

Course Syllabus
HMGT 6323 & MIS 6317: Healthcare Informatics
School of Management
The University of Texas at Dallas

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Course Information

Course

Course Number/Section	HMGT 6323.OW1 Online course (cross listed with MIS 6317)
Course Title	Healthcare Informatics
Term and Dates	Summer 2015

Professor Contact Information

Professor	Indranil Bardhan
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Office Location	SOM 3.414
Office Hours	By appt. and via eLearning email at other times

About the Instructor

I am a Professor and Area Coordinator of the Information Systems area in the Jindal School of Management at the University of Texas at Dallas. I teach graduate-level courses in the MBA and MS programs at the School of Management, as well as in the Physician's Alliance for Medical Management Education (AMME) program. I have several years of management consulting experience with leading healthcare providers and health insurance companies. My research focuses on the role of health information technology on the quality and cost of healthcare delivery.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

This is an approved core course for the M.S. degree in Healthcare Management. It is also an approved elective course for the M.S. degree in Information Technology Management and the MBA degree.

Course Description

This course has been designed to explore the healthcare information technology planning and management issues associated with decision making in healthcare organizations. IT provides a framework to understand the types of information systems prevalent in healthcare organizations, evaluate specific strategies related to healthcare IT investments, and understand the ramifications of health data standards and privacy concerns on information management policy. In this course, you will learn how the core competencies of healthcare informatics can be developed and applied using real-world case studies. You will be exposed to specific concepts related to electronic medical records (EMR), health data and standards, sourcing, and IT investments in healthcare.

Upon completion of the course, you should be able to explain the key information requirements for effective health information management and decision support, plan and develop the governance and oversight requirements of healthcare IT projects, understand the specification and selection process of healthcare projects, and apply these competencies to real-world problems. Major topics include:

- Healthcare information/data management
- Clinical information systems / electronic medical records
- Healthcare information privacy and security
- IT Governance in healthcare organizations
- Health IT software selection
- Meaningful Use
- HITECH and PPACA

Student Learning Objectives

- Develop a better understanding of current and emerging issues in healthcare information technology management.
- Develop an understanding of meaningful use and its implications for clinical and administrative purpose in healthcare management
- Develop an understanding of the IT architecture for healthcare information management, including sourcing, security and governance decisions.

- Develop appropriate performance measurement and reporting mechanisms to plan and evaluate the impact of IT initiatives in healthcare settings.

Required Textbooks and Materials

Text: “Managing Health Care Information Systems” by Karen Wager, Frances Lee, and John Glaser. Jusey-Bass Publishers. Third Edition, 2013. ISBN: 978-1118173534.

Readings Packet: The instructor will supplement course materials with other readings via email or web links. No need for purchase.

Required Materials

Visit eLearning for all course-related information including syllabus, lecture notes, self-quizzes, and assigned discussion problems.

Textbooks can be ordered online through [Off-Campus Books](#) or the [UTD Bookstore](#). They are also available in stock at both bookstores.

Course Policies

Make-up exams

None

Extra Credit / Special Assignments

None

Late Work

Not allowed unless it is a medical emergency.

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in eLearning to monitor student activity. Students are also required to participate in all class activities such as discussion board activities, classroom case discussions, and group projects.

Course Format

Classes will include a mixture of recorded lectures and online discussions (on eLearning). The textbook and additional readings will provide the basis for lectures on various healthcare informatics topics. Students will be evaluated based on a mid-term exam, final exam, group case analysis, software assignment, and assigned homework questions.

Lecture notes will be provided electronically via eLearning. It is your responsibility to print and bring a copy to class. Lecture notes are meant only for students who register for this course will not be provided to students who are not registered.

Prerequisites

There are no prerequisites for this course. However, it is restricted to UTD graduate students.

Student Assessments

Grading: Course grades will be based on the following components:

1. **Homework Assignments (30%):** I will assign three homework assignments throughout the course of the semester. Each homework assessment will be available only during the specific time window indicated on the academic calendar (pages 7-8), and is due by the last date of the time window. Each HW assignment should be done individually.
2. **Group Case (20%):** The class will be split into several groups (group size will depend on class enrollment). Each group is required to submit their written case analysis by the required due date via eLearning in presentation format. Each group member should contribute actively to the group. Each group will be assigned to one case from the list below (see heading titled “Group Cases”). Submission date is Saturday, August 2 via eLearning.
3. **Mid-term Exam (25%):** There will be an online mid-term exam from June 30 - July 3, 2015 (as shown on the academic calendar) and can be accessed via eLearning. Students will be tested on the course material taught until that time – this is an individual exam.
4. **Final Exam (25%):** The final exam will be an individual take-home exam during finals week. Students will be tested on the course material taught through lectures, readings and case discussions. Students are required to submit their written case analysis in Powerpoint presentation format by the submission deadline shown on the academic calendar.

Group Cases

The class will be divided into teams, and each team will be assigned one case. The group cases and case questions will be distributed by the Instructor no later than Week 3.

Students are expected to organize themselves into teams and communicate their team composition to the instructor **no later than Week 2 of the semester**. The instructor will then assign cases to the teams for the group case project. The instructor may also use a group sign-up sheet to form groups for group assignments or projects. A private discussion area will be set up on the discussion board for internal group communications. A group chat room can also be created for each group to use. A web conference system is available for use. Teams can schedule a live web conference for team work. Please see the [Web Conferencing page](#) for instructions on making a reservation and other web conference information.

Grading Policy:

The following grading policy will be adopted for the class: **A, A-, B+, B, B-, C+, C, C-, P (pass), F (Fail)**. The weighted average score (based on the above) table will be used to determine your grades at the end of the course. There is no makeup policy for exams or HW/case assignments. You forfeit the grade for any assignments/exams that you miss.

Accessing Grades

Students can check their grades by clicking “My Grades” under Course Tools after the grade for each assessment task is released.

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important [technical requirements and the web browser configuration information](#).

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Course Access and Navigation

This course was developed using a web course tool called eLearning. It is to be delivered entirely online. Students will use their UTD NetID account to login at: <http://elearning.utdallas.edu>. Please see more details on [course access and navigation information](#).

To get started with an eLearning course, please see the [Getting Started: Student eLearning Orientation](#).

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Support Center: <http://www.utdallas.edu/elearninghelp>.

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Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please see [communication tool information](#).

Interaction with Instructor: The instructor will communicate with students mainly using the Announcements and Discussions tools. Students may send personal concerns or questions to the instructor using the course email tool. The instructor will reply to student emails or Discussion board messages within 3 working days under normal circumstances.

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Student Resources

The following university resources are available to students:

UTD Distance Learning: <http://www.utdallas.edu/elearning/students/cstudents.htm>

McDermott Library: Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, ebooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to <http://www.utdallas.edu/library/distlearn/disted.htm>.

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Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the [UTD Judicial Affairs](#) web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

Group Cases (To be distributed by instructor)

1. GROUP 1: Zenith Internal Medicine
2. GROUP 2: Transforming the Clinical Process at Farmington Endoscopy Center.
3. GROUP 3: Developing a Rapid Response Team at University Hospital.
4. GROUP 4: University Hospital - IT Governance and Human Resource Management.
5. GROUP 5: Knowledge Management in Accountable Care Organizations.
6. GROUP 6: Metro Health's New Information Systems.
7. GROUP 7: Blue River Home Care – Consumer Health Informatics.
8. GROUP 8: Heinz Children's Health – Health Information Privacy and Security.

Academic Calendar

Week	Unit	Topic	Assigned Readings
5/27 – 5/30	I. Introduction to Healthcare Information Systems	<ul style="list-style-type: none"> • Major trends in healthcare management • Types of healthcare data 	<ul style="list-style-type: none"> • Chapter 1 • Lecture Notes
5/31 - 6/5	II. Healthcare Information Regulations & Standards	<ul style="list-style-type: none"> • Legal Aspects of managing health information • Certification and accreditation (JCAHO) 	<ul style="list-style-type: none"> • Chapter 3 • Lecture Notes
6/6 – 6/12	III. Health IT Infrastructure	<ul style="list-style-type: none"> • Data management • Hardware, software and information processing 	<ul style="list-style-type: none"> • Chapter 9 • Lecture Notes
6/13 – 6/19	IV. Evolution of Healthcare Information Systems	<ul style="list-style-type: none"> • Electronic Medical Record • Patient billing and administrative systems 	<ul style="list-style-type: none"> • Chapter 4 • Lecture Notes
6/20 – 6/23	EMR Software: Practice Fusion	<ul style="list-style-type: none"> • Demonstrate EMR software usage for clinical workflow 	<ul style="list-style-type: none"> • HW1 due
6/24 – 6/29	V. Clinical Information Systems	<ul style="list-style-type: none"> • Electronic health records, Personal health records • Telemedicine 	<ul style="list-style-type: none"> • Chapter 5 • Lecture Notes
6/30 – 7/3	MID-TERM EXAM (ON ELEARNING): JUNE 30 - JULY 3, 2015		
7/6 – 7/9	VI. Meaningful Use of Health IT	<ul style="list-style-type: none"> • Meaningful use reporting • Implications of HITECH and PPACA 	<ul style="list-style-type: none"> • Chapter 6, Readings • Lecture Notes
7/10 – 7/15	VII. Health IT Systems Acquisition	<ul style="list-style-type: none"> • Factors affecting sourcing decisions • Systems acquisition, Outsourcing 	<ul style="list-style-type: none"> • Chapter 7 • Lecture Notes

			<ul style="list-style-type: none"> • HW2 Due
7/16 – 7/21	VIII. Systems Implementation and Support	<ul style="list-style-type: none"> • Systems implementation process • Interface Engine, HL7 	<ul style="list-style-type: none"> • Chapter 8 • Lecture Notes
7/22 – 7/27	IX. Health IT Governance and Management	<ul style="list-style-type: none"> • Foundations of IT governance • IT and business alignment 	<ul style="list-style-type: none"> • Chapter 15 • Lecture Notes • HW3 Due
7/28 – 7/31	X. Health IT Privacy & Security	<ul style="list-style-type: none"> • Healthcare Security Challenges • HIPAA Rules and Changes 	<ul style="list-style-type: none"> • Chapter 11 • Lecture Notes
8/1– 8/3	XI. Emerging Health IT Trends	<ul style="list-style-type: none"> • Health information exchange • Mobile health • New IT-enabled business models 	<ul style="list-style-type: none"> • Lecture Notes • Group Case Due – Aug. 3
8/4 – 8/7	TAKE-HOME FINAL EXAM DUE DATE: FRIDAY, <u>AUGUST 7, 2015</u> by 5PM Central Time. SUBMIT VIA ELEARNING		

Assignments are due by the last date of the time window during which it is assigned.

Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. An online instructional assessment form will be made available for your confidential use. Please look for the course evaluation link on the course Home Page towards the end of the course.

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University Policies

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done

by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be

resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22

PO Box 830688

Richardson, Texas 75083-0688

(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor by email.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below.

Additional information is available from the office of the school dean.

(http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm)

These descriptions and timelines are subject to change at the discretion of the Professor.

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