



Course Syllabus

Course #: HIT 2560 Course Name: Clinical Data Analysis

Division: Business Technologies

Class Days: M,W Class Time: 9:30 p.m. – 10:50 p.m.
Location: A-206 Laboratory:
Credit Hours: 3 Contact Hours: 3 Lab Hours: 0 Lecture Hours: 3

Instructor: John Richey Division Contact Person: Mary Kay Blair
Office Location: A201G Division Office/Location: B104
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Office Hours:

Course Description:

The student will apply clinical knowledge as it pertains to health care data management in coding for reimbursement of health care services, the evaluation of practice patterns, the assessment of clinical outcomes, and the analysis of cost-effectiveness of services provided.

Prerequisite(s): HIT 1350, HIT 2450, HIT 2550

Corequisite(s):

Entry Level Skills and Knowledge:

Required Texts, Supplies and Equipment:

- The Medical Manager, Version 10 Student Edition, by Richard Gartee, Published by Thomson Delmar Learning, ISBN 1-4018-2574-5
Health Information Management Technology - An Applied Approach, by Merida L. Johns, PhD, RHIA; ISBN 1-58426-141-2

Learning Outcomes:

General Education:

The purpose of this course is to introduce the student to the use of medical practice software as a work-based, task-oriented function. In addition the student will apply clinical knowledge as it pertains to health care data management in coding for maximal reimbursement of health care services, the evaluation of practice patterns, the assessment of clinical outcomes, and the analysis of cost-effectiveness of service provided.

Technical Education:

Upon completion of this course, the student will have an understanding of how to:

1. Build and edit computerized patient files.
2. Post and edit medical charges and payments.
3. Balance daily posting and correcting errors.
4. Handle computerized appointment scheduling.
5. Generate period close and practice analysis reports.
6. Review claims for errors and correct these errors.
7. Evaluate costs and fees in relation to cost-effectiveness.
8. Evaluate reports for practice patterns and to optimize reimbursement.
9. Evaluate quality, utilization, and risk management issues.
10. Understand introductory health law concepts as related to health information billing, and practice management.

AHIMA Entry-Level Competencies

- II. Domain: Health Statistics, Biomedical Research and Quality Management
 - A. Subdomain: Healthcare Statistics and Research
 1. Abstract and maintain data for clinical indices/databases/registries.
 2. Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.
 3. Compute and interpret healthcare statistics.
 4. Apply Institutional Review Board (IRB) processes and policies.
 5. Use specialized databases to meet specific organization needs such as medical research and disease registries.

Assessment of Student Learning:

This course may include a project that is one of several that will be used by faculty to assess student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college's overall student academic assessment effort.

Assessment Project and Measurement in course (if any):

None.

Plan of Work:

Sessions	Date	Tests	Assignments and Homework
1	8/21		Introduction Medical Manager Unit 1
2	8/23		Introduction Medical Manager Unit 1
3	8/28		Medical Manager Unit 2
4	8/30		Medical Manager Unit 2
5	9/4	Labor Day – No Class	Medical Manager Unit 3
6	9/6	Test 1, Units 1-2	Medical Manager Unit 3
7	9/11		Medical Manager Unit 4
8	9/13		Medical Manager Unit 4
9	9/18		Medical Manager Unit 5
10	9/20		Medical Manager Unit 5
11	9/25		Medical Manager Unit 5
12	9/27	Test 2, Units 3-5	Medical Manager Unit 6
13	10/2		Medical Manager Unit 6
14	10/4		Medical Manager Unit 6
15	10/9	Fall Break – No Class	Medical Manager Unit 7
16	10/11		Medical Manager Unit 7
17	10/16	Test 3, Units 6-7	Medical Manager Unit 8
18	10/18		Medical Manager Unit 8
19	10/23		Medical Manager Unit 9
20	10/25		Medical Manager Unit 9
21	10/30	Test 4, Units 8-9	HIT Chapter 16
22	11/1		HIT Chapter 16
23	11/6		HIT Chapter 16
24	11/8		HIT Chapter 17
25	11/13		HIT Chapter 17
26	11/15	Test 5, Chapters 16-17	HIT Chapter 18
27	11/20		HIT Chapter 18
28	11/22	Thanksgiving Break – No Class	
29	11/27		HIT Chapter 19
30	11/29		HIT Chapter 19
31	12/4		HIT Chapter 19
32	12/6	Test 6, Chapters 18-19	
33	12/11	Finals Week	Finals Week
34	12/13	Finals Week	Finals Week

Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

80% = Tests, quizzes and exams

10% = Computer exercises

10% = Participation

Participation/Attendance: Regular class attendance is necessary for successful completion of the course. Each student is responsible for all material assigned in this syllabus. Poor attendance can reflect in poor achievement. Please make every effort to extend the courtesy of informing the instructor of absences PRIOR to class.

Tests will be completed independently in class and submitted for evaluation. Tentative exam dates are provided in the "Plan of Work". Grading scales are provided on each exam.

It is the student's responsibility to the instructor to make arrangements for make-up tests. Late exams will reduced by one (1) letter grade per day late. Make-up exams will be dated and taken in the Testing Center in the LRC, Building B, 3rd Floor.

Computer use: During class, students are permitted to use the computers for applications relevant to that class only (i.e. no email, games, internet, etc.) Use of other applications may be a distraction to other students.

Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic "F." Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 2208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every semester. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).