Oregon Health & Science University
BMI 591
RHIA National Exam Preparation

Instructor: Joanne Valerius, PhD, MPH, RHIA
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Electronic mail: valerius@ohsu.edu is best way to reach instructor

SAKAI LEARNING WILL BE USED IN THIS COURSE:
This course will have an online component, which can be accessed through Sakai, OHSU’s online course management system. For any technical questions or if you need help logging in, please contact the Sakai Help Desk.

Hours: Sakai Help Desk is available Mon – Fri, 8 am – 10 pm Pacific and weekends and holidays 12 pm – 5 pm Pacific.
Contact Information:
(Toll-free) 877-972-5249
(1Web) http://atech.ohsu.edu/help
(Email) sakai@ohsu.edu

CREDITS: 1

GRADING: Pass/No Pass
In order to pass this course you must:

1. Complete all content quizzes at 80% or above (includes re-takes)
2. AHIMA exams at 80% or above (includes re-take)

Graduate Studies in the OHSU School of Medicine is committed to providing grades to students in a timely manner. Course instructors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including but not limited to evaluation criteria, expected time needed to grade individual student examinations and type of feedback they will provide.

Class grades are due to the Registrar by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure shall be followed:

1) The Department1/Program Coordinator2 will immediately contact the Instructor requesting the missing grade, with a copy to the Program Director and Registrar.
2) If the grade is still overdue by the end of next week, the Department1/Program Coordinator2 will email the Department Chair directly, with a copy to the Instructor and Program Director requesting resolution of the missing grade.
3) If, after an additional week the grade is still outstanding, the student or Department\textsuperscript{1} /Program Coordinator\textsuperscript{2} may petition the Office of Graduate students for final resolution.

\textsuperscript{1} For courses that are run by a specific department.

\textsuperscript{2} For the conjoined courses (course number is preceded by CON_ that are run by Graduate Studies.

**REQUIRED RESOURCES:**

Resources for this course are the textbooks that you have been using throughout your courses in the HIM program AND


Here are some other review manuals recommended by former students that are OPTIONAL:


**COURSE DESCRIPTION:**

This course includes a series of examinations and content as needed for individual student to master competencies related to Health Information Management and the national certification for the Registered Health Information Administrator examination.

**OBJECTIVES FOR COURSE:**

1. Demonstration of knowledge of the health information management content required for the national certification exam.

2. Proficiency at taking on-line multiple choice exams.

**Note on Taking Exams:** I would recommend that the first time you take each exam that you take it without studying the chapters in the textbook for two reasons: 1. this will truly tell you what you need to concentrate on for studying for the national exam; 2. If you try to re-read each chapter it will be extremely time consuming and I believe very stressful.

**COPYRIGHT INFORMATION**

Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.

To comply with the fair use fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time as you will have no further access to your courses.

**STUDENT ACCESS**
OHSU is committed to providing equal access to qualified students with disabilities. Student Access determines and facilitates reasonable accommodations, including academic adjustments and auxiliary aids, for students with documented disabilities. A qualified student with a disability is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study. As defined by the Americans with Disability Act (ADA), a person with a disability has a physical or mental impairment that substantially limits one or more major life activities of the individual. This may include, but is not limited to, physical conditions, chronic health issues, sensory impairments, mental health conditions, learning disabilities and ADHD. Student Access works with students with disabilities from all of OHSU’s educational programs and at each campus.

Each school has an assigned Program Accommodation Liaison (PAL), who acts as an “in-house” resource for students and faculty concerning access issues for students with disabilities. The PAL works in collaboration with Student Access to implement recommended accommodations for students with disabilities.

It is recommended that you contact Student Access to consult about possible accommodations if you a) received disability accommodations in the past, b) begin experiencing academic difficulties, and/or c) are given a new diagnosis from your healthcare provider.

Learn more about Student Access:
Phone: 503 494-0082
Email: studentaccess@ohsu.edu
Website: www.ohsu.edu/student-access

ACADEMIC HONESTY
Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. See http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT_rank=1# for information on code of conduct for OHSU and http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/index.cfm for more information on citing sources and recognizing plagiarism.

COMMITMENT TO EQUITY AND INCLUSION
Oregon Health & Science University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin or ancestry, veteran or military status, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity, disability or any other protected status please contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or aaeo@ohsu.edu. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the OHSU Title IX Coordinator at 503-494-0258 or titleix@ohsu.edu

DMICE COMMUNICATION POLICY
1. If the syllabus directs the student to contact the TA before contacting the instructor, the student should do so. Otherwise, the student should contact the instructor and allow 2 business days (not including weekends) for a response.

2. If the student does not receive a response from the instructor within 2 business days, s/he should contact the TA (if there is one). When contacting the TA s/he should cc the instructor and Diane Doctor at doctord@ohsu.edu.

3. If a student does not receive a response from the TA within 1 business day (not including weekends), s/he should contact Diane Doctor at doctord@ohsu.edu and cc the instructor and the TA.

4. If Diane does not reply within 1 business day (not including weekends), the student should contact Andrea Ilg at ilgan@ohsu.edu.

5. Students having difficulties with Sakai should contact the Sakai Help Desk at sakai@ohsu.edu or at (877) 972-5249. Sakai help is available M-F from 8am to 10-pm and weekends from Noon to 5pm. Do not contact the instructor.

**SCHEDULE FOR QUIZZES**

There are quizzes for each of the content (domains) from LaTour, Eichenwald-Maki, and Oachs main textbook we have been using in the program. These will help you prepare for the national exam. These are all opened at the beginning of the term, and you can take them at any time.

The AHIMA has two full length review exams available to you, and one that I can post as the instructor. Please take the first review exam by week three. That will help you to know where some of your weaker areas are.