

University of Scranton
College of Graduate/Continuing Education
Health Administration/Human Resources
Healthcare Information Technology Management
(HAD 523-41 2 Credit Hours)
Summer (I) 2012

Day: Wednesday
Time: 5:00pm to 9:00pm
Location: McGurkin Hall Room 402

Instructor: Joseph Fisne

Office: Not on Campus

Office Hours: After Class or by Appointment

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Health Care Information Technology Management

I. Description

This course utilizes a systematic approach to study health care information technology/Management (HIT/HIM). Topics include HIT/HIM terminology, HIM Organization, HIM/HIT Corporate Strategy, HIM Planning Techniques, Systems Selection, Contract Negotiation, Project Management, Medical Informatics, Technology Trends and Issues. **This course is required with HAD 519 prerequisite, or Permission of Instructor.**

II. COURSE OBJECTIVES

During this course, students will

- a. Obtain an understanding of the basic terminology Healthcare Information Management and Information Technology;
- b. Understand various HIT computerized applications utilized throughout the continuum of care;
- c. Identify the structure of the HIM organization and the critical roles and responsibilities within that organization;
- d. Analyze the methods utilized to align a Healthcare Information Management Plan with the Corporate and Strategic Goals of a Healthcare Organization;
- e. Discuss and understand the methods of developing a strategic plan, conducting a needs assessment, performing systems and vendor selection, aligning a project team and steps for implementation;
- f. Evaluate techniques for contract negotiation;
- g. Learn the principles of project management;
- h. Obtain an understanding of Security and Confidentiality Issues, Healthcare Information Management trends and risks.

III. Course activities

We will utilize readings, discussions, group activities, student participation, case studies, experiential learning, exercises, guest speakers, videos, lectures, handouts, projects, student presentations, report writing, research, faculty scholarship and faculty service to enable you to achieve the course objectives. Other learning methods and activities may also be used.

IV. Required Reading

Information Management for Health Professions, Second Edition, Merida L. Johns: Delmar Cengage Learning.

Reserved readings, available through electronic reserves linked to my e-Blackboard and also available at <http://libres.scranton.edu>

Reading in relevant journals, web sites, and other sources that will be identified in class.

(emphasis of journals and publications will include Healthcare Information and Management Systems Society (HIMSS), American College of Healthcare Executives (ACHE), and College of Healthcare Information Management Executives (CHIME))

V. Responsibilities and Grading

You are responsible for:

- Completing all reading assignments prior to schedule classes (except for the first class)
- Attending (on time) and meaningfully participating in class
- Getting all material presented and announcements made during every class (even if you are not present)
- Completing all course assignments and activities as scheduled, or else contacting me well in advance if this is not possible so reasonable adjustments can be mutually arranged
- Understanding and upholding university policies and the academic code of honesty

Class preparation, attendance and participation help increase course learning, performance and grades. The more you attend, prepare, and participate, the more you will learn and retain.

Class attendance is expected but not required. Please come to each class prepared to meaningfully participate in discussions, assignment and activities. You are encouraged to share your own experiences and opinions pertaining to each week's topics.

The syllabus provides much information about what is expected in the course. During this semester, I will provide further information about course expectations, assignments, and so forth, so that you can learn and do well in the course. Please contact me (by e-mail, phone, after class, office visit, etc.) If you have questions or concerns about course material, class activities, assignments, grades, or any aspects of this course. I will provide feedback to you during the semester about your performance in the course; if you desire further feedback please contact me. I will be available for individual help, and I welcome your input and feedback about course.

In order to receive appropriate accommodations, students with disabilities must register with the center for teaching and learning excellence and provide relevant documentation. Students should contact Mary Ellen Pichiarello (extension 4039) or Jim Muniz (extension 4218), fifth floor, Saint Thomas hall, for an appointment.

You will earn your course grade based on the following components of your final grade:

10% = Class Participation (e.g. class assignments, activities, news, discussions, etc.)

30% = Case Presentations

30% = Final Examination

30%= Written Report

Letter grades will be earned based on the following percentages:

~~100-95=A 94-92=A 91-89=B+ 88-86=B 85-83=B- 82-80=C+ 79-74=C below 74=F~~

Weekly Case Studies:

The following are case studies or journals that will be assigned during the summer session. These studies are intended promote research and stimulate discussion by the class throughout the course. The class will be divided up into teams with the intent that the group will work together to summarize the reading, prepare a PowerPoint presentation and present this to the class the following week. Discussion and questions by the group will be required in order to stimulate discussion and thought in the field of healthcare informatics. This is also intended to simulate the teamwork environment which takes place regularly in healthcare information management. **This will constitute 30% of your grade.** Each member of the group will be required to lead the presentation for at least one case study.

The following list summarizes the case studies or articles to be presented. Please note, other articles may be added to this list.

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1. Best of Breed Strategies, Hospital Characteristics associated with Organizational HIT strategy.
 2. Got Governance? If a complex combined Academic Hospital-Based Health System can do it, so can you.
 3. Healthcare Technology Project Ownership.
 4. IT Management and Governance Systems and their emergence in Healthcare.
 5. Evaluating Telemedicine in a changing technological era.
 6. Driving out Errors through tight integration between software and automation.
 7. Evolving to Clinical Terminology
 8. Healthcare Business Intelligence and real-time decision support systems.
 9. Leveraging IT to Improve Patient Safety.
 10. Nursing Informatics: Technology and Nursing a Love/Hate Relationship
 11. Operating safely in surgery and critical care with perioperative automation.
 12. Optimizing the business and IT relationship
 13. Privacy and Security in Pennsylvania: Ensuring Privacy and Security of Health Information Exchange in Pennsylvania
 14. The Value of Electronic Records in Solo or Small Group Practices.
 15. You've led the horse to water, now how do you get him to drink: Increasing Utilization of Computerized Physician Order Entry.

Written Report

Each student will be required to research, write a paper as well as prepare a PowerPoint presentation regarding a specific and significant topic in the field of Healthcare Information Management/Informatics. The topic can be selected by the student, or I will suggest topics for you. The paper must be a minimum of ten pages in length also demonstrating that more than one source was utilized in the research. The PowerPoint Presentation should be 15 to 25 slides. The slides are expected to be concise and not lengthy in description. The completed work will not be required to be presented in class, however, if the student wishes extra credit, this will be considered as an option. The written report will be worth 30% of the student's grade.

Final Examination

The format of the final Examination will be discussed in class when this syllabus is presented to the class.

VI. COURSE SCHEDULE

The Schedule has been planned to enable you to meet course objectives. It may change, based on students' interests, guest speaker's schedules, and other factors that evolve during the semester. Changes will be discussed with the class as much in advance as possible. Please inform me if you foresee any problems or concerns with the course schedule.

Class 1 – May 30

Student learning objectives

State and describe the purpose, methods, resources, expectations, and grading for this course. Provide an overview of the HIM process through introducing concepts of Health Information management concepts.

Class content

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- ~~Introductions, Syllabus and course orientation~~
 - Definitions of Health Information Management
 - Model of Practice
 - The HIM Organizational Structure
 - Concepts of Health Information Management
 - Information Systems and the Organization

Class Readings: Chapters 1 and 2 Text

Class 2 - June 7

Student Learning Objectives

Understand and discuss various information systems in Healthcare Organizations
Understand the process and methods of aligning Information Management plans with the Strategic goals of the Healthcare Organization.

Class Content

- History of Information Systems in Healthcare
- Current applications and Trends in Healthcare Information Systems
- Current Trends in Health Information Systems
- Strategic Planning for Information Systems
- Information Systems Strategic Planning Methods
- The Health Information Managers' Role in Strategic Planning

Class Readings: Chapters 3 and 4 Text

Class 3 - June 14

Student Learning Objectives

Understand the Design and development of Information Systems. Provide an introduction to Information Technology Governance.

Class Content

- Systems Development Life Cycle
- Tools used in developing Information Systems
- Approaches for Systems Analysis and Design
- Developing Data Model Diagrams
- Information Technology governance.

Readings: Chapter 5 Text

Case Study Presentations

Class 4 - June 21

Student Learning Objectives

Discuss and understand the concepts of Database Design. Provide an introduction to the system selection process for acquiring a new healthcare information system.

Class Content

- Discuss Database Management Concepts
- Discuss Database Management Systems Functions
- Types of Organizational Databases
- Functions of Data and Database Administrators
- Information Systems Vendor selection process (Part 1)
 - Procurement Models
 - The RFP/RFI Process

Readings: Chapter 6 Text

Case Study Presentations

Class 5 – June28

Student Learning Objectives

Discuss the concepts of Managing Data Quality Analyze and understand the process for contract negotiations techniques.

Class Content

- Discuss the origins and characteristics of Data Quality.
 - Determining the quality of Data
 - Measuring and tracking data quality
 - Analyzing results of monitoring and tracking
 - Improving processes that use and create data
 - Implementing Information Systems Data Control Features
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- Vendor Selection Process (Part 2)
 - Discuss the process of Information System contract negotiations and The Software Contracting Process

Assignment: Chapter 7 Text
Case Study Presentations

Class 6 – July 5

Student Learning Objectives

Understand the importance of proper project management techniques involved in implementing information system applications.

Class Content

- Assess the benefits of project planning.
- Organizing the information management project
- Understand the various steps and planning guidelines in project management
- Ongoing Project Management
- Policies and procedures
- Understand various types of project management tools

Assignment: Case Study Presentations

Class 7 – July 12

Student Learning Objectives

Obtain an understanding of the Privacy and Security Issues regarding Health Information Management. Evaluate and understand various regulatory issues as they pertain to health information

Class Content

- Privacy and Confidentiality of Health Data
 - Legislative Protection of Privacy
 - Security fundamentals
 - Establishing a Security Program
 - Risk Analysis and Management
 - Prevention and Control Countermeasures
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Assignment: Class Reading Chapter 9 Text
Case Presentations

Class 8 – July 19

Student Learning Objectives (These objectives are tentative)

Understand various aspects of communication systems and methods of terms codes and classification Systems and how those systems are utilized in Performance Improvement activities.

Class content

- Information system networking and protocols
- Language coding and classification systems in healthcare
- The International Classification Of Diseases (Icd9)
- The Systematized Nomenclature Of Medicine
- The Unified Medical Language System
- Health level 7 (HL7) and Telemedicine Communication Protocols (DICOM)
- CORE Measures
- Use of Data in Performance Improvement.
- Evidence Based Medicine

Additional Topics to be incorporated into the Syllabus as time permits:

The intent will be for the student to obtain an understanding of the various Healthcare Information Management Systems, Trends and Technologies and how they are applied in the healthcare informatics environment.

- Health Information Exchanges
 - The Electronic Medical Record (EMR)
 - Personal Health Records (PHR)
 - Computerized Physician Order Entry
 - Medication Administration
 - Voice Recognition and Voice Transcription
 - Internet Applications and Telemedicine
 - The use of Social Media in the Healthcare environment
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- Legal Aspects of Information Technology
 - Wireless and Mobile Technologies
 - Bio Surveillance