

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:

1. explain the regulatory environment of health settings;
2. describe the organizational structure and appropriate behavior for the medical workplace;
3. identify Information Technology skills required for the healthcare setting;
4. explain the impact of Information Technology on medical business operations; and
5. 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:

- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device), Microsoft Office, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.
- Students are required to use BPCC's LMS and are encouraged to use the BPCC Library to research topics and employment opportunities.

Course Grading Scale:

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

Attendance Policy:

Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for [Attendance Policy](#).

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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Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

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