



UNM

SCHOOL of PUBLIC
ADMINISTRATION

**PADM 611: Healthcare Information Technology
Fall 2016 (v082416)**

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Office: 3042 Social Science Bldg

Office Hours: Tuesdays, 2-4 PM and by appointment

Class: Wednesdays, 7-9:30 PM

Course Description

“What gets measured, gets managed”

-Peter Drucker

This course introduces key concepts and issues surrounding the adoption and use of information systems within health care organizations. The technical aspects of information gathering within organizations will be discussed within the context of how management uses information to execute various health quality, clinical, and strategic systems. Current issues surrounding the gathering, storage, and usage of health information will be discussed.

The success of this course relies heavily upon how engaged participants are in the various components of the course. The role of the instructor is to facilitate and guide learning through class discussions, activities, and feedback. The course favors an active role for participants over the more passive role taken in a lecture-oriented format. Be prepared to engage the course material and each other to draw on assigned readings and your experiences working and interacting with healthcare organizations. We will work from the premise that all participants bring important knowledge, skills, experiences and insights to the course that we can draw upon to create a successful collaborative learning experience.

Course Objectives and Competencies

1. Explain how billing and clinical care systems interface with health care organizations.
2. De-construct the various components of health information technology systems.

3. Analyze the organization and implementation of information technology within health care organizations.
4. Demonstrate the ability to manipulate information and data using common software packages.
5. Operate as productive members of management teams.
6. Assess individual task performance and recommend ways to improve individual task performance.
7. Synthesize information about an unknown topic using various information search engines.
8. Organize management information evidence to communicate to other health care professionals.

Course Materials

Wager, K. A., Lee, F. W. and Glaser, J. P. (2013). *Health Care Information Systems: A Practical Approach for Health Care Management, Third Edition*. San Francisco: Jossey-Bass Publishers.

Course Expectations

Participation & Attendance

The majority of knowledge-transfer will occur between 7-9:30 PM on Wednesdays. To accomplish this, students obviously must be both physically and mentally present. There is no 'participation grade' per se, however it will be nearly impossible to receive a satisfactory grade should one miss more than one class. Should you need to miss a class, please email the instructor prior to your absence. It will then be up to you to acquire notes from a classmate or meet with the instructor for content clarification. This course's assignments and exams will be the easiest for those who participate in class discussion (that is, ask questions and make meaningful contributions to class dialogue), take concise notes, and complete the readings.

Take-home Assignments

The take-home assignments serve as an opportunity to demonstrate your knowledge and application of the content covered in class. Combined, the three take-home assignments will account for 37.5 percent of your total grade. Essays are due at 7 PM on the date noted on the course schedule below. All assignments should be turned in via UNM Learn.

State-of-the-Art Presentations

The presentation assignments serve as an opportunity to learn and share with your classmates about a leading healthcare organization, executive leader, or best practice. During the first week of class, each student will be assigned to an article provided by the instructor. Presentations cannot exceed 10 minutes. A timer will note the end of your presentation and you will only be graded on the material that is presented. Copies of the

presentation must be emailed to the entire class prior to the presentation. Your presentation will account for 25 percent of your total grade. Students can expect a minimum of two exam questions to be generated from each presentation.

Exams

Three in-class exams will be administered. The exams will consist of multiple choice, true/false, and short answer questions. Combined, the three exams will account for 37.5 percent of your total grade.

Final Grade Composition

Take-home assignments:	37.5 points (12.5 points per assignment)
Exams:	37.5 points (12.5 points per exam)
State-of-the-art presentation:	25.0 points
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	100 Total Points

Grading Scale

A+: 99 – 100%
A: 93 – 98%
A-: 90 – 92%
B+: 87 – 89%
B: 83 – 86%
B-: 80 – 82%
C+: 75 – 79%
C: 70 – 74%
C-: 65 – 69%
Fail: Below 65%

Attendance Policy

Regular and punctual attendance is required. UNM Pathfinder policies apply, which in part means instructor drops based on non-attendance are possible. This policy applies regardless of the grading option you have chosen.

Accommodation Statement

Accessibility Services (Mesa Vista Hall 2021, 277-3506) provides academic support to students who have disabilities. If you think you need alternative accessible formats for undertaking and completing coursework, you should contact this service right away to assure your needs are met in a timely manner. If you need local assistance in contacting Accessibility Services, see the Bachelor and Graduate Programs office.

Title IX

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see pg 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which

includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

Academic Integrity

The University of New Mexico believes that academic honesty is a foundation principle for personal and academic development. All University policies regarding academic honesty apply to this course. Academic dishonesty includes, but is not limited to, cheating or copying, plagiarism (claiming credit for the words or works of another from any type of source such as print, Internet or electronic database, or failing to cite the source), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. The University's full statement on academic honesty and the consequences for failure to comply is available in the college catalog and in the Pathfinder.

Cell Phones and Technology

As a matter of courtesy, please turn off cell phones, pagers (LOL), and other communication and entertainment devices prior to the beginning of class. Notify me in advance if you are monitoring an emergency, for which cell phone ringers should be switched to vibrate.

Library and Tutorial Services

UNM-Main campus provides many library services and some tutorial services for distance students. For library services, go to <http://www.unm.edu/libraries/> to link to a specific library or to contact a librarian. For tutorial services, go to <http://caps.unm.edu/online> to explore UNM's online services.