



OWENS
COMMUNITY COLLEGE

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

Course Name:	Ancillary Health Records
Course & Section Number:	HIT 232
Meeting Day(s) & Time(s):	
Credits:	2 Lecture
Contact Hours:	2
Textbook:	Peden, Ann H. (2015). <u>Comparative Health Information Management</u> . 4th Edition. Delmar Publishers.
	Supplemental Textbook: Sayles, Nanette. <u>Health Information Management Technology An Applied Approach</u> . 6th Edition. 2020. American Health Information Management Association.
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 course will focus on the health record systems and the role of the health information technician in non-acute care settings, such as private practices, extended care facilities and nursing homes

Prerequisites/Co-Requisites:

Prerequisites: HIT 102, HIT 125

Co-Requisites: HIT 223, HIT 230, HIT 235, HIT 241

Required Textbooks or Other Resource Material:

Peden, Ann H. (2015). Comparative Health Information Management. 4th Edition. Delmar Publishers.

Supplemental Textbook:

Sayles, Nanette. Health Information Management Technology An Applied Approach. 6th Edition. 2020. American Health Information Management Association.

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.

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.

What You Will Learn in the Course

Course Objectives:**This course will:**

1. Explain factors that influence the use of ambulatory care.
2. Differentiate between the different types of ancillary care facilities.
3. Explain the documentation and information management requirements of the different types of ancillary care facilities.
4. Illustrate the different state and federal regulations that pertain to the ambulatory care facility.
5. Explain voluntary accreditation and what it may mean to the ancillary care facility.
6. Explain the different reimbursement methodologies that pertain to ancillary care facilities.
7. Discuss the role of quality improvement, utilization management and risk management in the ancillary care facility.
8. Discuss the roles for the HIM professional in the ancillary care facility setting.

Student Learning Outcomes:

The following domains of the Health Information Technology profession will be addressed in this course:

Students will:

Outcome
Domain I. Data Structure, Content, and Information Governance I.1 Describe healthcare organizations from the perspective of key stakeholders I.4 Determine compliance of health record content within the health organization
Domain IV. Revenue Cycle Management IV. 3 Summarize regulatory requirements and reimbursement methodologies
Domain V. Health Law and Compliance V.2 Demonstrate compliance with external forces V.3 Identify the components of risk management related to health information management V.4 Identify the impact of policy on health care

CAHIIM Competencies:

The following program outcomes are assessed in this course

Competencies
1.6 Healthcare Services Delivery
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)

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, 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. 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

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. 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.

Student Attendance:

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

Makeup Work: It is up to the instructor’s discretion.

Students may request to make up missed coursework due to legitimate circumstances, including illness, emergencies, bereavement, military service, court obligations, or disability accommodations. Advance notice and documentation may be required. Title IX-related situations (e.g., pregnancy, parenting, sexual misconduct) are also covered and do not require documentation from the student. Students should notify the instructor as early as possible and submit makeup work by the agreed-upon deadline. Instructors will determine appropriate and reasonable accommodations, though students who miss more than 25% of the course may not be eligible to make up work.

HIT program students should note that stricter requirements may apply for labs, clinicals, or accreditation-related activities.

For full policy details or to appeal a decision, refer to the Owens Grade Appeal Policy.

Responding to E-mail

In a web course, e-mail becomes a very important means of communication. I am not always online, but will try to respond to your messages as quickly as possible. Here are some general guidelines for my e-mail response time:

- Monday through Thursday: Within **24** hours
- Friday, Saturday, and Sunday: Within **48** hours

Late assignments:

NO late assignments will be accepted. You will not be allowed to make up a test or assignment. You have the whole week to complete them. So, do not put off doing your work until the last minute. This is a Web course which means it can be very demanding. Plan your time wisely.

Exceptions will be considered for **extreme** circumstances.

Rubrics

Rubrics will be provided for assignments requiring discussion board work, and written work.

Grading Procedure

KBQ	10%
Discussion Board/Key Terms	5%
Case Studies	15%
Web Activities	15%
Facility Summary Table	10%
Chapter Tests/Quizzes	25%
Final Exam	30%
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

All assignments are due by TIME of the due date! They are all posted in Bb

Week	Topic	Assignments
1	Orientation to Web class Ch. 1: Introduction to Healthcare Systems	-Read Ch. 1 text -Review Ch. 1 Lecture (Power Point) -Complete Ch. 1 Key Terms -Discussion Board #1 (Introductions) -Discussion Board #2 -Web Activity (TJC-Tracer Methodology and Deemed Status) -Complete Ch. 1 Knowledge Based Questions (KBQ's) -Case Study: Roles and Responsibilities
2	Ch. 2: Hospital-based Care	-Read Ch. 2 text -Review Ch. 2 Lecture -Complete Ch. 2 Key Terms -Discussion Board -Complete Ch. 2 KBQ's -Test #1: Ch. 1-2 -Ch. 1 Case Study (Ambulatory Surgery Data Collection)
3	Ch. 3: Freestanding Ambulatory Care	-Read Ch. 3 text -Review Ch. 3 Lecture -Complete Ch. 3 Key Terms -Discussion Board -Complete Ch. 3 KBQ's -Ch. 3 Case Study #1: (Providers/roles/documentation) -Ch. 3 Case Study #2: (Special Health Record Documentation Requirements)
4	Ch. 4: Managed Care	-Read Ch. 4 text -Review Ch. 4 Lecture -Complete Ch. 4 Key Terms -Discussion Board -Complete Ch. 4 KBQ's -Web Activity (NCQA- HEDIS) -Test #2: Ch. 3-4
5	Ch. 5: Dialysis	-Read Ch. 5 text -Review Ch. 5 Lecture -Complete Ch. 5 Key Terms -Complete Ch. 5 KBQ's -Case Study (Starting an Electronic Record System in a Dialysis Facility)

Week	Topic	Assignments
6	Ch. 7: Mental Health: Long-Term and Acute Services	-Read Ch. 7 text -Review Ch. 7 Lecture -Complete Ch. 7 Key Terms -Discussion Board -Complete Ch. 7 KBQ's -Case Study (Creating an EHR in a Community Mental Health Facility) -Test #3: Ch. 5 and 7
7	Ch. 8: Substance Abuse	-Read Ch. 8 text -Review Ch. 8 Lecture -Complete Ch. 8 Key Terms -Complete Ch. 8 KBQ's -Case Study (Assessing a Treatment Plan in a Substance Abuse Facility)
8	Ch. 9: Facilities for Individuals with Intellectual Disabilities	-Read Ch. 9 text -Review Ch. 9 Lecture -Complete Ch. 9 Key Terms -Complete Ch. 9 KBQ's -Test #4: Ch. 8-9
9	Ch. 10: Long Term Care	-Read Ch. 10 text -Review Ch. 10 Lecture -Complete Ch. 10 Key Terms -Complete Ch. 10 KBQ's -Web Activity (CMS Nursing Home Quality Initiatives and MDS)
10	Ch. 11: Rehabilitation	-Read Ch. 11 text -Review Ch. 11 Lecture -Complete Ch. 11 Key Terms -Complete Ch. 11 KBQ's -Test #5: Ch.10-11
11	Ch. 12: Home Health Care	-Read Ch. 12 text -Review Ch. 12 Lecture -Complete Ch. 12 Key Terms -Complete Ch. 12 KBQ's -Case Study (OASIS and HHRG's)

Week	Topic	Assignments
12	Ch. 13: Hospice	-Read Ch. 13 text -Review Ch. 13 Lecture -Complete Ch. 13 Key Terms -Discussion Board -Complete Ch. 13 KBQ's -Test #6: Ch. 12-13
13	Ch. 16: Consulting	-Read Ch. 16 text -Review Ch. 16 Lecture -Complete Ch. 16 Key Terms -Complete Ch. 16 KBQ's -Case Study (2 Case Scenarios for a Consultant in a Joint Commission Accredited Facility)
14	No Assignments! HOLIDAY AS NEEDED	
15	Ch. 17: Cancer Registry	-Read Ch. 17 text -Review Ch. 17 Lecture -Complete Ch. 17 Key Terms -Complete Ch. 17 KBQ's -Summary Table of Ancillary Facilities -Review for Final Exam
16	Final Examination is Comprehensive. It is open for the entire semester. You MUST have your Exam completed by TIME before DATE	

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