

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.					
a. Submitted by the College of:		Health Sciences		Today's Date: 5/2/2013	
b. Department/Division:		Clinical Sciences/ Division Health Sciences, Education and Research			
c. Is there a change in "ownership" of the course?				YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, what college/department will offer the course instead? _____					
d. What type of change is being proposed? <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor ¹ (place cursor here for minor change definition)					
e. Contact Person Name:		Geza Bruckner		Email:	gbruckn@uky.edu
				Phone:	80859
f. Requested Effective Date:		<input type="checkbox"/> Semester Following Approval		OR	<input checked="" type="checkbox"/> Specific Term ² : Fall 2013
2. Designation and Description of Proposed Course.					
a. Current Prefix and Number:		HHS 443		Proposed Prefix & Number: Same	
b. Full Title:		Health Informatino Management		Proposed Title: Same	
c. Current Transcript Title (if full title is more than 40 characters): _____					
c. Proposed Transcript Title (if full title is more than 40 characters): _____					
d. Current Cross-listing:		<input checked="" type="checkbox"/> N/A		OR	Currently ³ Cross-listed with (Prefix & Number): _____
		Proposed – <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____			
		Proposed – <input type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number): _____			
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.					
Current:	45 hrs/3hrs/wk lecture Lecture	_____ Laboratory ⁵	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
Proposed:	30 hrs/2hrs/wk lecture Lecture	_____ Laboratory	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
f. Current Grading System:		<input checked="" type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail	
Proposed Grading System:		<input type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail	

Comment [OSC1]: Excerpt from SR 3.3.0.6.2 Definition. A request may be considered a minor change if it meets one of the following criteria:
a. change in number within the same hundred series*;
b. editorial change in the course title or description which does not imply change in content or emphasis;
c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s); d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
e. correction of typographical errors.
*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

¹ See comment description regarding minor course change. Minor changes are sent directly from dean's office to Senate Council Chair. If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.
⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

COURSE CHANGE FORM

g. Current number of credit hours:	3	Proposed number of credit hours:	2
h. Currently, is this course repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Proposed to be repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES:	Maximum number of credit hours: _____		
If YES:	Will this course allow multiple registrations during the same semester?		
	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
i. Current Course Description for Bulletin:	<p><u>This course provides students with an opportunity to understand and address the challenges associated with health care change and improvement intended by the Recovery Act of 2009. Students will focus on clinician and clinical leader roles in the implementation of an Electronic Medical Record. The course includes material relating to Personal Health Record (PHR) models, architectures, market forces, and law. Students will understand the advantages for using the electronic medical record and mechanisms for planning successful implementation.</u></p>		
Proposed Course Description for Bulletin:	_____		
j. Current Prerequisites, if any:	<u>Admission to HHS or consent of instructor</u>		
Proposed Prerequisites, if any:	<u>Same</u>		
k. Current Distance Learning(DL) Status:	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Already approved for DL*	<input type="checkbox"/> Please Add ⁶ <input type="checkbox"/> Please Drop
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input checked="" type="checkbox"/>) that the proposed changes do not affect DL delivery.			
l. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
Proposed Supplementary Teaching Component:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
3. Currently, is this course taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Proposed to be taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
4. Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES, explain and offer brief rationale: _____			
5. Course Relationship to Program(s).			
a. Are there other depts and/or pgms that could be affected by the proposed change?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
If YES, identify the depts. and/or pgms: <u>Clinical Leadership and Management</u>			
b. Will modifying this course result in a new requirement⁷ for ANY program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
If YES ⁷ , list the program(s) here: <u>Human Health Sciences</u>			
6. Information to be Placed on Syllabus.			
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If <u>changed to 400G-</u> or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)	

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

COURSE CHANGE FORM

Signature Routing Log


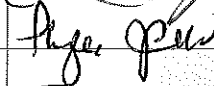

General Information:

Course Prefix and Number: HHS 443
 Proposal Contact Person Name: geza Bruckner Phone: 80859 Email: gbruckn@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Chair	5/2/13	Karen Skaff 218-0585 karskaff@uky.edu	
	5/7/13	1859 227-7913 p.wash@uky.edu	
Chair Acad Aff.	5/7/13	Rich Andragata 218-0523 RANDR2@uky.edu	

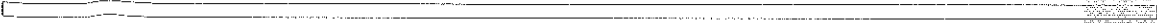
External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ^B
Undergraduate Council	5/14/13	Joanie Ett-Mims	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

^B Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

COURSE CHANGE FORM



[Faint handwritten text, possibly a signature or date]

**University of Kentucky College of Health Sciences Department of
Clinical Sciences**

HHS 443: Health Information Management
Section TBD Course credits: 2

MEETING DAYS AND TIMES: TBD

COURSE MEETING LOCATION: TBD

INSTRUCTOR INFORMATION:

Instructor: TBD

Office phone:

Office address:

Email address:

Preferred method for reaching instructor: email or phone

Office hours/ prior appointment: by appointment

COURSE DESCRIPTION: This course provides students with an opportunity to understand and address the challenges associated with health care change and improvement intended by the Recovery Act of 2009. Students will focus on clinician and clinical leader roles in the implementation of an Electronic Medical Record. The course includes material relating to Personal Health Record (PHR) models, architectures, market forces, and law. Students will understand the advantages for using the electronic medical record and mechanisms for planning successful implementation. Prereq: Admission to HHS Program or consent of instructor

COURSE GOALS: The purpose of this course is to provide students with the opportunity to learn about the electronic medical record and other health information. The specific goals of this course are to:

1. Provide information about the challenges of information collection, storage, and exchange
2. Provide information about the challenges and advantages of using EMR
3. Engage students in discussion and reflection that lead them to examine, develop and share their ideas for successful implementation of an electronic medical information system

STUDENT LEARNING OUTCOMES: As a result of taking this course students will be able to:

1. Describe the various forms of medical records including EMR, EHR, ePHR, and PBHR
2. Discuss the challenges and advantages of EMR
3. Summarize the legal and ethical implications of an EMR or HER
4. Develop a process for a successful EMR implementation
5. Propose an EMR implementation plan

REQUIRED TEXTS: Personal Health Records: The Essential Missing Element in 21st century Healthcare, Miller, Yasnoff and Burde, ISBN: 978-0-9800697-6-1

COURSE CONTENT: The need for efficiency in sharing patients' medical information has long been recognized. The healthcare system is at a crossroad where technological advances are allowing for use of electronic medical records. However, the nation lacks a coordinated system, with small independent physician practices and large health systems choosing software packages based on individual judgment rather than on strict criteria for compatibility. Future healthcare providers must recognize the need for strategic planning when selecting technology and must develop implementation plans that serve patients well.

Detailed topics are presented in the COURSE SCHEDULE below.

GRADING:

Evaluation Components:

<u>Activity</u>	<u>Due</u>	<u>Points</u>		<u>Percent of total grade</u>
• Attendance & Participation (Quizzes, Question of the Day)	Throughout Course	20	5	
• Outline of Project Plan	Week6	40	10	
• Exam 1:	Week7	100	25	
• Oral Presentation	Weeks 11-12	60	15	
• Written Plan	Week 13	80	20	
• <u>Final Exam: (comprehensive)</u>	Week 15	100	25	
TOTAL		400	100	

Grading Scale:

<u>Points</u>	<u>Percent</u>	<u>Grade</u>
360-400	90- 100	A
320-359	80-89	B
280-319	70-79	C
240-279	60-69	D
Below 241	Below 60	E

Exams will be multiple choice, short answer, true false, multiple answer.

All students will need to have an oral presentation on an assigned topic (10 min)

The written plan will describe an EMR implementation plan.

Your midterm grade will be available online on (date TBA).

The final examination will be held on (date, time, duration and location-TBA).

COURSE POLICIES:

Academic accommodations due to disability: If you have a documented disability that requires academic accommodations, please see the instructor as soon as possible. In order to receive accommodations in this course, you must provide the instructor with a Letter of Accommodation from the Disability resource Center (Room 2, Alumni gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Attendance: Attendance in this course is mandatory. For each unexcused absence, the final points awarded in the course will be lowered by 3 points (1%). Tardiness of more than 5 minutes or leaving class early without prior arrangement with the instructor will lower the final average by 1 point for each infraction.

Excused absences: Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Make-up opportunity: When there is an excused absence, you will be given the opportunity to make-up missed work and/or exams. It is your responsibility to inform the instructor of the absence and make arrangements for making up missed work or exams, preferably in advance, but no later than one week after it.

Submission of assignments: Unless PRIOR arrangements are made between the student and instructor, assignments submitted late will be penalized 10% for each day beyond the due date. Assignments submitted electronically are due by 5:00 on the date specified; assignments to be submitted in class are due at the beginning of class.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism. Classroom behavior, decorum and civility. In addition to cheating and plagiarism, classroom demeanor is an increasingly significant problem on campus (and nationally). You are expected to respect the dignity of all and to value differences among members of our academic community. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or other students (S.R. 6.1.2), but this should be done with respect. Equally, a faculty member has the right-- and the responsibility-- to ensure that all academic discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility does not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors.

Professional preparation: Students are expected to demonstrate professional behavior that is ethical, respectful of the healthcare and other professions, demonstrates sensitivity to individuals, regardless of their gender, religion, race, or ethnicity. For specific information about behavioral expectations, students should refer to guidelines provided by their profession.

Accommodations due to disability :

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

FOR DISTANCE LEARNING STUDENTS (Center for Excellence in Rural Health):

Distance Learning: Formal educational process in which the majority of instruction in a course occurs when students and instructors are not in the same place.

Instructor Information:

Virtual Office Hours: TBD

Preferred method of contact: Email (email address found in INSTRUCTOR INFORMATION at top of syllabus)

Maximum timeframe for responding to student communications: 48 hours (2 working days)

Technological Requirements:

- Access to a computer with Internet capabilities (DSL or Cable modems are highly recommended)
- System Requirements for Blackboard see <http://wiki.uky.edu/blackboard/Wiki%20Pages/FAOS.aspx>

Technology Support:

- Contact information for Teaching and Learning Services Center (TASC) (*now Center for Teaching & Learning*):

Website: <http://www.uky.edu/TASC/> Phone: 859-257-8272

- Contact information for Information Technology Customer Service Center (ITSC):

Website: <http://www.uky.edu/UKIT/>

Phone: 859-218-HELP

- Procedure for resolving technical complaints: Contact TASC or ITSC first, then contact instructor

Distance Learning Library Services:

- Contact information for Distance Learning Library Services:

Website: <http://www.uky.edu/Libraries/DLLS>

DL Librarian: Carla Cantagallo

Email: dllservice@email.uky.edu

Phone: 859-257-0500, ext. 2171; (800) 828-0439 (option #6)

DL Interlibrary Loan Service: <http://www.uky.edu/Libraries/libpage.php?lweb id 253&llib id 16>

Tentative COURSE SCHEDULE

COURSE INTRODUCTION: COURSE OVERVIEW EMR: THE NEED & IDSTORY	Week 1 Chapter 1
EMR CHALLENGES & ADVANTAGES:	Weeks 2&3 Chapter 2
MARKET FORCES & CLINICIAN ADOPTION	Week 4
PHR ARCHITECTURES PLANNING & IMPLEMENTATION	Weeks 5-6 (Week 6-Outline of Project Plan Due)
EXAM I	Week?
ETHICAL, REGULATORY & TECHNICAL ISSUES	Week 5 Exam I Returned and Reviewed Weeks 8 & 9
EXPERIENCES IN RURAL CLINICS EXPERIENCE WITH THE e-Dental Record	Weeks 10 & 11
STUDENT PRESENTATIONS	Weeks 11-12 Oral Presentations
ANALYSIS OF IMPLEMENTATION PLANS BUILDING SUCCESS INTO THE FUTURE	Week 13 Written Plan Due
A NATIONAL PLAN BUILDING CAPACITY ON THE STATE & NATIONAL LEVELS	Week 14
EXAM II	Week 15

