



Undergraduate Course Syllabus

HCM 480: Health Information Management Capstone

Center: Online

Credits: 3

Course Prerequisites

None

Course Description

The capstone course is the culminating experience for the Bachelor of Science in Health Information Management or the Bachelor of Science in Health Information Management – Professional Practice Concentration. This course builds on the concepts of all courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project and to assess their level of mastery of the stated outcomes of their degree program in Bachelor of Science in Health Information Management or the Bachelor of Science in Health Information Management – Professional Practice Concentration.

Course Outcomes

- Apply health data structure, standards, and regulations, to manage clinical classification systems and reimbursement
- Analyze the uses, risks, and management of health statistics and biomedical research data and their support to performance improvement programs
- Interpret and apply current laws, regulations, policies, and healthcare ethics as they relate to decision-making in healthcare delivery and systems
- Implement and manage hardware and software technologies to ensure effective data collection, storage, analysis, and reporting of information
- Evaluate information system applications (databases, selection processes, service applications, etc.) for their capacity to meet the needs of health care organizations
- Using current management principles, and recognizing limits on human and financial resources, propose solutions and develop project management plans to solve organizational challenges

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, [MBS Direct](#), rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC. ISBN: 9781433805615

Instructor Availability and Response Time

Your class interaction with your instructor and your classmates will take place in Blackboard on a regular, ongoing basis. Your instructor will be active in Blackboard at least five days a week, and you will normally communicate with your instructor in the open Blackboard discussion forum so that your questions and the instructor's answers benefit the entire class. You should send emails directly to your instructor only when you need to discuss something of a personal or sensitive nature, and in those cases your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Getting Started	1	10	10
Discussions	3	35	105
Journals	2	70	140
Short Paper	1	90	90
Group Presentation	1	100	100
Interview Questionnaire	1	100	100
Final Project			
Milestone One	1	55	55
Milestone Two	1	100	100
Final Submission	1	300	300
		Total Course Points:	1,000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

Grade	Numerical Equivalent	Points	<i>Total Points. 1,000</i>	
			Points Equivalent	
			<i>Lower</i>	<i>Upper</i>
A	93-100	4	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2	730	769
C-	70-72	1.67	700	729
D+	67-69	1.33	670	699
D	60-66	1	600	669
F	0-59	0	0	599
I	Incomplete			
IF	Incomplete/Failure*			
IP	In Progress (past end of term)			
W	Withdrawn			

*Incomplete and Incomplete/Failure: Any student requesting an "I" grade must complete a Student Petition and Contract for a Grade of Incomplete and submit it to the proper offices prior to the final day of the term/semester. The petition will specify a deadline by which the coursework must be completed. The incomplete automatically becomes an "IF" if work has not been completed and a grade has not been submitted by the specific deadline.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Course Information area in the Assignment Guidelines and Rubrics folder.

Weekly Assignment Schedule

The Learning Modules area in Blackboard contains one module folder for each week of the course. All reading and assignment information can be found in the folders. All assignments are due by 11:59 p.m. Eastern Time on the last day of the module week.

In addition to the textbook readings that are listed, there may be additional required resources within each module in Blackboard.

Module	Topics and Assignments
1	Management Strategies Using Information Assets 1-1 Discussion: Getting Started 1-2 Final Project Review 1-3 Journal: SHS Strategies 1-4 Final Project Milestone One: HIM Problem Statement
2	Foundations of Data Quality and Management 2-1 Discussion: Issues With Medicine and Surgery Coding and Documentation 2-2 Group Presentation: Begin Work
3	Managing Information for Payment and Patient Access 3-1 Short Paper: Financial Viability of Electronic Patient Visits 3-2 Group Presentation: Continue Work 3-3 Final Project Milestone Two: Continue Work
4	Managing Health Information With New Tools 4-1 Group Presentation: SHS Ambulatory Electronic Record Pilot Site Release of Laboratory Results Policy 4-2 Final Project Milestone Two: Proposed Ambulatory Electronic Health Record Program Budget and Justification, SHS Board of Directors HIM Summary
5	Consumer and Community Engagement 5-1 Discussion: Health Information Management Barriers
6	Privacy and Security Considerations 6-1 Interview Questionnaire: Accessing Biometrics Solutions 6-2 Final Project: Continue Work
7	Managing Shared Data 7-1 Discussion: Privacy Concerns 7-2 Final Project Submission: SHS Board of Directors HIM Proposal
8	Professional Standards and Health Information Management 8-1 Journal: Information Governance Practices

Attendance Policy

Online students are required to post to the Blackboard discussion board during the first week of class. If a student does not submit a posting to the discussion board during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Guide to Student Success

Review the [guide to student success](#).

Diversity and Disability Statement

The College of Online and Continuing Education (COCE) at SNHU values diversity and inclusion. SNHU strives to create inclusive and welcoming academic environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion, please notify the Disability Resource Center (DRC) as soon as possible. We will work with you and your instructor to address needs and concerns.

We encourage all students with known or suspected physical, medical, sensory, psychiatric, and/or learning disabilities to register with the Disability Resource Center (DRC) in order to assess learning needs and take advantage of available academic accommodations and support services. We look forward to hearing from you. Our contact information is below.

Disability Resource Center (DRC)

(877) 591-4723 (select option 4)

(877) 520-8916 (fax)

drc@snhu.edu

We welcome COCE students, faculty, and staff to consult with the Disability Resource Center (DRC) on disability-related questions or concerns.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).