LIS5788 - Health Information Systems and Management (3 credits)

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 (e.g., discussion forums) among students and with instructor may also be required to complete the course.*"

Instructor:
Email:
Office:
Phone:
Course Location/Website:
Office Hours:
Teaching Assistant:
TA Email:

COURSE DESCRIPTION:

This is an introductory course in Health Information Systems for managing information and information resources within a wide variety of healthcare organizations. It is designed to develop a conceptual framework for integrating fundamental concepts, principles, policies, standards, and practices related to healthcare organizations 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:
- Recognize the characteristics of a well-functioning 21st Century Health IT organization and the relevance of change to the Health IT provision environment;
- Employ appropriate management theories in the planning, practice, and evaluation of management within Health IT organizations;
- Analyze HIT organization challenges, propose solutions, and succinctly explain the reasoning behind proposed solutions;
- Translate government legislation (such as HIPPA) and professional ethics into appropriate organizational policies;
- Present information within group settings in a professional manner

- Practice strategies that result in cohesive, productive management teams;
- Evaluate various approaches to team participation and management, including the communication of information within group settings;
- Consider the importance of management to all persons within, and serviced by, an HIT organization.
- 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:

Wager, Karen A., Lee, Frances W. & Glaser, John P (2017) Health Care Information Systems, 4th edition. Jossey-Bass. San Francisco, CA. ISBN-13: 978-1119337188.
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.

COURSE ASSIGNMENTS AND EVALUATION:

Attendance (10%)

Attendance will be taken in each Collaborate session. You are required to attend a minimum of 10 Collaborate sessions.

Activities (10%)

Throughout the courses, students will participate in activities individually or in a group. Students will receive 5 points for each activity through their participation. No make-ups are available for the activities.

Problem sets (10%)

You will be given occasional problem sets to test your understanding and mastery of class concepts.

Read and React (20%)

1. *READ & REFLECT*: Read **at least 2** of the articles (including the book chapter) 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 8 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 150 words**. Original posts must be submitted *by midnight EST on the **Tuesday** 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 100 **words** long) and must be posted no later than *midnight EST on **Sunday** the week the topic is covered in class*.

Assignments (50%)

1. Strategic Planning Case Study **Paper**

2. System Acquisition Case Study Position **Paper**
3. IT Strategy and Systems Implementation Case Study Position **Paper**
4. **A Data Management Plan** for a sample grant application of National Institutes of Health*****

* Note: Assignments are done individually.

GRADE CALCULATION:

The course grade will be calculated by converting the total points earned to a percentage and assigning the corresponding letter grade.

Item	Point Value
Attendance	10
Activities	10
Problem Sets	10
Read, Reflect, and React	20
Assignments	50
Total number of points	**100/100**

Grading Scale

A	93 - 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	0 – 59

COURSE SCHEDULE:

WEEK	TOPICS TO BE COVERED
1	Introduction to Health Care Information
2	Health Care Data Quality
3	Health Care Information Regulations, Laws, and Standards

4	Clinical Information Systems
5	Federal Efforts to Enhance Quality of Patient Care through the use of Health IT (HITECH Act)
6	System Acquisition
7	System Implementation and Support
8	Technologies that Support HCIS;
9	HCIS Standards;
10	Security of HCIS
11	Organizing Information Technology (IT) Services
12	IT Alignment and Strategic Planning , Strategy Considerations
13	Data Management Plan for Federal Funding Agencies; IT Governance and Management
14	Management's Role in Major IT Initiatives
15	Assessing and Achieving Value in HCIT
16	Exam Week; No Class

SCHOOL 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.

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/Academics/Academic-Honor-Policy)

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
https://dos.fsu.edu/sdrc/

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 advance notice.