



SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY
Department of BioHealth Informatics
IUPUI

HIM-M490 RHIA Exam Preparation On Campus

Department of BioHealth Informatics
Indiana University School of Informatics and Computing, Indianapolis

- Sections:* 14112 *Credit Hours:* 3
- Time:* This is an **on campus course**. For Online Students, you must click on the announcement for each week by Thursday at 1 PM. See [attendance policy](#) for clarification.
- Location:* *Online*
- First Class:* 5/7/19. Tuesday is the first scheduled lecture for students to listen to. **A link will be posted for you in the “Pages” to locate the lectures. Lectures will be added on Tuesdays. You are expected to listen to the recordings and there can be notes regarding the homework. Do not email for homework clarification without checking here first.**
- Instructor:* Nicole Van Andel, MS RHIA CHPS
- Office Hours:* Tuesday 2 PM to 4 PM Virtually and Wednesday 1:00 PM- 3:00 PM or by appointment
- Office:* WK 370D, Walker Plaza Building
719 Indiana Avenue, Indianapolis, IN 46202 [\[map\]](#)
- Phone:* (317) 278-4112 (Office) leave a message if emergency-this will forward to my phone
- Email:* nvanande@iupui.edu Instructor will respond to emails within two Indiana University working days (48 hours), which excludes weekends and holidays.
- Prerequisites:* At minimum, you must be in the final semester of your Health Information Management courses.

COURSE DESCRIPTION- Description listed below.

This course reviews technical and administrative aspects of domain topics required to pass of the Registered Health Information Administrator (RHIA) examination. (Students enrolled in this course are expected to take the RHIA exam concurrently.)

Required Text and Resources:**Text:** Health Information Management-Concepts, Principles and Practice-**Fifth Edition****Publisher:** American Health Information Management Association**Author:** Pamela Oachs and Amy Watters**ISBN:** 9781584265146*VLAB Student Enrollment Code* –This is not used in this course.

Author: AM Health

ISBN: 2818440055812

Publisher: AM Health

AHIMA Student Membership- Students are required to have an AHIMA Student Membership.

Teaching and Learning Methods: Online lectures, always check announcements, modules and pages!**Core Competencies: Updated CAHIIM Model Curriculum 2014****Domain I. Data Content, Structure, and Standards (Information Governance)****Domain I. Data Content, Structure & Standards (Information Governance)**

1. Evaluate, implement and manage electronic applications/systems for clinical classification and coding

*Domain 1 Study Guide, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

2. Identify the functions and relationships between healthcare classification systems

* Domain 1 Study Guide, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

3. Map terminologies, vocabularies, and classification systems

* Domain 1 Study Guide, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

4. Evaluate the accuracy of diagnostic and procedural coding

* Domain 1 Study Guide (4), Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain I.B. Health Record Content and Documentation

1. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status

* Domain 1 Study Guide, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

2. Compile organization-wide health record documentation guidelines

*Domain 1 Exam Study Guide, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

3. Interpret health information standards

* Domain 1 Study Guide, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain I.C. Data Governance

1. Format data to satisfy integration needs

* Domain 1 Study Guide, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

2. Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise

* Information Retention and Access MindTap Final Quiz 2.1, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

3. Demonstrate compliance with internal and external data dictionary requirements

* Information Retention and Access MindTap Final Quiz 2.1, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

4. Advocate information operability and information exchange

* Information Retention and Access MindTap Final Quiz 2.1, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain I.D. Data Management

1. Analyze information needs of customers across the healthcare continuum

* Information Retention and Access MindTap Final Quiz 2.1, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

2. Evaluate health information systems and data storage design

* Information Retention and Access MindTap Final Quiz 2.1, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

3. Manage clinical indices/databases/registries

*Clinical Classification Systems and Secondary Data Sources MindTap Final Quiz 3.1, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

4. Apply knowledge of database architecture and design to meet organizational needs

*Clinical Classification Systems and Secondary Data Sources MindTap Final Quiz 3.1, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

5. Evaluate data from varying sources to create meaningful presentations

* Information Retention and Access MindTap Final Quiz 2.1, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain I.E. Secondary Data Sources

1. Validate data from secondary sources to include in the patient's record, including personal health records

* Clinical Classification Systems and Secondary Data Sources MindTap Final Quiz 3.1, Domain 1 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Domain II. Information Protection: Access Disclosure Archival Privacy and Security

II. Information Protection: Access Disclosure Archival Privacy and Security

Subdomain II.A Health Law

1. Identify laws and regulations applicable to healthcare

*Health Law MindTap Final Quiz 10.1, Domain 2 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

2. Analyze legal concepts and principles to the practice of HIM

* Health Law MindTap Final Quiz 10.1, Domain 2 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain II.B. Data Privacy Confidentiality and Security

1. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information

*Health Information Privacy and Security MindTap Final Quiz 9.2b, Health Law MindTap Final Quiz 10.1, Domain 2 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

2. Recommend elements included in the design of audit trails and data quality monitoring programs

* Health Information Privacy and Security MindTap Final Quiz 9.2b, Health Law MindTap Final Quiz 10.1, Domain 2 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

3. Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures

* Health Information Privacy and Security MindTap Final Quiz 9.2b, Health Law

MindTap Final Quiz 10.1, Domain 2 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

4. Analyze the security and privacy implications of mobile health technologies
 - * Health Information Privacy and Security MindTap Final Quiz 9.2b, Health Law MindTap Final Quiz 10.1, Domain 2 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
5. Develop educational programs for employees in privacy, security and confidentiality
 - * Health Information Privacy and Security MindTap Final Quiz 9.2b, Health Law MindTap Final Quiz 10.1, Domain 2 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Domain II. Information Protection: Access Disclosure Archival Privacy and Security
Subdomain II.C. Release of Information

1. Create policies and procedure to manage access and disclosure of personal health information
 - * Health Information Privacy and Security MindTap Final Quiz 9.2b, Health Law MindTap Final Quiz 10.1, Domain 2 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Protect electronic health information through confidentiality and security measures, policies, and procedures
 - * Health Information Privacy and Security MindTap Final Quiz 9.2b, Health Law MindTap Final Quiz 10.1, Domain 2 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Domain III. Informatics Analytics and Data Use

Subdomain III.A. Health Information Technologies

1. Utilize technology for data collection, storage, analysis and reporting of information
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Assess system capabilities to meet regulatory requirements
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Recommend device selection based on workflow, ergonomic and human factors
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Informatics Analytics and Data Use MindTap Exam, RHIA MindTap Mock Exam 1, RHIA MindTap Mock Exam 2, RHIA Certification Exam (4)
4. Take part in the development of networks, including intranet and Internet applications
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
5. Evaluate system architecture, database design, data warehousing
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
6. Create the electronic structure of health data to meet a variety of end user needs
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain III.B. Information Management Strategic Planning

1. Take part in the development of information management plans that support the organization's current and future strategy and goals
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain III.C. Analytics and Decision Support

1. Apply analytical results to facilitate decision-making
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Apply data extraction methodologies
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Recommend organizational action based on knowledge obtained from data mining
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
4. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
5. Apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
6. Evaluate administrative reports using appropriate software
 - * Informatics and Information Systems MindTap Final Quiz 8.1b Exam, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain III.D. Health Care Statistics

1. Interpret inferential statistics
 - * Health Statistics and Research MindTap Final Quiz 11.1b, Domain 3 Exam, RHIA MindTap Mock Exam 1, RHIA MindTap Mock Exam 2, RHIA Certification Exam (4)
2. Analyze statistical data for decision making
 - * Health Statistics and Research MindTap Final Quiz 11.1b, Domain 3 Exam, RHIA MindTap Mock Exam 1, RHIA MindTap Mock Exam 2, RHIA Certification Exam (4)

Subdomain III. E. Research Methods

1. Apply principles of research and clinical literature evaluation to improve outcomes
 - * Health Statistics and Research MindTap Final Quiz 11.1b, Domain 3 Exam, RHIA MindTap Mock Exam 1, RHIA MindTap Mock Exam 2, RHIA Certification Exam (4)
2. Plan adherence to Institutional Review Board
 - * Health Statistics and Research MindTap Final Quiz 11.1b, Domain 3 Exam, RHIA MindTap Mock Exam 1, RHIA MindTap Mock Exam 2, RHIA Certification Exam (4)

Subdomain III. F. Consumer Informatics

1. Educate consumers on patient-centered health information technologies
 - * Informatics and Information Systems MindTap Final Quiz 8.1b, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain III.G. Health Information Exchange

1. Collaborate in the development of operational policies and procedures for health information exchange
 - * Informatics and Information Systems MindTap Final Quiz 8.1b, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Conduct system testing to ensure data integrity and quality of health information exchange
 - * Informatics and Information Systems MindTap Final Quiz 8.1b, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Differentiate between various models for health information exchange

* Informatics and Information Systems MindTap Final Quiz 8.1b, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain III.H. Information Integrity and Data Quality

1. Discover threats to data integrity and validity
 - * Informatics and Information Systems MindTap Final Quiz 8.1b, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Implement policies and procedures to ensure data integrity internal and external
 - * Informatics and Information Systems MindTap Final Quiz 8.1b, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Apply quality management tools
 - * Quality and Performance Improvement MindTap Final Quiz 12.1, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
4. Perform quality assessment including quality management, data quality, and identification of best practices for health information systems
 - * Informatics and Information Systems MindTap Final Quiz 8.1b, Quality and Performance Improvement MindTap Final Quiz 12.1, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
5. Model policy initiatives that influence data integrity
 - * Informatics and Information Systems MindTap Final Quiz 8.1b, Quality and Performance Improvement MindTap Final Quiz 12.1, Domain 3 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Domain IV. Revenue Management

Subdomain IV.A. Revenue Cycle and Reimbursement

1. Manage the use of clinical data required by various payment and reimbursement systems
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Take part in selection and development of applications and processes for charge master and claims management
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Apply principles of healthcare finance for revenue management
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
4. Implement processes for revenue cycle management and reporting
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Domain V. Compliance

Subdomain V.A. Regulatory

1. Appraise current laws and standards related to health information initiatives
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain V.B. Coding

1. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

2. Manage coding audits
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Identify severity of illness and its impact on healthcare payment systems
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain V.C. Fraud Surveillance

1. Determine policies and procedures to monitor abuse or fraudulent trends
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain V.D. Clinical Documentation Improvement

1. Implement provider querying techniques to resolve coding discrepancies
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Create methods to manage Present on Admission, hospital acquired conditions, and other CDI components
 - * Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1, Domain 4 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Domain VI. Leadership

Subdomain VI.A. Leadership Roles

1. Take part in effective negotiating and use influencing skills
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Discover personal leadership style using contemporary leadership theory and principles
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Take part in effective communication through project reports, business reports and professional communications
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
4. Apply personnel management skills
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
5. Take part in enterprise -wide committees
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
6. Build effective teams
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.B. Change Management

1. Interpret concepts of change management theories, techniques, and leadership

* Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.C. Work Design and Process Improvement

1. Analyze workflow processes and responsibilities to meet organizational needs
 - * Quality and Performance Improvement MindTap Final Quiz 12.1, Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Construct performance management measures
 - * Quality and Performance Improvement MindTap Final Quiz 12.1, Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 3 Exam, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Demonstrate workflow concepts
 - * Quality and Performance Improvement MindTap Final Quiz 12.1, Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b,, Domain 3 Exam, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.D. Human Resources Management

1. Manage human resources to facilitate staff recruitment, retention, and supervision
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Ensure compliance with employment laws
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Create and implement staff orientation and training programs
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
4. Benchmark staff performance data incorporating labor analytics
 - * Quality and Performance Improvement MindTap Final Quiz 12.1, Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 3 Exam, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
5. Evaluate staffing levels and productivity, and provide feedback to staff regarding performance
 - * Quality and Performance Improvement MindTap Final Quiz 12.1, Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 3 Exam, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.E. Training and Development

1. Evaluate initial and on-going training programs
 - * Quality and Performance Improvement MindTap Final Quiz 12.1, Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 3 Exam, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.F. Strategic and Organizational Management

1. Identify departmental and organizational survey readiness for accreditation, licensing and/or certification processes
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final

- Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Implement a departmental strategic plan
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam
 3. Apply general principles of management in the administration of health information services
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
 4. Evaluate how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery systems
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
 5. Identify the different types of organizations, services, and personnel and their interrelationships across the health care delivery system
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
 6. Collaborate in the development and implementation of information governance initiatives
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
 7. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives
 - * Organization and Management Final Quiz 13.1b, , Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.G. Financial Management

1. Evaluate capital, operating and/or project budgets using basic accounting principles
 - * Organization and Management Final Quiz 13.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Perform cost-benefit analysis for resource planning and allocation
 - * Organization and Management Final Quiz 13.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Evaluate the stages of the procurement process
 - * Organization and Management Final Quiz 13.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.H. Ethics

1. Comply with ethical standards of practice
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Evaluate the culture of a department
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Assess how cultural issues affect health, healthcare quality, cost and HIM
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

4. Create programs and policies that support a culture of diversity
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.I. Project Management

1. Take part in system selection processes
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Recommend clinical, administrative, and specialty service applications
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
3. Apply project management techniques to ensure efficient workflow and appropriate outcomes
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
4. Facilitate project management by integrating work efforts
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.J. Vendor/Contract Management

1. Evaluate vendor contracts
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)
2. Develop negotiation skills in the process of system selection
 - * Organization and Management Final Quiz 13.1b, Human Resources MindTap Final Quiz 14.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

Subdomain VI.K. Enterprise Information Management

1. Manage information as a key strategic resource and mission tool
 - * Organization and Management Final Quiz 13.1b, Domain 5 Exam, RHIA Mock Exam 1, RHIA Mock Exam 2, RHIA Certification Exam (4)

RBT: Revised Bloom's Taxonomy; Profiles of Learning for Undergraduate Success (PLUS)

A comprehensive final examination covers all student learning outcomes. Semester specific student learning outcomes are in boldface.

Profiles of Learning for Undergraduate Success (PLUS)

- A. Communicator
 1. Evaluates Information
 2. Listens Actively
 3. Builds Relationships
 4. Convey Ideas Effectively
- B. Problem Solver
 1. Thinks Critically

2. Collaborates
 3. Analyzes, Synthesizes, and Evaluates
 4. Perseveres
- C. Innovator
1. Investigates
 2. Creates/Designs
 3. Confronts Challenges
 4. Makes Decisions
- D. Community Contributor
1. Builds Community
 2. Respectfully Engages Own and Other Cultures
 3. Behaves Ethically
 4. Anticipates Consequences

LEARNING OUTCOMES:

Upon completion of this course, the student will

	RBT	PLUS	Assessment
1. Evaluate, implement and manage electronic applications/systems for clinical classification and coding	4	2.1, 2.3, 3.4	Medical Science MindTap Final Quiz 5.1 (WK-6), Clinical Classification Systems and Secondary Data Sources MindTap Final Quiz 3.1 (WK-4), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
2. Identify the functions and relationships between healthcare classification systems	4	2.1, 2.3, 3.4	Clinical Classification Systems and Secondary Data Sources MindTap Final Quiz 3.1 (WK-4), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
3. Map terminologies, vocabularies and classification systems	4	2.1, 2.3, 3.4	Clinical Classification Systems and Secondary Data Sources MindTap Final Quiz 3.1 (WK-4), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
4. Evaluate the accuracy of diagnostic and procedural coding	4	2.1, 2.3, 3.4	ICD-10 CM/PCS MindTap Final Quiz 6.2 (WK-5) CPT Coding Mindtap Final Quiz 7.2 (WK-5), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

5. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status	4	2.1, 2.3, 3.4	Health Data Content and Standards MindTap Final Quiz 1.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
6. Compile organization-wide health record documentation guidelines	4	2.1, 2.3, 3.4	Health Data Content and Standards MindTap Final Quiz 1.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
7. Interpret health information standards	4	2.1, 2.3, 3.4	Health Data Content and Standards MindTap Final Quiz 1.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
8. Format data to satisfy integration needs	4	2.1, 2.3, 3.4	Health Data Content and Standards MindTap Final Quiz 1.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
9. Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise	4	2.1, 2.3, 3.4	Information Retention and Access MindTap Final Quiz 2.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
10. Demonstrate compliance with internal and external data dictionary requirements	4	2.1, 2.3, 3.4	Information Retention and Access MindTap Final Quiz 2.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
11. Advocate information operability and information exchange	4	2.1, 2.3, 3.4	Information Retention and Access MindTap Final Quiz 2.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

12. Analyze information needs of customers across the healthcare continuum	4	2.1, 2.3, 3.4	Information Retention and Access MindTap Final Quiz 2.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
13. Evaluate health information systems and data storage design	4	2.1, 2.3, 3.4	Information Retention and Access MindTap Final Quiz 2.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
14. Manage clinical indices/databases/registries	4	2.1, 2.3, 3.4	Clinical Classification Systems and Secondary Data Sources MindTap Final Quiz 3.1 (WK-4), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
15. Apply knowledge of database architecture and design to meet organizational needs	4	2.1, 2.3, 3.4	Information Retention and Access MindTap Final Quiz 2.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
16. Evaluate data from varying sources to create meaningful presentations	4	2.1, 2.3, 3.4	Information Retention and Access MindTap Final Quiz 2.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
17. Validate data from secondary sources to include in the patient's record, including personal health records	4	2.1, 2.3, 3.4	Information Retention and Access MindTap Final Quiz 2.1 (WK-3), Domain 1 Exam (WK-6), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
18. Identify laws and regulations applicable to healthcare	4	2.1, 2.3, 3.4	Health Law MindTap Final Quiz 10.1 (WK-7), Domain 2 Exam (WK-7), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

19. Analyze legal concepts and principles to the practice of HIM	4	2.1, 2.3, 3.4	Health Law MindTap Final Quiz 10.1 (WK-7), Domain 2 Exam (WK-7), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
20. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information	4	2.1, 2.3, 3.4	Health Information Privacy and Security MindTap Final Quiz 9.2b (WK-7), Health Law MindTap Final Quiz 10.1 (WK-7), Domain 2 Exam (WK-7), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
21. Recommend elements included in the design of audit trails and data quality monitoring programs	4	2.1, 2.3, 3.4	Health Information Privacy and Security MindTap Final Quiz 9.2b (WK-7), Health Law MindTap Final Quiz 10.1 (WK-7), Domain 2 Exam (WK-7), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
22. Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures	4	2.1, 2.3, 3.4	Health Information Privacy and Security MindTap Final Quiz 9.2b (WK-7), Health Law MindTap Final Quiz 10.1 (WK-7), Domain 2 Exam (WK-7), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
23. Analyze the security and privacy implications of mobile health technologies	4	2.1, 2.3, 3.4	Health Information Privacy and Security MindTap Final Quiz 9.2b (WK-7), Health Law MindTap Final Quiz 10.1 (WK-7), Domain 2 Exam (WK-7), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
24. Develop educational programs for employees in privacy, security, and confidentiality	4	2.1, 2.3, 3.4	Health Information Privacy and Security MindTap Final Quiz 9.2b (WK-7), Health Law MindTap Final Quiz 10.1 (WK-7), Domain 2 Exam (WK-7), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

25. Create policies and procedures to manage access and disclosure of personal health information	4	2.1, 2.3, 3.4	Health Information Privacy and Security MindTap Final Quiz 9.2b (WK-7), Health Law MindTap Final Quiz 10.1 (WK-7), Domain 2 Exam (WK-7), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
26. Protect electronic health information through confidentiality and security measures, policies and procedures	4	2.1, 2.3, 3.4	Health Information Privacy and Security MindTap Final Quiz 9.2b (WK-7), Health Law MindTap Final Quiz 10.1 (WK-7), Domain 2 Exam (WK-7), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
27. Utilize technology for data collection, storage, analysis and reporting of information	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
28. Assess systems capabilities to meet regulatory requirements	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
29. Recommend device selection based on workflow, ergonomic and human factors	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-9), Domain 3 Exam (WK-8), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
30. Take part in the development of networks, including intranet and Internet applications	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-9), Domain 3 Exam (WK-8), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

31. Evaluate system architecture, database design, data warehousing	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
32. Create the electronic structure of health data to meet a variety of end user needs	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
33. Take part in the development of information management plans that support the organization's current and future strategy and goals	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
34. Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
35. Apply analytical results to facilitate decision-making	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
36. Apply data extraction methodologies	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
37. Recommend organizational action based on knowledge obtained from data exploration and mining	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

38. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
39. Apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
40. Evaluate administrative reports using appropriate software	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
41. Interpret inferential statistics	4	2.1, 2.3, 3.4	Health Statistics and Research MindTap Final Quiz 11.1b (WK-9), Domain 3 Exam (WK-9), RHIA MindTap Mock Exam 1 (WK-2), RHIA MindTap Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
42. Analyze statistical data for decision making	4	2.1, 2.3, 3.4	Health Statistics and Research MindTap Final Quiz 11.1b (WK-9), Domain 3 Exam (WK-9), RHIA MindTap Mock Exam 1 (WK-2), RHIA MindTap Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
43. Apply principles of research and clinical literature evaluation to improve outcomes	4	2.1, 2.3, 3.4	Health Statistics and Research MindTap Final Quiz 11.1b (WK-9), Domain 3 Exam (WK-9), RHIA MindTap Mock Exam 1 (WK-2), RHIA MindTap Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

44. Plan adherence to Institutional Review Board	4	2.1, 2.3, 3.4	Health Statistics and Research MindTap Final Quiz 11.1b (WK-9), Domain 3 Exam (WK-9), RHIA MindTap Mock Exam 1 (WK-2), RHIA MindTap Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
45. Educate consumers on patient-centered health information technologies	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
46. Collaborate in the development of operational policies and procedures for health information exchange	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
47. Conduct system testing to ensure data integrity and quality of health information exchange	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
48. Differentiate between various models for health information exchange	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
49. Discover threats to data integrity and validity	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
50. Implement policies and procedures to ensure data integrity internal and external	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

51. Apply quality management tools	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b Exam (WK-8), Quality and Performance Improvement MindTap Final Quiz 12.1 (WK-9), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
52. Perform quality assessment including quality management, data quality, and identification of best practices for health information systems	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b (WK-8), Quality and Performance Improvement MindTap Final Quiz 12.1 (WK-9), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
53. Model policy initiatives that influence data integrity	4	2.1, 2.3, 3.4	Informatics and Information Systems MindTap Final Quiz 8.1b (WK-8), Quality and Performance Improvement MindTap Final Quiz 12.1 (WK-9), Domain 3 Exam (WK-9), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
54. Manage the use of clinical data required by various payment and reimbursement systems	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
55. Take part in selection and development of applications and processes for chargemaster and claims management	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

56. Apply principles of healthcare finance for revenue management	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
57. Implement processes for revenue cycle management and reporting	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
58. Appraise current laws and standards related to health information initiatives	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
59. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
60. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
61. Manage coding audits	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

62. Identify severity of illness and its impact on healthcare payment systems	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
63. Determine policies and procedures to monitor abuse or fraudulent trends	4	2.1, 2.3, 3.4, 4.3	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
64. Implement provider querying techniques to resolve coding discrepancies	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
65 Create methods to manage Present on Admission, hospital acquired conditions, and other CDI components	4	2.1, 2.3, 3.4	Medical Billing and Reimbursement Systems MindTap Final Quiz 4.1 (WK-11), Domain 4 Exam (WK-11), RHIA Mock Exam 1 (WK 2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
66. Take part in effective negotiating and use influencing skills	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
67. Discover personal leadership style using contemporary leadership theory and principles	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

68. Take part in effective communication through project reports, business reports and professional communications	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
69. Apply personnel management skills	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
70. Take part in enterprise-wide committees	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
71. Build effective teams	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
72. Interpret concepts of change management theories, techniques and leadership	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

73. Analyze workflow processes and responsibilities to meet organizational needs	4	2.1, 2.3, 3.4	Quality and Performance Improvement MindTap Final Quiz 12.1 (WK-9), Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
74. Construct performance management measures	4	2.1, 2.3, 3.4	Quality and Performance Improvement MindTap Final Quiz 12.1 (WK-9), Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
75. Demonstrate workflow concepts	4	2.1, 2.3, 3.4	Quality and Performance Improvement MindTap Final Quiz 12.1 (WK-9), Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
76. Manage human resources to facilitate staff recruitment, retention, and supervision	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

77. Ensure compliance with employment laws	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
78. Create and implement staff orientation and training programs	4	2.1, 2.3, 3.4	Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
79. Benchmark staff performance data incorporating labor analytics	4	2.1, 2.3, 3.4	Quality and Performance Improvement MindTap Final Quiz 12.1 (WK-9), Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
80. Evaluate staffing levels and productivity, and provide feedback to staff regarding performance	4	2.1, 2.3, 3.4	Quality and Performance Improvement MindTap Final Quiz 12.1 (WK-9), Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

81. Evaluate initial and on-going training programs	4	2.1, 2.3, 3.4	Quality and Performance Improvement MindTap Final Quiz 12.1 (WK-9), Organization and Management Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
82. Identify departmental and organization survey readiness for accreditation, licensing, and/or certification processes	4	2.1, 2.3, 3.4	Organization and Management MindTap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
83. Implement a department strategic plan	4	2.1, 2.3, 3.4	Organization and Management MindTap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
84. Apply general principles of management in the administration of health information services	4	2.1, 2.3, 3.4	Organization and Management MindTap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
85. Evaluate how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery systems	4	2.1, 2.3, 3.4	Organization and Management MindTap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

86. Identify the different types of organizations, services, and personnel and their interrelationships across the health care delivery system	4	2.1, 2.3, 3.4	Organization and Management MindTap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
87. Collaborate in the development and implementation of information governance initiatives	4	2.1, 2.3, 3.4	Organization and Management MindTap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
88. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
89. Evaluate capital, operating and/or project budgets using basic accounting principles	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
90. Perform cost-benefit analysis for resource planning and allocation	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

91. Evaluate the stages of the procurement process	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
92. Comply with ethical standards of practice	4	2.1, 2.3, 3.4, 4.3	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
93. Evaluate the culture of a department	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
94. Assess how cultural issues affect health, healthcare quality, cost and HIM	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
95. Create programs and policies that support a culture of diversity	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

96. Take part in system selection processes	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
97. Recommend clinical, administrative, and specialty service applications	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
98. Apply project management techniques to ensure efficient workflow and appropriate outcomes	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
99. Facilitate project management by integrating workflow	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Human Resources MindTap Final Quiz 14.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
100. Evaluate vendor contracts	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

101. Develop negotiation skills in the process of system selection	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)
102. Manage information as a key strategic resource and mission tool	4	2.1, 2.3, 3.4	Organization and Management Mindtap Final Quiz 13.1b (WK-12), Domain 5 Exam (WK-12), RHIA Mock Exam 1 (WK-2), RHIA Mock Exam 2 (WK-13), RHIA Certification Exam (WK-15)

RBT: Revised Bloom's Taxonomy; **Profiles of Learning for Undergraduate Success (PLUS)**

A comprehensive final examination covers all student learning outcomes. Semester specific student learning outcomes are in boldface.

COURSE SCHEDULE

Week	Chapter and Topic	Assessment	Due
1 1/7-1/14	Syllabus Introduction	No assignments due Attendance is taken each week in class. If you cannot attend class, you must e-mail me prior to the start of class and click on any announcements for the week. You must click on the announcement through a desktop computer. This is worth a total of 100 pts. There will be a total of 200 participation points. Online students will be required to meet with me either face to face or Zoom every other week. You will be graded on your attendance, punctuality and whether you can answer the questions I ask you. On Campus students will be required to answer at least one question during each class.	1.14.19 at 5pm

<p>2 1/14-1/21</p>	<p>Introduction and Review</p>	<p>Introduction Discussion</p> <p>Syllabus and Reference Material Quiz 20 pts</p> <p>RHIA Mock Examination 1-180 pts- Online Students-This Exam will use Examity. This means that you need to sign up to take the test in a proctored environment prior taking the exam. The proctored environment does not require you to come to campus. You will need to have a web-cam that can monitor your activity on your Laptop or Desktop computer. You may not use your cell phone to take the test. You will only be able to access this exam in Canvas. If you go to other websites, this is considered cheating and you will receive a zero for the exam. You can also be turned in for academic dishonesty. You will be required to use Canvas and Examity. From Examity, you may go to the Cengage site. If you do not use Examity, you will receive a zero for any assignment that uses Examity. You will also not be able to use your classmates, etc. You will be required to have an IUPUI Student ID. If you do not have a Student ID, you will need to go to the Campus Center to get one. This applies to all students.</p> <p>Face to Face Students- You will be required to use Lockdown Browser and Respondus Monitor. This means that you cannot access use any additional resources.</p> <p>Research and HIPAA Assignment- 30 pts</p> <p>Plagiarism Assignment-20 pts</p>	<p>1.18.19 at 5 PM</p> <p>1.21.19 at 5 pm</p>
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<p>3 1/21-1/28</p>	<p><i>Health Data Content and Standards</i></p> <p><i>Information Retention and Access</i></p> <p><i>Listen to Health Data Content and Standards Lecture</i></p> <p><i>Listen to Information Retention and Access</i></p> <p><i>Review Health Data Content and Standards and Information Retention and Access Study Guides</i></p>	<p><u>Module 1- Health Data Content and Standards</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 1.1 • Practice Quiz 1.2 • Final Quiz 1.1- 50 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. <p><u>Module 2- Information Retention and Access</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 2.1 • Final Quiz 2.1- 50 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. 	<p>1.28.19 at 5pm</p>
<p>4 1/28-2/4</p>	<p><i>Classifications and Secondary Data Sources</i></p> <p><i>Listen to Classification Systems and Secondary Data Sources Lecture</i></p> <p><i>Review Classification Systems and Secondary Data Sources Study Guide</i></p>	<p>Discussion Health Data Content, Information Retention and Access- 20 pts</p> <p><u>Module 3: Classification Systems and Secondary Data Sources</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 3.1 • Practice Quiz 3.2 • Final Quiz 3.1- 50 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. 	<p>2.1.19 at 5 PM</p> <p>2.4.19 at 5 PM</p>

<p>5 2/4-2/11</p>	<p><i>ICD-10 CM/PCS</i></p> <p><i>CPT Coding</i></p> <p><i>Listen to ICD-10 PC/PCS and CPT Coding Lectures</i></p> <p><i>Review ICD-10 PC/PCS and CPT Coding Study Guides</i></p>	<p><u>Module 6:</u> <u>ICD-10-CM/PCS Coding</u></p> <ul style="list-style-type: none"> • Review (ICD-10-CM) • Practice Quiz 6.1 (ICD-10-CM) • Practice Quiz 6.2 (ICD-10-CM) • Final Quiz 6.2 (no code book) (ICD-10-CM)- 25 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. • Final Quiz 6.4 (no code book) (ICD-10-PCS)- 25 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. 	<p>2.11.19 at 5pm</p>
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<p>6 2/11-2/18</p>	<p><i>Medical Science</i></p> <p><i>Listen to Medical Science Lectures</i></p> <p><i>Review Medical Science Study Guide</i></p>	<p>Discussion 1 Health Data Content, Information Retention and Access- 20 pts</p> <p>Module 5: Medical Science</p> <ul style="list-style-type: none"> • Review • Practice Quiz 5.1 • Practice Quiz 5.2 • Practice Quiz 5.3 • Practice Quiz 5.4 • Practice Quiz 5.5 • Final Quiz 5.1- 50 pts-. Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. <p>Domain 1 Exam-100 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This exam is timed.</p>	<p>2.15.19 at 5 pm</p> <p>2.18.19 at 5 pm</p>
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<p>7 2/18-2/25</p>	<p><i>Health Information Privacy and Security</i></p> <p><i>Health Law</i></p> <p><i>Listen to Health Information Privacy and Security/Health Law Lectures</i></p> <p><i>Review Health Information Privacy and Security/Health Law Study Guides</i></p>	<p>Domain 2- Health Information Privacy and Security, Health Law Discussion 20 pts</p> <p><u>Module 9: Health Information Privacy and Security</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 9.1 (RHIA/RHIT) • Practice Quiz 9.2 (RHIA) • Final Quiz 9.2b (RHIA)- 50 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. <p><u>Module 10: Health Law</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 10.1 • Practice Quiz 10.2 • Final Quiz 10.1- 50 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. <p>Domain 2 Exam- 100 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This exam is timed.</p>	<p>2.22.19 at 5 pm</p> <p>2.25.19 at 5pm</p>
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<p>8 2/25-3/4</p>	<p>Informatics and Information Systems</p> <p><i>Listen to Informatics and Information Systems Lecture</i></p> <p><i>Review Informatics and Information Systems Study Guide</i></p>	<p><u>Module 8: Informatics and Information Systems</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 8.1 (RHIA/RHIT) • Practice Quiz 8.2 (RHIA) • Final Quiz 8.1b (RHIA)- 50 pts Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. 	<p>3.4.19 at 5pm</p>
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<p>9 3/4-3/11</p>	<p><i>Health Statistics and Research</i></p> <p><i>Quality and Performance Improvement</i></p> <p><i>Listen to Health Statistics and Research/Quality and Performance Improvement Lectures</i></p> <p><i>Review Health Statistics and Research/Quality and Performance Improvement Study Guides</i></p>	<p>Domain 3 Informatics and Information Systems, Health Statistics, Research and Quality Improvement Discussion- 20 pts</p> <p><u>Module 11: Health Statistics and Research</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 11.1 (RHIA/RHIT) • Practice Quiz 11.2 (RHIA) • Final Quiz 11.1b (RHIA)- 50 pts Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. <p><u>Module 12: Quality and Performance Improvement</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 12.1 • Practice Quiz 12.2 • Practice Quiz 12.3 • Final Quiz 12.1- 50 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. <p>Domain 3 PRG Exam-100 pts</p> <ul style="list-style-type: none"> • Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This exam is timed. 	<p>3.8.19 at 5pm</p> <p>3.11.19 at 5pm</p>
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10 3/11/-3/18	Spring Break- No class	No assignments due.	3.18.19 at 5pm
11 3/18-3/25	<p><i>Medical and Billing and Reimbursement Systems</i></p> <p><i>Listen to Medical and Billing and Reimbursement Lecture</i></p> <p><i>Review Medical and Billing and Reimbursement Study Guide</i></p>	<p>Domain 4- Medical and Billing and Reimbursement Systems Discussion- 20 pts</p> <p><u>Module 4: Medical Billing and Reimbursement Systems</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 4.1 • Practice Quiz 4.2 • Practice Quiz 4.3 • Final Quiz 4.1- 50 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. <p>Domain 4 Exam- 100 pts- Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This exam is timed.</p>	<p>3.22.19 at 5 pm</p> <p>3.25.19 at 5pm</p>

<p>12 3/25-4/1</p>	<p><i>Organization and Management</i></p> <p><i>Human Resources</i></p> <p><i>Listen to Organization and Management/Human Resources Lectures</i></p> <p><i>Review Organization and Management/Human Resources Study Guides</i></p>	<p>Domain 5 Organization and Management and Human Resources Discussion 5- 20 pts</p> <p><u>Module 13: Organization and Management</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 13.1 (RHIA/RHIT) • Practice Quiz 13.2 (RHIA) • Practice Quiz 13.3 (RHIA) • Final Quiz 13.1b (RHIA)- 50 pts Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. <p><u>Module 14: Human Resources</u></p> <ul style="list-style-type: none"> • Review • Practice Quiz 14.1 (RHIA/RHIT) • Practice Quiz 14.2 (RHIA) • Final Quiz 14.1b (RHIA)- 50 pts Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This quiz is timed. <p>Domain 5 Exam- 100 pts</p> <ul style="list-style-type: none"> • Online Students- You must use Examity. Face to Face Students- You must use Lockdown Browser and Respondus Monitor. This exam is timed. 	<p>3.29.19 at 5 pm</p> <p>4.1.19 at 5pm</p>
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13 4/1-4/8	RHIA Exam	Mock RHIA Examination (Timed) 2500 pts- Online Students- You must use Examiity. Face to face students will be required to come to campus to take the exam on April 9, 2019. You will use Lockdown Browser and Respondus Monitor.	4.8.19 at 5pm
14 4/8-4/15	IHIMA Meeting	IHIMA Meeting Assignment- 150 pts	4.15.19 at 5pm
15 4/15-4/22	RHIA Certification Exam	You are required to take the RHIA Certification Exam in order to pass this class. The window for taking the exam is 4/15/19-4/22/19. The RHIA Certification Exam will be worth 2500 points. Please upload your score report once you receive it.	4.22.19 at 5pm
16 4/22-4/29	No Class	Job Placement Information- 10 pts	4.29.19 at 5pm
17 4/29-5/6	No Assignments Due	No assignments due	5.6.19 at 5pm

Grading Information

Students enrolled in the HIM Plan of Study must maintain a minimum grade of C in all courses. If a student fails to maintain a minimum grade of C the student must retake the course(s) in which a grade of C was not achieved. Students in the HIM program must maintain a minimum grade of C in all courses. If a student fails to maintain a minimum grade of C in a course(s), during the first semester in which a student fails to meet the minimum grade requirement h/she will be placed on Academic Probation retroactive to the semester in which the grade(s) was received. If a student fails to meet the minimum grade required of a C during any subsequent semester, the student will be placed on Academic Probation for

a second time, retroactive to the semester in which the grade(s) was received and will be dismissed from the HIM program (see Academic Probation Policy – Professional Program). Faculty will update the CANVAS grade book at the beginning of each semester to reflect the HIM grading scale. You are responsible for keeping track of your own grades. There are no extra credit assignments. Please note: *there is also no rounding up of grades on individual assignments and final grades. The academic expectation is that grades recorded in the grade book should reflect the overall quality and depth of the student's knowledge and understanding of the assigned material.

Grading Scale:

A < 100 to 93% **Extraordinarily high achievement, quality of work; shows command of the subject matter**

A- < 93% to 90%

B+ < 90% to 87%

B < 87% to 83% **Mastery and fulfillment of all course requirements; good, acceptable work**

B- < 83% to 80%

C+ < 80% to 77%

C < 77% to 73% **Minimally acceptable performance and quality of work**

C- < 73% to 70% *Unacceptable work/Failure*

D+ < 70% to 67% *Unacceptable work/Failure*

D < 67% to 63% *Unacceptable work/Failure*

D- < 63% to 60% *Unacceptable work/Failure*

F < 60% to 0% *Unacceptable work/Failure*

GRADING CRITERIA/COURSE EVALUATION

Assessments	Number	Points Each	Total Group	PLUS
Attendance	16	6.25	100	N/A
Discussions	6	20	120	A1, A4, B1, B3
Human Research and HIPAA Test	1	30	30	B1, D3
IHIMA Annual Meeting Assignment	1	150	150	A2
Initial Action Plan	1	100	100	A4, B1, B3
Job Placement	1	10	10	B1
Mindtap Final Quizzes	14	Various	650	A1, A4, B1, B3, C4
Mock Exam 1	1	180	180	B1, B3
Mock Exam 2	1	2500	2500	B1, B3
Participation Points	14	10	140	A1, A2, B1, B3
Plagiarism Tutorial	1	20	20	B1, D3
PRG Exams	5	100	500	A1, A4, B1, B3, C4
Sitting for RHIA Exam	1	2500	2500	A1, A4, B1, B3, C4
Syllabus Quiz	1	20	20	B1
Total	64		7020	

INSTRUCTOR'S GRADING CRITERIA/TIMETABLE

All course material submitted on time will be graded within 7 days of their due date (the Monday of the following unit). Approved late work (with documentation) will be graded within 5 days of the submission date.

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:

*****If you are enrolled in an online course there is a requirement to sign into the class and look at the announcement page once a week between Sunday and Thursday. I will be checking to see if each student did this on Thursday at 1 pm each week. If not, you will not be given attendance for that week. This rule is placed so that I can make sure you do not miss an announcement. *****

A basic requirement of this course is that you will participate in all class meetings, whether online or face-to-face, and conscientiously complete all required course activities and assignments. Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not sign the attendance sheet while in class, you shall be marked absent. Signing the attendance sheet for another student is prohibited. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism.

Attendance Requirements – In-class students should review the following attendance requirements for both 8 weeks and 16 week courses carefully:

- Students enrolled in an 8 week course may be absent one class period. The second absence will be considered unexcused unless it falls under one of the excused absences listed below.
- Students enrolled in a 16 week course may be absent two class periods. The third absence will be considered unexcused unless it falls under one of the excused absences listed below.
- Each unexcused absence will result in a reduction of one full letter grade for the course.

Only the following are acceptable excuses for absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one's self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Each additional absence, unless excused, results in a 5% reduction in your final course grade. More than six absences result in an F

in the course. Missing class may also reduce your grade by eliminating opportunities for class participation. For all absences, the student is responsible for all covered materials and assignments.

If you feel that attendance as an in-class student will be a challenge please consider an online section of this course

The student needs to e-mail the instructor via Canvas if s/he will not be attending class.

Tardy Policy –

If you are enrolled in an online course this policy does not apply. There is no tardy, only weekly absence

The Tardy Policy is structured as follows:

- Tardy >15 minutes = 1 Absence
- Tardy (1 – 15) minutes = 1 Tardy
- 3 Tardies = 1 Absence

Students should refer to the No Fault Attendance Policy regarding unexcused absences.

LATE WORK POLICY:

Late work will not be accepted unless there are clear and compelling extenuating circumstances with Documentation. Examples of extenuating circumstances may include but are not limited to: personal/family member hospitalization, childbirth or other medical emergencies, death in the family, weather/environmental evacuation due to fire/hurricane/tornado/earthquake/tsunami/volcano, or active military assignment where Internet connectivity is unavailable for an extended time period. Computer-related issues and Internet connectivity issues are not considered extenuating circumstances.

Please note that evaluation of extenuating circumstances is at the discretion of your instructor and/or Program Director and PROPER documentation IS for verification of the extenuating circumstance. Proper Documentation will be from a physician with documentation stating the student was not able to perform their assignments (how long the symptoms have been) and when they chose to get treatment. This is required to be loaded before the assignment deadline. For any other emergency extenuating circumstances you send in documentation from the hospital, military, obituary, or environment as soon as it is dated and available.

Extenuating Circumstances: If you have extenuating circumstances that prevent you from completing coursework or participating in the class, please contact your instructor to make alternative arrangements ahead of time. The possibility of alternative arrangements is at the discretion of your instructor and/or Program Director. Computer-related issues and Internet connectivity issues are not considered extenuating circumstances.

Active communication is the key to overcoming any hurdles you may encounter during the semester. It is your responsibility to inform your instructor (ahead of time, unless emergency circumstances prevent doing so) of extenuating circumstances that might prevent you from completing work by the assigned deadline (Monday 5 PM). Prior notification does not automatically result in granting alternative arrangements and/or a waiver of the late penalties.

Incomplete:

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. IUPUI Registrar Link

Deliverables:

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through CANVAS. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. Please see late policy above.

All assignments will be posted in CANVAS with a COMPLETION DUE DATE. Assignments will not be opened for review nor will grades be posted until after each assignment due date. When you take a test using the CANVAS Original Test and Survey tool, it is a good idea to create a screenshot of your submitted test. This screenshot serves as additional proof that you completed and submitted your test in the event of CANVAS technical issues. If there is a dispute regarding an assessment (test) or assignment submitted after the assigned due date and time, the above method will be the only accepted proof that an assignment or assessment (test) was submitted. ****Please note-unless the test or quiz has a comment from me it has not been fully graded, do not email me regarding your test grade until I have commented on your exam. ****

Note: To avoid the loss of points for assignments and/or assessments (tests) submitted through CANVAS please read the following information carefully: All assignments submitted through the CANVAS "Assignment" tab automatically generate an e-mail notification. This notification is sent directly to your primary e-mail account. Students will be required to present a copy of this e-mail notification to the instructor if there is a dispute regarding an assignment submission. Therefore, it is highly recommended that students maintain a file, either electronic or on paper, for each assignment submission notification received. For your information, you cannot save your assignments/work via CANVAS Test and Survey tool and come back to it at a later time. Once an assignment has been submitted it will be graded as is, so be very careful that the assignment you submit is the version you want graded. Be sure you are submitting the correct, complete assignment.

Examity- This course uses a third-party teaching and learning tool through Canvas, the company and the application have been vetted for compliance with IU's policies regarding privacy and data security. As part of the vetting process, all third parties must ensure that 1) they are only accessing data they require to perform the service, and 2) they are securing that data appropriately during both transfer and storage. For more information on data classifications, see [Data Classifications at IU](#).

When using Examity for online exams, government IDs, security questions, and video feeds of the test-taking environment are encrypted to ensure the data is protected from unauthorized access. Only properly authorized people, instructors and the service administrators, have access to the information and the videos that are stored. All videos are saved for a prescribed period of time and then deleted. The individual proctors work in proctoring centers with supervisors overseeing them, and everything they do is recorded on video and audio. You must show your student ID before taking a test.

Distance Education and On-Line Etiquette

When taking a course online, it is important to remember that **an online classroom is still a classroom**. Though the courses may be online, appropriate classroom behavior is still mandatory. Inappropriate discussion responses will not be tolerated and disciplinary action will be taken according to the guidelines outlined in the [Code of Student Rights, Responsibilities and Conduct](#). Remember to maintain current anti-virus protection programs and avoid forwarding email attachments from outside sources that you are uncertain of. Instructor sections in CANVAS include syllabus, announcements, messages, resources, roster, grade book, tests and surveys.

Changes Corrections and Omissions

The instructor reserves the right to make changes as necessary to the syllabus and the class schedule. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes and nature of change(s) on CANVAS Announcements

DISCUSSION BOARD FORUMS-

All Discussion topics can be found within their respective units of the course. This only applies if your course includes a Discussion Forum.

Discussion Question Participation: Discussion provides a forum for students to ask questions and answer important questions about the course material. The Discussion topics also allow students to receive feedback from the instructor and other students in the class. A Discussion grade will be posted to the grade sheet for each unit.

Discussion Board Forum Grading Rubric

Students are expected to post:

A **Minimum** of **three posts** per unit (Monday – Monday) discussion thread.

1. one post in response to the initial discussion forum topic by *Thursday*
2. two posts in response to two classmates by *Sunday, end of unit*
3. *Initial response should be 200 words or more and response to classmates should be 75-100 words or more in length*

	Inappropriate	Below Expectations	Meets Expectations	Exceeds Expectations
Initial post timeliness	Provides an initial post after Thursday.	N/A	N/A	Provides an initial post by Thursday.
Additional comment requirement	Does not post responses to others.	Posts one comment per Discussion topic.	N/A	Posts 2 comments per Discussion topic.
Content Quality Initial Response	Submission does not relate to the topic.	Answers some question/topics with some clearly stated opinions. Supports post using text only.	N/A	Answers all questions with opinions and ideas that are stated clearly. Supports post using text and at least one outside source.
Engagement	N/A	Participates, but does not post anything that encourages others to respond to the posting.	N/A	Frequently attempts to motivate the group discussion.

Spelling/ Grammar/ Formatting/ Mechanics	Significant errors in spelling and/or grammar. Major flaws in writing mechanics and formatting.	Poor spelling and grammar are apparent. Does not use APA style formatting when needed.	Uses Standard American English with rare errors and misspellings. Minor errors in APA style formatting.	Consistently uses Standard American English with rare misspellings. Appropriate mechanics and APA style formatting.
Length	Submission does not meet length requirements.	N/A	N/A	Submission meets the length requirements.

ASSIGNMENTS/PROJECTS

Assignments and/or Projects require you to submit coursework via Canvas. Coursework will be graded according to either the rubric below or assignment-specific rubrics found in the course. Assignments and/or Projects are due Sunday of their assigned unit unless otherwise specified by instructor. ALL ASSIGNMENTS AND/OR PROJECTS MUST BE SUBMITTED VIA CANVAS TO ENSURE CREDIT.

	Inappropriate	Below Expectations	Meets Expectations	Exceeds Expectations
Content Quality Initial Response	Submission does not relate to the topic.	Answers some question/topics, and most opinions and ideas are stated clearly.	Answers all questions, and opinions and ideas are stated clearly.	Answers all questions with opinions and ideas creatively and clearly using text and outside references.
Resources	Does not cite references and/or does not include required number of resources.	Cites source material but may not be accurately referenced. Does not include the required number of resources.	Source material cited with rare errors. All sources referenced accurately. Contains the required amount of resources.	Source material cited without errors. All sources are referenced accurately. Exceeds the required number of resources.
APA Format	Major errors and/or no APA format used.	Minor errors with APA format.	Rare errors with APA format.	No errors with APA format.
Spelling/ Grammar	Significant errors in spelling and/or grammar.	Poor spelling and grammar are apparent.	Uses Standard American English with rare errors and misspellings.	Consistently uses Standard American English with no misspellings.
Length	Submission does not meet length requirements.	N/A	N/A	Submission meets the length requirements.

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on

the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at Code of Conduct Link All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test.

<https://Plagiarism Link> document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors apply a range of methods, including Turnitin.com. <Turnitin Link>

Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
 - a. A student must not use external assistance on any “in-class” or “take-home” assignment, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
 - b. A student must not use another person as a substitute in the taking of an exam or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
 - c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
 - d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
 - e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
 - f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
 - g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
 - h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned Midterm or assignment for credit.
2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
3. **Plagiarism:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.
 - a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics,

- or pictures of another person without acknowledgment.
- b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 1. directly quoting another person's actual words, whether oral or written;
 2. using another person's ideas, opinions, or theories;
 3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 4. borrowing facts, statistics, or illustrative material; or
 5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment
 4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
 5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
 6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

OTHER POLICIES

1. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.
2. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: [IUPUI Registrar Link](#)
3. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes "a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued" (IUPUI Strategic Initiative 9). IUPUI prohibits "discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status" (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.
4. **Bringing children to class:** To ensure an effective learning environment, children are

not permitted to attend class with their parents, guardians, or childcare providers.

5. **Course Evaluation Policy:** Course evaluations provide vital information for improving the quality of courses and programs. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing. This requirement has three exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case anonymity is impossible); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course evaluations are open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student.
6. **Communication:** The instructor should respond to emails within 48 hours, excluding weekends and holidays, and announce periods of extended absence in advance. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings.
7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.
8. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit [Adaptive Educational Services Link](#) for more information.
9. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.

Emergency Preparedness: Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. [Emergency Preparedness Link](#)

1. **Student Advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317-274-4431 or by email at studvoc@iupui.edu. For more information

visit Student Advocate/Affairs Website

2. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit Counseling and Psychological Services Link information, visit the emergency management website. Emergency Management Website
3. **Student Advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317-274-4431 or by email at studvoc@iupui.edu. For more information visit <http://studentaffairs.iupui.edu/advocate>.
4. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit Counseling and Psychological Services

MISSION STATEMENT

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and