

**SYLLABUS: HLTH 5378-01 (Spring 2018)****Course Information**

Course: HLTH 5378 – Health Care Informatics
Term: Spring 2018
Meeting time: Online, expect new weekly content every Wednesday after 5 PM
Instructor: Dr. Miguel A. Zuniga
Teaching assistant: N/A
Telephone number: 936-294-1110
Email address: zuniga@shsu.edu
Office hours: By appointment only
Office location: CHSS 344

Course Description

This course provides an in-depth study of digital technologies and health information management systems. Coverage includes approaches to data acquisition, storage, retrieval, analysis and use to provide information to drive decisions that address opportunities and problems in healthcare organizations. Prerequisites: Graduate Standing. Credit 3 hours.

Prerequisites

Admission to SHSU Graduate School. Optimum performance in HLTH 5378 follows the successful completion of HLTH 5355 Health Services Administration.

Required Textbook and/or Resource Material

Health Care Information Systems: A Practical Approach for Health Care Management, 4th Edition by Karen A. Wager, Frances W. Lee, John P. Glaser
ISBN: 978-1-119-33718-8 March 2017, Jossey-Bass

Additional readings posted on Blackboard

Course Objectives**Course Objectives**

By the end of the course, you should be able to:

1. Deconstruct the various components of health information technology systems (**Comprehension**);
2. Analyze the organization and implementation of information technology within health care organizations (**Analysis**);
3. Demonstrate the ability to manipulate information and data using common software packages (**Application**);

4. Operate as productive members of management teams (**Application**);
5. Assess individual task performance and recommend ways to improve individual task performance (**Analysis**);
6. Synthesize information about an unknown topic using various information search engines (**Analysis**); and
7. Organize management information evidence to communicate to other health care professionals (**Application**).

Course Topics, Readings, Assignments and Dates

Week	Topic	Other Content & Assignments
Jan 16	Course Introduction – Read Chapter 1 The National Health Information Landscape p3	Class introduction, online course resources, Assignment 1 Due Jan 30, and discussion # 1
Jan 23	Read Chapter 1 continued	Quiz Read Chapter1 Due Jan 30;
Jan 30	Read Chapter 2 Health Care Data p21	Quiz Read Chapter2 Due Feb 6 Assignment 2 Due Feb 13
Feb 6	Read Chapter 3 Health Care Information Systems p65	Quiz Read Chapter3 Feb 13 Group Project Assignment ^{1*}
Feb 13	Read Chapter 4 Information Systems to Support Population Health Management p99	Quiz Read Chapter4 Due Feb 20 Assignment 3 Due Feb 27
Feb 20	Read Chapter 5 Selection – Implementation – Evaluation p141	Quiz Read Chapter5 Due Feb 27
Feb 27	Read Chapter 6 System Implementation and Support p179	Quiz Read Chapter6 Due Mar 6, Assignment 4 Due Mar 20 Group Project Update*
Mar 6	Read Chapter 7 Assessing and Achieving Value in Health Care p215	Quiz Read Chapter7 Due Mar 20
Mar 13	Spring Break	

¹ ***Blackboard Collaborate Synchronous Discussion** (shaded rows)

Five synchronous Bb Collaborate sessions are scheduled. Your presence and participation is required.

Mar 20	Read Chapter 8 Organizing Information Technology Services p251	Quiz Read Chapter8 Due Mar 27 Assignment 5 Due Apr 3
Mar 27	Read Chapter 9 Privacy and Security p287	Quiz Read Chapter9 Apr 3
Apr 3	Read Chapter 10 Performance Standards and Measures p323	Quiz Read Chapter10 Apr 10 Assignment 6 Due Apr 17
Apr 10	Read Chapter 11 Health Care Information System Standards p357	Quiz Read Chapter11 Apr 17 Groups Part 1 Presentation*
Apr 17	Read Chapter12 IT Alignment and Strategic Planning p395	Quiz Read Chapter12 Apr 24 Groups Part 2 Presentation*
Apr 24	Read Chapter13 IT Governance and Management p427	Quiz Read Chapter13 May 1 Groups Part 3 Presentation*
May 1	Read Chapter14 Health IT Leadership p467	Group reports Due May 1

Grading

13 READING QUIZZES (4 pts./quiz)	52 PTS	<i>A = 90-100%</i>
6 Topic assignments (4 pts./each)	24 PTS	<i>B = 80-89%</i>
1 Group Project (24 pts.)	24 PTS	<i>C = 70-79%</i>
		<i>D = 60-69%</i>
		<i>F = <60%</i>
TOTAL POINTS AVAILABLE	100 PTS	

EXAMS

No midterm and final exams are scheduled for HLTH 5378

READING QUIZZES

Quizzes content will be drawn from Textbook readings.

COURSE ASSIGNMENT CRITERIA –

- ☐ If an assignment seems unclear, it is *YOUR* responsibility to talk to the instructor early.
- ☐ If you desire academic accommodation for a documented disability, contact the instructor ASAP.

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- ❑ *Plagiarism* is a big word that simply means using someone else's work or writing without giving credit. If you copy a paragraph, sentence or even phrase from someone else's work, you must place quotes around what you have copied and cite the author. If you borrow an idea from someone else, but don't quote them exactly, you don't need to add the quotes, but you still must cite the author. When citing an author, use either the APA style (**Brown, 2014**) or the AMA style (superscript number¹) immediately after the statement. Then, in the Endnotes give the entire reference: **1. Brown, S (2014). Best article. Journal of Cool Stuff; 4(2), p.3-7.** This is your warning; if you borrow without giving credit you will get zero points for the parts borrowed. If you are working on an assignment that requires all your own work (or an exam), you should not be citing other authors anyway.

Sam Houston State University Policies

Attendance and Make-up Policies

The University views class attendance as the responsibility of an individual student. Attendance is essential to complete the course successfully. University rules related to excused and unexcused absences are located on-line at [SHSU Attendance Policy](#)

You will be graded during each one of the course sessions. For these reason, it is imperative you be in class every day we meet.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Other Pertinent Course Information

Every effort will be made to ensure that power point lecture files, notes, articles and assignments are available online in a timely manner. Written assignments will be delivered thru the Blackboard course website. Handouts, changes in assignments or the schedule of class modules will be announced on the Bb course webpage. E-mail contact will be initiated with all students the first week of class. If you do not have access to your assigned SHSU e-mail account, it is your responsibility to make the instructor aware of that fact so that other arrangements may be made. You are expected to use SHSU e-mail address for all official correspondence.

Blackboard (Bb Statement)

Blackboard (Bb): This course will be supported via Blackboard, your online learning community, where you will interact with your classmates and with me. Within the course Blackboard site you will access the learning materials, tutorials, and syllabus; discuss issues; submit assignments; take quizzes; email other students and the instructor; participate in online activities; and display your projects.

In order to access the course material you will need to go to <https://shsu.blackboard.com> or look for Campus Tools on the top of the University's homepage. **Please do not contact your instructor with**

technical problems. If you are having a technical problem with the course, review the support resources at <http://distance.shsu.edu/tech-support/>. You will need to possess the required computing technology to be successful in an online course. **Important!!!** Save your work as you go along. Nothing is more discouraging than to lose an assignment due to computer hang ups! You may want to also make hard copies of your work to have "proof" and save yourself time and trouble!

Plagiarism Virtual Course

Plagiarism is the leading form of academic dishonesty that the Department of Population Health has to address. As a POPULATION HEALTH student, you are responsible for knowing what plagiarism is and how to avoid it.

End of Course Evaluation

Constructive feedback from students on course evaluations is taken very seriously at the College of Health Sciences. I am asking for your assistance in helping the Department in its assessment of courses and faculty through your participation in the evaluation of your courses. As health professionals you will one day have the responsibility to evaluate colleagues and health initiatives. The College views providing feedback on the Department's courses as part of your professional responsibility.

Department of Population Health Mission

The mission of the Department of Population Health is to foster student-centered learning for early and advanced health professionals; to conduct applied, evidence-based research in population health; and to improve health and wellbeing through community engagement at the local and global levels.

Americans with Disabilities Act (ADA)

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. Students with disabilities that may affect adversely their work in this class should register with the SHSU Counseling Center and talk with their University supervisor and classroom mentor teachers about how they can help. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until registration with the Counseling Center is complete.

STUDENTS WITH DISABILITIES POLICY

It is the policy of Sam Houston State University that no otherwise qualified individual with disabilities shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Students with disabilities may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

Academic Integrity

According to the administration's guidelines: "All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials."

"Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, [chewing gum], using tobacco products, making offensive remarks, reading newspapers, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be referred to the Dean of Students for disciplinary action in accordance with the university policy."

The full policy for "Code of Student Conduct and Discipline" is found at the following link:
<https://www.shsu.edu/students/guide/dean/codeofconduct.html>

FERPA

The Federal Education Rights & Privacy Act requires that we advise students that by registering for this course, their SHSU assigned e-mail address will be revealed to classmates and the instructor. By continuing your enrollment in the course you acknowledge your understanding of this policy. By enrolling in this course you agree to the following statement: "I understand that as a result of registering for this course, my SHSU/Blackboard assigned e-mail address will be revealed to classmates and the instructor."

Equal Opportunity Statement

Sam Houston State University is an Equal Opportunity / Affirmative Action Institution.

DISCLAIMER

This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change. These changes will be communicated via email or posted as announcements. If you have any problems related to this course, please feel free to discuss them with the instructor.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education.

NOTICE OF NON-DISCRIMINATION

Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

TITLE IX CONTACTS

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Sam Houston State University. While compliance with the law is everyone's responsibility at SHSU, below is a list of staff members that have primary responsibility for Title IX Compliance.

Title IX Coordinator--Jeanine Bias
Associate Dean of Students --Lowman Student Center, Suite 215

936-294-3026 or jbias@shsu.edu
