



Figure 1: Owens Logo.

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

<i>Course Name:</i>	Healthcare Statistics and Registries
<i>Course & Section Number:</i>	HIT 235
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	3 Lecture
<i>Contact Hours:</i>	3
<i>Text:</i>	
<i>Instructor's Name:*</i>	
<i>Office Hours & Location:</i>	
<i>OCC Phone:</i>	
<i>OCC Email:**</i>	
<i>Additional Contact Information:</i>	

*Please call me _____; it is my preferred name. If you have a preferred name, please let me know so I can use it. (Optional)

**Please use only Owens email for course communications.

Catalog description:

Computations of routine healthcare instructional statistics; the use of disease and procedural registries, other registries; presentation and interpretation of health care data.

Prerequisite/Corequisites:

Co-requisite: HIT 223 and HIT 232 and HIT 241 and HIT 242 and IST 132

Prerequisite: HIT 102 and HIT 125 with a 'C' or better

Course Materials:

State the name of the text, course materials, and all required readings.

Susan White, PhD, RHIA, CHDA. Calculating & Reporting Healthcare Statistics. 2023, 7th edition. AHIMA Press.

Supplemental Textbook:

Sayles, Nanette B. & Gordon, Leslie L. (2025) Health Information Management Technology: An Applied Approach. 7th Ed. AHIMA Press.

*If a **print book, e-book, or access code** is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called “Find Books” on the course schedule for each course section. See the example below.*

What You Will Learn in the Course

Course Objectives:

Course will...

1. Describe statistical formulas to compute healthcare statistics.
2. Examine the utilization of spreadsheet applications and data display with formulas and statistics.
3. Demonstrate the use of data analysis and presentation of information in a health care setting.

Student Learning Outcomes:

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

Students will:

Outcome	Where Assessed
Domain III. Informatics, Analytics and Data Use III.3. Calculate statistics for health care operations. 3	Chapters 3-10 assignments and texts
Domain III. Informatics, Analytics and Data Use III.4. Report health care data through graphical representations. 3	Chapter 11 assignments and tests
Domain III. Informatics, Analytics and Data Use III.5. Describe research methodologies used in health care. 2	Chapter 12 assignments and tests

Program Competencies:

The following program outcomes are assessed in this course

Competencies	Where Assessed
1.7 Fundamental Statistical Concepts (Shows)	Cancer Program Annual Report Hospital Stats Project Assignment 1
5.1 Data Collection and Databases (does)	Hospital Stats Project Assignment 1
5.2 Data Interpretation (Does)	Hospital Stats Project Assignment 1
5.3 Data Visualization (does)	Cancer Program Annual Report

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:

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 all 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.

Instructor Expectations:

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

Classroom Environment:

To support a respectful and distraction-free learning environment, students must silence and store all personal electronic devices during class, lab, and experiential learning experiences. Unauthorized use of devices—including texting, recording, photographing, or posting to social media—is strictly prohibited and may result in disciplinary action or dismissal from the program.

Recording or transmitting images or conversations without written permission from all parties is not allowed. Use of electronic devices during exams may result in test failure at the instructor's discretion. Calculators may be used only with instructor approval.

Students are responsible for the security and storage of their own electronic devices.

How Grades are Determined and Major Assignments

The final course grade is to be computed using the following weights.

Evaluation Measure	Weighted Distribution
Chapter Tests (13x20 Points)	10%
Chapter Key Terms (13)	5%
Quizzes (2x50 points)	20%
Case Studies/Student Projects	25%
Final Exam	40%

Grading Scale

Grade	Points
A	93% -100%
B	85% - 92%
C	75% - 84%
D	60% - 74%
F	0% - 59%

HIT 235 – Healthcare Statistics and Registries
Assignment Calendar/Schedule

Week /Date	SLO	Topic	Assignments
Week 1		Review Your Syllabus Read Chapter 1 Introduction to Health Statistics Review Chapter 1 PowerPoint	<u>Graded Assignments and/or Tests:</u> DATE by TIME Discussion Board: Introduction Chapter 1 Review Test Case Study: Trauma Registry Audit <u>Key Term Assignment:</u> DATE by TIME Chapter 1 Key Terms
Week 2		Review Answers for Chapter 1 Test Read Chapter 2 Mathematics Review Read Chapter 3 Patient Census Review Chapters 2 & 3 PowerPoints	<u>Graded Assignments and/or Tests:</u> DATE by TIME Chapters 2 & 3 Review Tests Case Study: Inpatient Census Days Case Study: Average Daily Census <u>Key Term Assignment:</u> DATE by TIME Chapters 2 & 3 Key Terms
Week 3		Review Answers for Chapter 2 and 3 Tests Read Chapter 4 Percentage of Occupancy Review Chapter 4 PowerPoint	<u>Graded Assignments and/or Tests:</u> Sunday, 9/8/2024 by 11:59 pm Chapter 4 Review Test Case Study: Bed Occupancy Rate and Change <u>Key Term Assignment:</u> DATE by TIME Chapter 4 Key Terms <u>Project Assignment:</u> DATE by TIME Begin: Hospital Stats Project Assignment 1(Statistical Report 1)
Week 4		Review Answers for Chapter 4 Test Read Chapter 5 Length of Stay Review Chapter 5 PowerPoint	<u>Graded Assignments and/or Tests:</u> DATE by TIME Chapter 5 Review Test Case Study: Length of Stay/ALOS Study for Quiz #1 - Chapters 1-5 <u>Key Term Assignment:</u> DATE by TIME Chapter 5 Key Terms

Week /Date		Topic	Assignments
Week 5		Review Answers for Chapter 5 Test	<u>Graded Assignments and/or Tests:</u> DATE by TIME Quiz #1: Chapters 1-5
Week 6		Review Quiz #1 Answers Read Chapter 6 Death (Mortality) Rates Review Chapter 6 PowerPoint	<u>Graded Assignments and/or Tests:</u> DATE by TIME Chapter 6 Review Test Chapter 6 Spreadsheet Assignment <u>Key Term Assignment:</u> DATE by TIME Chapter 6 Key Terms
Week 7		Review Answers for Chapter 6 Test Read Chapter 7 Hospitals Autopsies and Autopsy Rates Review Chapter 7 PowerPoint	<u>Graded Assignments and/or Tests:</u> DATE by TIME Chapter 7 Review Test <u>Key Term Assignment:</u> DATE by TIME Chapter 7 Key Terms
Week 8		Review Answers for Chapter 7 Test Read Chapter 8 Morbidity and Other Miscellaneous Rates Review Chapter 8 PowerPoint	<u>Graded Assignments and/or Tests:</u> DATE by TIME Chapter 8 Review Test Study for Quiz #2: Chapters 6 - 8 <u>Key Term Assignment:</u> DATE by TIME Chapter 8 Key Terms <u>Project Assignment:</u> DATE by TIME Submit: Hospital Stats Project Assignment 1 (Statistical Report 1)

Week /Date		Topic	Assignments
Week 9		Review Answers for Chapter 8 Test Read Chapter 9 Statistics Computed within the Health Information Department Review Chapter 9 PowerPoint	<u>Graded Assignments and/or Tests:</u> DATE by TIME Quiz #2: Chapters 6-8 Chapter 9 Review Test <u>Key Term Assignment:</u> DATE by TIME Chapter 9 Key Terms <u>Project Assignment:</u> DATE by TIME Begin: Hospital Stats Project Assignment 2 (Statistical Report 2)
Week 10		Review Answers for Chapter 9 Test Review Quiz #2 Read Chapter 10 Descriptive Statistics in Health Care Review Chapter 10 PowerPoint	<u>Graded Assignments and/or Tests:</u> DATE by TIME Chapter 10 Review Test <u>Key Term Assignment:</u> DATE by TIME Chapter 10 Key Terms
Week 11		Review Answers for Chapter 10 Test Read Chapter 11 Presentation of Data Review Chapter 11 PowerPoint	<u>Graded Assignments and/or Tests:</u> DATE by TIME Chapter 11 Review Test <u>Key Term Assignment:</u> DATE by TIME Chapter 11 Key Terms <u>Project Assignment:</u> DATE by TIME Begin: Cancer Registry Annual Report Project Assignment

Week 12		Review Answers for Chapter 11 Test Read Chapter 12 Basic Research Principles Review Chapter 12 PowerPoint	<u>Graded Assignments and/or Tests:</u> DATE by TIME Chapter 12 Review Test <u>Key Term Assignment:</u> DATE by TIME Chapter 12 Key Terms <u>Project Assignment:</u> DATE by TIME Submit: Hospital Stats Project Assignment 2 (Statistical Report 2)
Week 13		Review Answers for Chapter 12 Test	<u>Graded Assignments and/or Tests:</u> DATE by TIME Case Study: Delivery Analysis <u>Project Assignment:</u> DATE by TIME Begin: Registries Report Project Assignment
Week 14		Web Sites for Hospital Stats	<u>Project Assignment:</u> DATE by TIME Submit: Cancer Registry Annual Report Project Assignment Submit: Registries Report Project Assignment
Week 15		Review Week Final Exam: Review PowerPoints, Key Terms, and Practice Sheets	HOLIDAY AS NEEDED
Week 16		Final Exam Week	<u>Final Exam: Must be Completed by TIME DATE</u> ○ Opens DATE at TIME ○ Closes DATE at TIME

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.