COURSE SYLLABUS

RHIT Competency Review

HITT 2249
Number

1 - 2 - 2
Lecture - Lab - Credit

NONE
Prerequisite

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

Prepared By                      Date
__________________________  ____________
Joni Wallace                            8/10/2015

Reviewed By

__________________________
Andy Weaver
Program Chair

08/12/15
Date
I. Instructor Information

Name: Joni Wallace
Phone: 325-641-5956

Campus Office: BWD/RM 121
email: joni.wallace@brownwood.tstc.edu

Office Hours: M/TH 9:00 – 3:00
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

- 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
Review Health Information Technology (HIT) competencies, skills, and knowledge.

V. Learning Outcomes
The student will:
Perform self-assessment of HIT competencies; resolve learning gaps.

VI. Assessment Methods & Grading Policy
All assignments and assessments 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 assessments. The weighted grading will be as follows:

**Grading:** Final grade will be determined based on the following grade percentages

<table>
<thead>
<tr>
<th>Assessments</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Term Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total Grade</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**

**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 their 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.

**VIII. Textbooks/Reference Materials Required**


   ISBN# 978-1-58426-352-4 (Students should already have this book)
IX. Additional Resources & Supplies

- Laptop or Desktop computer with high speed Internet access (Provided by Student)
- Microsoft Word, Excel, Power Point and Adobe Reader (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.

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.
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

You will have two weeks to complete each module listed below.

**Module 1: Domain 1: Data Analysis & Management**

A. Interactive Quiz Exercises
B. Assignment
C. Assessment M1

**Module 2: Domain II: Coding**

A. Interactive Quiz Exercises
B. Assignment
C. Corrections to M1 Assessment
D. Assessment M2

**Module 3: Domain III: Compliance**
A. Interactive Quiz Exercises  
B. Assignment  
C. Corrections to M2 Assessment  
D. Assessment M3  

Module 4: Domain IV: Information Technology  
A. Interactive Quiz Exercises  
B. Interactive 1 Exam  
C. Assignment  
D. Corrections to M3 Assessment  
E. Mid-Term Exam  

Module 5: Domain V: Quality  
A. Interactive Quiz Exercises  
B. Interactive Exam 2  
C. Assignment  
D. Corrections for M4 Assessment  
E. Assessment M5  

Module 6 Domain VI: Legal  
A. Interactive Quiz Exercises  
B. Assignment  
C. Corrections for M5 Assessment  
D. Assessment M6  

Module 7: Domain VII: revenue Cycle  
A. Interactive Quiz Exercises  
B. Assignment  
C. Corrections to M6 Assessment  
D. Final Exam  

Syllabus may be subject to change.  

XIV. Instructor CV  Joni J. Wallace, RHIT, ABOC
### 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 Earned</th>
<th>Date Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Health Information Technician, RHIT</td>
<td>March 2009</td>
<td>March 2016</td>
</tr>
<tr>
<td>American Board of Opticianry, ABOC</td>
<td>October 2002</td>
<td>December 2017</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>
<th>Date Began</th>
<th>Date Ended</th>
</tr>
</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>
<td>December 2001</td>
<td>December 2002</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 prn; Data quality: made sure of accuracy, consistency, accessibility and timeliness of medical records.</td>
<td>June 2000</td>
<td>December 2001</td>
</tr>
</tbody>
</table>
Practiced privacy, confidentiality, and security of all patient information as set forth by HIPAA.

**Texas State Optical** - 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.

| **Texas State Technical College – HIT Instructor.** 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. | May 2000 April 1983 |

| **American Health Information Management Association (AHIMA)** | Current Position August 2005 Expires March 2017 |

| **Texas Health Information Management Association (TXHIMA)** | Expires March 2017 |
Student Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course [HITT 2249]. 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