COURSE SYLLABUS

Course Name
MEDICAL TERMINOLOGY

Course Number
HITT 1305

2 - 2 - 3
Lecture - Lab - Credit

NONE
Prerequisite

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

Prepared By Date
Joni Wallace 7/20/2015

Reviewed By

Program Chair Date
HITT 1305
Medical Terminology
Course Syllabus

I. Instructor Information

Name: Joni Wallace                                      Phone: 325-641-5956
Campus Office: BWD/Bldg 2/RM121                          email: joni.wallace@tstc.edu
Office Hours: M/TH 9:00 – 3:00                           Advisement Hours: By appointment
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

- The Health Information Technology student will demonstrate competency in using practices that ensure health information is accurate and complete.
- The Health Information Technology student will display proficiency in the administration and the use of health information systems and software applications.
- The Health Information Technology student will demonstrate expertise in applying healthcare standards, concepts, and regulations in the delivery of healthcare.
- The Health Information Technology student will demonstrate knowledge of practices used in protecting and securing patient health information.
- The Health Information Technology student will display proficiency in the interpretation and use of clinical data and information.

IV. Course Description & Introduction

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

V. Learning Outcomes

Identify, pronounce, and spell medical terms; use terms in context; utilize prefixes, Suffixes, root words, and plurals to construct medical terms; analyze medical terms; Translate abbreviations; and interpret symbols.

VI. Assessment Methods & Grading Policy

All assignments and final exam are expected to be submitted on time. Any work submitted in 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:

Module Assignments: 50%
Module Assessments: 30%
Final Examination: 20%

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Description</th>
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<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>
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<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>
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<tr>
<td>IP</td>
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<td>In Progress</td>
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<tr>
<td>W</td>
<td>--</td>
<td>Withdrawal</td>
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<tr>
<td>CR</td>
<td>--</td>
<td>Credit</td>
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<tr>
<td>AUD</td>
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<td>Audit of Course</td>
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NO EXTRA CREDIT GIVEN

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

VIII. Textbook/Reference Materials

ISBN# 978-0-8036-3575-3

IX. Additional Resources & Supplies
- Laptop or Desktop computer with high speed Internet access (Provided by Student)
- 2010 or 2013 Microsoft Word, Excel, Power point, and Adobe Reader (Provided by Student)
- Headphones or speakers. (Provided by Student)
X. 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.

Please Read the following

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 textbook. 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.
XI. 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.

XII. 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.

XIII. Course Schedule

Subject to change. Students will be notified of any changes as they are made.

Week 1-2: **Module 1**: Introduction of yourself to the class. *Basic Element of a Medical Word, Suffixes, and Prefixes*
A. Read Chapters 1, 2, and 3 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.
B. Install the disk that came with your book and work through disk exercises for *Suffixes* and *Prefixes* as assigned in Moodle.
C. There will be three assignments over *Basic Elements, Suffixes, and Prefixes* for this module.

Week 3: **Module 2**
*Body Structure*
A. Read Chapter 4 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.
B. Work through disk exercises for *Body Structure* as assigned in Moodle
C. Download the Medical Records document from Moodle and follow instructions.
D. Assessment over *Body Structure*. 
Week 4: **Module 3**  
*Integumentary System*  
A. Read Chapter 5 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.  
B. Work through disk exercises for *Integumentary System* as assigned in Moodle.  
C. Answer the questions for Clinical Connection assignment in Moodle.  
D. Assessment over the *Integumentary System*.

Week 5: **Module 4**  
*Digestive System*  
A. Read Chapter 6 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.  
B. Work through disk exercises for the *Digestive System* as assigned in Moodle  
C. Download the Medical Records document from Moodle and follow instructions.  
D. Assessment over *Digestive System*.

Week 6: **Module 5**  
*Respiratory System*  
A. Read Chapter 7 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.  
B. Work through disk exercises for *Respiratory System* as assigned in Moodle.  
C. Answer the questions for Clinical Connection assignment in Moodle.  
D. Assessment over the *Respiratory System*.

Week 7: **Module 6**  
*Cardiovascular System*  
A. Read Chapter 8 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.  
B. Work through disk exercises for *Cardiovascular System* as assigned in Moodle.  
C. Download the Medical Records document from Moodle and follow instructions.  
D. Assessment over *Cardiovascular System*.

Week 8: **Module 7**  
*Blood, Lymph, and Immune System*  
A. Read Chapter 9 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.  
B. Work through disk exercises for *Blood, Lymph, and Immune System* as assigned in Moodle.  
C. Answer the questions for Clinical Connection assignment in Moodle.  
D. Assessment over the *Blood, Lymph, and Immune System*.

Week 9: **Module 8**  
*Musculoskeletal System*  
A. Read Chapter 10 in the textbook. Work through all of the interactive
activities at the end of each chapter for practice.
B. Work through disk exercises for Musculoskeletal System as assigned in Moodle
C. Download the Medical Records document from Moodle and follow instructions.
D. Assessment over Musculoskeletal System.

Week 10: Module 9
Urinary System
A. Read Chapter 11 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.
B. Work through disk exercises for Urinary System as assigned in Moodle.
C. Answer the questions for Clinical Connection assignment in Moodle.
D. Assessment over the Urinary System

Week 11: Module 10
Female Reproductive System
A. Read Chapter 12 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.
B. Work through disk exercises for Female Reproductive System as assigned in Moodle.
C. Download the Medical Records document from Moodle and follow instructions.
D. Assessment over Female Reproductive System.

Week 12: Module 11
Male Reproductive System
A. Read Chapter 13 in the textbook. Work through all of the interactive activities at the end of each chapter for practice.
B. Work through disk exercises for Male Reproductive System as assigned in Moodle.
C. Answer the questions for Clinical Connection assignment in Moodle.
D. Assessment over the Urinary and Male Reproductive Systems.

Week 13: Module 12
Endocrine System
A. Read Chapter 14 in the textbook. Work through all of the interactive activities at the end of each chapter for practice. Also, work through the Interactive Activities in Moodle.
B. Work through disk exercises for Endocrine System as assigned in Moodle.
C. Answer the questions for Clinical Connection assignment in Moodle.
D. Assessment over the Endocrine System.

Week 14: Module 13
Nervous System
A. Read Chapter 15 in the textbook. Work through all of the interactive activities at the end of each chapter for practice. Also, work through the Interactive Activities in Moodle.
B. Work through disk exercises for Nervous System as assigned in Moodle.
C. Download the Medical Records document from Moodle and follow instructions.
D. Assessment over *Nervous System*.

Week 15: **Module 14**  
*Special Senses*

A. Read Chapter 16 in the textbook. Work through all of the interactive activities at the end of each chapter for practice. Also, work through the Interactive Activities in Moodle.
B. Work through disk exercises for *Special Senses* as assigned in Moodle.
C. Answer the questions for Clinical Connection assignment in Moodle.
D. Assessment over the *Special Senses*.

Week 16: **Module 15**  
*Final Exam*

*Final exam* will be comprehensive over Chapters 1 - 15. Study all word elements.

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### XIV. Instructor CV – Joni J. Wallace, RHIT, ABOC

<table>
<thead>
<tr>
<th>Education</th>
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<tbody>
<tr>
<td><strong>Name of Institution</strong></td>
<td><strong>Degree Earned</strong></td>
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<tr>
<td>Texas State Technical College</td>
<td>Associate in Applied Science</td>
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<table>
<thead>
<tr>
<th>Certifications</th>
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<tbody>
<tr>
<td><strong>Name of Certification</strong></td>
<td><strong>Date Expires</strong></td>
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<tr>
<td>Registered Health Information Technician, RHIT</td>
<td>March 2016</td>
</tr>
<tr>
<td>American Board of Opticianry, ABOC</td>
<td>December 2017</td>
</tr>
</tbody>
</table>

**Industry, Teaching or Training, and Other** *(Examples: publications and memberships)*

**Experience Relevant To Course**

<table>
<thead>
<tr>
<th><strong>Description of Experience Related To Course</strong></th>
<th><strong>Date Ended</strong></th>
<th><strong>Date Began</strong></th>
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<tbody>
<tr>
<td><em>Lone Star Optical</em> (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</td>
<td>December 2002</td>
<td>December 2001</td>
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<tr>
<td>Role and Responsibilities</td>
<td>Dates</td>
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<td>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 prn; 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>
<td>December 2001 – June 2000</td>
<td></td>
</tr>
<tr>
<td>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>
<td>May 2000 – April 1983</td>
<td></td>
</tr>
<tr>
<td>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>
<td>Current Position – August 2005</td>
<td></td>
</tr>
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**Certifications:**

- American Health Information Management Association (AHIMA) Expires March 2016
- Texas Health Information Management Association (TXHIMA) Expires March 2016
Student Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course [HITT 1205]. 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

________________________
Date