LIS 5788– MANAGEMENT OF HEALTH INFORMATION TECHNOLOGY
SECTION(S)
TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION
MODE OF INSTRUCTION: ONLINE

Students all meet with instructor for class weekly, synchronously, using a multi-media conferencing system such as Collaborate, at a specific class time indicated in the University's course schedule for each semester. Additional asynchronous interactions among students and with instructor will be required, as indicated below in course evaluation and assessments, to complete the course.

Instructor:
Email:
Office:
Phone:
Course Location/Website:
Office Hours (in office, online or via phone):
Teaching Assistant:
Email:

COURSE DESCRIPTION:

This is an introductory course in management of Health Information Technology (HIT) within a variety of organizational contexts. It is designed to develop a conceptual framework for integrating fundamental HIT management concepts, principles, policies, theories, and practices into an effective personal management process that relates to health-related organizations (broadly defined) of the 21st century. In addition, students acquire strategies for developing cohesive, productive HIT management teams through experiential learning.

COURSE OBJECTIVES:

At the end of the course, the student will be able to:

1. Discuss the characteristics of a well functioning 21st Century Health IT organization and the relevance of change to the Health IT provision environment;
2. Employ appropriate management theories in the planning, practice, and evaluation of management within Health IT organizations;
3. Analyze HIT organization challenges, propose solutions, and succinctly explain the reasoning behind proposed solutions;

4. Translate government legislation (such as HIPPA) and professional ethics into appropriate organizational policies;
5. Present information within group settings in a professional manner
6. Practice strategies that result in cohesive, productive management teams;
7. Evaluate various approaches to team participation and management, including the communication of information within group settings;
8. Discuss the importance of management to all persons within, and serviced by, an HIT organization.
9. Assist principal investigators in designing data management plans that meet the requirement of federal funding agencies such as National Institutes of Health and National Science Foundation.

COURSE MATERIALS:

Optional Text:

Wager, Karen A., Lee, Frances W. & Glaser, John P (2013) Health Care Information Systems, 3rd edition. Jossey-Bass. San Francisco, CA. ISBN-13: 978-118-17353-4.

In addition to the textbook material, references to additional reading material such as articles, newspapers, white papers, etc. will be posted on the course website.

Each student should also apply a license of the Unified Medical Language System at https://uts.nlm.nih.gov//license.html

COURSE ASSIGNMENTS:

Show and Tell (10%) This assignment is aimed to allow students to explore major and trendy issues related to health information systems and share their thoughts and opinions with their classmates. Students are required to select one news article related to health information systems and give a brief presentation on his/her choice of article during class. One student will present during every session. A brief Q&A or discussion session on the issue will follow.

Quizzes (20%) You will have occasional quizzes to test your understanding and mastery of class concepts.

Read and React (20%)
1. *READ & REFLECT*: Read **at least 2** of the articles on the reading list for each week (at least one article per topic). Post your reflections and critical comments on the course topic/s on 10 different weeks of your choice. For each post: **(a)** identify 2 main takeaways from the week's readings and briefly explain why these resonated with you - these should be critical reflections and NOT summaries; **(b)** pose a critical question about the topic for another student to answer. Discussion board postings must be substantive and **at least 200 words**. Original posts must be submitted *by midnight EST on the Sunday* **before** the topic will be discussed in class. At the end of each post, list the articles you chose to read for that week. Use APA 6th format for your citations.
2. *REACT*: Post a response to another student's critical question (see 1.b) for that week. These comments must be substantive (at least **150 words** long) and must be posted no later than *midnight EST on Friday* the week the topic is covered in class.

Assignments (50%)
1. Strategic Planning Case Study **Paper*** (50 points) with **Discussion Board Postings** (50 points)
2. System Acquisition Case Study Position **Paper*** (50 points) with **Discussion Board Postings** (50 points)
3. IT Security Case Study PowerPoint **Presentation*** (100 points) with Team **Presentations Evaluation**** (50 points)
4. IT Strategy and Systems Implementation Case Study Position **Paper*** (50 points) with **Discussion Board Postings** (50 points)
5. IT Governance Case Study PowerPower **Presentation*** (100 points) with Team **Presentations Evaluation**** (50 points)
6. A Data Management Plan created in DMP tool for a sample NIH grant application (100 points)
7. Team Peer/Self **Participation Evaluation**** (200 points)

* Note: These activities are team-based. Lack of participation in any team assignment by an individual will result in a deduction in points for that individual

** Note: You will be provided a template for evaluating your classmates' team presentations, as well as a template for evaluating your and your teammates' strategic plan project participation.

GRADE CALCULATION:
The final grade will be determined as follows:

Item	Percentage
Show and Tell	10%
Quizzes	20%
Read and Reflect	20%
Assignments	50%
Total number of points	100/100

GRADE CALCULATION:

All grades will be given either on a 4-point letter scale or on a 100-point scale:

A   93 – 100   A- 89 – 92
B+ 85 – 88   B   81 – 84
B- 77 – 80   C+ 73 – 76
C   69 – 72   C- 65 – 68
D+ 61 – 64   D   57 – 60
D- 53 – 56   F   0 – 52

COURSE OUTLINE:

- Course Topics
- Course Introduction
- Introduction to Health Care Information
- Health Care Data Quality; Health Care Information Regulations, Laws, and Standards
- History and Evolution of Health Care Information Systems (HCIS), Clinical Information Systems

- Federal Efforts to Enhance Quality of Patient Care through the use of Health IT (HITECH Act)
- System Acquisition, Implementation and Support
- Technologies that Support HCIS
- HCIS Standards
- Security of HCIS
- Organizing Information Technology (IT) Services
- IT Alignment and Strategic Planning
- Strategy Considerations
- Thanksgiving Holiday; No Class
- Data Management Plan for Federal Funding Agencies; IT Governance and Management
- Management's Role in Major IT Initiatives, Assessing and Achieving Value in HCIT

UNIVERSITY POLICIES:

University Attendance Policy:

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy.)

Plagiarism

Plagiarism of any type, including material from Internet sources, will not be tolerated. Cases of academic dishonesty such as plagiarism and cheating will be investigated & pursued vigorously according to departmental and (if needed) university procedures. Before submitting any work for this class, please read the "Academic Honor System" in its entirety (see link above) and ask me to clarify any of its expectations that you do not understand.

Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:
(1) register with and provide documentation to the Student Disability Resource Center; and
(2) bring a letter to the instructor indicating the need for accommodation and what type.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

> **Student Disability Resource Center**
> 874 Traditions Way
> 108 Student Services Building
> Florida State University
> Tallahassee, FL 32306-4167
> (850) 644-9566 (voice)
> (850) 644-8504 (TDD)
> sdrc@admin.fsu.edu
> http://www.disabilitycenter.fsu.edu/

Syllabus Change Policy

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advanced notice.

SCHOOL OR DISCIPLINARY POLICIES:

Copyright Statement

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the *Technology, Education, And Copyright Harmonization* (TEACH) Act (refer to the 3/7/2001 TEACH Act at www.copyright.gov/legislation/archive/).

Sexual Harassment Policy

It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. http://registrar.fsu.edu/bulletin/graduate/information/university_notices/

iSchool Hardware and Software Requirements

A list of all hardware and software requirements for students participating in the School of Information (iSchool) courses can be found at the following location: http://ischool.cci.fsu.edu/academics/online/requirements/

Student Eligibility for an Incomplete Grade

Incomplete ("I") grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).