



**OWENS**  
COMMUNITY COLLEGE

**Course Syllabus**  
**SEMESTER**  
**School of Nursing and Health Professions**

**Course Name:** *Health Information Management and Applications*

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**Course & Section Number:** HIT 102

**Meeting Day(s) & Time(s):**

**Credits:** 4

**Contact Hours:** 4

**Textbook:**

Sayles, Nanette and Gordon, Leslie. Health Information Management Technology: An Applied Approach.-7th Edition. 2025. American Health Information Management Association.

Workbook (Electronic): Health Information Management Technology: An Applied Approach.-7th Edition.

**Instructor's Name:** \*

**Office Hours & Location:**

**OCC Phone:**

**OCC Email:\*\***

\*Please call me (name); it is my preferred name.

\*\*Please use only Owens email for course communications.

**Catalog Description:** The history, philosophy, development and functions of the Health Information Management profession and the American Health Information Management Association are explored. Emphasis is placed on the content of health records, documentation requirements, forms, screen designs and data sets. Orientation to the health care delivery system is provided. Investigation of storage and retrieval systems and control techniques for health records

relative to numbering, filing, indexing systems, record retention, abstracting and analysis are included. The students are introduced to health information management software applications, experiencing on-line technology to perform health information management practices currently used in the workplace.

**Prerequisites/Co-Requisites:** Admission to the Program

**Current Textbooks, Materials, Equipment (software/hardware requirements):** Sayles, Nanette and Gordon, Leslie. Health Information Management Technology: An Applied Approach.-7th Edition. 2025. American Health Information Management Association.

Workbook (Electronic): Health Information Management Technology: An Applied Approach.-7th Edition.

### **General Information**

For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes and Student Code of Conduct, please refer to the appropriate section of the current Owens Community College Catalog online.

**USB Flash drive: to keep all homework electronically**

### **Application Software:**

3M

ehrGo, Electronic Health Record

## **What You Will Learn in the Course**

| <b>Course Objectives:</b>                                                                                                                                                                             |
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| <b>Course Objective: This course will...</b>                                                                                                                                                          |
| 1. Explain the development of the health information management profession, the purpose and structure of the American Health Information Management Association (AHIMA) and the certification process |
| 2. Provide the student with the ability to define the term health record, the users and uses of the health record.                                                                                    |
| 3. Illustrate the various components of the health record.                                                                                                                                            |
| 4. Explain the roles and responsibilities of the health information professional in the development and maintenance of health record systems.                                                         |
| 5. Illustrate the content of health care records in various healthcare settings and formats to store and maintain these records.                                                                      |
| 6. Demonstrate the documentation requirements of accreditation organizations, as well as state and federal government agencies.                                                                       |
| 7. Illustrate the advantages of computer-based health records compared to paper based health records.                                                                                                 |
| 8. Explain the usual functions provided by the health information management department.                                                                                                              |
| 9. Illustrate a demonstration of the HIT software of applications, including the electronic health record.                                                                                            |
| 10. Explain the functions and responsibilities of usual health information support services including medical transcription, coding, statistical and registry services.                               |

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| 11. Illustrate the difference between data and information.                                                                                                                          |
| 12. Teach the ability to explain the professional values and obligations inherent in the Code of Ethics.                                                                             |
| 13. Illustrate the steps in an ethical decision-making process.                                                                                                                      |
| 14. Describe the basic organization of the various types of hospital and healthcare organizations and how health information functions within the general healthcare delivery system |

**Student Learning Outcomes: The student will:**

**The following Domains of the Health Information Technology Profession will be addressed in this course:**

|                                                                                          |
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| <b>Domain I: Data Governance, Content and Structure</b>                                  |
| I.1. Describe health care organizations from the perspective of key stakeholders.        |
|                                                                                          |
| <b>Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security</b> |
| II.1. Apply privacy strategies to health information                                     |
|                                                                                          |
| <b>Domain III. Informatics, Analytics, and Data Use</b>                                  |
| III.2. Utilize technologies for health information management                            |
|                                                                                          |
| <b>Domain IV. Revenue Cycle Management</b>                                               |
| IV.3. Summarize regulatory requirements and reimbursement methodologies                  |
|                                                                                          |
| <b>Domain V. Health Law &amp; Compliance</b>                                             |
| V.4. Identify the impact of policy on health care                                        |

**CAHIIM Competencies:**

|                                                                                                                                         |
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| <b>1.1 Written &amp; Oral Communications</b>                                                                                            |
| 1.1.1 Use proper grammar and spelling in written communications. (does)                                                                 |
| 1.1.2 Ensure thorough and logical explanations founded on evidence-based information. (does)                                            |
| 1.1.3 Include proper scholarly or professional literature citations in written reports. (does)                                          |
| 1.1.4 Select or develop graphical representations and images to enhance communication and demonstrate appropriate understanding. (does) |
| <b>1.6 Healthcare Services Delivery</b>                                                                                                 |
| 1.6.1 Identify types of healthcare organizations and systems. (knows)                                                                   |
| 1.6.2 Differentiate the scope of health professionals and healthcare services in various settings. (knows)                              |
| <b>1.8 Determinates of Health</b>                                                                                                       |
| 1.8.1 Recognize how the determinants of health impact individual, community and population disease and health. (knows)                  |
| 1.8.2 Identify the social determinants of health in clinical documentation. (knows)                                                     |
| <b>2.2 Self Reflection</b>                                                                                                              |
| 2.2.3 Consider the relationship between the health information management role and the responsibilities of other team members. (knows)  |

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| 3.1 Health Information Legislation, Regulations, Licensure and Accreditation                                                                                         |
| 3.1.1 Apply knowledge of the US legal system and the legislative processes. (knows)                                                                                  |
| 3.1.2 Identify legislation, regulations, regulatory standards, and judicial processes impacting health information management. (knows)                               |
| <b>10.2 Interprofessional Collaboration</b>                                                                                                                          |
| 10.2.1 Identify professionals with legal authority to access electronic health records and their professional obligations to document patient care services. (knows) |

### Student Responsibilities

1. To discuss immediately with the instructor any questions regarding class procedure, assignments or grades.
2. To attend class regularly. A student who does not attend regularly may experience considerable difficulty. Regular attendance is essential in the class. If there is a need for you to be absent, it is your responsibility to learn of any announcements concerning assignments or changes from the syllabus from a classmate. Get the name and phone number of a “buddy” now, so that you can keep one another informed.
3. No eating or drinking permitted in the classroom, as per the policy stated in the college catalog.
4. You are expected to follow all instructions given with respect to the care and operations of the equipment in the classroom.

### Academic Support

**Disability Services Resource Center:** If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email [disability@owens.edu](mailto:disability@owens.edu), visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

**Tutoring Services:** Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

**Counseling Services:** Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at [counselingservices@owens.edu](mailto:counselingservices@owens.edu). More information is at <https://www.owens.edu/counseling/>.

**Campus and Community Connections:** The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact [connections@owens.edu](mailto:connections@owens.edu)

**Owens Library:** The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

\*\*\*Students can find more information on campus resources, student support, student life, and security at this [link](#).\*\*\*

## General Information

**Student Code of Conduct:** All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

**Anti-Discrimination and Harassment & Title IX/Sexual Misconduct:** All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

**Religious Accommodations:** A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy\*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: [provost@owens.edu](mailto:provost@owens.edu)  
The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

**Document Collection:** Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

**Classroom Admittance:** OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

**Use of AI Tools:** This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged

its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

## Student Responsibilities & Instructor Expectations

### Student Responsibilities:

- To e-mail the instructor immediately with any questions regarding class procedure, assignments, or grades.
- To view the class on-line regularly (at least every other day, if not every day). A student who does not attend regularly may experience considerable difficulty. Regular attendance is essential in this class.
- It is your responsibility to learn of any announcements concerning assignments or changes from the syllabus.

### Writing assignments:

All writing assignments will be submitted via Blackboard unless otherwise instructed.

### Academic Assistance and Support

A combination of services is provided to students to both enhance the educational experience and improve student growth. Included but not limited to:

1. Library Services
2. Testing Center, College Hall
3. Tutoring, College Hall
4. Writing Center, College Hall
5. HIT Computer Labs, HT 304 and HT 305, are for program students only.

### Student Attendance:

Attendance in the core HIT classes is critical to the success of the student accomplishing the objectives of the course.

If the student has **three (3)** incidences of absence, the student will incur a drop of one letter grade.

**An excused absence** will be defined as:

- Hospitalization (you, your spouse or your children) which **MUST** be verified by a physician's note.
- Death (family member) which **MUST** be verified by a copy of obituary or death announcement.

- Medical appointment due to illness (you or your dependent child) which MUST be verified by a physician's note.
- Jury Duty (need documentation)

### **Leaving class early:**

Students must have pre-approval from the course instructor prior to the class starting. If a student leaves class more than 15 minutes early, it will count towards an unexcused absence. Leaving early, more than 15 minutes; 3 times = 1 absence.

### **Late Assignments:**

**NO** late assignments will be accepted. Exceptions will be considered for extreme circumstances.

**Technical Support:** If you have technical problems with this web course, please contact the Owens Help Desk at 1-800-GO-OWENS ext. 7120. You can also obtain additional support from the e-Learning Office at extension 7309.

### **Video or Audio Recording:**

Any video or audio recording of practical examinations is prohibited unless prior instructor consent is given.

### **Grading Procedure**

|                                                                                                        |            |
|--------------------------------------------------------------------------------------------------------|------------|
| Case Studies/Assignments/<br>Legislation Case Study/Org chart and<br>Application Questions/Story Board | 30%        |
| Chapter Review Quizzes                                                                                 | 10%        |
| Key Terms                                                                                              | 5%         |
| Software Application Exercises                                                                         | 15%        |
| Chapter Tests/Quizzes                                                                                  | 20%        |
| Final Exam                                                                                             | <u>20%</u> |
| Total                                                                                                  | 100%       |

### **Grading Scale**

|   |   |             |
|---|---|-------------|
| A | = | 93% to 100% |
| B | = | 85% to 92%  |
| C | = | 75% to 84%  |
| D | = | 60% to 74%  |
| F | = | 0% to 59%   |

### Assignment Calendar

**\*\*\*\*Assignments are Due the first day of class of the following week they are assigned\*\*\*\***

| Week | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | LAB/Homework Assignments                                                                                                                                                                                                                                                                                                                                                                                                         |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review Syllabus</li> <li>• Review Text Book and Appendix A</li> <li>• Review how to access workbook materials. Go to <a href="http://www.ahimapress.org/sayles7201">http://www.ahimapress.org/sayles7201</a> register on the Website using the number from the inside front cover of the text.</li> <li>• View Web Site (AHIMA) <a href="http://www.ahima.org">www.ahima.org</a></li> </ul> <p><b>All students MUST sign up as a student member for AHIMA and NWOHIMA</b><br/> <a href="https://my-site-106882-103903.square.site/s/order">https://my-site-106882-103903.square.site/s/order</a></p> <p><b>Lecture: Ch.1: Health Information Management Profession</b></p> | <p>-Read Ch. 1</p> <p>-Review Student Membership handout</p> <p>-Check Your Understanding Questions in the Text Ch. 1 (In-class)</p> <p>-Define Key Terms Ch. 1:</p> <p>-Sign-up for AHIMA and NWOHIMA</p> <p>-Complete Review Quiz Ch. 1 (Workbook)</p> <p>-Ch. 1 Application Exercises 1-4 in Electronic Workbook</p> <p><b>****Assignments are Due the first day of class of the following week they are assigned****</b></p> |
| 2    | <p><b>HOLIDAY AS NEEDED</b></p> <p>Check student AHIMA Member status and NWOHIMA membership</p> <p><b>Finish: Lecture: Ch.1: Health Information Management Profession</b></p> <p><b>Start: Lecture: Ch. 2 Healthcare Delivery Systems</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>-Read Ch. 2</p> <p>-Check Your Understanding Questions in the Text Ch. 2 (In-class)</p> <p>-AHIMA Career Paths Assignment</p> <p><b>****Assignments are Due the first day of class of the following week they are assigned****</b></p>                                                                                                                                                                                        |
| 3    | <p><b>Lecture: Ch. 2 Healthcare Delivery Systems (cont.)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>-Define the following Key Terms Ch. 2</p> <p>-Complete Organization Chart</p> <p>-Complete Review Quiz Ch. 2 (Workbook)</p> <p><b>****Assignments are Due the first day of class of the following week they are assigned****</b></p>                                                                                                                                                                                          |

| Week | Topic                                                                                                                                                                               | LAB/Homework Assignments                                                                                                                                                                                                                                                                                                                                               |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4    | <b>Lecture: Ch. 2 Healthcare Delivery Systems (cont.)</b><br><br><b>Start- Lecture: Ch. 3: Health Information Function Purpose and Users</b><br><br><b>Jeopardy Game – in class</b> | -Complete “Legislation Case Study/Table”<br><br>-Complete Case Study 2.1 ( <b>Workbook</b> ) <b>1-4 only!</b><br><br>- Application Exercise Ch. 2 #1<br><br><b>-Study for Test #1 Ch. 1 and 2</b><br><br><b>****Assignments are Due the first day of class of the following week they are assigned****</b>                                                             |
| 5    | <b>Test #1 Ch. 1 and 2</b><br><br><b>Lecture: Ch. 3: Health Information Function Purpose and Users</b>                                                                              | -Read Ch. 3<br><br>-Complete Check Your Understanding Questions in the Text Ch. 3 (In-class)<br><br>-Define Key Terms Ch. 3<br>-Complete Review Quiz Ch. 3 ( <b>Workbook</b> )<br><br>- Complete Individual vs. Institutional Users of the Health Record Case<br><br><b>****Assignments are Due the first day of class of the following week they are assigned****</b> |
| 6    | <b>Lecture: Ch. 3: Health Information Function Purpose and Users (continued)</b><br><br><b>Review Storyboard Project</b>                                                            | -Complete Application Exercises Question 1<br>-Complete Real-World Case 3.1<br>-Complete MPI Project ( <b>Workbook</b> )<br><br><b>-Study for Test #2 Ch. 3</b><br><br><b>****Assignments are Due the first day of class of the following week they are assigned****</b>                                                                                               |
| 7    | <b>Test #2 – Ch. 3 Wed. Oct.8</b><br><br><b>Lecture Ch. 4 Health Record Content and Documentation</b>                                                                               | -Read Ch. 4<br><br>-Complete Check Your Understanding Ch. 4 (In-class)<br>-Define Key Terms Ch. 4<br>-Complete Review Quiz Ch. 4 (Workbook)                                                                                                                                                                                                                            |
| 8    | <b>Lecture Ch. 4 Health Record Content and Documentation (cont.)</b>                                                                                                                | -Complete Comparative Table of Regulatory Agencies/Crosswalks<br><b>-Sign-up For EHRgo</b><br>-Complete Application Exercise Questions 1-3 (Workbook)                                                                                                                                                                                                                  |

| Week | Topic                                                                                                                                                       | LAB/Homework Assignments                                                                                                                                                                       |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9    | <b>Lecture Ch. 4 Health Record Content and Documentation (cont.)</b><br><br><b>- Storyboard Project due: DATE</b>                                           | -Complete Case Study 4.2<br>-Complete Web Activity (Finding Forms)<br><br><b>-Complete EHRgo Assignment</b>                                                                                    |
| 10   | <b>Lecture: Ch. 7 Secondary Data Sources</b><br><br><b>Have students check answers in EHRgo</b><br><br><b>Present Storyboard Project to the public DATE</b> | -Read Ch. 7<br>-Complete Check your understanding questions Ch. 7 (In-class)<br><br>-Define Key Terms Ch. 7<br><br>-Complete Review Quiz Ch. 7 (Workbook)<br><b>-Complete EHRgo Assignment</b> |
| 11   | <b>Lecture: Ch. 7 Secondary Data Sources (cont.)</b>                                                                                                        | <b>-Complete EHRgo Assignment</b><br><b>-Complete Case Study 7.2 question 1-2</b><br><br><b>-Complete Application Exercise #6 only</b><br><br><b>-Study for Test #3 Ch. 4 and 7</b>            |
| 12   | <b>Test #3 Ch. 4 and 7 Wed. Nov.12</b><br><br><b>Lecture Ch. 21: Ethical Issues in HIM</b>                                                                  | -Read Ch. 21<br>-Define Key Terms Ch. 21<br><br>-Complete Check your understanding questions Ch. 21 (In-class)                                                                                 |
| 13   | <b>Lecture Ch. 21: Ethical Issues in HIM (continued)</b>                                                                                                    | -Complete Review Quiz Ch. 21 (Workbook)<br><br><b>-APA Format assignment</b>                                                                                                                   |
| 14   | <b>Grade Review Quiz Ch. 21</b><br><br><b>Finish Lecture Ch. 21: Ethical Issues in HIM</b><br><br><b>HOLIDAY AS NEEDED</b>                                  | -Complete Ch. 21.1 Real World Case Study<br><br><b>-Study for Test #4: Ch. 21</b><br><br>-Complete 3M Project in 3M                                                                            |
| Week | Topic                                                                                                                                                       | LAB/Homework Assignments                                                                                                                                                                       |

|    |                                                                                                                                          |                                              |
|----|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 15 | <b><i>Test #4 Ch. 21</i></b><br>Review Ch. 21.1 Real World Case Study<br><br><b>Grade 3M project</b><br><br><b>Review for Final Exam</b> | Study for Final Exam                         |
|    | <b>Final Exam – TIME</b>                                                                                                                 | Exam will be comprehensive over all chapters |

Disclaimer: “The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course”