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## Course Syllabus: Imaging Informatics

Robert D. & Carol Gunn College of Health Sciences & Human Services

Department of Radiologic Sciences

### Course Information

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<b>Name</b>	RADS 4533x31 Imaging Informatics Syllabus Summer 2021 Onstott (online)
<b>Credit</b>	3 hours
<b>Term</b>	Summer 2021
<b>Dates</b>	June 1-August 5, 2021
<b>Time Commitment</b>	Students should expect to spend at least 13 hours per week on course material (10 week term)
<b>Prerequisites</b>	None

### Professor

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**Kimberly Onstott EdD, RT(R)(CT)(MR), MRSO**

**Assistant Professor, Advanced Modalities Program Coordinator Radiologic Sciences**

**E-mail:** [kimberly.onstott@msutexas.edu](mailto:kimberly.onstott@msutexas.edu)

Use this format in the subject line: 4533\_your last name\_topic of the message

E-mail is the best way to reach me. If I have not responded within 72 hours, please email me again.

**Phone:** (940) 397-4332 or (866) 575-4305. Please leave a message and I will get back to you.

**Office location:** Midwestern State University  
3410 Taft Blvd  
Centennial Hall 430Q  
Wichita Falls, TX 76308

**Office hours:** Tuesday, Wednesday 14:00-16:00, Thursday 08:00-09:00 CST. Due to the pandemic please schedule an appointment by email.

## Course Description

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This course introduces the concepts of information technology as it relates to health care and radiology. Healthcare data trends, electronic health records architecture of information systems, health information privacy and security, ethics, mobile technology, telemedicine, PACS, quality improvement, and patient safety.

### Course Objectives

Upon completion of this course, students will be able to:

1. Discuss the concept of health informatics as it relates to healthcare facilities.
2. Describe the architecture of healthcare information systems.
3. Related the importance of healthcare ethics, patient safety to health information technology
4. Discuss barriers to health information technology
5. Explain the PACS system and processes.

## Teaching Methodology

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Desire2Learn (D2L) Units, Independent reading assignments, D2L open book Unit quizzes, Discussion Boards, and a Comprehensive Final Exam is used in this course.

## Course Materials

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### Textbooks

#### Required

Hoyt, R. E. (2018). Health Informatics: Practical Guide (7<sup>th</sup> ed.) <http://informaticseducation.org/>  
ISBN 978-1-387-64241-0

### Proctor Requirements

#### **Test-takers are responsible for meeting the following technical requirements:**

- A reliable computer running Windows XP (or higher) or Mac OS X 10 (or higher).
- A web cam with 640x480 video pixel resolution or higher.
- Headphones or working speakers connected to the computer.
- A working microphone connected to the computer. We recommend a web cam that has a built in microphone.
- A web browser with Adobe Flash Player installed. We recommend Flash Player 10.
- A reliable, high-speed Internet connection.
- The ability to allow video and screen-sharing connections to the computer used to take an exam.
- Test-takers can test their computer and webcam at [www.ProctorU.com/helpdesk](http://www.ProctorU.com/helpdesk)

**Test-takers can conduct a diagnostic of their computer, webcam and Internet connection at [www.ProctorU.com/helpdesk](http://www.ProctorU.com/helpdesk).**

## Computer Requirements

You need access to an up-to-date computer with an internet connection in this course. D2L does not work well with Internet Explorer. Use a different browser when working in D2L.

## Assignments

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The student must:

- Complete reading assignments, visit selected internet websites
- Successfully complete the required online examinations, including a proctored comprehensive final exam.
- Participate in asynchronous discussion threads.
- Perform internet searches.
- Meet all submission deadlines.

### General Assignment Format

This course is divided into six (6) units of instruction.

Each unit contains resources for each assignment. There is a quiz for each unit; the questions come from each chapter in that unit. There are discussion boards for each topic as well. You must post an original response to the discussion board AND reply to at least 2 other original student posts. The initial post should be at least 72 hours before closing to get full credit.

See detailed descriptions and due dates at the end of this syllabus.

## Course Units

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<b>Unit</b>
<b>Welcome (must complete this Unit first)</b>
<b>Unit One - Overview, Healthcare Data, and Computer and Network Architectures</b>
<b>Unit Two - Electronic Health Records, Standards and Interoperability, &amp; Health Information Exchange</b>
<b>Unit Three - Healthcare Data Analytics, Clinical Decision Support, &amp; Safety, Quality and Value</b>
<b>Unit Four- Health Information Privacy and security, Health Informatics Ethics &amp; Mobile Technology and MHealth</b>
<b>Unit Five - Information Retrieval and Medical Imaging Informatics</b>
<b>Unit Six - Telemedicine &amp; Bioinformatics</b>

## Evaluation

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### Grade Distribution

- 35% Discussions (16)
- 35% Unit Quizzes (6)
- 30% Comprehensive Exam

### Grade Scale

A=100-90

B=89-80

C=79-70

D=69-60

F=59 and below

### Grading Cycle

All assignments are graded together as a group to maintain a higher level of consistency. Grading begins on the first business day after a due date, outside of university holidays and professional meetings, and is typically completed before the next due date. You may track your progress through the Gradebook in D2L.

### Feedback

Feedback varies throughout the course. The News section of the course is where I will send messages to the entire class. It is best to set up your D2L account to receive an email notification (to the email of your choice) when News items are posted, so you do not miss important updates.

1. Click the down arrow in the News section on the 4533 course home page
2. Select Notifications
3. Check the email address you wish to send email notifications. If you need to change this, select "Change your email settings" and enter the new email address. This email address should be an email address you check frequently.
4. If you want to receive these updates on your mobile, select "Register your mobile"
5. Check the box next to "News - new item available" and then check any other boxes you wish to receive an email notification from.

You are welcome to email questions to clarify concepts or look for further explanations. If I come across repeated questions, I will provide feedback or supplementary resources in the News section of the course so that everyone can benefit from it. You might look there first, because your questions and answers may be located there.

### Late Work

### Due Dates

Most assignments are due on Tuesdays (see Important Course Dates below). Assignments must be submitted by the time posted in the course schedule below. All times are Central Standard Time. If a student fails to meet a deadline, the student will receive no credit for the assignment not submitted on time. It is the student's responsibility to consult with the professor if an assignment due date has been missed.

## Emergency Extension

If you have a major event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email your professor at [kimberly.onstott@msutexas.edu](mailto:kimberly.onstott@msutexas.edu) as soon as possible and on or before the scheduled due date. We will grant extensions on an individual basis. If an extension is granted, typically the following guidelines will be followed.

1. The assignment may be up to one week late and still qualify for full credit. After the one-week extension has passed, ten points per day can be deducted until the assignment is no longer worth any credit.
2. When the assignment is completed, you must send a follow-up email to let the professor know it is ready to grade. Failure to notify the professor could lead to a grade of zero.
3. **Avoid End of Course Late Work:** Please note there are University deadlines for submitting grades at the end of the semester. All work must be turned in at least a week before grades must be posted.
4. If a course includes interaction between students in the discussion board, and if extenuating circumstances will prevent you from participating, an alternate assignment may be considered at the discretion of the professor.

## HIPAA Requirement

Do not place ANY patient name on your assignments. Any proper name that appears on an assignment, other than yours will be considered a HIPAA violation and the assignment grade may be dropped to as low as a zero, depending on the severity of the violation.

## Final Course Grade

A final course score of 70% is required to pass this course. Letter grades of "D" or "F" cannot be used for graduation and will require the course be repeated according to the current radiology program policies.

## Technical Difficulties

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On occasion, you may experience problems with accessing D2L, accessing class files located within D2L, connecting with your internet service, or you may encounter other computer related problems. Make the professor aware of a technical problem as soon as possible. If a problem occurs on our end, such as D2L failure, then a due date extension will typically be granted. **However, keep in mind it is your responsibility to have (or have access to) a working computer in this class. Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.**

Dropbox assignments that can be attached in an email should be emailed to the professor as soon as a problem is encountered. Failure to do so may result in points being lost, regardless of connection issues.

For help options:

- For D2L issues go online go to the [Distance Education Helpdesk](#)
- By phone call the Distance Education office at 940-397-4785 between 8am and 5pm.
- Use the D2L help link in D2L.
- Contact your professor.
- For other computer access issues, go online to the MSU [Information Technology Website](#).

## Attendance

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This is an online course and there are no mandatory sessions. However, the student should be vigilant in logging in to D2L. The student should expect to log in at least 3 times per week. Regular checks will ensure that messages from the professor are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Important Dates section above for specific due dates.

## Requesting a Withdrawal

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The last opportunity to drop this course with a grade of “W” is 4:00pm on July 8, 2021. All withdrawals **must be initiated by the student**. After this date dropping the course results in a grade of “F”.

In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” before grades are submitted. If the professor grants the “Incomplete,” the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of “Incomplete” will automatically convert into a grade of “F”.

## Special Needs

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In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, professors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations based on disability must register with the Office of Disability Services in the Counseling Center; Clark Student Center Room 108. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation based on a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, the Office of Disability Services for resolution will provide advice and/or assistance. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

## Administrative Process

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Unresolved issues related to this course should be first addressed between the student and the course professor. If there is no resolution, students must follow this sequence:

1. Department Chair – Dr. Beth Veale (940-397-4575)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

## Honor System

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RADS 4533 adheres to the [MSU Code of Conduct](#).

In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

All components of RADS 4533 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting they abided by this rule.

An online plagiarism service will be used in this course. Student assignments will be uploaded to the service for identification of similarities to other student papers and published works.

Cheating includes, but is not limited to

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems, or completing other assignments; or
- The acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to

- The use of, by paraphrase or direct quotation without correct citation in the text and in the reference list,
- The published or unpublished works of another person.
- Students may NOT submit papers and assignments that they have previously submitted for this or other courses.
- The use of materials generated by agencies engaged in "selling" term papers is also plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the professor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. If you have any questions about what constitutes plagiarism, please consult:

- The [University Academic Dishonesty Policy](#)
- The website [Plagiarism.Org](#), or
- The professor

### **Please Note**

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include, but shall not be limited to the right to reproduce the student's work/project in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.

### **Senate Bill 11**

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Senate Bill 11 Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the [University's campus carry webpage](#). If you have questions or concerns, please contact MSU Chief of Police [Patrick Coggins](#) by email at [mpatrick.coggins@msutexas.edu](mailto:mpatrick.coggins@msutexas.edu).

### **Communicating with the Professor**

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Contact information for the professor is listed at the top of the first page of this syllabus. The professor prefers email so there is a record of the communication and often the professor is away from her desk.

4533\_your last name\_topic of message

Example: 4533\_Smith\_Title Page question

When there is a need to contact a student, the professor will use the student's students.msu.edu email account. The professor is not responsible for sending emails to any other email account (set up your email to forward messages to an email you check often to avoid potentially missing any correspondence). Faculty members will not be responsible for keeping up with other email addresses for students. If you have not established this account or you need help forwarding messages, do so as soon as possible by contacting [information systems](#).

The professor will respond or at least acknowledge all student communications within five (5) business days. If this time period will be longer because the professor is out of town or other reason, a news item will be posted online in D2L for the class. Please always give the professor the time asked for to respond before repeating your request. Always include your course number and topic in the subject line of the email.



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## RADS 4533 Research Assignment Details

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### Order of Content

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Since this course is highly interactive between students with much of the learning occurring in the discussion boards, students are required to complete the course content in the order presented in the course by the dates listed in the course schedule.

### Late Work

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If extenuating circumstances occur that may cause a delay in completing an assignment or quiz by the deadline the student should contact the instructor before the assignment is due (see the section on late work above); such cases will be dealt with on an individual basis.

### HIPAA requirement

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Do not place ANY patient name on your assignments. Any proper name that appears on an assignment, other than yours will be considered a HIPAA violation and the assignment grade may be dropped to as low as a zero, depending on the severity of the violation.

### Unit Quizzes -35%

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When a student has reviewed a unit and is ready for the quiz, he or she will log on to D2L and receive a customized timed Unit quiz consisting of randomized questions. See the course schedule for the due dates for the quizzes.

It is important to know the unit content before attempting the unit quizzes because they are **timed**. Quiz questions will be from information learned in the units. Be sure to read all required reading assignments and course notes for each unit. Quiz scores will be available immediately after a student submits his or her quiz for grading.

Quizzes not completed by the due dates, may receive a zero (0). If extenuating circumstances have occurred that will prevent you from meeting the due dates, please let me know as soon as possible.

If students have technical difficulties during a quiz, they should use the Help link at the top toolbar in D2L, contact the MSU Information Systems Support Staff (<https://msutexas.edu/it/>), and send an email to the course instructor explaining what happened. Screen shots and/or taking a picture of your screen may help in diagnosing the problem

If a student finds a faulty quiz test item or believes that a quiz question has been scored incorrectly, he or she should send an email to the course instructor that includes the following:

- Unit Quiz Number (I -VI)

- Answer the student thinks should be correct
- Rationale supporting why the student's answer is correct
- Page numbers must be included when referencing the textbook in a rationale

After reviewing the case, if the course instructor thinks a revision is justified, the student's quiz score will be revised to reflect the additional points and the test bank will be updated.

## **Discussions -35%**

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There are 16 discussion topics in this course. Each discussion requires an original post and at least two replies to two of your peers. Your first post must be posted within 72 hours of the due date to receive full credit. This gives your peers ample time to reply.

## **Comprehensive Final Exam- 30%**

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This exam will cover all of the coursework you have completed in this course. It is proctored, is timed, and can only be completed once for a grade. It will only be open during the times and dates in the course schedule.

### **Exam Format**

- The comprehensive final examination is a timed (60 min) exam, consisting of 50 random questions over all of the chapters. The questions will be a mix of multiple choice, multiple select, and true/false.
- Be sure to study the unit quizzes to prepare for the final exam.
- To prepare for this exam, review the quizzes in the course.
- The comprehensive exam will be administered using Desire2Learn (D2L) and ProctorU proctoring service.
- You must inform ProctorU when you complete your exam before you exit the exam.

### **Technical problems**

- If you are disconnected during your exam, you must immediately contact ProctorU send an email to your professor
- The exam must be taken within the scheduled test dates, regardless of any technical issues that may arise. This is the student's responsibility.
- Late submissions will not be accepted.
- My suggestion is to take the exam during the first days it is available (listed below) to avoid receiving a zero due to technical issues.

See the Course Schedule on the next page.

**All course requirements must be completed before a grade is awarded.** Students must complete the final project and all course work by the dates published in the course schedule.

**Scroll down to view the Course Schedule.**

## Course Schedule

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All times are Central Standard Time (CST)

Date	Assignment
<b>June 1</b>	Class opens  Review the Welcome Unit and the Course Syllabus <b>Note: Each Chapter has discussion topics</b>
<b>June 8</b>	Unit 1 Discussion Boards Due by <b>23:59</b> Quiz 1 Due by <b>23:59</b>
<b>June 15</b>	Unit 2 Discussion Boards Due by <b>23:59</b> Quiz 2 Due by <b>23:59</b>
<b>June 22</b>	Unit 3 Discussion Boards Due by <b>23:59</b> Quiz 3 Due by <b>23:59</b>
<b>July 6</b>	Unit 4 Discussion Boards Due by <b>23:59</b> Quiz 4 Due by <b>23:59</b>
<b>July 8</b>	Last day to withdraw with a "W" grade by 4:00 pm campus time
<b>July 11</b>	<b><i>Final exam must be scheduled with Proctor U by this date All assignments must be completed by the date your exam is scheduled with ProctorU.</i></b>
<b>July 13</b>	Unit 5 Discussion Boards Due by <b>23:59</b> Quiz 5 Due by <b>23:59</b>
<b>July 16</b>	<b><i>FINAL EXAM OPENS 0600 AM</i></b>
<b>July 20</b>	Unit 6 Discussion Boards Due <b>23:59</b> Quiz 6 Due by <b>23:59</b>
<b>August 3</b>	<b><i>Last Day to take the final exam by 23:59 Last Proctor U appointment at 20:00 (8:00PM)</i></b>

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.