

## **Course Syllabus**

### **HMGT 6327: Electronic Health Record Applications**

Jindal School of Management  
The University of Texas Dallas

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#### **Course Information**

Course Number/Section: HMGT 6327  
Course Title: Electronic Health Record Applications  
Terms and Dates: Spring 2018; Mondays 7:00pm - 9:45pm  
Regular class location: JSOM 2.115  
Lab location: All labs will be held in JSOM Lab 1.302 at the regular class time.

#### **Professor Contact information**

Professor: Dr. Rhonda Dick  
Office Phone: 972-883-2736  
Email: rhonda.dick@utdallas.edu  
Office hours: Sundays by phone from 4pm-6pm by appointment

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

The pre-requisite for this class is “HMGT 6323 / MIS 6317: Healthcare Informatics”. This is a required course for the Graduate certificate in Healthcare IT and an approved elective course for the Master of Science degree in Healthcare Management, the Master of Science in Information Technology Management, and the MBA degree. The course is ideally suited to students who wish to focus on careers in the healthcare industry as health IT analysts, policy analysts, systems analysts, managers or administrators, or healthcare consultants, who wish to develop a better understanding of healthcare information systems.

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#### **Course Description**

This course has been designed as an interactive, experiential course in which students will utilize hands-on, practice-oriented opportunities to learn the core components of 2 clinical information systems used by major health care providers in the United States. Students will learn concepts related to the use of electronic medical record (EMR) software, using EPIC’s EMR as an illustrative example. An essential aspect of the course will be a lab-based component in which students will follow guided exercises and scenarios to work with leading EMR software. The course will include a mix of classroom lectures, lab-based exercises, discussions, and guest lectures by senior healthcare managers and executives.

Major topics in this course include:

- Electronic Health Records
- Clinical workflows
- Clinical documentation
- Hospital administrative information systems and workflows
- Clinical decision support systems

- Meaningful use reporting
- Health information exchanges

### **Student Learning Objectives/Outcomes**

Students will understand the core concepts and functionalities associated with an EMR system (EPIC), including its purpose, how it supports clinical information workflows in a paperless environment, and its interconnectivity with other clinical and business systems. Specific learning objectives include:

- Develop a strong understanding of clinical workflows in electronic medical record software, specifically ambulatory, inpatient, patient registration and scheduling, and billing areas.
  - Develop an understanding of Stage I and II meaningful use and its implications for clinical and administrative reporting,
  - Understand the requirements for clinical decision support systems and analytics to support effective knowledge management in health care.
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### **Required Textbooks and Materials**

There is no required textbook for this course. The instructor will provide lecture notes as well as supplementary readings and cases

### **Suggested Course Materials**

Visit eLearning for all course-related information including syllabus, lecture notes, and assigned discussion questions. Textbooks and some other bookstore materials can be ordered online through Off-Campus Books or the UTD Bookstore. They are also available in stock at both bookstores.

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### **Course Format**

Classes will include a mixture of lectures, case discussions, lab lessons, guest lectures, and class presentation by students. The lecture notes and readings articles will provide the basis for lectures on various healthcare informatics topics. Students will be evaluated based on assigned homework questions, participation in discussion forums, group case analysis and presentation, in-class participation, and a final exam. 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. Students are expected to come prepared for the assigned readings prior to class. Occasionally, I will invite senior executives (CEOs, CIOs) as guest speakers from leading healthcare organizations to lecture on specific topics related to healthcare informatics and discuss specific applications within their organizations.

Group Assignments:

Students are expected to organize themselves into teams and communicate their team composition to the instructor no later than the third week of the semester. 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. Precautions to Protect EPIC's (EMR software vendor) Rights:

1. Students should recognize the proprietary nature of the software and are cautioned against inappropriate use.
2. Student access would be limited to end-user access only; no build information or other views will be allowed or provided.

### Grading Policy

Students will be tested on the course material taught through lectures, readings, lab exercises and class discussions. A total of 400 points can be earned in this class. Grades will be assigned on the following scale:

A	93-100%	368-400
A-	90-92%	358-367
B+	88-89%	350-357
B	83-87%	330-349
B-	80-82%	318-329
C+	78-79%	310-317
C	73-77%	291-309
C-	70-72%	278-290
D+	68-69%	270-277
D	63-67%	251-269
D-	60-62%	238-250
F	0-59%	001-237

You can use the following chart to calculate your grade as you move through the course (see calendar for due dates):

Assignment	Possible points	Points I earned	Total points I have so far	Total possible points so far
Discussion Boards (10)	100			

Final Exam	100			
Group article summary presentation	50			
Group article summary paper	100			
Quizzes (5)	50			

Note: Our calendar begins on the first day of the semester, January 14, 2019, which is a Monday. The University is closed on January 21, 2019 to observe Martin Luther King day. Spring Break is Monday, March 18, 2019 to Sunday, March 24, 2019.

<b>Week/Location</b>	<b>During class meeting on Monday</b>	<b>Readings/Viewings in individual modules</b>	<b>Assignment/Assignment due dates</b>
Module 1 EMR/EHR (1/14/2019) JSOM 2.115	<ul style="list-style-type: none"> <li>Overview</li> </ul>	<ul style="list-style-type: none"> <li>Video: Difference between EMR &amp; EHR</li> <li>Video: Health IT for You</li> <li>Link: How healthcare can overcome complex data challenges</li> <li>Link: Electronic Health Record (EHR) Implementation</li> </ul>	<p>Discussion board #1 Module 1 and Quiz #1 due 1/18/2019 by noon.</p> <p>Sign-up for a group.</p> <p>Group 1, please go to Assignments and select an article to review. Paper and presentation due 2/11/2019</p> <p>Group 2, please go to Assignments and select an article to review. Paper and presentation due 2/11/2019</p>
Module 2 IT Leadership (1/28/2019) JSOM 2.115	<ul style="list-style-type: none"> <li>Leadership Theories</li> </ul>	<ul style="list-style-type: none"> <li>Difference between leaders and managers</li> <li>TED Talk: How to break bad management habits before they reach the next generation</li> <li>TED Talk: Transforming Transformational Leadership</li> <li>Authentic Leadership</li> </ul>	<p>Discussion board #2 on Module 2 and quiz #2 due 2/1/2019 by noon.</p>

		<ul style="list-style-type: none"> <li>• Situational Leadership</li> <li>• Leadership in Information Technology pdf</li> </ul>	
<p>Module 3 Order Entry Workflows (2/4/2019) JSOM 2.115</p>	<ul style="list-style-type: none"> <li>• Clinical Workflow Analysis</li> <li>• Outpatient (EpicCare Ambulatory)- Providers and Nurses</li> <li>• Inpatient (EpicCare Inpatient) Providers, Nurses</li> <li>• Ancillaries (e.g., RT, PT, OT, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Visio Video</li> <li>• How to conduct workflow analysis</li> <li>• Workflow assessment for Health IT HIMSS/AHRQ</li> <li>• Workflow Assessment for Health IT Toolkit</li> <li>• Workflow diagram examples in the module</li> </ul>	<p>Discussion board #3 and quiz #3 due on Module 3 due 2/8 by noon..</p>
<p>Lab Day Practice Exercises and Q &amp; A (2/11/2019) JSOM Lab 1.302</p>	<ul style="list-style-type: none"> <li>• Exercises in EPIC</li> </ul>		
<p>Module 4 Registration Module (2/18/2019) JSOM 2.115</p>	<ul style="list-style-type: none"> <li>• Group 1 presentation</li> <li>• Group 2 presentation</li> <li>• Speaker from UTSW</li> </ul>		<p>Discussion board #4 Module 4 due 2/22/2019 by noon.</p> <p>Group 3, select an article to review. Paper and presentation due 4/1/2019.</p> <p>Group 4, select an article to review. Paper and presentation due 4/1/2019.</p>
<p>Module 5 Clinical Documentation 2/25/2019 JSOM Lab 1.302</p>	<ul style="list-style-type: none"> <li>• Documentation Requirements for JCAHO</li> <li>• Provider Documentation, including notes (EpicCare Inpatient)</li> </ul>	<ul style="list-style-type: none"> <li>• Joint Commission link</li> </ul>	<p>Discussion board # 5 on Module 5 due 2/29/2019 by noon.</p> <p>Quiz#4 due 2/29/2019 by noon.</p>

	and Ambulatory)		
Module 6 Clinical Documentation 3/4/2019 JSOM Lab 1.302	<ul style="list-style-type: none"> <li>Nursing documentation, including the MAR and documentation flowsheets (EpicCare Inpatient and Ambulatory)</li> </ul>		Discussion board 6 on module 6 due 3/8/2019
Lab Day Practice Exercises and Q & A JSOM Lab 1.302 (3/11/2019)	<ul style="list-style-type: none"> <li>Exercises in EPIC</li> </ul>		
Module 7 Clinical Decision Support (3/25/2019) JSOM 2.115	<ul style="list-style-type: none"> <li>Information Processing for CDSS and Their Use</li> <li>Implications for Meaningful Use Practice/Delivery of Healthcare</li> <li>Implications for Meaningful Use Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Decision Support Tipsheet</li> <li>Clinical Decision Support link to HealthIT.gov</li> </ul>	<p>Group 5, select an article to review. Paper and presentation due 4/29/2019.</p> <p>Group 6, select an article to review. Paper and presentation due 4/29/2019.</p> <p>Discussion board 7 on module 7 due 3/29/2019 by noon.</p> <p>Quiz 5 due by 3/29/2019 at noon.</p>
(4/1/2019) JSOM 2.115	<ul style="list-style-type: none"> <li>Group 3 presentation</li> <li>Group 4 presentation</li> <li>Speaker from UTSW</li> </ul>		
Lab Day Practice Exercises and Q & A (4/8/2019) JSOM Lab 1.302			
Module 8 Overview of Specialty Modules	<ul style="list-style-type: none"> <li>OpTime (Surgery)</li> <li>ASAP (Emergency Department)</li> </ul>		Discussion board 8 on module 8 due 4/19/2019

4/15/2019 JSOM Lab 1.302			
Module 9 Overview of Specialty Modules 4/22/2019 JSOM Lab 1.302	<ul style="list-style-type: none"> <li>• Beacon (Oncology)</li> <li>• Cadence/Prelude (Scheduling/Registration)</li> </ul>		
Module 10 Hospital Administrative Information Systems 4/29/2019 JSOM 2.115	<ul style="list-style-type: none"> <li>• Billing and Claims Processing Systems, Finance (Epic Resolute)</li> <li>• Patient Scheduling Systems</li> </ul>		<p>Discussion board 9 on module 9 due</p> <p>Group 5 presentation</p> <p>Group 6 presentation</p>
JSOM 2.115 5/6/2019	<ul style="list-style-type: none"> <li>• Wrap Up/Questions</li> </ul>		<p>Discussion board 10</p> <p>Final Exam</p>

### 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.

### Accessing Grades:

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

### Course & Instructor Policies

Make-up exams: None

Extra Credit: None

Late Work: **Not allowed unless it is a medical emergency.**

Computers in Class Students are forbidden to use laptops and other personal devices (tablets, iPads, cell phones) during class, except during lab sessions. Violation of this policy will result in one warning followed by a loss of 5 points on the overall course grade for each violation. Class

Participation Students are required to login regularly to the online class site on eLearning. 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 classroom discussions, and group projects.

### **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.

### **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 to the course through UTD Galaxy: <http://galaxy.utdallas.edu> or directly 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. The UTD user community can also access the support resources such as self-help resources and a Knowledge Base. Please use this link to access the UTD eLearning Support Center: <http://www.utdallas.edu/elearninghelp>.

### **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 6 conferencing tool may also be used during the semester.

For more details, please see communication tool information. Another communication tool available to students is live voice chat in the 3D virtual world of Second Life. Instructions for accessing the UTD SOM Island in Second Life can be found at <http://som.utdallas.edu/somResources/eLearning/faculty/secondLife.php>. 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.

### **Student Resources**

The following university resources are available to students: UTD Distance Learning: <http://www.utdallas.edu/oeo/distance/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>.

### **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.

### **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.

University 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 during office hours.

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

*This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:*

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

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**The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.**