COURSE SYLLABUS

Human Diseases and Pathophysiology

MDCA 1302
Number

2 - 4 - 3
Lecture - Lab - Credit

NONE
Prerequisite

This syllabus has been reviewed and is current on the date indicated.

Prepared By                Date

Joni Wallace        7/26/2016

Reviewed By

Sarah Brooks          8/2/2016
Division Director/Designee Date
MDCA 1302
Human Diseases & Pathophysiology
Course Syllabus

I. Instructor Information

Name: Joni Wallace  Phone: 325-641-5956
Campus Office: BWD/Bldg 2/RM 121  email: joni.wallace@brownwood.tstc.edu
Office Hours: M/TH 9:00 – 4:00  Advisement Hours: By appointment only
Department Chair: Sarah Brooks  Chair email: sarah.brooks@tstc.edu

II. Class Times, Location
Web course on Moodle at http://mycourses.tstc.edu

III. Program Outcomes
• Graduates will be able to verify the documentation in the health record is timely, compete, and accurate.
• Graduates will utilize software in the completion of HIM processes.
• Graduates will be able to apply diagnosis and procedure codes according to current guidelines
• Graduates will apply legal concepts and principles to the practice of HIM
• Graduates will apply policies and procedures for the use of data required in healthcare reimbursement.
• Graduates will utilize tools and techniques to monitor, report, and improve processes within a healthcare organization.

IV. Course Description & Introduction
A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

V. Learning Outcomes
Distinguish between normal and abnormal physiologic functions of all body systems; identify etiology, signs, and symptoms of diseases of all body systems; and correlate the prognosis, medical treatment, and procedures with patient morbidity and mortality.
VI. Assessment Methods & Grading Policy

All assignments and final exam are expected to be submitted on time. Any work submitted after the designated date/time will be late and will not be accepted and will result in a “Zero” for that coursework.

This course grade is determined by module assignments and final examination. The weighted grading will be as follows:

<table>
<thead>
<tr>
<th>Chapter Review</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Episodes</td>
<td>20%</td>
</tr>
<tr>
<td>Assessments</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent/Superior Performance Level</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Required Performance Level</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Minimum Required Performance Level</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Required Performance Level</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failure to meet Performance Requirements</td>
</tr>
<tr>
<td>IP</td>
<td>--</td>
<td>In Progress</td>
</tr>
<tr>
<td>W</td>
<td>--</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>CR</td>
<td>--</td>
<td>Credit</td>
</tr>
<tr>
<td>AUD</td>
<td>--</td>
<td>Audit of Course</td>
</tr>
</tbody>
</table>

NO EXTRA CREDIT IS GIVEN

The student must pass this course with a “C” or better.

Late work: It is extremely important that students keep up with their work in an on-line class. If you get behind, it can be very difficult to catch up. No “late work” will be accepted, NO EXCEPTIONS. Late work is work that is missing due to a time management or work habits issue. Students will receive a grade of 0 for any assignments not completed by the due date.

Make-up work: Make-up work is a possibility for students who communicate with the instructor PRIOR TO THE ASSIGNMENT DUE DATE. Students who experience a severe illness or family emergency may qualify to make-up work. A due date for make-up work will be established on a case-by-case basis. Students who do not notify the instructor of their circumstances prior to the due date WILL NOT be permitted to make-up assignments. Students who are unable to complete assignments due to technical difficulties (computer issues, loss of internet) will NOT be permitted to make-up work. Students are encouraged to complete work prior to the due date in order to avoid
last-minute issues. There are certain course activities that may not be eligible for late submission. Those include, but are not limited to discussions, quizzes, exams and clinical activities. It is understood that extenuating circumstances can interfere with timely submission of your work. That is why it is extremely important to COMMUNICATE with your instructor. Your instructor will be the one to determine an exception to the TSTC late policy. Documentation of the reason for late work or make-up work may be required.

**Academic Integrity/Dishonesty:** Academic integrity means honesty and responsibility in scholarship. Students and faculty alike must obey rules of honest scholarship, which means that all academic work should result from an individual's own efforts. Students will assume full responsibility for the content and integrity of the academic work they submit. Any work turned in that is represented as the student’s own and is not will be considered plagiarism. Any student who is caught cheating on assignments or uses the thoughts or words of others without proper citation in a written assignment or any student caught cheating on a quiz or exam will receive an “F” or zero grade. Any student participating in any form of academic dishonesty and/or plagiarism could be required to see the Director of the program and may be immediately dismissed from the program without future readmission.

Examples of academic dishonesty include but are not limited to the following:

- Discussing the contents of an examination with another student who will take the examination or to complete the online exams working together.
- Divulging the contents of an examination for the purpose of preserving questions for use by another student.
- Misrepresenting facts, including providing false grades or resumes for the purpose of obtaining academic or financial benefit or injuring another student academically or financially.

2. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit. (Copy and pasting another’s work off the internet)

3. “Collusion” means the unauthorized collaboration with another person in preparing academic or lab assignments offered for credit, or collaboration with another person to commit a violation of any scholastic-dishonesty rule.

VII. **Textbook/Reference Materials**

VIII. **Additional Resources & Supplies**
- Laptop or Desktop computer with high speed Internet access (Provided by Student)
- 2007 - 2013 Microsoft Word, Excel, Power point, and Adobe Reader, (Libre Office is a free version that works just like Microsoft Word, Excel, and Power Point) (Provided by Student)
IX. Labeling Your Work:
Assignments: Please label assignments/worksheets as instructed. It is imperative to learn to follow directions. Your instructor will give you specific directions to follow in regards to how to save your work on documents prior to uploading them for submission. Each assignment will include the Module number, assignment number and student name.
(Please see specific directions within in class room)

Email Subject Lines: Email and discussion board will be the main forms of contact in the on-line classroom. When emailing your instructor, please include the course name, Module, student name, and subject. Instructors usually teach more than one online class and the same student might be enrolled in two of those different courses. This saves time and makes it easier for the instructor to comprehend which class you are referring to. Example for email subject line would be:

HITT 1204-M1;JWallace; Subject_of_Message

X. Discussion Board Information & Participation
Discussion Board Assignments may be included in the course requirements and will equal a portion of your overall grade. They can be utilized as an assignment for a grade or may just be utilized for class communication in regards to course materials. The purpose of the discussion board assignments are so the students can interact with one another. Discussion boards are reflective in nature and force students to read other perspectives and carefully consider a response. When using discussion boards for questions, this can prevent repeated questions that multiple students may have. In relation to discussion assignment requirements, there will be specific directions that will be given by your instructor prior to the assignment. Read all directions and materials offered by your instructor to prevent grade deductions, to understand what is expected of you, etc

XI. Class Participation Policy & Student Conduct
• Students are expected to log-in to the course site (https://mycourses.tstc.edu/) and monitor their email on a regular basis. If at all possible, these tasks should be completed daily.
• Students must communicate any difficulties, questions, or problems to their instructor in a timely manner.
• Students are expected to interact with the instructor and other students in a professional manner.
• All work turned in must be your own. Any work turned in represented as yours that is not will be considered plagiarism. The punishment for plagiarism will be removal from the course with a grade of F and possible removal from the program and/or college. Cutting and pasting information from a website or other source is NOT acceptable and will be treated as plagiarism.
• Please see the Health Information Technology Student Handbook for additional information and requirements.

• **Three Before Me**
The HIT faculty encourages students to problem-solve, work as a team, and utilize available resources. In order to develop these skills, we will employ the “Three Before Me” process. Put simply, this means that before you approach the instructor with a course-related question, you have tried to find the information in three other places. For example, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places before asking the instructor. You might do a Google search for the term, ask a classmate, and refer to your text book. Instructors will ask you what research methods you have used to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:
  - preparation for the workforce
  - increased research skills
  - instructors will have more time to provide feedback and interact with students
If you have a question that ONLY the instructor would know the answer to (grade-related, assessments, etc.), then of course you would go to the instructor directly. This process will require practice and patience from both the student and the instructor. We look forward to supporting you and watching you learn.

• **NETIQUETTE:** Interactions in an online classroom are in written form. Your comfort level with expressing ideas and feelings in writing will add to your success in an online course. The ability to write is necessary, but you also need to understand what is considered appropriate when communicating online. The word "netiquette" is short for "Internet etiquette." Rules of netiquette have grown organically with the growth of the Internet to help users act responsibly when they access or transmit information online. As a Kaplan University student, you should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines:
  - Wait to respond to a message that upsets you and be careful of what you say and how you say it.
  - Be considerate. Rude or threatening language, inflammatory assertions (often referred to as "flaming"), personal attacks, and other inappropriate communication will not be tolerated.
  - Never post a message that is in all capital letters -- it comes across to the reader and SHOUTING! Use boldface and italics sparingly, as they can denote sarcasm.
  - Keep messages short and to the point.
Always practice good grammar, punctuation, and composition. This shows that you’ve taken the time to craft your response and that you respect your classmates’ work.

Keep in mind that threaded Discussions are meant to be constructive exchanges.

Be respectful and treat everyone as you would want to be treated yourself.

Use spell check!!!

XII. Safety

- Campus building occupants are required to evacuate buildings when a fire alarm activates. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy while receiving instructions. The nearest exit door may not be the door you used when entering the building.
- Students requiring evacuation assistance should inform the instructor during the first week of class.
- In the event of evacuation, follow the faculty’s or class instructor’s instructions.
- **Do Not** re-enter a building unless given instructions by the Fire Department, Campus/Local Police, or Fire Prevention Services.

XIII. Special Needs

If you have a documented disability that will impact your work in this class, please contact the ADA Coordinator, so that appropriate arrangements for your accommodations can be made. The counselor on your campus can assist you in this process. In accordance with the federal law, a student requesting accommodations must provide documentation of his/her disability to the ADA Coordinator. For more information call **(325) 236-8292** or email **amy.freeman@tstc.edu**.

XIV. Course Schedule

**Week 1: Module 1**
- Read Chapters 1: *The Disease Process*
  2. *Integrative Medicine and Complementary Therapies*
- Review questions at the end of the chapter
- Assessment

**Week 2: Module 2**
- Read Chapters 3: *Pain and Its Management*
4: Infectious and Communicable Diseases.
Review questions at the end of the chapters
Assessment

Week 3: Module 3
Read Chapters 5: Cancer
6: Congenital Diseases and Disorders.
Review questions at the end of the chapters
Assessment

Week 4: Module 4
Read Chapter 7: Mental Health Diseases and Disorders
Review questions at the end of the chapter
Chapter Episodes
Assessment

Week 5: Module 5
Read Chapter 8: Skin Diseases and Disorders
Review questions at the end of the chapter
Assessment

Week 6: Module 6
Read Chapter 9: Musculoskeletal System Diseases and Disorders
Review questions at the end of the chapter
Chapter Episodes
Assessment

Week 7: Module 7
Read Chapter 10: Nervous System Diseases and Disorders
Review questions at the end of the chapter
Assessment

Week 8: Module 8
Read Chapter 11: Endocrine System Diseases and Disorders
Review questions at the end of the chapter
Chapter Episodes
Assessment

Week 9: Module 9
Read Chapter 12: Cardiovascular and Lymphatic System Diseases and Disorders
Review questions at the end of the chapter
Assessment
Week 10: Module 10
Read Chapter 13: *Respiratory System Diseases and Disorders*
Review questions at the end of the chapter.
Chapter Episodes
Assessment

Week 11: Module 11
Read Chapter 14: *Digestive System Disease and Disorders*
Review questions at the end of the chapter.
Assessment

Week 12: Module 12
Read Chapter 15: *Urinary System Diseases and Disorders*
Review questions at the end of the chapter
Chapter Episodes
Assessment

Week 13: Module 13
Read Chapter 16: *Reproductive System Disease and Disorders*
Review questions at the end of the chapter
Assessment

Week 14: Module 14
Read Chapter 17: *Eye and Ear Diseases and Disorders*
Review questions at the end of the chapter
Chapter Episodes
Assessment
### XIV. Instructor CV – Joni J Wallace

#### Education

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Degree Earned</th>
<th>Date Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas State Technical College</td>
<td>Associate in Applied Science</td>
<td>August 2005</td>
</tr>
</tbody>
</table>

#### Certifications

<table>
<thead>
<tr>
<th>Name of Certification</th>
<th>Date Expires</th>
<th>Date Earned</th>
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</thead>
<tbody>
<tr>
<td>Registered Health Information Technician , RHIT</td>
<td>March 2017</td>
<td>March 2009</td>
</tr>
<tr>
<td>American Board of Opticianry , ABOC</td>
<td>December 2017</td>
<td>October 2002</td>
</tr>
</tbody>
</table>

#### Industry, Teaching or Training, and Other

**Experience Relevant To Course**

<table>
<thead>
<tr>
<th>Description of Experience Related To Course</th>
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</thead>
<tbody>
<tr>
<td><strong>Lone Star Optical</strong> (CRB Medical Assoc)- Office manager: ordered supplies, billed insurance company’s which included Medicare and Medicaid using CMA codes and guidelines for eyewear. Practiced privacy, confidentiality, and security of all patient information as set forth by HIPAA. Assisted patients with their glasses; maintained electronic record system. All eyeglass entries were done electronic as was each patient record; assisted patient with questions on insurance Explanation of Benefits (EOB). Maintained the books at the end of the day for check out. Received my certification credential as an Optician while working with Dr.Boren. It is still a current certification.</td>
</tr>
<tr>
<td><strong>CRB Medical Assoc.</strong> - Medical records clerk for three in house doctors: Ophthalmology, Neurology and Otorhinolaryngology (ENT). Maintained and filed medical records. Worked front window assisting patients filling out the demographic paperwork needed for their appointments. Called in orders for lab work and set up appointments for MRI's, CT's, NCV's etc. Called in prescriptions to pharmacies and documented it in patient records. Assisted patient's with insurance questions such as Explanation of Benefits (EOB). Did release of information to patients and other medical and law facilities according to the rules and regulations set by HIPAA. Assisted patient with insurance questions. Protected and secured patient information; determined validity of authorization for release of information; determined what information should be released; oversaw record processing for chart completion; assemble medical records; analyze charts for deficiencies; alphanumeric filing; monitored transcription for all three physicians; assisted coder pm; Data quality: made sure of accuracy, consistency, accessibility and timeliness of medical records. Practiced privacy, confidentiality, and security of all patient information as set forth by HIPAA. Delivered specimens to the pathology lab.</td>
</tr>
<tr>
<td><strong>Texas State Optical</strong> - Office Manager, billed insurance and Medicare and Medicaid by using designated codes and guidelines set by CMA. Hired and trained new employees, made schedules, maintained and filed medical records; release prescription according to rules and regulations set by HIPAA. Practiced privacy, confidentiality, and security of all patient information as set forth by HIPAA. Assisted patient's with insurance questions. Alphabetic filing; record storage and retrieval. Assisted patient's with their glasses and contact lenses; maintained the books at the end of the day for check out.</td>
</tr>
<tr>
<td><strong>Texas State Technical College – HIT Instructor.</strong> Started out as HIT Lab Assistant in August of 2005. I helped the students with their assignments and I assisted in the computers in healthcare class. I advised the students on what classes to take at registration time as well as register them. In February 2008 I accepted the position of HIT instructor for the Brownwood campus. My instructor profession consists of advising students, registering students, tutoring students when needed, making sure the students have all the material needed for their classes, and grading the student’s assignments. I also build classes in Moodle and maintain and update classes throughout every semester as well as updating syllabi each semester.</td>
</tr>
</tbody>
</table>

**American Health Information Management Association (AHIMA)**
**Texas Health Information Management Association (TXHIMA)**
Student Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course [MDCA 1302]. I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

__________________________________  ________________________________
Student Printed Name    Signature