 Leadership Concepts in Health Information Management	Ch 3 – Read Ch Terms – Define 30 Ch Rev Questions ***Discussion***	**10/5**
Week 3 **10-6-25**	Ch 4 Budgeting as a Function of Health Information Management ***EXAM #1 Ch 2-3***	Ch 4 – Read Ch Terms – Define 20 Ch Rev Questions	**10/12** ***EXAM #1 Ch 2-3*** **10-14**
Week 4 **10-13-25**	Ch 5 Change Management in Health Information Management	Ch 5 – Read Ch Terms – Define 40 Ch Rev Questions ***Discussion***	**10/19**
Week 5 **10-20-25**	Ch 6 Legal Aspects of Healthcare Improvement	Ch 6 – Read Ch Terms – Define 30 Ch Rev Questions ***Discussion***	**10/26**
Week 6 **10-27-25**	Ch 7 Job Descriptions & Roles in Health Information Management **EXAM #2 CH 4-5** **11/04**	Ch 7– Read Ch Terms – Define 30 Ch Rev Questions ***Case Study***	**11/2** ***EXAM #2 Ch 4-5 11/04***

WEEK DATES	TOPIC AREA	ASSIGNMENTS	DUE DATE TIME: 11:59pm
Week 7 **11-3-25**	Ch 8 Recruitment, Selection and Retention in Health Information Management	Ch 8 – Read Ch Terms – Define 30 Ch Rev Questions ***Discussion***	**11/9**
Week 8 **11-10-25**	Ch 9 Performance Management in HIM	Ch 9 – Read Ch Terms – Define 30 Ch Rev Questions ***Discussion***	**11-16**
Week 9 **11-17-25**	Ch 10 Training & Development in Health Information Management	Ch 10 – Read Ch Terms – Define 32 Ch Rev Questions ***Discussion***	**11-23** ***EXAM #3*** ***Ch 6-7*** ***11/25***
Week 10 **11-24-25** **(Thanksgiving 27-28)**	Ch 11 Organizational Structure of Health Information Management	Ch 11 – Read Ch Terms – Define 30 Ch Rev Questions ***Discussion***	**11-30**
Week 11 **12-1-25**	Turn in any missed work by 12/8, and Prepare for next week's Final Exam.		**12-7**
Week 12 **12-8-25**	***Prepare for*** ***Exam #4*** ***FINAL EXAM Ch 9 - 11***	***FINAL EXAM Ch 9 – 11*** ***Due on or before 12/11***	**12-14**