

University of Tulsa  
Tulsa, Oklahoma  
Spring 2014

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### **Course Syllabus**

#### ***MIS 4243: Seminar in Healthcare Informatics***

(9:30-10:45 a.m. TTh – HELM 316)

**Office Hours:** 12:45-1:45 p.m. TTh; and by appointment

#### **Course Objectives:**

The objective of this course is to provide IS and healthcare professionals coverage of information technology topics in the medical field. This course will provide a thorough understanding of various topics that are fundamental to the healthcare delivery system, health information management, and health information systems.

#### **Learning Objectives:**

- Understand standards in healthcare
- Understand how to apply technology to the healthcare industry
- Apply data filing techniques in healthcare
- Understand the importance of uniformity of data in healthcare
- Distinguish between different technologies used in healthcare

#### **Text:**

- Gartee, R. (2011). *Health Information Technology and Management*, Pearson Education, Inc., Upper Saddle River, New Jersey. ISBN-13: 978-0-13-159267-4
- Student Workbook: Gartee, R., DeBiase, K., Lardie, M. and Lynn, V. (2011). Workbook to Accompany *Health Information Technology and Management*, Pearson Education, Inc., Upper Saddle River, New Jersey. ISBN-13: 978-0-13-212610-6

#### **Class Procedures:**

Students are required to monitor IT in healthcare related news throughout the semester and read assigned topical publications. The teaching method for this course will include lecture/discussion, in-class examples/cases, and assignments. Student led discussions will also be utilized extensively. Video and computer demonstrations will be employed where appropriate.

#### **Attendance Policy and Class Participation:**

It is the student's responsibility to attend class. If a class is missed, it is the student's responsibility to obtain assignments, lecture notes, etc. You are to read/research the topics assigned for each week and come to class prepared to participate in informed discussions.

**Article Presentations:**

Each student will be required to present two articles during the semester. The articles will be of his/her choosing and will relate to the topic being presented that day. Presentations should be five minutes in length and must add value to the class discussion of the topic. The student must also provide a copy of the article to the instructor prior to presenting; electronic format is preferred. Refer to the course schedule for potential article presentation dates.

**Research Paper:**

Each student will be researching a topic in the IT healthcare field. Topics must be approved by submitting a one-page topic proposal. Refer to the tentative schedule for topic approval due dates. The research paper should be well thought-out and articulated, and present original thoughts and ideas. The paper should be 10-15 pages, double-spaced, 12 pt. font with a minimum of 10 references. (Please follow standard formatting: title page, page numbers, bibliography, etc.). If you have questions regarding the format, please ask. Research papers must be submitted electronically to the instructor. Late submissions of the research paper will receive a score of zero.

**Professional Development Assignments:**

Each student is required to attend two professional development activities during the semester. The point value for each is provided in the “grades” section. In order to receive full credit for the event, the student must arrive on time and not leave before the completion of the event. The student must also provide a short synopsis of the event which consists of three items: (1) the date, (2) the speaker, and (3) a 3-5 sentence summary of the event. The synopsis must be turned-in during the next class session following the event. Acceptable events for the Spring 2014 are as follows:

<b>Professional Development Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Feb. iTU professional meeting	Feb. 5, 2014	12:00-12:45pm	HELM 219
March iTU professional meeting	March 5, 2014	12:00-12:45pm	HELM 219
April iTU professional meeting	April 2, 2014	12:00-12:45pm	HELM 219
iTU Banquet	TBD	TBD	TBD
Working in Teams Workshop	TBD	TBD	TBD

**Exams:**

The three exams will involve multiple choice, short answer, and essay responses. Student assessment will be based on application of critical thinking and analysis of assigned readings and lecture slides. Each student’s exam must also demonstrate an adequate level of writing quality as well as effective communication of ideas. Refer to the tentative schedule for the exam dates.

**Grades:****Grading Scale** (based on approximately 750 pts.):

Exam 1	150	90-100%	A
Exam 2	150	80-89%	B
Exam 3	150	70-79%	C
Article Presentations	50	60-69%	D
Assignments (10 @ 10 pts. ea.)	100	59% and below	F
Research Paper	100		
Professional Development	<u>50</u>		

Total Points: 750

**University Sponsored Activities:**

Students involved in any university sponsored activity that requires their absence from class must notify me of their absence prior to him/her being gone. Also, all assignments due on the day(s) the student will be absent must be turned in prior to he/she being gone. University athletes, please provide me a copy of your sports' schedule.

**Disabilities Act:**

Students with disabilities should contact the Center for Student Academic Support to self-identify their needs in order to facilitate their rights under the Americans with Disabilities Act and Amendments and set up appropriate accommodations. All students are encouraged to familiarize themselves with and take advantage of services provided by CSAS, including tutoring, academic counseling, and developing study skills. CSAS also provides confidential consultations to any student with academic concerns.

**Student Academic Support:**

All students are encouraged to familiarize themselves with and take advantage of services provided by the Center for Student Academic Support, such as tutoring, academic counseling, and developing study skills. The Center provides confidential consultations to any student with academic concerns as well as to students with disabilities.

**Computing Practices:**

All students are expected to follow University policies on computer use. Refer to the *Student Handbook* and familiarize yourself with the "Ethics Code and Policy for Computer Use". You can also see the policy online by searching the TU CIR homepage.

**Academic Dishonesty:**

All students are expected to follow University policies on honesty and ethical behavior. Please obtain the pamphlet *Policies and Procedures Relating to Academic Misconduct in the Collins College of Business* and familiarize yourself with its contents. Copies are available in HELM 215. At a minimum, any student misconduct such as cheating or plagiarism will result in a zero on said exam/assignment and will be reported to the College.

**Disclaimer:**

Instructor may deviate from schedule.

**Tentative Outline for MIS 4243  
Spring 2014**

<b>Wk</b>	<b>Date</b>	<b>Topic</b>	<b>Reading Assignment / Presentation Dates</b>	<b>Hwk Due</b>
1	1/14	Syllabus		
	1/16	Healthcare Delivery Fundamentals	Ch. 1	1-1 (no rationale needed)
2	1/21	Health Information Professionals	Ch. 2	2-5
	1/23	Fundamentals of ISs	Ch. 4	4-4
3	1/28	Accreditation, Regulation, and HIPAA	Ch. 3	
	1/30	Accreditation, Regulation, and HIPAA	Ch. 3 / Article Presentations	3-2
4	2/4	Review Day		
	2/6	<b>Exam 1</b>		
5	2/11	Healthcare Records	Ch. 5	
	2/13	Healthcare Records	Ch. 5 / Article Presentations	5-2
6	2/18	Organization, Storage, and Mgmt of Health Records	Ch. 6	
	2/20	Organization, Storage, and Mgmt of Health Records	Ch. 6 / Article Presentations	6-3
7	2/25	Electronic Health Records	Ch. 7	
	2/27	Electronic Health Records	Ch. 7 / Article Presentations	7-1  Research paper proposals due by 9:30am on 2/28 (submit via email)
8	3/4	Additional Health ISs	Ch. 8	
	3/6	Additional Health ISs	Ch. 8 / Article Presentations	8-4
9	3/11	Review Day		
	3/13	<b>Exam 2</b>		
10	3/18	<i>Spring Break</i>		
	3/20	<i>Spring Break</i>		
11	3/25	Healthcare Coding and Reimbursement	Ch. 9	
	3/27	Healthcare Coding and Reimbursement	Ch. 9 / Article Presentations	9-8 (do 2 scenarios)
12	4/1	Healthcare Transactions and Billing	Ch. 10	10-1

	4/3	Health Statistics, Research, and Quality Improvement	Ch. 11	
13	4/8	Health Statistics, Research, and Quality Improvement	Ch. 11 / Article Presentations	11-8
	4/10	Mgmt and DSSs	Ch. 12 / Article Presentations	12-5
14	4/15	Review Day		
	4/17	<b>Exam 3</b>		
15	4/22	<i>Work Day</i>		
	4/24	<i>Work Day</i>		
16	4/29	<i>Reading Day</i>		
17	5/1	<b>Research Paper due @ 9am</b>		Research paper due