



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

RHIT COMPETENCY REVIEW

HITT - 2249 - 87

LESLEY PLEMONS

NOTE: This is a Summer 11-week course.

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Course Description:

Review Health Information Technology (HIT) competencies, skills and knowledge.

Prerequisites and/or Corequisites:

Corequisite: HITT 2261

Course Notes and Instructor Recommendations:

All previous textbooks used throughout the curriculum. USB storage device

Students should use Chrome or Firefox for completing LMS course activities.

Please note MAC computers are not compatible with a number of our programs.

Students should also have the most current version of Word, Excel, Access, and Power Point.

[Click here](#) for free downloads or copy and paste the url into your browser

<http://www.mclennan.edu/tech-support/software>

Minimum software/hardware requirements:

- Windows XP, Vista, 7 & 8 are supported, as well as Mac OS, but each VLab program has different compatibility requirements (specific system information is provided to all users)
 - Broadband High Speed Internet Access, Cable or DSL
- Internet Explorer 8 and above, Firefox and Google Chrome are supported
 - Again, each program has different compatibilities. Some are universal while some will only work with IE 8; this information is provided to all users.
- Additional requirements for individual applications and instructions for changing computer settings or installing software are provided in the lessons

Instructor Information:

Instructor Name: Lesley Plemons

MCC E-mail: lplemons@mclennan.edu

Office Phone Number: 254-299-8233

Office Location: BTB 227

Office/Teacher Conference Hours:

Monday 4:00 – 6:00 pm Zoom

Other times available by appointment.

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Required Text & Materials:

Title: Registered Health Information Technician (RHIT) Exam Preparation

Author: Carter

Edition: Ninth

Publisher: AHIMA

ISBN: 978-1-58426-899-4

Title: Schnering's Professional Review Guide Online for the RHIA/RHIT Examination 2020

Author: Schnering

Edition: First

Publisher: Cengage

ISBN: 9781337918909

<https://www.cengage.com/c/schnering-s-professional-review-guide-online-for-the-rhia-and-rhit-examinations-2020-1e-schnering/9780357369029/?filterBy=Student>

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Students will participate in group discussion, complete assignments, scenarios, take quizzes and exams. Students will take the RHIT exam as a part of this course.

Course Objectives and/or Competencies:

1. Perform self-assessment of HIT competencies
2. Resolve learning gaps


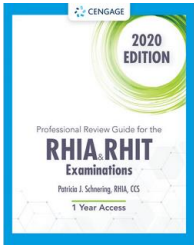
Course Outline or Schedule:

This schedule is tentative and subject to change. Students will be notified in class and/or via Brightspace announcements.

Week	Study	Assignment
Week 1	Locate textbooks Begin Review	Mock Exam 1 3 ½ hours At home on your own Due Thursday 8:00 am

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<p>Week 2</p>	<p>Review & Answer questions AHIMA Review Exam 1 Domain 1 starting on p. 2 and Exam 2 Domain 1 starting on p. 34</p> <p>Practice Questions p.66</p>  <p>Review & Answer questions Schnering RHIT Review Guide: Section III Health Data and Section IV Information Retention & Access</p>  <p>Reference Sayles and Abdelhak texts</p>	<p>Submit Data Content Assignment - Due Thursday 8:00 am</p>
<p>Week 3</p>	<p>Review & Answer questions AHIMA Review Exam 1 Domain 2 starting on p. 8 and Exam 2 Domain 2 starting on p. 40</p> <p>Practice Questions p.86</p> <p>Review & Answer questions RHIT Review Guide: Section XI Health Information Privacy and Security & Section XII Health Law</p> <p>Study and review notes. Find answers to questions you missed to clarify understanding.</p>	<p>Submit HIPAA Assignment - Due Thursday 8:00 am</p> <p>Quiz – Respondus Due Thursday 8:00 am (Covers Domain 1 & 2)</p>

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	Reference: Sayles Ch 12, 13, 17 & Brodnik text.	
Week 4	<p>Review & Answer questions AHIMA Review Exam 1 Domain 3 starting on p. 12 and Exam 2 Domain 3 starting on p. 44</p> <p>Practice Questions p.100</p> <p>Review & Answer questions RHIT Review Guide: Section X Informatics & Information Systems</p> <p>Study and review notes. Find answers to questions you missed to clarify understanding.</p> <p>Reference: Sayles Ch 4, 14, 15, 16, 17 & Abdelhak text</p>	Submit Data Analytics Assignment - Due Thursday 8:00 am
Week 5	<p>Review & Answer questions AHIMA Review Exam 1 Domain 4 starting on p. 17 and Exam 2 Domain 4 starting on p. 49</p> <p>Practice Questions p.122</p> <p>Review & Answer questions RHIT Review Guide: Section VI Medical Billing & Reimbursement</p> <p>Study and review notes. Find answers to questions you missed to clarify understanding.</p> <p>Reference: Sayles Ch 6</p>	Submit Revenue Cycle Assignment - Due Thursday 8:00 am

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Week 6	<p>Review & Answer questions AHIMA Review Exam 1 Domain 5 starting on p. 24 and Exam 2 Domain 5 starting on p. 144</p> <p>Study and review notes. Find answers to questions you missed to clarify understanding.</p> <p>Reference: Sayles Ch 16</p>	<p>Submit Compliance Assignment - Due Thursday 8:00 am</p> <p>Mock Exam 2 3 ½ hours Respondus Due Thursday 8:00 am (Covers Domain 1-4)</p>
Week 7	<p>Review & Answer questions AHIMA Review Exam 1 Domain 6 starting on p. 28 and Exam 2 Domain 6 starting on p. 159</p> <p>Study and review notes. Find answers to questions you missed to clarify understanding.</p> <p>Reference: Sayles Ch 17-21</p>	<p>Submit Leadership Assignment - Due Thursday 8:00 am</p> <p>Quiz Respondus Due Thursday 8:00 am (Covers Domain 5 & 6)</p>
Week 8 - 10	<p>Study and review notes. Find answers to questions you missed to clarify understanding.</p> <p>Take RHIT Exam at Testing site</p>	-----

Course Grading Information:

Exams: Any major exam where a student scores below 80%, the student will be required to make a Zoom appointment with the instructor to review missed questions.

Assignments: Students will gain points on assignments. Students may attempt assignments multiple times in order to increase their score.

Be prepared to put forth the effort to complete research and apply knowledge from previous course work to ensure responses display full comprehension of the cases covered. The process

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will be time consuming and re-submissions will mean that an early start is necessary to ensure progression through the course.

Grades for this course will be weighted. To determine your grade at any point in the semester, calculate the average and multiply by the percentage for each category.

Exams will be averaged and multiplied by 35%

Assignments will be averaged and multiplied by 40%

Students receiving a score of **PASS** on the RHIT will earn a score of **75** that will be multiplied by 25% students receiving a score of **FAIL** on the RHIT will earn a score of **74** that will be multiplied by 25%.

In the event that the RHIT exam is in a beta period the 25% for the RHIT exam will be applied to the “Exams” category.

Assignments and exams have the highest percentage. The greater the percentage the more impact the assignment or exam will have on the overall course grade.

Category	Percent toward final grade	Grade Range	
Exams	35%	A	90-100%
Assignments	40%	B	80-89%
RHIT Exam	25%	C	75-79%
		D	60-74%
		F	0-59%

Please note online courses will require students to spend more time reading, studying, reviewing materials, and researching than what is usually required in a face-to-face course. To be as successful in this online course students will need to spend about twice as much time as they would spend in a face to face due to the fact that more reading and research will be required of the student.

Late Work, Attendance, and Make Up Work Policies:

Under no circumstances will late homework or case study assignments be accepted. No makeup exams

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Failure to submit a total of 4 assignments/case studies will show that the student has no intention of completing the course. The student will be dropped from the course.

Students are encouraged to complete and submit work early in the week. No make-up exams will be provided. Since students have all available information to complete the course materials in advance. Stay ahead in the event that a tragedy occurs in your family or in your personal situation.

No late work will be accepted.

You have the ability to check your submitted work in Brightspace. If you see an error in the submission you have another chance to resubmit the assignment correctly at any point before the due date.

Work submitted in error or incorrectly submitted will receive a grade of zero. It is the responsibility of the student to ensure the accuracy and completeness of each submitted assignment.

Work that is incorrectly submitted will be assigned a grade of 0.

Examinations

No make-up exams will be allowed.

Examinations are to be taken when scheduled.

If you feel that you may have a technical problem or if your computer crashes, you will be expected to turn your work in as usual and complete exams at an alternate location such as the Library on campus, your local library, or an alternate location.

DO NOT wait until the last minute to take the exam.

It is up to the student to ensure that he/she has the resources necessary to fully complete this online course.

Communication Policy

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

Emails should be sent using your student email preferably from within the Brightspace course. Always identify yourself and the course you are enrolled in, the reason for your email, and use clear English language.

At times the instructor may have an extenuating circumstance or may be prohibited from responding (according to the above information) due to conference attendance or other required activities.

Instructor Assignment Feedback

Students will receive a score for quizzes in most cases as soon as the quiz has been completed.

Quizzes are timed.

Student assignments and discussion postings will be graded within 7 days of the due date, feedback will be provided in the feedback area. Students should verify the accuracy of the work submitted. Blank assignments or assignments that are not complete will receive a grade of zero. Incorrectly submitted assignments such as submitting the wrong assignment will receive a grade of zero.

If there appears to be a problem viewing the document submitted you should notify the instructor immediately via email or Brightspace messaging *before* the due date.

Otherwise work that is incorrectly submitted will be assigned a grade of 0.

It is imperative that students post discussion postings and questions early in the week.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Technical Support

Students who need technical support should contact MCC's Information Systems and Support at 254-299-8077. You can access the link by going to the Web Links tab, MCC's Information Systems and Support.

Testing Center

MCC's testing center link is provided. Please copy and paste the following link into your browser <http://www.mclennan.edu/testing-center/>

Academic Support

Click on the Web Links tab, and then click on the Library and Academic Support link to access.

Student Support Services

Please copy and paste the following link into your browser to gain access to the Student support services site. <http://www.mclennan.edu/student-support-services/>

If you would like more information about academic counseling, personal counseling, or career counseling; tutoring; study skills sessions; and a number of other services available to you visit the site provided above.

Recordings

Please note that lectures, questions and answers inside and outside of the classroom may be recorded and posted to Brightspace for this course and future courses.

As a student in this course I agree to the possibility that I may be recorded and my questions/answers may be used/produced on Brightspace for present and future purposes.

Student Behavioral Expectations or Conduct Policy:

Students are expected to use appropriate language and display respect for others regardless of the method of communication. Zoom, face to face, email, or over the phone. Students are expected to be respectful toward the instructor and fellow students. Belligerent behavior in zoom sessions or the classroom will result in immediate dismissal of the student from the course and will result in counseling with the instructor and the student's program director.

Students are expected to send emails with appropriate information such as student name, course title and number, reason for the email using clear English language (no text language) and all emails should be free of typos, grammatical, spelling, and other errors. Students are to treat fellow classmates' and the instructor with respect in and outside of the classroom though email discussions and discussion board postings.

Any inappropriate behavior or language may result in the student being dropped from the course immediately.

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In addition, in this class, students are subject to the following discipline regarding cheating in any form:

First Offense: failing grade on the assignment

Second Offense: failing grade in the course

Sharing or uploading case studies, homework questions, quiz material or any content from this course to any website or with any other individual will result in disciplinary action. If any material is found on any website the student will not be permitted to continue in any HITT course or HITT related programs.

Students found to be cheating and/or sharing course materials online or with others will be reported to appropriate MCC staff and recorded in a database.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Updated 11/04/2022



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 254-
2998122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.