**King Saud University**

**Applied Medical Sciences College**

**Quality and Development Unit**

Course Syllabus

Introduction to Health Information Management (CHS 223)

Vision, mission and goals of Biomedical Instrumentation program

Vision:

Excellence, leadership and innovation in the field of health education and promotion

Mission:

To promote the health of individuals and communities and improve the quality of life through qualifying competitive cadres specialized in health education and promotion; who are characterized by creative thinking, innovation, problem solving and decision making skills, armed with values and ethics needed to practice the profession within a multidisciplinary team, and competent in planning, implementation and evaluation of health education programs and campaigns, in addition to mobilizing community participation, and conducting distinguished scientific research.

Goals:

**Goal 1**

To provide students with knowledge, skills and competencies needed to become life-long learners in health education and promotion.

**Goal 2**

To conduct scientific research using evidence based methods through teaching staff and students’ participation.

**Goal 3**

To actively engage in community service activities and initiatives that promote health awareness and lifestyles for the community members.

Course Syllabus

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| Course title and code: | Introduction to Health Information Management (CHS223) |
| Department : | Department of Community Health |
| Program in which the course is offered: | Health Education program, Bachelor degree |
| Credit hours: | 2 hours (theoretical) |
| Total contact hours per semester | 30 contacts and 2 credits |
| Level at which this course is offered: | Level 3 / Second Year |
| Course prerequisites: | CT140 |
| Time: | Sun (11-1) |
| Location: | Building. 11 for Female students. |
| College member responsible for the course | Ms.Raneem Alkahtani |
| Contact information: | |
| Office Number: |  |
| Email: | Raalkahtani@hotmail.com |
| Office hours: | Monday 10 am. – 11 am.  Tuesday: 11 am. – 12 pm. |
| Website: | <https://www.dropbox.com/sh/dpqne6zfknezkig/AAAc1Jz-42kNbYBpJ3vauoF7a?dl=0> |
| Course Description | This course covers emerging trends in today’s health information management. Students will gain insight into the origins and uses of health information and learn about a variety of health information systems in use today, and their role in managing population health, with a focus on electronic health records. It also focuses on the processing, maintenance, and analysis of health information to present a realistic and practical view of technology and trends in healthcare. |
| Course Objectives | The main purpose of this course is to provide students with fundamental knowledge about the concept of healthcare delivery system and major principles of health information management (HIM). It also covers health information processing and content in acute care settings. In addition to typical HIM functions, introduction to and functions of the medical record, security, audit and control of health data, quality of health care, retrieval and reporting of health information, organization of data elements in a paper-based health record and computer-based health record. |
| Teaching strategies | * Interactive lectures using class discussion and brainstorming. Reading from scientific journals. textbooks and other sources. * Guiding and assisting students during searching a selected topic, preparing seminars and presentation. |
| Learning Resources | |
| Required Text (s) | * Davis N.; LaCour M. Foundations Health Information Management, 4th Edition. Missouri: Elsevier, 2016. * Wager, Karen A.; Lee, Frances Wickham; Glaser, John P. Health Care Information Systems: A Practical Approach for Health Care Management, 2nd Edition. Jossey –Bass, 2009. |
| * Essential References | * Johns ML (editor). Health Information Management Technology: An Applied Approach. Chicago: American Health Information Management Association, 2002. * Tan JK. Health Management Information Systems: Theories, Methods and Applications. 2nd Edition. Gaithersburg, Maryland: Aspen Publishers, Inc., 2000. * Lippeveld T, Sauerborn R, Bodart C (editors). Design and Implementation of Health Information Systems. Geneva: World Health Organization, 2000. * Johns ML. Information Management for Health Professions: The Health Information Management Series. Albany: Delmar Publishers, 2001. |
| * Recommended Journals | * Sayles and Trawick, Introduction to Computer Systems for HIT. American Health Information Management Association. AHIMA Practice Briefs AHIMA Virtual Lab. Copyright 2010. ISBN: .978-1-58426-220-6 * Johns. Health Information Management Technology, An Applied Approach. AHIMA. 3rd Edition. ISBN: 978-1-58426-259-6. |
| * Electronic Materials and Web Sites | * AHIMA: American Health Information Management Association: www.ahima.org * American Medical Informatics Association * Healthcare Information and Management Systems Society * Health Information Management Association of Australia |

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| Topics to be covered |  |

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| --- | --- | --- | --- | --- |
| List of topics | | Week due | | Contact hours |
| Introduction to the course | | 1 | | 2 |
| Basic concepts in healthcare delivery system (Ch. 1 Davis). | | 1 | | 2 |
| Health data types, health information, and characteristics of useful information (Ch. 2 Davis). | | 1 | | 2 |
| History and evolution of healthcare information systems (Ch.4 Wager). | | 1 | | 2 |
| Typical HIM functions in acute care setting (hospitals) (Ch.4 Davis)  Current and emerging use of clinical information systems (EMR) (Ch.5 Wager). | | 1 | | 2 |
| Technologies that support healthcare information systems (Ch.8 Wager). | | 1 | | 2 |
| Health information processing (Ch.5 Davis). | | 1 | | 2 |
| Managing health records/ EHR (Ch.3, 9 Davis). | | 1 | | 2 |
| Quality and uses of health information (Ch.5, 11 Davis). | | 1 | | 2 |
| Confidentiality issues in health information (Ch.12 Davis)  Security of healthcare information system (Ch.10 Wager). | | 1 | | 2 |
| HIM department management (Ch.13 Davis)/  Case studies of organizations experiencing management-related system challenges (Ch.16 Wager). | | 1 | | 2 |
| Training and development of HIM employees (Ch.14 Davis)/  Management’s role in major IT initiative (Ch.14 Wager). | | 1 | | 2 |
| Schedule of Assessment Tasks for Students During the Semester | | | | |
|  | | | | |
| Assessment task | Week due | | Proportion of Final Assessment | |
| **Midterm I** | 5th - 7th week | | 20% | |
| **Midterm II** | 10th - 12th week | | 20% | |
| **Class discussion and participation** | 1st -15th week | | 5% | |
| **Assignment and Presentation** | 15th - 16th week | | 15% | |
| **End Semester Exam** | 16th - 18th week | | 40% | |

Course rules:

**Class Leader:**

* **Name:**
* **Duties of the Class leader:** Communicate with the instructor on behalf of the class

More comments for instructor:

* **Attendance:**

- All students are required to attend all scheduled lectures/ practical/ clinical sessions on time. According to the KSU law, if the student exceeds a 25% unexcused absence, he/she will not be allowed to take the final exam. Please refer to: http://dar.ksu.edu.sa/sites/dar.ksu.edu.sa/files/imce\_images/majlis4c.pdf

- All students are expected to come to the lectures/ practical/ clinical sessions prepared, on time, and remain for the full session period.

§ Students who arrive to class 15 minutes late for two times will be considered absent for one session. It is the student responsibility to inform the instructor at the end of the session that he/she arrived after the attendance was taken, otherwise the student will be considered absent for that session.

§ Leaving before the end of the session is not permitted except after instructor’s approval otherwise early leaving without permission for two times, the student will be considered absent for one session.

§ In case of late arrival to the session combined with leaving before the end of the session without instructor’s permission, the student will be considered absent for one session.

* **Exams:**

- The midterm exams may cover certain topics within the course but the final exam will be comprehensive and cover all course’ topics

- NO makeup/alternative exams without a valid excuse accompanied with the necessary official documentation, moreover, for the absence to be regarded as authorized, you must inform your course instructor, preferably by email, before the exam due date. The course instructor can accept the student's excuse or refer the student to his/her academic counselor after filling a form “shown at the end of this file”, sign from the course instructor and given to his/her academic counselor who will send the signed form accompanied with the excuse to the coordinator of the department academic counselling committee to make the decision. If the academic counselling committee accepts the excuse, the student's academic counselor will e-mail the student with the decision. The student has to arrange with his/her course instructor the appropriate time to take the makeup/alternative exam that should not be more than two weeks from the initial scheduled examination time except in certain circumstances based on a recommendation of the academic counselling committee, the exam can be postponed but not more than one week before the final exams' dates.

- Any student can look at his/her midterm exams' answer papers after arranging the proper time with the course instructor, but if he/she wants to look at the final exam' answer paper, he/she should write a formal letter asking a permission from the head/vice head of the department.

· Course textbooks/ handouts: Students are recommended to bring their textbooks/ handouts/ manuals and/or notebooks during lectures/ practical/ clinical sessions.

* **Assignments:**

- Assignments should be submitted on their due dates.

- If you are unable to come to submit the assignment on its due date “the student can discuss an alternative way with his/her instructor”.

- Certain points/marks will be deducted for each day of late submission; moreover, assignments will not be accepted after one week of their due dates unless there is a valid excuse accompanied with the necessary official documentation.

- Assignments and presentations will be assessed using checklists or rubrics, so ask your instructor for the assessment criteria and points/marks assigned for each criterion.

- It is expected that the assignment is your own work. Cheating, plagiarism and any other form of academic dishonesty will not be tolerated.

- Contact your course instructor once you face problems in the assignment.

- Submission assignments and presentations can be electronically through the blackboard, so you have to be trained well on how to use the blackboard.

* **Participations:**

- Positive participation with the instructor is recommended moreover, about two marks can be assigned for class participation, but side talks are prohibited. If you have any question, ask the instructor not your mates.

- Your attendance to conferences, training sessions, workshops and/or community services related to the course is highly appreciated and you can get the full mark assigned to class participation after showing the attendance certificates. Also, these activities can be added to your skills record. More details on the skills record is available at https://sa.ksu.edu.sa/ar/node/919

* **Cheating and plagiarism** are prohibited and will be taken seriously and can lead to a course failure.

- There is no tolerance to all forms of cheating. It is expected that all students put their efforts forward when performing in tests, assignments and any other course requirements.

- It is expected that students produce original assignments and presentations, and when referring to other sources (where they use as support to their original thoughts/theories) that they appropriately cite and provide a bibliography/reference for all information and citing from other sources.

- If the instructor sees any form of cheating and/or plagiarism, he/she has the right to take any required action according to the Dean of Student Affairs Rules of Student Discipline. Please refer to the online documents NO. 1. Students rights and obligations and 2. Student disciplinary regulations shown at the end of this file

* **Using mobiles** for calling, chatting and/or messaging is strictly prohibited during the lecture except in case of urgent issues or emergency calls where you can step out of the room after taking permission from the instructor but without disturbing the class. At the first time, two marks will be deducted from the marks assigned to class participation if the student uses the mobile during lectures/ practical/ clinical sessions. This deduction will be increased to reach five marks if the same student uses the mobile again during the same session or during other sessions.
* **Laptops:** are not allowed during lectures/ practical/ clinical sessions except after getting the instructor permission for taking notes without distracting other students, otherwise two marks will be deducted from the marks assigned to class discussion and participation for the first time and the deduction will increase to five marks if the same student does it again
* **Wearing the university uniform is highly encouraged.**
* **No food or drinks** are allowed during lectures/ practical/ clinical sessions except for bottled water and only in classrooms. Under certain circumstances “light snacks are allowed but after taking the permission of the course instructor”
* **Communications with the course instructor.**

- During the office hours of the instructor

- All e-mails should be through the university email.

- All e-mails must be properly signed with the full name of the student and include in their subjects the title and/or code and number of the course.

- No private e-mails can be used except in certain cases where communications via the university e-mail or the university’s electronic system is unavailable for extended periods. This can be done after getting the instructor's permission.

- Don’t expect an answer immediately or after the working hours.

* **Problems associated with the course and/or instructor**

- When a problem with the course and/or instructor occurs, the students should follow the following order for resolving the problem:

* The course instructor.
* The academic advisor
* The head/vice head of the department. If the course instructor is the head/vice head of the department you can go to the vice dean for academic affairs.
* Vice dean for academic affairs in the male section or the female Vice dean for female section
* Dean of Academic Affairs or Students’ Rights protection unit within the deanship. More details on this unit and students’ appeal and grievances procedures can be found in the online document NO. 3. Students’ rights protection unit shown at the end of this file
* **Recommendation letters:**

Recommendations letters, when required, will be given only to students who are able to get grade B or higher in this course

* **Disability and Handicap**

- In the case you are disabled or handicapped; you should notify the course instructor. The university supports students with disability and encouraged them to utilize services to maximize learning ability and experiences. There is a center offering support for handicapped students within the deanship of students' affairs. More details on the center can be found at http://sa.ksu.edu.sa/ar/node/951 and for female students please visit the following website https://womencampus.ksu.edu.sa/ar/node/281

- A student with disability is treated with mutual respect and confidentiality. In addition, consideration to his/her status is offered in teaching, assessment and evaluation.

**Evaluation of the program and courses**

For continuous improvement of the program and its courses the following electronic questionnaires available on the Edugate at https://edugate.ksu.edu.sa/ksu/init should be filled:-

- Instructors evaluation (تقييم المحاضرين) : All students should fill this evaluation for each one of their courses every semester

- Evaluate experience (تقييم خبرة الطالب) : students of the final level should fill this evaluation only for one time

- Program evaluation (تقييم البرنامج): students of the final level should fill this evaluation only for one time

Really your evaluation to the program and the courses is highly appreciated and taken into our consideration and you can find the reports on your evaluation and the suggested action plan to improve the program and its courses for several years through the following links:

* + Reports on course evaluation: <https://ksusa-my.sharepoint.com/:f:/g/personal/chs_cams_ksu_edu_sa/Em2_3rHNVTZNpIkQ0Ab8by0BeWbMOpzTJRJe7chr4drdBg?e=igr5QG>
  + - Reports on program evaluation: <https://ksusa-my.sharepoint.com/:f:/g/personal/chs_cams_ksu_edu_sa/EtDCznIc355FhEg2RUwZ-ZgBS1RvvAF-3pINa_dI_SpA0g?e=ZQRBe6>
  + - Reports on Students experience evaluation: <https://ksusa-my.sharepoint.com/:f:/g/personal/chs_cams_ksu_edu_sa/EuswWgJzbO1IiXUSeaokoz0B_Ba8trLQMe3PTvDbUkrj6Q?e=Qca5DG>
* Important online documents

The following documents are to go through to be familiar with your program as well as the university rules and regulations:-

1. Program manual o f the Clinical Nutrition program available at <https://ksusa-my.sharepoint.com/:b:/g/personal/chs_cams_ksu_edu_sa/EW26iAWelnFPjb4EpH88rwIBc73NF1Qz2h8BfgUPac6U7g?e=xKm5Wf>
2. Internship manual o f the Clinical Nutrition program available at <https://ksusa-my.sharepoint.com/:b:/g/personal/chs_cams_ksu_edu_sa/EZvEQwMEIJlIqtoA_rKEYiQBUnPvsfEGpI0PQeu89vqc5w?e=UJ9L4Y>
3. Students rights and obligations available at <https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/wthyq_hqwq_wltzmt_ltlb_ljmy.pdf>
4. Student disciplinary regulations; available at <https://cams.ksu.edu.sa/sites/cams.ksu.edu.sa/files/attach/qu_website_regul_stud_punish_ara_1433.pdf>
5. Students’ rights protection unit available at <https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/lqwd_lmnzm_lwhd_hmy_lhqwq_ltlby_0.pdf>
6. KSU study and exams regulations: available at <https://cams.ksu.edu.sa/sites/cams.ksu.edu.sa/files/attach/qu_website_regul_stud_study_exam_ara.pdf>
7. Electronic basket in both Arabic and English language available at <http://ebasket.ksu.edu.sa/> include the followings:
   * new students’ guide for systems and regulations, activities and services that is also distributed to all KSU students when they join the university at the preparatory year.
   * regulations for student rights and duties
   * student financial rights
   * student disciplining regulation

**Class and group Leaders**

To develop students’ capabilities for leadership and to improve their team work skills, there will be a class leader for the course in addition to a group leader for group assignments and presentations (if any)

**Class Leaders**

A class leader is a student in the class who will be chosen by the majority of the students in the class during the first two weeks of the semester. The prospective class leader should fulfill the following criteria:

* · GPA: not less than 3.5 /5.00 (the academic record should be shown to the instructor)
* · Good relationship with all students in the class
* · High moral standards and effective communication skills.

**Duties of the Class leader:**

* · Acquiring contact information from all students in the class
* · Maintaining continuous contact with the course instructor
* · Delivering information and answering questions to the students promptly
* · Delivering students concerns, information and questions to the instructor promptly

**Advantages for the class leader:**

· If the class leader performed well in the above mentioned duties, he/she would get the full marks assigned to Class discussion; otherwise the course instructor has the right to ask the whole students to choose another Class leader.

**Group Leaders**

A group leader is a student within a group who will lead the students in group assignments and presentations (if any). The group leader will be chosen by the majority of the group once the students are divided into groups by the course instructor.

The prospective group leader should fulfill the same selection criteria of the class leader as mentioned above except for the GPA which can be ignored if no student in the group has achieved this GPA.

The duties of the group leader are as previously mentioned for the class leader but restricted to the students in his/her group. The group leader will be responsible for distributing the work among the group members.

Choosing your group leader is of utmost importance, because the authority will be delegated to him/her for distributing the work among the members and he/she will be responsible for submitting the achievement percentage of each student to the course instructor. Based upon these achievement percentages the student mark will be calculated.

If the group leader performed well in his/her duties, he/she would get the full mark assigned to the group assignments and presentations; otherwise the group members can ask the course instructor to choose another group leader.