



Nursing and Health Professions Division
3322 College Drive, Vineland, NJ 08360
856-691-8600

HS 104 Introduction to Health Information Technology

Syllabus

Lecture Hours/Credits: 3/3

Catalog Description

This course introduces the student to the aspect of taking health data and presenting it as information. Focus will be on the concepts of health data that include data elements, data sets, data dictionaries, data quality management and the usages of health data. Governmental requirements for data reporting will be reviewed. Data analysis that results in application of information will be emphasized. Basics of health records, format, and documentation will also be discussed. Students will receive instruction on qualitative and quantitative analysis and abstraction with the opportunity to practice from actual health records in the lab. Chart management software will be incorporated into this course for the student to use in the lab.

Textbook and Course Materials

It is the responsibility of the student to confirm with the bookstore and/or their instructor the textbook, handbook, and any other materials required for their specific course and section.

Click here to see current textbook prices at ccnj.bncollege.com.

Evaluation Assessment

Online Proctoring

All courses offered at RCSJ, whether they are web-enhanced, hybrid, or fully online, may include assessments that make use of Online Proctoring. To find out more about Online Proctoring, and to learn about the minimum technical requirements, visit rcsj.edu/elearning/online-proctoring.

Grading Distribution

Grading to be determined by individual instructors.

Individual instructors may include the following assessment(s):

- Class participation/Attendance
- Quizzes and lecture exams
- Final Exam
- Lab reports (incl. field trips)
- Project

Grading

The grading scale for each course and section will be determined by the instructor and distributed the first day of class.

Rowan College of South Jersey Core Competencies

(Based on the NJCCC General Education Foundation - August 15, 2007; Revised 2011; Adopted 2014)

This comprehensive list reflects the core competencies that are essential for all RCSJ graduates; however, each program varies regarding competencies required for a specific degree. Critical thinking is embedded in all courses, while teamwork and personal skills are embedded in many courses.

1. **Written and Oral Communication:** Students will communicate effectively in both speech and writing.
2. **Quantitative Knowledge and Skills:** Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems
3. **Scientific Knowledge and Reasoning:** Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
4. **Technological Competency:** Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals
5. **Society and Human Behavior:** Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
6. **Humanistic Perspective:** Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language
7. **Historical Perspective:** Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
8. **Global and Cultural Awareness:** Students will understand the importance of a global perspective and culturally diverse peoples.
9. **Ethical Reasoning and Action:** Students will understand ethical issues and situations.
10. **Information Literacy:** Students will address an information need by locating, evaluating, and effectively using information.

HS 104 Core Competencies

This course focuses on three of RCSJ's Core Competencies:

- [Add Core Competencies here](#)

**Student Learning Outcomes: HS 104 Introduction to Health Information
Technology**

Successful completion of HS 104 will help students:	RCSJ Core Competencies	Evaluation / Assessment (Additional means of evaluation may be included by individual instructors)
Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.		<ul style="list-style-type: none"> • Class participation/Attendance • Quizzes and lecture exams • Final Exam • Lab reports (incl. field trips) • Project
Assist in preparing the organization for accreditation, licensing, and/or certification surveys		<ul style="list-style-type: none"> • Class participation/Attendance • Quizzes and lecture exams • Final Exam • Lab reports (incl. field trips) • Project
Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information need		<ul style="list-style-type: none"> • Class participation/Attendance • Quizzes and lecture exams • Final Exam • Lab reports (incl. field trips) • Project
Release patient-specific data to authorized users and apply policies and procedures to ensure accuracy of health data		<ul style="list-style-type: none"> • Class participation/Attendance • Quizzes and lecture exams • Final Exam • Lab reports (incl. field trips) • Project
Collect and maintain health data (such as data elements, data sets, and databases).		<ul style="list-style-type: none"> • Class participation/Attendance • Quizzes and lecture exams • Final Exam • Lab reports (incl. field trips) • Project
Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.		<ul style="list-style-type: none"> • Class participation/Attendance • Quizzes and lecture exams • Final Exam • Lab reports (incl. field trips)

Successful completion of HS 104 will help students:	RCSJ Core Competencies	Evaluation / Assessment (Additional means of evaluation may be included by individual instructors)
		<ul style="list-style-type: none"> • Project
Design, generate, and query reports using appropriate software.		<ul style="list-style-type: none"> • Class participation/Attendance • Quizzes and lecture exams • Final Exam • Lab reports (incl. field trips) • Project
Use technology to ensure data collection, storage, analysis, and reporting of information		<ul style="list-style-type: none"> • Class participation/Attendance • Quizzes and lecture exams • Final Exam • Lab reports (incl. field trips) • Project

Topical Outline

- Healthcare Delivery Systems
- Healthcare professions
- Healthcare facilities
- Continuum of care
- Legal and regulatory environment
- Accreditation
- Professional standards
 - Data Elements
- Concepts
- Data descriptions
- Characters
- Fields
- Records
- Files
- Data elements
- Integrated record
- Source-oriented record
- Problem-oriented record
- Computer-based
- Problem list
- Data categories
- Data accuracy
- Data validity

- Data sets
- Data security
- Data collection
- Data quality
- Data needs for computer and paper environment
- Data organization
- Documentation Types
- SOAP method
- Narrative method
 - Data Processing and Collection
- Timeliness
- Devices
- Completeness
- Controls
- Assembly
- Analysis
- Qualitative Analysis
- Quantitative Analysis
- Compliance
- Coding
- Databases
- Retrieval
- Abstracting
 - Registries
- History
- Register vs. registry
- Types
- Cancer
- Birth defects
- Diabetes
- Organ transplant
- Trauma
 - Access, Retention, Storage, and Retrieval
- Paper-based
- Computer-based
- Chart Management Software
- Master Patient Index (MPI)
- Filing
- Methods
- Computer vs. paper
- Alternative storage methods
- Chart Locator Systems
- Security
- Retrieval of Aggregate Data
 - Uses of Health Information
- Users

- Formats
- Presentation of data
- Indices
- Legal
 - terms
 - Medical Records used as evidence
 - HIPAA
 - Privacy
 - Security
 - Code Sets
 - Penalties
 - Release of PHI
 - Authorizations
 - Consents
- Alternative Health Care Settings
- Data sets
- Filing and storage
- HIPAA

Affirmative Action Statement

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses.

For questions concerning discrimination, contact Almarie J. Jones, Special Assistant to the President, Diversity and Equity/Title IX and Compliance, 856-415-2154 or ajones@rcsj.edu or (Cumberland) Nathaniel Alridge, Jr., JD, Director, Diversity and Equity/Title IX and Judicial Affairs, 856-691-8600, ext. 1414 or nalridge@rcsj.edu. For disability issues or any barriers in the learning or physical environment related to a document condition/disability please contact: Gloucester campus – Dennis M. Cook, Director, Department of Special Services, ADA/504 Officer at 856-415-2265 or dcook@rcsj.edu; or Cumberland Campus – Meredith Vicente, Senior Director, Physical & Learning Disabilities, Center for Academic & Student Success (CASS) at 856-691-6900 ext. 1282 or mvicent1@rcsj.edu

Department of Special Services

The Department of Special Services, located in the Enrollment and Student Services building, within the Testing Center, welcomes students of all abilities. The staff members in Special Services are committed to providing support services and ensuring equal access to eligible students with documented conditions/disabilities as outlined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act with Amendments Act (ADAAA). For more information, please visit our website-[Department of Special Services](#) or call 856-691-8600 x1445 or x1487.

Reporting Allegations of Sexual Assault Resource Referrals (8/2020)
Cumberland Campus

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the following offices listed in the chart below.

All students are encouraged to report alleged crimes on campus. Employees must report crimes that pose an immediate threat to the campus to the Security Office, the local Police Department or the Sheriff's Office.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Law Enforcement	Vineland Police Dept.	856-691-4111
	Millville Police Department	856-825-7010
	Cumberland Co. Sheriff's Office	856-451-4449
	Cumberland County Emergency Services	9-1-1
	Cumberland Campus Security 856-200-4706 (Direct)	Andres Lopez, Director Safety and Security 856-691-8600, ext. 1777
Non-Confidential On-Campus Reporting Support Services	Almarie J. Jones Special Assistant to the President Diversity and Equity, Title IX and Compliance	856-415-2154 College Center, room116 ajones@rcsj.edu
	Nathaniel Alridge, Jr., JD, Director Diversity and Equity, Title IX and Judicial Affairs	856-200-4712 nalridge@rcsj.edu Academic Building, 2 nd floor
	Kellie W. Slade Executive Director Student Services, Student Life	856-200-4615 kslade@rcsj.edu Student Life Building (near gym)
Confidential On-Campus Counseling and Support Services	Heather Bense, LCSW, ACS Director	856-200-4759 hbense@rcsj.edu Academic Building downstairs
	John Wojtowicz, LSW, VACW Mental Health Counselor	856-200-4760 jwojtowicz@rcsj.edu
	Student Counseling and Wellness Center	Academic Building – 1st floor
Confidential Off-Campus Full-Service Support	Center for Family Services – Services Empowering Rights of Victims (SERV)	24/7 Hotlines Cumberland Co. – 1-800-225-0196 Camden & Glo. Co. 1-866-295-7378 centerffs.org/serv
Sexual Assault Nurse Examiner on Site	Inspira Medical Center Vineland	1505 W. Sherman Ave., Vineland, NJ 856-641-8000