University of Florida
College of Public Health & Health Professions Syllabus
HSA 6198: Information Management in Health Administration (3 credit hours)
Semester: Fall 2019
Delivery Format: On-Campus
Course Website or E-Learning *if applicable* elearning.ufl.edu

Instructor Name: Matthew Cottler
Room Number: Communicore, Room C3-46A
Phone Number: 352-294-5005
Email Address: mcottler@ufl.edu
Office Hours: Tuesday 2:00pm – 3:30pm and by appointment
Teaching Assistants: Young-Rock Hong
Email Address: youngrock.h@phhp.ufl.edu
Office Hours: By appointment
Preferred Course Communications: Email to TA or Instructor

Course meeting times and location:
  Thursdays 12:50p-3:50p (Per 6-8) Room HPNP G301A

Prerequisites

PURPOSE AND OUTCOME

Course Overview
This course provides an introduction to the management of healthcare information systems. Topics include analyzing system requirements, system design and evaluation, selecting computer resources, and managing the implementation process.

Course Objectives and/or Goals and Relation to Program Outcomes
Upon successful completion of the course, students will be able to manage the analysis, planning, design, implementation, and evaluation of a health information system.

1. *Manage the planning, analysis and design activities of a health information system solution* [competencies: LP-0, LP-1, LP-2, LP-3, LP-4, LP-5, LP-6, HOP-0, HOP-1, HOP-2, HOP-4, BAT-1, BAT-3]

2. *Manage the implementation, support and evaluation activities of a health information system solution* [competencies: BAT-0, BAT-1, BAT-3, HOP-1, HOP-4, LP-2]

3. *Research and assess the impact of policy, technology, market and human resource capabilities on an organization's health information system adoption and use* [competencies: HOP-4, HEC-1, HEC-2]

4. *Research and describe the fundamental technological components of today's health information systems [competency:* HEC-1]

*A comprehensive map of MHA program competencies, course objectives and assessments can be found at the end of this syllabus.

Instructional Methods

Unlike a traditional lecture-style course, this course involves a significant amount of in- class discussion and interaction among students and with the instructor. Typically, these interactions and discussions will be directly based on pre-assigned readings, videos, or assessments that must be completed in advance of each class meeting.

You are expected to actively engage in the course throughout the semester. You must come to class prepared by completing all out-of-class assignments.

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Week	Date(s)	Topic(s)	Readings
1	Aug. 22	Introductions; Internship review; Course syllabus; Introduction to Health Information Systems	
2	Aug. 29	Data quality; Information regulations and policies; Articulating an information systems problem; Writing a needs statement; Identifying and describing stakeholders	Wager – Ch. 1, 2
3	Sept. 5	Articulating an information systems problem; Presentation skills; Validating business needs	Wager – Ch. 3
4	Sept. 12	Technologies that support health care information systems; Standards; Security	Wager – Ch. 4, 5
5	Sep. 19	Practice presentations and critiques; Practice project management planning	Wager – Ch. 6
6	Sept. 26	History of Health IS; Clinical Information Systems	Wager – Ch. 7
7	Oct. 3	Systems Development Life Cycle 1; Practice requirements analysis	Wager – Ch. 9
8	Oct. 10	Systems Development Life Cycle 2; Practice process modeling, analysis and specification	Wager – Ch. 8, 10, 11
9	Oct. 17	Health Information Systems Adoption, Use, and Value; Practice design planning	Wager – Ch. 14
10	Oct. 24	Electronic Health Record Meaningful Use; Epic demonstration and in-class activity (tentative)	Wager – Ch. 16
11	Oct. 31	Information technology-based change, implementation challenges; Project group work and feedback	Topic Articles
12	Nov. 7	Information technology change, deriving value; Practice implementation planning	Topic Articles
13	Nov. 14	(TBA) Practice Evaluation planning	Topic Articles
14	Nov. 21	Project group work and feedback; Project group work and feedback	Topic Articles
15	Nov. 28	No Class - Thanksgiving	
16	Dec. 5	Project presentations; Class wrap up	

Course Materials and Technology

Textbooks

1. (Required) Wager, K. A., Lee, F. W., & Glaser, J. P. (2017). Health Care Information Systems: A Practical Approach for Health Care Management. San Francisco, CA: Jossey-Bass. ISBN: 9781119337188
*Available as free e-book from UF Library (you must be logged on to UF VPN if off campus)
http://lp.hscl.ufl.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,uid&db=nlebk&AN=1470301&site=eds-live

2.	(Optional.) Louise Liang (editor) Connected for Health: Using Electronic Health Records to Transform Care Delivery. 1st edition. (2010) Jossey-Bass ISBN-10: 0470639377 | ISBN-13: 978-0470639375

Other readings
1.	Additional readings will be distributed through the course website.

Technology
1.	Subscription to Politico's Morning eHealth daily newsletter (free)

For technical support for this class, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- https://lss.at.ufl.edu/help.shtml

ACADEMIC REQUIREMENTS AND GRADING

Assignments

Due Date and Time	Assignment
Aug. 22, 12:50pm	Present Internship Recap
Aug. 28, 11:59pm	Online quiz (ungraded)
Aug. 29, 12:50pm	Project Assignment 1
Sep. 4, 11:59pm	Online quiz
Sep. 5, 12:50pm	Project Assignment 2
Sep. 11, 11:59pm	Online quiz
Sep. 12, 12:50pm	Project Assignment 3
Sep. 18, 11:59pm	Online quiz
Sep. 19, 12:50pm	Project Assignment 4
Sep. 25, 11:59pm	Online quiz
Sep. 26, 12:50pm	Project Assignment 5
Oct. 2, 11:59pm	Online quiz
Oct. 9, 11:59pm	Online quiz
Oct. 16, 11:59pm	Online quiz
Oct. 23, 11:59pm	Online quiz
Oct. 24, 12:50pm	Project Assignment 6
Oct. 30, 11:59pm	Online quiz
Nov. 6, 11:59pm	Online quiz
Nov. 14, 12:50pm	(Topic Articles)
Nov. 21, 12:50pm	Project Assignment 7
Nov. 28	No Class
Dec. 5, 12:50pm	Final Project Papers and Presentations

Online Quizzes & Quiz Policy

Students will complete approximately 11 short quizzes throughout the semester. The exact number of quizzes is subject to change. Rather than assign lengthy, cumulative and high-stakes exams, these quizzes are meant to help students monitor their ongoing understanding and comprehension of the assigned course materials and be prepared for in-class lectures, discussions, and activities each week. The quizzes must be completed via the course website prior to the class meeting of each week. Tentative quiz due dates are on the schedule above. Quiz openings and due dates will be announced via the course website.

- Each quiz will contain two parts:
  - Part 1 will be approximately 5-10 multiple choice or true/false questions
  - Part 2 will be one open-ended question to be discussed in the next class.

- Quiz 1 is as practice and students will receive full credit by answering all questions.
- Quizzes 2-11 will be graded for correctness (multiple choice and T/F questions only)
- Students will be given two attempts to complete each quiz.
- Students must complete the quizzes individually with no aids. Disallowed aids include but are not limited to class notes, books, online resources, or other people.
- Students may NOT share any information about the quizzes with their classmates until after the quiz due date/time has passed.
- Each student's lowest quiz grade will be dropped from the final grade calculation.
- Potential schedule conflicts preventing a student from completing a quiz by the due date should be reported to the instructor as soon as possible before the quiz becomes available on the course website.

Any technical issues should be initially reported via email to the instructor prior to the quiz end date/time. Make-up quizzes due to technical difficulties will not be considered otherwise.

Project
The project will involve approximately seven individual or group assignments to be delivered throughout the semester. The project will then culminate in a final group paper and presentation. Through the project, students will gain experience in managing the planning, analysis, design, implementation, support, and evaluation activities of a health information system solution for a real-world problem. Details of each deliverable will be provided throughout the semester.

Class Participation
Your participation grade will be determined according to your level of participation during in-class activities, discussions, and attendance throughout the semester.
Attending but not actively participating during class discussions and in-class activities will NOT earn full participation credit. The instructor will record attendance and participation weekly. Students are encouraged to contact the instructor during the semester for updates on their recorded participation. In addition to the quantitative component, there is a qualitative component to participation. Thoughtful comments and/or questions that show evidence of reading and critical thinking will earn you more participation credit than off-topic, extraneous comments.

Grading

Requirement	Due date	Points or % of final grade (% must sum to 100%)
Quizzes	11 Weekly quizzes* (see schedule)	15%
Project	Periodic deliverable (see schedule) Assignment 1 Assignment 2 Assignment 3 Assignment 4 Assignment 5 Assignment 6 Assignment 7 Final paper and presentation	70% 5 5 5 5 5 10 10 25
Class participation	Weekly	15%

lowest quiz score dropped from final grade.

Point system used (i.e., how do course points translate into letter grades).

Example:

Points earned	93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	Below 60
Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E

Please be aware that a C- is not an acceptable grade for graduate students. The GPA for graduate students must be 3.0. In all 5000 level courses and above to graduate. A grade of C counts toward a graduate degree only if a sufficient number of credits in courses numbered 5000 or higher have been earned with a B+ or higher. In addition, the Bachelor of Health Science and Bachelor of Public Health Programs do not use C- grades.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

More information on UF grading policy may be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Policy Related to Make-up Work

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from the help desk when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Policy Related to Required Class Attendance

Please note all faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Excused absences must be consistent with university policies in the Graduate Catalog (http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance) and require appropriate documentation. Additional information can be found here:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior
Students are permitted to use computers and other electronic devices during class for course-related tasks only. If the use of such devices becomes distracting to the instructor or others, students may be asked to discontinue using them.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

 "**We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity**."

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

 "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:
https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/
http://gradschool.ufl.edu/students/introduction.html

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

Online Faculty Course Evaluation Process
Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

Policy Related to Guests Attending Class:

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Please note that guests are **not** permitted to attend either cadaver or wet labs. Students are responsible for course material regardless of attendance. For additional information, please review the Classroom Guests of Students policy in its entirety. Link to full policy: http://facstaff.phhp.ufl.edu/services/resourceguide/getstarted.htm

SUPPORT SERVICES

Accommodations for Students with Disabilities
If you require classroom accommodation because of a disability, it is strongly recommended you register with the Dean of Students Office http://www.dso.ufl.edu within the first week of class or as soon as you believe you might be eligible for accommodations. The Dean of Students Office will provide documentation of accommodations to you, which you must then give to me as the instructor of the course to receive accommodations. Please do this as soon as possible after you receive the letter. Students with disabilities should follow this procedure as early as possible in the semester. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health
Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.
- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: http://www.counseling.ufl.edu. On line and in person assistance is available.
- You Matter We Care website: http://www.umatter.ufl.edu/. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: https://shcc.ufl.edu/
- Crisis intervention is always available 24/7 from:
Alachua County Crisis Center:
(352) 264-6789
http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

Inclusive Learning Environment
Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and

enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: www.multicultural.ufl.edu