

Cosumnes River College
HCIT 144
Working with Health Care IT Systems
A Hybrid-Online Course
Spring 13
(1st 8 weeks)

Instructor: Buddy Spisak

Office Hours: Mon. 6:30-7:40 p.m. (Jan. 28 to May 22)

Office: BS-143

Voice Mail: (916) 568-3100 ext. 14162 or (800) 486-8156 ext. 14162

Email: spisakj@crc.losrios.edu The turn-around time for responding to most emails is about one to two days. Be sure to include your name and the course number in each email so I can identify who you are and what the email is about.

Course Web page: <https://d2l.losrios.edu/>

Instructor Web page: <http://wserver.crc.losrios.edu/~spisakj/>

Microsoft Messenger: You can also add me to your contact list for Windows Messenger. You can use my email address to find me.

Prerequisites: None

Lecture: Online

Lab: Wednesday 8:40 to 10:05pm (15121)

Accepted for Credit: No

Class Credits: 2 units

Required Textbooks:

None

Be sure to attend class the first day (January 23) to pick up necessary materials.

Course Description:

Students will work with simulated systems or real systems with simulated data. As they play the role of practitioners using these systems, they will learn what is happening "under the hood." They will experience threats to security and appreciate the need for standards, high levels of usability, and how errors can occur. This course is designed for students who have been accepted in the Health Care IT Workforce program.

Student Learning Outcomes and Course Objectives:

As a result of completing this course, you will be able to:

- UNDERSTAND THE COMPONENTS OF A HEALTH IT SYSTEM (SLO #01).
 - Define a system and relate systems concepts to HIT
 - Discuss specific examples of settings where Health IT is used (acute, rural, public health, clinic, office, patient home, etc.).
 - Identify common components of a clinical HIT system.
- Demonstrate beginning level competency in maneuvering the demonstration EHRS.
 - IDENTIFY THE FUNCTIONS OF A HEALTH IT SYSTEM (SLO #02).
 - Identify the health IT functions that support a generic ambulatory patient care process.
 - Identify the health IT functions that support a generic inpatient care process.
- DISCUSS THE WAY INFORMATION IS EXCHANGED IN A HEALTH IT SYSTEM (SLO #03).
 - Identify common elements of the HIT system.
 - Explain the need for standards and why they exist.
 - Define and differentiate between messaging standards and terminology standards.
 - Compare current efforts to facilitate health information exchange between providers, communities, regions, & nation (basic level definitions/descriptions – NHIN, HIEs, etc.).
- UNDERSTAND THE EFFECTIVENESS OF A HEALTH IT SYSTEM (SLO #04).
 - Identify characteristics of an effective HIT system.

- Define and provide examples of how evidence-based practice can be supported in HIT Systems.
- List and contrast different types of reports/queries (predefined vs. ad hoc) required for internal and external reporting.
- **DEFINE THE USEABILITY OF A HEALTH IT SYSTEM (SLO #05).**
- Define usability in relation to HIT systems.
- Explain the impact of HIT usability on user satisfaction, adoption, and workarounds in error rates or unintended consequences.
- Provide alternatives to HIT usability bottlenecks.
- **RECITE ISSUES RELATED TO PRIVACY, SECURITY, AND CONFIDENTIALITY IN A HEALTH IT SYSTEM (SLO #06).**
- Explain and illustrate privacy, security, and confidentiality in HIT settings.
- Identify common threats encountered when using HIT.
- Formulate strategies to minimize threats to privacy, security, and confidentiality in HIT systems.

Methods of Measuring Student Learning Outcomes:

- You will demonstrate knowledge of network and Internet security applications and standards through class discussions and achievement on quizzes and final examination.
- You will demonstrate competence in the coursework by completing lab work and participating in Desire 2 Learn (d2l) discussions during the semester.

Student Obligations:

- **Attendance:** Participation in the HCIT online orientation is available at http://www.crc.losrios.edu/Areas_of_Study/Business_and_Family_Science/Health_Care_IT_Workforce_Roles_Training_Program.htm. Be sure to go through the orientation before January 23. As with any online course, attendance at the first class meeting (January 23) and the last class meeting (March 13) is required. The final exam will be on March 13. There will be weekly lab time on campus, and it is up to you to complete the lab assignments during the lab time or at home.
- **Late Work:** Unless noted, all assignments are due on Tuesday by midnight each week. Late work will be accepted ONLY if you have contacted me prior to the due date either by email or voice mail. In general, late work is due the next week, and no late assignments may be turned in after one week from the original due date regardless of the reason. For every day an assignment is late, you will lose 10% of its grade.
- **Due Dates:** Unless noted, all assignments will be submitted in Desire 2 Learn (d2l) under the "Dropbox" link. If, for any reason, you cannot access d2l or are unable to submit the assignment on time, please email it to me instead so that you are not penalized for being late. Quizzes and the discussion items cannot be taken past their due dates. If you miss a quiz and you want to make up points, you can take advantage of the extra credit assignments posted in d2l. Everyone is welcome to work on the extra credit assignments. Typically, they are five to ten points each, depending on the difficulty of the assignment.
- **Labs:** There will be seven labs credited for homework for the class. The labs will consist of exercises and activities. The due dates are located in the **SCHEDULE** portion of this handout. We will spend a lot of time working on lab activities. Each lab has a set of review questions that you will need to answer in d2l in order to receive points for that assignment. If you do the lab work at the college during the regularly scheduled lab time, you will not have to submit your results in d2l. Instead, I will visually confirm your work and assign your points in class.
- **Discussions:** I want everyone to take a pro-active approach to learning this material. This includes using the Discussions link to ask questions and also answer other students' questions. I will also post questions each week that you can answer to further your understanding of the material. I expect two postings each week unless otherwise noted.

- **Final Exam:** The final exam will consist of two parts. One part of the exam will be a hands-on practical demonstration of assigned tasks, and the other part will be an exam taken in d2l.
- **Plagiarism Policy:** It is inappropriate, and a violation of academic policy, to copy information from any source (including, but not limited to, textbooks, magazine articles, newspaper articles and Internet articles) without giving proper credit to the author by using standard quotation procedures such as in-line quotes, footnotes, endnotes, etc. Quotes may not exceed 25% of the assignment's total length. You will receive no credit (0 points) for any assignment that copies any material from any other source without giving proper credit to the author(s). Repeat offenders of this policy are subject to academic discipline as outlined in the policies published by the college.
- **Cheating:** Students who cheat will receive a failing grade for the course. See the Students Rights and Responsibilities page of the college website (http://www.crc.losrios.edu/College_Catalog/General_Information/Students_Rights_and_Responsibilities.htm) for additional information.
- **CRC Honor Code:** Academic integrity requires honesty, fairness, respect and responsibility. See the Cosumnes River College Honor Code posted on the college website (http://www.crc.losrios.edu/Faculty_and_Staff/Faculty_and_Staff_Resource_Guide/Faculty_Resources/Student_Behavior_and_Academic_Integrity/CRC_Honor_Code.htm).
- **Email:** Every student will be required to have an email account. If you do not have an email account, the college provides free email accounts for all current students. To activate your account, go to <https://imail.losrios.edu/> and follow the directions provided.
- **Email etiquette:** I will not tolerate rude and demeaning comments or emails to anyone in this class. Please keep your comments and emails topic-related. If I determine that a comment or email to anyone else in the class is rude or demeaning, I will warn you once. If your behavior continues to be unacceptable, I will refer you to the administration of the college for disciplinary action.
- **Personal belongings:** No food or drinks are allowed in the classroom. All cell phones, beepers, pagers, etc. should be turned off or set to vibrate.
- **Disabilities:** If you have a documented disability and wish to discuss academic accommodations, please contact me after class or the Office of Disabled Student Programs and Services at 691-7275 as soon as possible.
- **Campus Police:** You can call 691-7777 to request a safety escort.
- **Desire 2 Learn (d2l):** This class utilizes a product called "Desire 2 Learn." It is highly recommended that you check the website frequently for scheduling updates and homework assignments. Most of the homework assignments and quizzes will be done on d2l.
- **Online Course Responsibilities:** This course requires significant self-motivation. You must not get behind. Labs and weekly assignments can take up to 8 hours to finish. Please don't try to finish them in one day. Not all activities are created equal. Some may take a bit longer than others. You would normally spend 3 hours per week in class for this course: total of 54 hours. Allow yourself at least 8 hours per week to complete the activities online, including the time spent writing for the postings to the discussions page. You should plan additional time to read the material and study for the quizzes. Some people believe this is a much easier way to study this subject than an on-campus framework because they love to read and avoid the parking problems. Others feel very intimidated at first. Be patient as you work your way through the activities.

Grading:

Course Topic	Points	Total	Approximate % the of Grade
Labs (7)	50	350	43
Orientation Quiz (1)	10	10	1
Quizzes (4)	30	120	15
Discussions (7)	20	140	17
Final Exam (1)	200	200	24

Point System:

There are 820 total assigned points.

Grade Ranges:

A=738-820, B=656-737, C=574-655, D=492-573, F=0-491

Schedule: It is tentative and can change during the course of the term. All changes will be located under the "News" section in d2l for the course.

	Day:		Lecture/Lab Schedule:	Assignment Due:	Due Date (By Midnight):
Week 1	Wed.	(1/23)	Orientation and Introductions	View the Online Orientation	Tues., 1/29
			Unit 1: Introduction & Overview: Components of HIT Systems Unit 2: Under the Hood: Functions of HIT Systems	Orientation Disc. Orientation Quiz	
			Lab #1		
Week 2	Wed.	(1/30)	Unit 3: Understanding Information Exchange in HIT Systems Unit 4: The Effective HIT System	Disc. #1 Quiz#1 (Units 1-3)	Tues., 2/5
			Lab #2	Lab Review #1	
Week 3	Wed.	(2/6)	Unit 5: Fundamentals of Usability in HIT Systems – What Does It Matter? Unit 6: HIT Facilitated Error – Cause and Effect	Disc. #2 Quiz#2 (Units 4-6)	Tues., 2/12
			Lab #3	Lab Review #2	
Week 4	Wed.	(2/13)	Unit 7: Protecting Privacy, Security, and Confidentiality in HIT Systems	Disc. #3	Tues., 2/19
			Lab #4	Lab Review #3	
Week 5	Wed.	(2/20)	Unit 8: HIT System Planning, Acquisition, Installation, and Training: Practices to Support & Pitfalls to Avoid	Disc. #4	Tues., 2/26
			Lab #5	Lab Review #4	
Week 6	Wed.	(2/27)	Unit 9: Potential Issues with Adoption and Installation of an HIT System	Disc. #5 Quiz#3 (Units 7-9)	Tues., 3/5
			Lab #6	Lab Review #5	
Week 7	Wed.	(3/6)	Unit 10: HIT and Aspects of Patient-Centered Care Unit 11: Health IT in the Future	Disc. #6 Quiz#4 (Units 10-11)	Tues., 3/12
			Lab #7	Lab Review #6	
Week 8	Wed.	(3/13)	Final Exam	Disc. #7	Wed., 3/13
				Lab Review #7	All work needs to be turned in.