INFO 4365: Health Sciences Information Management  
Fall 2014

Instructors

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Faculty  
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Contact the instructor via the course email in Blackboard, or via my UNT email address (Gayle.Prybutok@unt.edu). I will check messages daily and will make every effort to respond as soon as possible.

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You may contact the faculty any time via Blackboard email.

Office Hours: Wednesdays from 1:00 p.m. until 4:00 p.m. by appointment. Please only use Blackboard email unless Blackboard goes down or for emergencies.

Introduction

This course will introduce you to the field of health information management. More than ever, the world is information dependent. It has become obvious to our society that we need to efficiently and effectively organize, access, retrieve, and deliver health information. The new information technologies have created an urgent need to learn how to evaluate the vast amount of health information being produced. There are many issues that need to be addressed to understand health information access and management.
As information professionals dealing with the area of information access and knowledge inquiry, we need to be aware of the wealth of information resources available to meet the needs of our users. This course gives you the opportunity to become the link between the user and information resources.

We will explore the following is a list of the topics and types of information resources through the semester:

**Major Topics:**

- The Nature of Health Informatics and the Management of Health Information
- The Language of Healthcare
- Health Literacy
- Cultural Competence
- Healthcare Information Systems
- Health Information Privacy and Security
- Health Information Quality
- Ethical Issues in the Exchange of Health Information
- The Frontier of Health Informatics
- The User of Health Information
- The Cycle of Information
- The Healthcare Delivery Environment

This class is time consuming, and you will need to plan to spend a minimum of 3-5 hours per week on your assignments. **Work of high quality is expected to be submitted on time as stated in the course calendar.**

Get to know your fellow classmates as this will create a sense of community in the course. Many of you will take other courses together, and this experience will help you create a bond with other students that could last beyond your time in the program. Networking is an important part of our profession, and this class will give you an opportunity to network with future information professionals.

Looking forward to working with you this semester!

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**Course Description**
The course provides an introduction to health information management and other health information environments. Topics include: the nature of health informatics, information related to the groups of users that must access specialized health information, and important problems that must be resolved to improve health information access, sharing, and health research.

Learning Outcomes

Students will understand:

- the nature of health information management/health informatics
- issues concerning users and diversity
- the health information cycle
- the complexity of the healthcare environment
- the language of healthcare
- the role of health literacy in health information access and useability
- health information systems
- issues related to health information privacy and security
- the assessment of the quality of health information
- ethical issues in the use of health information
- the health information frontier

Course Content and Organization

The course focuses on nine major topics. For each topic, there are complementary discussion boards, activities and readings, and students will submit a final research paper on a topic selected from a list provided.

Course Assignments

Discussion and Activities (80%)

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<tr>
<th>Purpose</th>
<th>To provide the student with a general introduction to major issues in health information management and to the world of health information resources.</th>
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<tr>
<td>Description</td>
<td>The discussion assignments and activities are organized around the nine major topics covered in the course. Readings are linked to discussion board</td>
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assignments and associated articles and website links are provided.

| Instructions | The course week will begin on Mondays, and weekly discussion board assignments are due every Wednesday, no later than 11:59pm. Begin reading weekly materials immediately, so that you will be prepared to participate in the weekly discussion. Refer to the rubric for the grading of discussion board posts which is available in the home page of the course.

Quality interaction with your instructors and with your peers is essential in this class. In order to earn full credit for the discussion associated with each topic, you are required to respond to the discussion thread yourself and to post quality responses to at least two of your classmates during each discussion module. Responses like “I agree” or “Well said!” are not substantive responses and will not be counted as a quality response. Feel free to illustrate your points with examples, video links from YouTube, research articles that are relevant, etc. The more you invest in making your responses engaging for your classmates, the more everyone will benefit from the discussions. Please note: discussion topics are graded assignments of the course and it is important to complete them by the due date posted on the course calendar.

(Be aware of the policy for late work provided in the syllabus. Mark all due dates on your calendar to be sure that course assignments are turned in on time.)

| Submission | • Submit your response to the discussion topic in the Blackboard discussions labeled by the appropriate topic.
• After you have responded to the discussion question, respond to the postings of two of your classmates.

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### Final Paper (20%)

| Purpose | After being exposed to a wide range of topics associated with health information management, the final paper is designed to give the students an opportunity to explore a topic of interest in greater depth. The student will... |
learn how to conduct a literature search and the assignment will be challenged to use critical thinking skills.

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<td>Students will select a topic for the final paper from a list of topics provided by the faculty. The final paper topic must be approved by faculty by the due date posted in the course calendar prior to beginning the paper. The final paper rubric is posted on the main page of the course. The paper will be completed in 5 stages. Papers will be evaluated on the depth, scope, organization, and content of the topic.</td>
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<th>Instructions</th>
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<td>The final paper will be developed in <strong>four (4)</strong> parts in order to help you to progress through the stages of preparing the paper. They are as follows:</td>
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<tr>
<td>1. Topic selection and approval 2. Submission of paper outline for approval by faculty (5 points) 3. Submission of draft of paper (5 points) 4. Submission of final paper (10 points)</td>
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**1. Paper Topic Selection (Required, but not Graded):** Each student will select a topic from the list of approved topics posted on Blackboard. Topics must be approved by the faculty. In your submission of the topic, include:

- Your name
- Title of your paper topic

**2. Paper Outline (5%):** Each student will submit a one page outline of their proposed paper that includes the information to be covered and the structure of the paper (Introduction, Body, Conclusions, and References).

**3. Paper Draft (5%):** Each student will prepare a draft of the final paper and will submit it for faculty review by the date posted in the course calendar. This will give faculty the opportunity to answer any questions that the student may have and to provide feedback that may improve the final product.

**4. Final Paper (10%):** Each student will submit the final paper by the date posted in the course calendar. Papers must be a minimum of 10 pages in length not including references, double spaced. Final papers must follow the style guidelines in APA 6 Edition.
Submission

The parts of the final project must be submitted as follows:

**Paper Topic Selection:** Each student should submit their proposed paper topic as a Word document to the Assignment tab in Blackboard.

**Paper Outline:** Each student should submit a one page outline of the final paper to the Assignment tab in Blackboard.

**Paper Draft:** Each student should submit a draft of the final paper to the Assignment tab in Blackboard.

**Final Paper Submission:** The final paper will be submitted to the Assignment tab in Blackboard.

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**Grading Information**

As you progress through the course, you can view your grades and faculty comments on assignments in Blackboard. You may also view an entire list of your grades in Blackboard Learn under "My Grades."

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**Technology Requirements**

To effectively navigate through the course, you will need to be aware of several technology requirements:

- You need a reliable Internet connection.
- You need a browser that interfaces well with Blackboard Learn, such as Microsoft Internet Explorer or Mozilla Firefox.
- It is important to read and understand the Technology Recommendations (Hardware & Software) outlined by LIS at: [http://lis.unt.edu/technology-requirements](http://lis.unt.edu/technology-requirements). Be sure to note that Microsoft Office is the standard software for this course as well as LIS.

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**Communication**

Important course announcements will be posted in the “Announcements,” and students are expected to monitor this area daily.
Your e-mails will be read as soon as possible, but please **DO NOT EXPECT** immediate answers. Every effort will be made to answer your e-mails within 2 business days.

When you submit your assignments, **DO NOT** ask for confirmation. **KEEP COPIES OF EVERYTHING YOU SUBMIT.**

The Blackboard discussions area is a public domain that will be seen by all students. If you have questions or concerns that you do not want made public, please direct them to the course faculty in Blackboard e-mail.

**Late Assignment Policy**

*All work for this course is due **no later than 11:59 pm** on the designated due date (Wednesdays, throughout the semester). Any assignment submitted after that time will receive a highest possible score of 50%. Additional points may be deducted when the assignment is graded based on the quality of the work submitted. Work submitted more than 48 hours after the due date **will not be accepted**, and the student will receive a **zero** for that assignment. Please don’t lose valuable points this semester by turning in work late.*

**Late work is subject to penalty described above unless previously approved by the faculty.**

**Tracking**

Blackboard enables the faculty to track information on the number of times each student has posted, number of times the student has accessed the course materials, and the time of the student’s last posting.

**Downloading**

Copies of discussion board materials may be downloaded and printed.

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**University Policies**

The Department fully subscribes to the University's codes, policies, and procedures involving academic misconduct, grievances, sexual and ethnic harassment, and discrimination based upon physical handicap. You should acquaint yourself with both your responsibilities and your protections.

**Academic Misconduct**
Be sure to review the UNT Code of Student Conduct and Discipline (Revised September 2012), which outlines the sanctions for misconduct.

**Note: In this course, plagiarism will not be tolerated.**

**Statement on ADA Compliance Policy**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at [http://www.unt.edu/oda](http://www.unt.edu/oda). You may also contact them by phone at 940.565.4323.