

Bossier Parish Community College  
Master Syllabus

**Course Prefix and Number:** CTEC 285

**Credit hours:** (3-3-0)

**Course Title:** Healthcare Information for IT Professionals

**Course Prerequisites:** None

**Textbook(s):** McCormick, Kathleen, Gugerty, Brian, Mattison, John. Healthcare Information Technology Exam Guide for CHTS and CAHIMS Certifications, 2nd edition. McGraw-Hill Education, 2017. ISBN: 9781259836954

**Course Description:** Healthcare Information for IT Professionals integrates material from all courses within the program curriculum while placing emphasis on the Certified Associate in Health Information & Management Services (CAHIMS) certification. This course prepares students for the practical application of Information Technology in a clinical setting.

**Learning Outcomes:**

At the end of the course, the student will or will be able to:

- A. explain the regulatory environment of health settings;
- B. describe the organizational structure and appropriate behavior for the medical workplace;
- C. identify Information Technology skills required for the healthcare setting;
- D. explain the impact of Information Technology on medical business operations; and
- E. demonstrate an understanding of Information Technology security with regard to health considerations.

To achieve the learning outcomes, the student will or will be able to:

(The letter designations at the end of each statement refer to the learning outcome(s).)

- 1. describe current health regulations (A);
- 2. identify best practices for handling, retaining, and disposing of Protected Health Information in the workplace (A, B, E);
- 3. describe the organizational structure of medical offices and facilities (B);
- 4. given a scenario, configure, troubleshoot, and solve common problems, and maintain PC workstations, mobile device, and basic network devices (C);
- 5. compare and contrast Electronic Health Record/Electronic Medical Record technologies and how each is implemented (C);
- 6. explain the features of different backup configurations and the associated maintenance practices (C, E);
- 7. identify commonly used medical terms and devices with regard to how they interface in overall medical business operations (D);
- 8. explain a typical clinical environment including workflow and clinical processes (D);
- 9. describe change control best practices and its system-wide effects (D);
- 10. identify common security risks and prevention methods (E); and

11. identify the elements of a security plan for networks that contain Protected Health Information (E).

**Course Requirements:**

1. Students are expected to attend class regularly; excessive absences may constitute grounds for suspension.
2. Students will be required to submit work electronically via institutional Learning Management System such as Canvas or through other means directed by the instructor.

**Course Grading Scale:**

A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
D = 60 - 69  
F = 0 - 59

**Attendance Policy:** The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

**Course Fees:** This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams, and/or clinical fees.

**Nondiscrimination Statement:** Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

**COORDINATOR FOR SECTION 504 AND ADA**

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