

VOLGENAU SCHOOL OF ENGINEERING**Applied Information Technology
Department****IT 324: Electronic Health Records****Course Syllabus
Spring 2018**

This syllabus contains information common to all sections of IT 324 for the Spring 2014 semester. For each section, a customized syllabus with information specific to that section will be made available to registered students via the [Blackboard Learning System](#).

Course Coordinator

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Course Instructor

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Logistics

Detailed information on all IT 324 sections including the day, time, location, instructors' names and their contact information is available through the [Schedule of Classes](#) posted on PatriotWeb.

Course Description

**IT Information Technology
324 Electronic Health Records (3:3:0)**

HAP 301, HAP 360 and IT 214; or permission of the department.

Introduces the importance and implementation of electronic health records (EHRs) within healthcare environments. Students learn about EHRs' creation and evolution, data structure, impact on healthcare delivery, and recent trends, including privacy and security issues. Students apply learned concepts and best practices using technology tools to simulate the development, implementation, and usage of a functional EHR system.

From <http://catalog.gmu.edu/>

Prerequisites

The prerequisite for this course is IT214 or IT 194 and prerequisite grade of B or better is required. The prerequisite courses must be completed prior to, not concurrently with, this course.

This requirement will be **strictly enforced**. Any student who does not meet the prerequisite requirement will be dropped from the course by the Instructor at the start of the semester and the student will be responsible for any consequences of being dropped.

Rationale

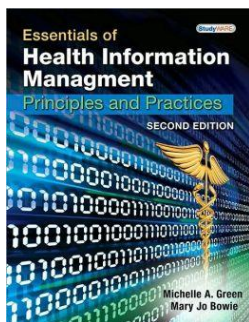
Electronic Health Records is the only course of its kind to provide a comprehensive understanding of the following objectives by applying appropriate technology:

- Improve health care quality or effectiveness;
- Increase health care productivity or efficiency;
- Prevent medical errors and increase health care accuracy and procedural correctness;
- Reduce health care costs;
- Increase administrative efficiencies and healthcare work processes;
- Decrease paperwork and unproductive or idle work time;
- Extend real-time communications of health informatics among health care professionals; and
- Expand access to affordable care.

Objectives

On successful completion of this course, students will be able to:

- Discusses the importance and benefits of electronic health records (EHRs)
- Understand and comprehend area of IT involving the design, development, creation, use and maintenance of information systems for the healthcare industry.
- Understand and comprehend the various standards, policies and processes as they apply to healthcare

Textbook

Essentials of Health Information Management: Principles and Practices,

There are three options. You can buy either just Mindtap for Labs (includes e-book), Mindtap plus hard copy book or just the hard copy book. Options are listed below.

Bowie/Green 3rd ©2016

[MindTap® Health Information Management, 2 terms \(12 months\) Printed Ac...](#) – MINDTAP

(includes e-book) (PAC 9781305265431 | IAC 9781305265417) NB

Bowie/Green 3rd ©2016

[Bundle: Essentials of Health Information Management: Principles and Pr...](#) – BUNDLE W/MINDTAP

(PAC 9781305618824 | IAC 9781337083546) BP Bundle

Bowie/Green 3rd ©2016

[Essentials of Health Information Management : Principles and Practices](#) - JUST BOOK

9781285177267 PB

Administrative Support

Fairfax campus

Patty Holly

[Engineering Building](#), 5400

Phone: 703-993-3565

Prince William campus

Cindy Woodfork

[Bull Run Hall](#), Suite 102

Phone: 703-993-8461

Grading

Grades will be awarded in accordance with the Mason Grading System for undergraduate students. See the university catalog for policies: <http://catalog.gmu.edu> for more information.

The grading scale for this course is:

97 – 100%	A+	Passing
93 – 96%	A	Passing
90 – 92%	A-	Passing
87 – 89%	B+	Passing
83 – 86%	B	Passing
80 – 82%	B-	Passing
77 – 79%	C+	Passing
73 – 76%	C	Passing
70 – 72%	C-	<i>Passing*</i>
60 – 69%	D	<i>Passing*</i>
0 – 59%	F	Failing

* Grades of "C-" and "D" are considered passing grades for undergraduate courses. However, a minimum grade of "C" is required in the BSIT program for any course that is a prerequisite for one or more other courses. This course is a prerequisite for several courses in BSIT Concentrations – see <http://www.gmu.edu/catalog/courses/it.html> for more information on those courses.

Raw scores may be adjusted by the Instructor to calculate final grades.

Final grades will be determined based on the following components:

Homework Assignments & IT News report	15%
Quizzes	10%
Presentation	5%
Labs	15%
Midterm Exam	25%
Final Exam	30%

These components are outlined in the following sections.

Homework Assignments, IT News Report, Presentations

Homework will be assigned every class during the semester. Each homework assignment is to be prepared and submitted as specified by the Instructor. Late homework may not be accepted – if accepted, a penalty may be applied. Acceptance of late homework and/or application of penalties will be at the sole discretion of the Instructor. Every class, some of you will be presenting on your IT news report. See schedule for who will be presenting when. The presentation will be 10 minutes and you will explain your IT news report finding in detail- explain the company, it's situation and what they did to overcome the shortfall or issues. The presentation will be followed by light Q &A.

Quizzes

Quizzes include multiple-choice and true-false questions assigned every week to check students' knowledge on the fundamentals of Health Information Management and EHR.

Labs

Labs include lab exercises assigned every week.

Midterm Exam

Midterm Exam will be "closed book, closed notes" – no reference materials other than those provided with the exam paper will be permitted.

Final exam

The final exam will be held during the scheduled final exam session (see <http://registrar.gmu.edu>) and will be based on topics addressed throughout the entire course. The final exam will be "closed book, closed notes" – no reference materials other than those provided with the exam paper will be permitted. Final exams will be retained by the [Department of Applied Information Technology](#) and will not be returned to students.

NET Session: The midterm exam and the final exam will NOT be online. Exams will be held during the scheduled exam sessions. It would be taken in person in class. Proof of ID is required. The location and time of the exams would be announced during the semester. If the student cannot attend an exam due to schedule conflicts, he must contact the instructor in advance to schedule an alternative date and time for the exam.

Final grades will be posted to [PatriotWeb](#), which is the only vehicle for students to obtain those grades. A student with a "hold" on his/her PatriotWeb account will be unable to access final grades until the hold has been removed by the Registrar.

Important Dates

Dates for dropping, adding the course etc. are available via <http://registrar.gmu.edu/calendars/>

Religious Holidays

A list of religious holidays is available on the [University Life Calendar](#) page. Any student whose religious observance conflicts with a scheduled course activity must contact the Instructor **at least 2 weeks in advance** of the conflict date in order to make alternative arrangements.

Attendance Policy

Students in in-class sections are expected to attend each class, to complete any required preparatory work and to participate actively in lectures, discussions and exercises. As members of the academic community, all students are expected to contribute regardless of their proficiency with the subject matter.

Students are expected to make prior arrangements with Instructor if they know in advance that they will miss any class and to consult with the Instructor as soon as possible if they miss any class without prior notice. Any student who expects to miss more than one class session is strongly advised to drop the course and take it in a later semester when he/she can attend every class.

Departmental policy requires students to take exams at the scheduled time and place, unless there are truly compelling circumstances supported by appropriate documentation. Except in such circumstances, failure to attend a scheduled exam will result in a score of zero (0) for that exam, in accordance with [Mason policy on final exams](#). Students should not make travel plans or other discretionary arrangements that conflict with scheduled classes and/or exams. If the University is closed due to weather or other unforeseen conditions, final exams may be rescheduled – students are strongly advised not to make plans that would prevent them from attending exams that may be rescheduled during the entire exam period.

NET Version attendance: During each week the students must perform all the requirements published for that week. A detailed week-by-week schedule of classes will be published on the net version of the course.

Classroom conduct

Students are expected to conduct themselves in a manner that is conducive to learning, as directed by the Instructor. Any student who negatively impacts the opportunity for other students to learn will be warned – if disruptive behavior continues, the student will be asked to leave the classroom.

Electronic devices are potential distractions in the classroom environment. Cell phones, pagers and other handheld devices must be turned off or set to "silent" mode and not used while class is in session. Laptop computers and similar devices may be used only if such use is directly related to the classroom activity in progress – for some activities the Instructor may require that such devices not be used in order to maximize student engagement.

Communications

Registered students will be given access to a section of the [Blackboard Learning System](#) for this course. Blackboard will be used as the primary mechanism (outside of lectures) to disseminate course information, including announcements, lecture slides, homework and other assignments, and scores for homework and exams.

Communication with the Instructor on issues relating to the individual student should be conducted using Mason email, via telephone, or in person - **not** in the public forums on Blackboard. Mason Mail is the preferred method – for urgent messages, you should also attempt to contact the Instructor via telephone. Federal privacy law and Mason policy require that any communication with a student related in any way to a student's status be conducted using secure Mason systems – if you use email to communicate with the Instructor you **MUST** send messages from your Mason email account.

Lecture slides are complements to the lecture process, not substitutes for it - access to lecture slides will be provided in Blackboard as a courtesy to students provided acceptable attendance is maintained.

All course materials (lecture slides, assignment specifications, *etc*) are published on.

Privacy

Instructors respect and protect the privacy of information related to individual students.

As described above, issues relating to an individual student will be discussed via email, telephone or in person. Instructors will not discuss issues relating to an individual student with other students (or anyone without a need to know) without prior permission of the student.

Assessable work other than final exams will be returned to individual students directly by the Instructor (or by a faculty or staff member or a Teaching Assistant designated by the Instructor, or via another secure method). Under no circumstances will a student's graded work be returned to another student.

Faculty and staff will take care to protect the privacy of each student's scores and grades.

Disability Accommodations

[The Office of Disability Services \(ODS\)](#) works with disabled students to arrange for appropriate accommodations to ensure equal access to university services. Any student with a disability of any kind is strongly encouraged to register with ODS as soon as possible and take advantage of the services offered.

Accommodations for disabled students **must** be made in advance – ODS cannot assist students retroactively, and at least one week's notice is required for special accommodations related to exams. Any student who needs accommodation should contact the Instructor during the first week of the semester so the sufficient time is allowed to make arrangements.

Honor Code

All members of the Mason community are expected to uphold the principles of scholarly ethics. Similarly, graduating students are bound by the ethical requirements of the professional communities they join. The ethics requirements for some of the communities relevant to Applied IT graduates are available via the following links:

- [ACM Code of Ethics and Professional Conduct](#)
- [IEEE Code of Ethics](#)

- [EC-Council Code of Ethics](#)

On admission to George Mason University, students agree to comply with the requirements of the [Mason Honor System and Code](#). The Honor Code will be strictly enforced in this course. Honor Code cases are heard by a panel consisting of students – students who meet the requirements are encouraged to nominate themselves to serve on the Honor Committee.

Any use of the words or ideas of another person(s), without explicit attribution that clearly identifies the material used and its source in an appropriate manner, is **plagiarism** and will not be tolerated. The Instructor reserves the right to use manual and/or automated means (including such services as [SafeAssign.com](#)) to detect plagiarism in any work submitted by students for this course, and to direct Teaching Assistants and/or other faculty and/or staff members to do likewise in support of this course.

For this course, the following requirements are specified:

- All assessable work is to be prepared by the individual student, unless the Instructor explicitly directs otherwise.
- All work must be newly created by the individual student for this course for this semester. Any usage of work developed for another course, or for this course in a prior semester, is strictly prohibited without prior approval from the instructor.

Students may seek assistance with assigned work (and are encouraged to do so if they feel the need), **provided:**

- The directions for the assigned work do not prohibit such assistance.
- Such assistance is acknowledged in the submitted work, clearly identifying the person(s) giving assistance and the nature of the assistance given.
- Any work to be submitted is prepared entirely and exclusively by the student submitting it. Students are expressly prohibited from sharing any assessable work for this course in any manner with other students (except students assigned as Teaching Assistants or Undergraduate Peer Mentors to this course and the student's section), unless all students involved have had their work graded and returned by the Instructor, or the Instructor has explicitly approved such sharing.

NET Sections only:

For the net section you will need to have the following additional resources:

- Computer with fast internet connection
- Microphone and web camera (optional)