

AUSTIN COMMUNITY COLLEGE
 HITT 1204 – IT for Health Professions (Data Management)
 Spring 2025

Course Day and Time	Online
Synonym and Section #	95600 - 001
Campus	Eastview
Room #	Online
Professor	Cherise Jackson, RHIA
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Email Address	Cherise.jackson@austincc.edu
Website	www.austincc.edu/health/hitt
Office Location and Hours	Room 9408 Tues and Thur. 4:30 p.m. – 6:30 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

For students without an IT background, provides a basic overview of computer architecture, data organization, representation and structure, structure of programming, networking, and data communication. Includes basic terminology of computing.

Course Rationale

Careers in Health Information Technology (HIT) are among the most varied and rapidly expanding in the health care fields. HIT professionals are an integral part of the healthcare team in managing and processing healthcare records and clinical data.

Course Prerequisites

None



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:

Subdomain I.B. Health Record Content and Documentation

Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status

Verify the documentation in the health record is timely, complete, and accurate

Identify a complete health record according to organizational policies, external regulations, and standards

Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare

Subdomain I.C. Data Governance

Apply policies and procedures to ensure the accuracy and integrity of health data

Subdomain I.D. Data Management

Collect and maintain health data

Apply graphical tools for data presentations

Subdomain I.E. Secondary Data Sources

Identify and use secondary data sources

Validate the reliability and accuracy of secondary data sources

Domain II. Information Protection: Access Disclosure Archival Privacy and Security

Apply legal concepts and principles to the practice of HIM

Subdomain II.B. Data Privacy, Confidentiality & Security

Apply confidentiality, privacy and security measures, and policies and procedures for internal and external use and exchange to protect electronic health information

Apply retention and destruction policies for health information

Apply system security policies according to departmental and organizational data/information standards

Domain III. Informatics, Analytics, and Data Use

Utilize software in the completion of HIM processes

Explain policies and procedures of networks, including intranet and internet to facilitate clinical and administrative applications

Subdomain III.B. Information Management Strategic Planning

Explain the process used in the selection and implementation of health information management systems

Utilize health information to support enterprise-wide decision support for strategic planning

Subdomain III.C. Analytics and Decision Support

Explain analytics and decision support

Subdomain III.F. Consumer Informatics

Explain usability and accessibility of health information by patients, including current trends and future challenges

Subdomain III.G. Health Information Exchange

Explain current trends and future challenges in health information exchange

Subdomain III.H. Information Integrity and Data Quality

Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system

Domain V. Compliance

Determine accuracy of computer assisted coding assignment and recommend corrective action

Domain VI. Leadership

Summarize health information related leadership roles

Apply the fundamentals of team leadership

Organize and facilitate meetings

Subdomain VI.B. Change Management

Recognize the impact of change management on processes, people, and systems

Subdomain VI.C. Work Design and Process Improvement

Utilize tools and techniques to monitor, report, and improve processes

Identify cost-saving and efficient means of achieving work processes and goals

Utilize data for facility-wide outcomes reporting for quality management and performance improvement

Subdomain VI.F. Strategic and Organizational Management

Summarize a collection methodology for data to guide strategic and organizational management

Apply information and data strategies in support of information governance initiatives

Utilize enterprise-wide information assets in support of organizational strategies and objectives

Subdomain VI.I. Project Management

Summarize project management methodologies

Subdomain VI.J. Vendor/Contract Management

Explain Vendor/Contract Management



Subdomain VI.K. Enterprise Information Management

Apply knowledge of database architecture and design

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

1. Define health IT and the EHR.
2. Summarize the key elements of the federal government's programs for incentivizing use of EHRs.
3. Explain the origins of the EHR and its future directions.
4. Describe how the envisioned benefits of health IT have been achieved to date.
5. Describe a framework and conceptual model of the components comprising the EHR in a provider setting.
6. Describe a framework and conceptual model of the components comprising health IT.
7. Define general systems theory and its relevance to the planning for the components of health IT.
8. Explain general information theory as it relates to developing data infrastructure requirements.
9. Describe information systems theory and how it can improve the nation's health, cost of healthcare, and experience of care.
10. Explain the systems development life cycle within the context of health IT.
11. Define the purpose, scope, and governance of strategic planning for health IT.
12. Describe the strategic planning process.
13. Explain how to construct and document a migration path to describe the strategic plan for health IT.
14. Identify critical success factors in health IT strategic planning, including the importance of and procedure for conducting a functional needs assessment.
15. Identify the importance and scope of workflow and process improvement.
16. Describe the purpose and timing of the workflow and process improvement efforts.
17. Identify the steps in workflow and process improvement.
18. Describe workflow and process mapping tools and the skills needed to use them.
19. Articulate how to ensure solid process improvement through managing team empowerment, group facilitation, and adopting process improvement techniques.
20. Understand the role of HIM and IT professionals in process mapping.
21. Discuss the nature of health IT change and the need for making change management a priority in a knowledge worker environment.
22. Recognize the primary role that change leaders play in EHR and health IT adoption.
23. Describe the importance of and how to plan communications for change.
24. Identify and describe uses of tools to manage change in order to effect the clinical and cost transformation expected from EHR and health IT.

25. Summarize the critical role that advance planning plays in vendor selection for any EHR or other health IT system.
26. Describe the scope and purpose of a functional needs assessment and explain how to conduct one prior to EHR vendor selection.
27. Discuss financing and acquisition strategies for EHR and health IT.
28. Describe the steps commonly taken in selecting a vendor.
29. Differentiate between a request for information (RFI) and a request for proposal (RFP).
30. Recommend how to manage the vendor selection process.
31. Describe the critical tasks of due diligence and contract negotiation.
32. Identify the prerequisites for a successful EHR or other health IT project.
33. Describe the scope and characteristics of an EHR or other health IT project.
34. Identify human resources requirements, organizational structure, and team-building characteristics for a successful project.
35. Assess potential interest in and skill at being a project manager and gaining EHR project involvement.
36. Recognize project planning and management techniques and tools useful to an EHR project.
37. Define the role of data infrastructure in the creation of the data-information-knowledge-wisdom continuum.
38. Describe types of data, their formats, and their processing requirements.
39. Connect vocabulary standards, code sets, and their mapping that support data sharing across the continuum of care.
40. Distinguish between types of data architectures, including data sets, databases, data repositories, and data warehouses, and how each supports the EHR and other types of health IT.
41. Define data management and describe the purpose and techniques for data modeling.
42. Describe the purpose and construction of a data dictionary and the importance of metadata in an electronic environment.
43. Discuss the importance of data, information, and knowledge governance and data quality and data integrity.
44. Discuss the scope of health IT system architecture.
45. Identify the input and output, storage, primary processing, network, and other hardware associated with health IT systems.
46. Identify the types of software that support health IT systems.
47. Recommend improvements to usability and data quality in health IT use for data collection, retrieval, and sharing of information, documentation strategies, and generation and use of knowledge.
48. Evaluate strategies for addressing emerging technologies.
49. Explain the federal privacy and security standardization efforts.



50. Describe technology and other solutions that can help support privacy and security management.
51. Discuss the steps necessary to manage a breach of protected health information.
52. Describe the possible applicability of the Red Flags Rule and the Payment Card Industry Data Measure in certain organizations.
53. Summarize key administrative and physical factors that can contribute to reducing risks to privacy and security in a health IT environment.
54. Identify emerging privacy and security threats and suggests strategies for addressing them.
55. Determine compliance of health record content within the health organization.
56. Describe the concepts of managing data.
57. Summarize standards for the exchange of health information.
58. Manage data within a database system.
59. Identify standards for exchange of health information.
60. Apply legal processes impacting health information.
61. Demonstrate compliance with external forces.

Discipline/Program Student Learning Outcomes

Upon completion of the Program, the student will be able to:

- A. Use common software packages (spreadsheets, word processing, presentation, and graphics) and those software packages specific to Health Information Technology
- B. Gather, interpret, analyze and monitor data used for quality management and performance improvement programs that relate to Health Information Technology
- C. Analyze and validate coding and coding data accuracy and compliance with federal and coding guidelines
- D. Compute, interpret and analyze healthcare statistics
- E. Apply and interpret the concepts of the Electronic Health Record (EHR)
- F. Apply policies and procedures to comply with reimbursement and reporting requirements that align themselves with major insurance programs, federal healthcare legislation, national diagnoses and procedure coding systems and the process for completion and submission of claims.
- G. Upon completion of the Associate of Applied Science Degree in Health Information Technology, the student will be able to:
- H. Appropriately manage and use health data.
- I. Collect report and interpret database information and compute related healthcare statistics.
- J. 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.
- K. Utilize technology, including specialized hardware and software applications to ensure accurate data collection, record tracking, and 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.



- L. 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:

1. Resources: Identifies, organizes, plans and allocates resources
2. Interpersonal: Works with others
3. Information: Acquires and uses information
4. Systems: Understands complex interrelationships
5. 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.
Information	Identifies coding and classification system for records. Identifies electronic health record.
Systems	Identifies systems to use such as encoder, quadramed or AS400.
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

Health IT and EHRs: Principles and Practice

By Amatayakul, Margret K.

Edition : 6TH 17

Publisher : AM HEALTH

ISBN 13 : 9781584265290

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 of this Course

Quizzes	20%
Discussion Board	20%
Key Term definitions	10%
MidTerm	25%
Final Exam	25%
Total	100%



Course Policies

Late Assignment Policy

Please refer to the Assignment Guidelines posted on Blackboard under Course Information for detailed directions for completing assignments and formatting. 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 (including weekends).

Exam Policy

All exams are taken in the ACC testing centers and there is a window of 5 days to take an exam. If a student misses one exam for a documented medical or family emergency, a comprehensive makeup exam can be taken in the last week of the semester. If any other exams are missed or if an exam is missed for any other reason, a grade of "0" will be given. If a student misses more than one exam, a zero will be given for the second missed exam. EXAMS MUST BE TAKEN NO LATER THAN THE DEADLINE DATE ON THE COURSE SCHEDULE.

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.

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, Monday, April 28, 2025**. 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 1204, you must have completed the following:

Midterm completed, and up to week 11 & 12 done.

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>



HITT-1204 Course Schedule

Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate).

Week	Topic & Assignment	Due Date Sundays
Week 1 Ch 1 01-21-2025	Chapter 1 -- Intro to Health IT <ol style="list-style-type: none"> 1. Read Chapter 1 2. Define Key Terms 3. Watch Video #1 & #2 4. CYU: TBD on Zoom together 5. Discussion Board: Introduce yourself, tell us 2 things about you, and comment on 2 other students' entries. 6. Watch the Video. What career choice sounds interesting to you? https://www.youtube.com/watch?app=desktop&v=MwshmZNWC_I 7. Weekly Quiz 	01-26-2025
Week 2 Ch 1 Continued 01-26-2025	Chapter 1 -- Intro to Health IT, Cont'd <ol style="list-style-type: none"> 1. Finish reading Ch 1 2. Define Key Terms 3. Watch Video #1 & #2 4. CYU: TBD on Zoom together 5. *Typed Assignment: Explain the difference: EMR & EHR 6. Weekly Quiz <p><i>*Turn in your typed (1/2 – 1pg) assignment in a word document, double spaced, Times New Roman font size 12.</i></p>	02-02-2025
Week 3 Ch 2 02-02-2025	Chapter 2 -- Information Systems Theory & SDLC <ol style="list-style-type: none"> 1. Read Chapter 2 2. Define Key Terms 3. Watch Video #1 & #2 4. View: Ch. 2 PPTs 5. CYU: TBD on Zoom together 6. Discussion Board 7. Weekly Quiz 	02-09-2025



Week	Topic & Assignment	Due Date Sundays
Week 4 Ch 3 02-09-2025	Chapter 3 -- Strategic Planning for Health IT <ol style="list-style-type: none"> 1. Read Chapter 3 and 2. Define 26 Key Terms 3. Watch Video #1 & #2 4. View: Ch. 3 PPTs 5. CYU: TBD on Zoom together 6. Type a brief description of the difference between a migration path and an implementation, or project, plan. 7. Discussion Board 8. Weekly Quiz <p><i>*Turn in your typed (1/2 – 1pg) assignment in a word document, double spaced, Times New Roman font size 12.</i></p>	02-16-2025
Week 5 Ch 5 02-16-2025	Chapter 5 -- Healthcare Workflow and Process Improvement Read Chapter 5 and Define Key Terms Watch Video #1 & #2 View: Ch. 5 PPTs CYU: TBD on Zoom together Discussion Board Weekly Quiz	02-23-2025
Week 6 Ch 6 02-23-2025	Chapter 6 -- Change Management for Health I.T. <ol style="list-style-type: none"> 1. Read Chapter 6 and 2. Define Key Terms 3. Watch Video #1 & #2 4. View: Ch. 6 PPTs 5. CYU: TBD on Zoom together 6. Discussion Board 7. Weekly Quiz 	03-02-2025
Week 7 Ch 7 03-02-2025	Chapter 7 -- Health I.T. Selection and Contract Negotiation <ol style="list-style-type: none"> 1. Read Chapter 7 and 2. Define Key Terms 3. Watch Video #1 & #2 4. View: Ch. 7 PPTs 5. CYU: TBD on Zoom together 6. Discussion Board Weekly Quiz 	3-09-2025



Week	Topic & Assignment	Due Date Sundays
Week 8 Ch 8 03-09-2025	Chapter 8 -- Health I.T. Project Management: Roles in EHR Design <ol style="list-style-type: none"> 1. Read Chapter 8 and 2. Define Key Terms 3. Watch Video #1 & #2 4. View: Ch. 8 PPTs 5. Discussion Board 6. Weekly Quiz <p>Midterm Exam – Due: 03-16-25 by 11:59pm</p>	03-16-2025 Midterm Ch 1-3, and Ch 5-8
Week #9 Spring Break 03-17-2025	Enjoy Your Time Off... It's Spring Break!!! March 17- March 23, 2025	Spring Break
Week #10 Ch 9 & Ch 10: 03-24-2025	Chapter 9– Health IT System Implementation and Ongoing Maintenance Chapter 10—Data Infrastructure <ol style="list-style-type: none"> 1. Read Ch 9 and 10 2. View Ch 9 and 10 PPT's 3. Define (10) Key terms for Both Ch 9 and Ch 10 4. CYU: TBD on Zoom together 5. Watch Video #1 & #2 (Ch 9 and 10) 6. Discussion Board: Read Article & Discuss 7. Weekly Quiz (Ch 9 and 10) 	03-30-2025
Week #11 Ch 11 & Ch 12 03-30-2025	Chapter 11 – Information Technology Chapter 12 – Health IT Privacy and Security <ol style="list-style-type: none"> 1. Read Chapter 11 and 12 2. Define Key Terms (Each chapter) 3. View Ch 11 and 12 PPT's 4. Watch Video #1 & #2 (Each chapter) 5. CYU: TBD on Zoom together 6. Discussion Board: Read Article & Discuss 7. Weekly Quiz 	04-06-2025



Week	Topic & Assignment	Due Date Sundays
Week #12 Ch 13 04-06-2025 and Chapter on Ai 04-13-2025	<p data-bbox="362 222 1159 310">Chapter 13 – Interoperability and Health Information Exchange and Chapter (TBD) on Ai</p> <ol data-bbox="410 352 1279 793" style="list-style-type: none"> 1. Read Chapter 13 2. Define Key Terms 3. View Ch 13 PPT's 4. Watch Video #1 & #2 5. CYU: TBD on Zoom together 6. Discussion Board: Read Article & Discuss 7. Weekly Quiz 8. Read Chapter on Ai (TBD) 9. Define Key Terms 10. View PPT's 11. *Create a paragraph about Ai using Ai. (Reference Ai tool used, ie., Chatgpt, Perplexity, Google Gemini etc. *Due: 04-20-2025 <p data-bbox="362 856 1230 919"><i>*Turn in your typed (1/2 – 1pg) assignment in a word document, double spaced, Times New Roman font size 12.</i></p>	04-13-2025 And 04-20-2025
Week #13 Ch 14, 15, 16 04-13-2025	<p data-bbox="362 932 1122 1075">Chapter 14 – Acute Care EHR Applications Chapter 15 – Optimizing the Ambulatory Care EHR Chapter 16 -- Specialty Specific EHR's</p> <ol data-bbox="410 1108 1279 1339" style="list-style-type: none"> 1. Read Chapter 14 15, & 16 2. Define 10 Key Terms (Each chapter) 3. View Ch PPT's (Each chapter) 4. Watch Video #1 & #2 (14 and 16 only) 5. CYU: TBD on Zoom together 6. Discussion Board: Read Article & Discuss (14 & 16) 7. Weekly Quiz (14, 15, & 16) 	04-27-2025
Week #14 Ch 18 04-27-2025	<p data-bbox="362 1432 1240 1520">Chapter 18 – Enterprise Content and Record Management as an EHR Bridge Technology</p> <ol data-bbox="410 1554 1279 1759" style="list-style-type: none"> 1. Read Chapter 18 and 2. Define 10 key Terms 3. Watch Video #1 & #2 4. CYU: TBD on Zoom together 5. Discussion Board: Read Article & Discuss 6. Weekly Quiz 	05-04-2025



Week	Topic & Assignment	Due Date Sundays
Week #15 Ch 19 05-04-2025	Chapter 19 – Revenue Cycle Management <ol style="list-style-type: none"> 1. Read Chapter 19 and 2. Define 10 key Terms 3. Watch Video #1 & #2 4. CYU: TBD on Zoom together 5. Discussion Board: Read Article & Discuss 6. Weekly Quiz <p>Last day to withdraw Monday 04-28-2025</p>	05-11-2025
Week #16 05-11-2025	Please use this week to catch up on any missing assignments, and to study for your final. Last day to turn in work: 05-12-2025	05-18-2025
05-11-2025	Final on Chapter’s 9-16 and Ch 18-19 Please take Final before 5/13 ***Final Exam (Time Limit: 90 minutes) Final Exam – Due: 05-13-25 by 11:59pm	Final on Chapter’s 9-16 and 18-19

