MONTGOMERY COLLEGE
Course Syllabus
Health Information Management Program
HINM 280 Research in Health Information Management

I. Contact Information

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II. General Course Information

Research in Health Information Management
This course is designed to enhance the student's ability in research methodologies. The student will use computerized databases and spreadsheets to prepare a project related to a health care topic. Basic computer literacy and keyboarding skills are necessary. PREREQUISITES: *CA 120, MA 110 or MA 116, HI 203, and HI 204* HI 226 is an online Blackboard course, with one classroom meeting.

Email/communications policy:
If you need to contact me or another member of the class directly, the best way to do so is through the Blackboard **course mail** function. I will respond to all course mail **within 2 business days** of receiving it. If your inquiry is of a general nature, (i.e. questions about course policies and/or assignments), that you think other students would benefit from knowing, please post your questions in the **General Course Questions** section of the discussion area, rather than emailing me directly. If Blackboard is down, you can also email me at Corinne.smith@montgomerycollege.edu

Technical Requirements:
http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=9356
Montgomery College IT Help Desk at 240-567-7222.

Because this course is taught entirely online, all students are required to have strong computer literacy, and to be comfortable interacting in an online environment. All students should familiarize themselves with **Blackboard**, the course management system used for distance learning classes at MC.

III. Student Learning Outcomes

At the end of this course, the student will be able to:
- Identify the components of a research proposal
- Prepare research proposal
- Identify the components of a survey document
- Prepare a survey document

- Identify specific uses of a spreadsheet in a health information environment
- Identify characteristics of a database
- Abstract data and display the results
- Prepare data for presentation
- Assist in interpretation of data
- Design reports using database report generation
- Present data

AHIMA DOMAINS, SUBDOMAINS AND TASKS
The following AHIMA entry-level competency for health information management at the Associate degree level is assessed in this course:

Domain III. Informatics, Analytics and Data Use
      Subdomain III.E. Research Methods
           1. Explain common research methodologies and why they are used in healthcare

IV. Textbooks, Workbooks, and Supplies

No textbooks or materials required for this course.

V. Course Requirements

This course is composed of 4 assignments and a group participation grade. Some of the assignments are group production, some are individual assignments. See the assignment descriptions in Blackboard course content for more details about the deliverables for this course.

There is a total of **700** points available in this course. The grades are assigned as follows: Students will receive up points for each of the following activities:

1. A research proposal (group assignment) (100 points)
2. A measurement tool (group assignment) (100 points)
3. A data analysis/quantitative reasoning project (individual assignment) (100 points)
4. A research presentation slide created in PowerPoint (group assignment) (200 points)
5. Participation with the Group Project (100 points) – this is an individual grade

Grading Scale:
92 – 100% = A
84 – 91% = B
78 – 83% = C
65 – 77% = D
0 – 64% = F

NO extra credit work will be given. A student must receive a "C" or better to successfully complete this course.

If a student finds that he/she is unable to continue the class, it is his/her responsibility to officially drop or withdraw from the class on or before the last day for such procedures as announced by and posted in the Records Office. If a student does not officially drop or withdraw, he/she will receive a grade of "F" for the course.

VI.   Faculty Expectations and Course Policies

Course Structure and Instructional Delivery
This course content is delivered online via Blackboard. The class will meet with the instructor for FOUR scheduled Collaborate meetings. Students select their research team based on the posted topics. It is the student's responsibility to meet and communicate with his/her research team to complete the requirements of the research project. Students must complete all assignments to receive a grade in the course. There is no course competency exam for this course.

Readings and Assignments
Students should complete the reading assignments for each unit before they begin working on the assignments. Students are encouraged to seek additional materials on the Internet or at a local library. The assignments in this course have been designed for online distance education. Online assignments are contained in the Montgomery College Blackboard Program. Access to this program is given to students at the beginning of the semester. All assignments must be submitted using the Assignment Submission Area. Do not email your assignments to your instructor.

Access, Disability and Communication
Students who need accommodations due to a disability must send me a letter from Disability Support Services within the first two weeks of class. For more information visit the DSS website at
http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52

Grade of Incomplete
A student who completes at least 50% of the assignments in a course at a passing level but is unable to complete the work on time due to extenuating circumstances, may speak with the instructor to see if receiving an Incomplete (I) is warranted. If an instructor grants an incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

Participation and Contribution Policy
Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course instructor on the course start date. If the student does not submit assignments as directed, the instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the instructor. Students are expected to regularly participate as directed by the instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for

a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Academic Integrity
Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Code of Student Conduct for a full policy statement: MC Student Code of Conduct: http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074#student_code_of_conduct

Privacy Policy:
Your electronic communications in discussion forums or elsewhere on the site are not guaranteed to be private. In addition to the instructor, technical staff or administrative personnel may also access the course. In order to respect your privacy, the sharing of personal information or posting of photographs is voluntary, not required.

Withdrawal and Refund Dates
To view specific drop deadlines, log into your MyMC account:
       1) Click on "My Class Schedule" under Student Quick Links
       2) Select the current term
       3) Click on "View Drop Deadline Dates" at the bottom of the page"

Delayed Opening or Closing of the College
Because of inclement weather or utility failure or for other reasons, it may be necessary to delay opening or suspend all operations of the College or an individual campus. **Class schedule changes and cancellations will be communicated via Announcements in Blackboard.**

MONTGOMERY COLLEGE
Spring 2019 Course Schedule
Health Information Management Program
HINM 280 Research in Health Information Management

This is a tentative schedule and may be changed at the instructor's discretion. Any changes to class meeting dates or assignment or test due dates will be posted in Blackboard as a class announcement.

Item/Description	Due to Instructor	Notes
Class Meeting	**Wednesday 2/6/19 7:00pm – 9:00pm Blackboard Collaborate**	• Syllabus and course requirements • Planning the study • Research teams • Topics
Class Meeting	**Wednesday 2/20/19 7:00pm – 9:00pm Blackboard Collaborate**	• Research methodologies in healthcare • Institutional Review Board • Creating the Research Proposal
Research Proposal (100 points)	**Sunday, 2/24/19**	A Research Proposal will be submitted by each team via Blackboard. Teams are encouraged to discuss research topic with the instructor before submitting the proposal.
Class Meeting	**Wednesday, 3/6/19 7:00pm – 9:00pm Blackboard Collaborate**	• Creating the survey • Executing the survey • Survey logistics
Survey/Measurement Tool (100 points)	**Sunday, 3/10/19**	A survey instrument or measurement tool will be designed by the student teams and submitted to the instructor via Blackboard
Execute Survey Measurement Tool	**Sunday 3/10/19 – Sunday, 4/7/19**	Students will execute survey/measurement tool to conduct research study and collect

Item/Description	Due to Instructor	Notes
		data.
Class Meeting	**Wednesday 4/3/19 7:00pm – 9:00pm Blackboard Collaborate**	- Data analysis/QR project - Collecting data - Analyzing data - Creating the poster presentation slide
Data Analysis/QR Project	**Sunday, 4/21/19**	Submit your QR Project assignment to the instructor via Blackboard. This is an individual (not a group) assignment. See Blackboard for items to be included in the data display and analysis.
Poster Presentation Slide (200 points)	**Sunday, 5/5/19**	Each team will submit one slide with the required items. See Blackboard for a list of the items to be included on the slide.