



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

<i>Course Name:</i>	HIT Capstone
<i>Course & Section Number:</i>	HIT 296-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	2
<i>Contact Hours:</i>	2
<i>Textbook:</i>	D. Carter. <u>Registered Health Information Technician (RHIT) Exam 9th Edition</u> American Health Information Management Association. Sayles, Nanette. Health Information Management Technology- An Applied Approach.-6th Edition. American Health Information Management Association.

Instructor's Name: *

Office Hours & Location:

OCC Phone:

OCC Email:**

*Please call me (name); it is my preferred name. If you have a preferred name, please let me know so that I can use it. My pronouns are she and her. Please let me know yours so that I can use them.

**Please only use your student OCC email to contact me.

Catalog Description:

Provide a forum for reviewing and integrating knowledge, regulation and standards in the field of health information management. Analytical skills of HIM processes will continue to be emphasized.

Prerequisites: HIT 223, HIT 232, HIT 235, HIT 241, HIT 242 and IST 132

Co-requisite: HIT 234, HIT 237, HIT 243, HIT 246 and HIT 248

Current Textbooks, Materials, Equipment (software/hardware requirements):

D. Carter. Registered Health Information Technician (RHIT) Exam 9th Edition American Health Information Management Association.

Sayles, Nanette. Health Information Management Technology- An Applied Approach.-6th Edition. 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. Provide the student the ability to demonstrate skill in all subtasks proficiently as identified by the American Health Information Management Association's 2014 Domains, Subdomains and Tasks for the Registered Health Information Technician.

Student Learning Outcomes:

Student will be able to address the following domains:

1. Demonstrate competencies in the areas of skill and knowledge in the American Health Information Management Association (AHIMA) Domains, that will lead to successfully completing the Registered Health Information Technician's examination.

CAHIIM Outcomes:

3.2 Privacy, Security and Confidentiality

9.1 Virtual Business Administration

10.1 Leadership Principles

10.2 Interprofessional Collaboration

10.3 Critical Thinking

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.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, 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.”

Classroom Admittance:

OCC classes (e.g., traditional, land-based, laboratory, hybrid, asynchronous online, synchronous online, etc.) shall only be attended by the officially registered OCC students, instructor of record, guest lecturer, or substitute. Visitors are not permitted in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) for specifics.

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.

Classroom Attendance for WEB Classes:

SWD: for all Synchronous Web Delivery Classes, the student must attend this class during the days and times set in the schedule. Example: for a 9:00, M, W SWD class, the student must be online at 9:00 every Monday and Wednesday for this class.

- **Web cameras:** In a synchronous course, we have a unique opportunity to interact with each other in real time that is not available in a traditional online course. I will have my camera on and invite you to do the same to build a positive class experience for everyone. You may choose to turn your camera on to introduce yourself, ask questions, and/or respond to questions. Your instructor may request you to use your camera and/or show your ID in certain situations, such as at the beginning of a class, when responding to questions or participating in a discussion, during exams, or for an oral presentation. If applicable, your instructor may assist students in blurring their backgrounds. Our online classroom is a safe environment, and we encourage you to fully participate.

For any changes, students must talk with their instructors and advisors.

Technology, Lab Requirements, & Files:

The Blackboard Learning System is an online course environment available for all Owens courses, even those that are not web-based. Blackboard offers students a resource where they can communicate and collaborate with instructors and fellow students outside of the physical classroom. The Health Information Technology Department integrates Blackboard into each course and it is essential for all students to become familiar with the

system. Check the STUDENT HELP AND RESOURCES tab on the blackboard shell for information on technical support and Software/Hardware requirements for utilizing Blackboard to complete assignments and communicate with peers and faculty.

What Will Our Classroom Environment Be Like?

Respectful Class Communication:

Our classroom is a safe space. Faculty and students show respect for each other in class and all communication. There is also a short power point on the Blackboard info tab regarding polite, professional email communication.

Social Media Use:

The use of YouTube, Facebook, Instagram, Twitter, or any other internet share site to distribute any course, campus lab, or clinical photos, audio recordings, or video recordings is strictly prohibited unless written permission is received from all people involved. Using these sites to display comments about faculty, peers, staff, and/or patients is in conflict with our Inclusion Statement. Such comments may result in disciplinary action. Written permission involves completion of “OWENS COMMUNITY COLLEGE CONSENT FORM”.

How Will Your Grade Be Determined and What Are the Major Assignments for the Semester?

Grade Scheme:

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

Evaluation Measure	Points	Outcome Assessed
Assignments:	912	SLO 1
Tests:	1115	SLO 1

Grading Procedure: Point system, each point is equally weighted.

Final Grading Scale

Grades will be calculated on the following scale:

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

What Are Student and Instructor Responsibilities?

Instructor Responsibilities:

Attendance/Class Time:

I will be respectful of your time and begin and end class on time. If class needs to be canceled for any reason, I will notify students as soon as possible by email announcement.

Grading Assignments:

Assignments that are submitted by the due date will be graded and returned/recorded in the Blackboard grade center within 3 days. Assignments that are submitted after the due date *may* take up to 8 days before I am able to grade it.

Answering Emails:

I will do my best to respond to your emails within 12 hours on weekdays and within 48 hours on weekends. Please use your Owens email account to contact me.

Announcements:

I will post any updates and/or reminders on the Blackboard Announcement page, as well as send it out to your Owens email account.

Student Hours:

These posted times (see above) are designated for me to be available to meet with and assist you, outside of normal class time, with any concerns/questions you may have regarding this course or program.

Facilitating Successful Completion of the Course:

I welcome questions, concerns and experiences relevant to the topic, course and/or professional field. We learn from each other. If appropriate, I encourage you to share and ask during class. If it is not, please don't hesitate to see me during student hours or email me. If I feel there is a need, I will reach out to the student or class as a whole to address that need. I will make referrals to other campus resources as needed. I am aware that life is happening and this class is not the only thing you have going on.

Student Responsibilities:

Attendance:

Class discussions and activities are an integral component of learning and understanding the course material and therefore, attendance is part of your grade in this class. Attend on-line regularly (at least every other day, if not every day). A student who does not attend regularly may experience considerable difficulty. Review any announcements concerning assignments or changes from the syllabus.

Assignment Submission:

Students are to be familiar with the assignment calendar and how to submit assignments (on the assignment instructions on the blackboard shell). If you are unable to submit an assignment by the end of the day on the due date (on assignment calendar), you are encouraged to still submit it. (Please read the specific instructions for Discussion Boards.) Full credit *will not* be given if the assignment is late, you may be able to earn *at least* partial credit under certain circumstances.

Check Email/Blackboard Shell:

Any announcements and updates will be sent to your email and/or posted on the Blackboard shell. Students are encouraged to check their email *at least* once daily and to log into their Blackboard shell several times a week to remind themselves of upcoming assignments, etc.

Tests/Quizzes:

All dates for assignments and tests are listed in blackboard. All tests and quizzes will be administered on Blackboard.

Contacting the Instructor:

Email is the best way to reach me, outside of student hours. Please include your course number in the subject line. Refer to your HIT handbook regarding polite, professional email communication.

Asking for Help/Clarification:

I expect questions and that's ok. **Unless I am told otherwise, I will assume that every student understands everything said in class, on the Blackboard shell and through emails.** Sometimes the best thing you can say is "I am not following this concept" or "I have no idea where to begin with this assignment." All classes, and courses in this program, will build on and further develop the information we discuss. Please don't hesitate to reach out as soon as you have questions or need clarification.

How Does the College Support Us?

Use this [link](#) for a listing of support resources such as **Campus Resources, Campus Life, Getting Around Campus, and Security.**

Assignment Calendar

HIT 296- Class Schedule (DATE)

Online – Synchronous (Live scheduled class meetings): This course will be delivered using an online web conferencing tool and will require remote participation on specific days and times. Students will engage in real time with their instructor.

Meeting times found in the "Web Meetings" Tab in Blackboard

All assignments and tests are due the DATE at TIME **of the week they are assigned.**

Exam analysis due the DATE at time **after the exam.**

Date	In Class:	Lab/Homework:
Week 1 DATE	Review syllabus Review Class Format Review RHIT Exam	Mock RHIT Exam
Week 2 DATE	Review results of Mock RHIT Exam Power Point: Study Strategies	RHIT Domain Analytics DATE at TIME after the exam
Week 3 DATE	<u>Domain 3</u> RHIT Review: Data Analytics and Use	Healthcare Stats Worksheet Organization, Management and HR Stats Review Worksheet Prepare Glossary for Domain 3 Review Domain 3 test questions via textbook or website. Review the electronic flash cards. Practice, practice and practice again!

Week 4 DATE	<u>Domain 3</u> RHIT Review: Data Analytics and Use Cont'd.	Data Display Tools Worksheet 1 Data Display Tools Worksheet 2 Test: Domain 3 Exam Domain 3 Exam Analysis Monday after the exam by noon
Week 5 DATE	<u>Domain 2</u> RHIT Review: Access, Disclosure, Privacy, and Security PowerPoint Presentation: Access, Disclosure, Privacy, and Security	Information Retention & Access Worksheet Processing a Request for Release of Information (ROI) Worksheet Prepare Glossary for Domain 2 Review Domain 2 test questions in the textbook or on the website. Review the electronic flash cards. Practice, practice and practice again!
Week 6 DATE	<u>Domain 2</u> RHIT Review: Access, Disclosure, Privacy, and Security Cont'd. Power Point Presentation	Health Information Privacy and Security Alteration of a Patient Record TEST: Domain 2 Exam Domain 2 Exam Analysis DATE at TIME after the exam.
Week 7 DATE	<u>Domain 1</u>	Health Data Content and Standards Prepare Glossary for Domain 1

	RHIT Review: Data Content, Structure, and Information Governance Power Point Presentation:	Review Domain 1 test questions in the textbook or on the website. Review the electronic flash cards. Practice, practice and practice again!
Week 8 DATE	<u>Domain 1</u> RHIT Review: Data Content, Structure, and Information Governance PowerPoint Presentation: Information Governance	Information Governance Worksheet Domain 1 Exam Domain 1 Exam Analysis DATE at TIME after the exam.
Week 9 DATE	<u>Domain 5</u> RHIT Review: Compliance PowerPoint Presentation: RHIT Exam Preparation RHIT Exam Handbook & Exam Application	Prepare Glossary for Domain 5 RHIT Early Tester Form Review Domain 5 test questions in the textbook or on the website. Review the electronic flash cards. Practice, practice and practice again!
Week 10 DATE	<u>Domain 5</u> RHIT Review: Compliance PowerPoint Presentation: Quality and Performance Improvement Discuss IPE Mandatory Meeting: DATE	Quality vs. Quantitative Worksheet Quality Management Case Scenarios Domain 5 Exam Domain 5 Exam Analysis DATE at TIME after the exam.

Week 11 DATE	<u>Domain 4</u> RHIT Review: Revenue Cycle Management	CPT Worksheet ICD-10 Conventions and Guidelines ICD-10 Principle Diagnosis Prepare Glossary for Domain 4 Review Domain 4 test questions in the textbook or on the website. Review the electronic flash cards. Practice, practice and practice again!
Week 12 DATE	<u>Domain 4</u> RHIT Review: Revenue Cycle Management PowerPoint Presentation: Medical Billing and Reimbursement IPE Mandatory Meeting: DATE	IPE- DATE - Mandatory Medical Billing and Reimbursement Worksheet Table Key Terms (Group Project) Case Mix Index Domain 4 Exam Domain 4 Exam Analysis
Week 13 DATE	<u>Domain 6</u> RHIT Review: Leadership PowerPoint Presentation	Organization, Management & HR Prepare Glossary for Domain 6 Review Domain 6 test questions in the textbook or on the website. Review the electronic flash cards. Practice, practice and practice again! Domain 6 Exam Domain 6 Analysis DATE at TIME after the exam.

Week 14 DATE	RHIT Review: Medical Science	Medical Science Worksheet Medical Science Exam
Week 15 DATE	Review & Prepare for Final Exam!!!!	RHIT Student Domain Analysis DATE at TIME after the exam. Review for the Final Exam
Week 16 Final Exam	Final Exam	Comprehensive Final Exam May 5 Will be completed during scheduled class time 100 points Have completed by 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**- You may not have a written report completed to turn in every week as shown above. It will depend on your activities specific to your PPE site. The above due dates for the written reports are only an ideal timetable for you to follow in regards to completing all of your written reports. All other assignments are due as stated above*****