

## Health Information Technology

### Year One – Semester One

Module	Code	Credit
<b>Introduction to Health Information Technology</b>	<b>HEA1026</b>	<b>4</b>
<b>Introduction to Administrative Management</b>	<b>ADM2001</b>	<b>3</b>
<b>Human Biology</b>	<b>BIO1008</b>	<b>4</b>
<b>Seminar 1</b>	<b>HEA1012</b>	<b>1</b>
Academic Writing	COM1020	3
College Mathematics 1A	MAT1044	4
Information Technology	INT1001	3
Community Service Project	CSP1001	1
		<b>23</b>

Please note:

1. **Modules in bold must be selected first as they are compulsory.** Following that, students will select from the others. Students are advised to select Academic Writing then others to select a maximum of **21 credits** which is the **maximum** credit load per semester.
2. The last four modules are offered every semester but to help students to progress through the course of study, selection is recommended in the order specified.
3. The names of some **modules are close but the codes are different.** Please **check the module codes** to ensure you are selecting the correct module.
4. For emphasis, **the maximum credit load per semester is 21 credits.**

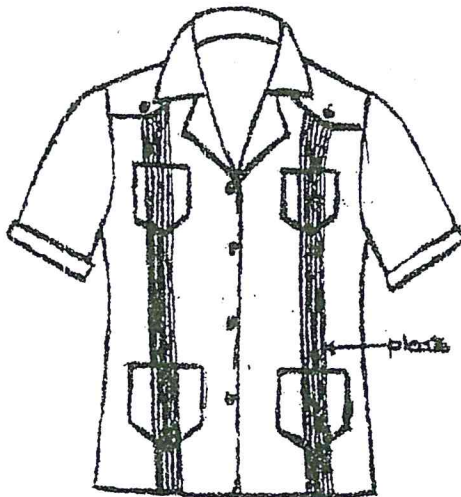
UNIVERSITY OF TECHNOLOGY, JAMAICA

COLLEGE OF HEALTH SCIENCES

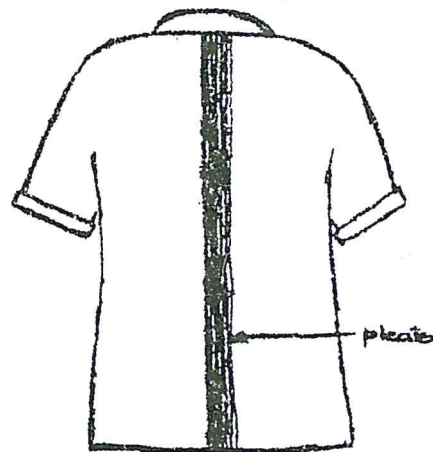
HEALTH INFORMATION TECHNOLOGY UNIFORM

BUSH JACKET - FRONT

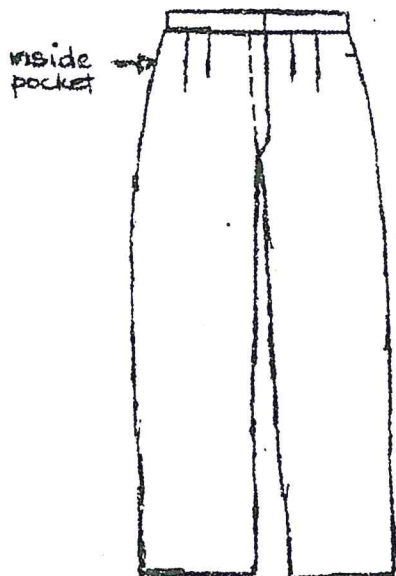
- (1) Bush Jacket must be LIGHT BLUE Blue in colour.
- (2) Skirt MUST BE, NAVY BLUE IN COLOUR NOT BLACK, NOT ROYAL BLUE
- (3) Style of Bush jacket,
- (4) Skirt
  - (a) Closed back flap
  - (b) Length of skirt 3" below knee



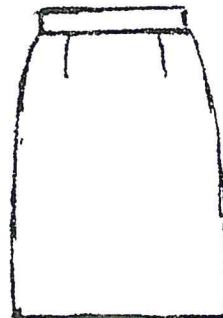
Bush Jacket  
(front)



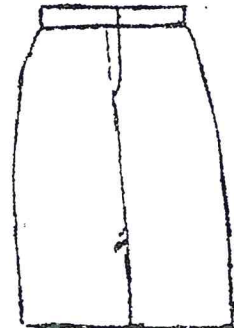
Bush Jacket  
(Back)



Pants  
(front)



skirt  
(front)



skirt  
(Back)

**UNIVERSITY OF TECHNOLOGY, JAMAICA**  
 COLLEGE OF HEALTH SCIENCES  
 TEXTBOOK REQUEST 2014-2015

School of Allied Health & Wellness  
 PROGRAMME: A Sc. in Health Information Technology

MODULE	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN #	SEMESTER	REMARKS
Health Information Technology I	Merida L. Jolus	Health Information Management Technology	2 <sup>nd</sup> edition	AHIMA	1-58426-141-2	1 & 2	Student Text
	Margret K. Amatayakul	Electronic Health Records: A Practical Guide for Professionals and Organizations	5 <sup>th</sup> edition	AHIMA	978-1-58426-219-6	1 & 2 (in both years 1 and 2)	Student & Reference Text
	Barbara Odom-Wesley	Documentation for Medical Records		AHIMA	1-58426-183-8	(in both years 1 and 2)	Text
	Jean Clark	Documentation for Acute Care	Latest	AHIMA	1-58426-112-9	1	Reference Text
	Edna K Huffman	Health Information Management	Latest	Physicians Record Library		1 & 2	Reference Text
Human Biology	Martini, FH, Bartholomew, E.F, Welch, K, Martini, FH.	The Human Body in Health and Disease				1	Student Text
	Tortura & Dickenson (Wiley)	Principles of Anatomy and Physiology					Reference Texts
	Stuart, Ira and Fox	Human Physiology					
	Davi-Ellen Chabner	Language of Medicine	9 <sup>th</sup> Edition	W. B. Saunders	1416034927	2	Student Text
Health & Vital Statistics	Lorelia A. Horton	Calculating & Reporting Healthcare Statistics	4th Edition	AHIMA	1584261668	2	Student Text
Principles of Epidemiology	Leon Gordis	Epidemiology	Latest	W. B. Saunders Co.	0-7216-5137-2	2	Student Text

MODULE	AUTHOR	TITLE	EDITION	PUBLISHER	ISBN #	SEMESTER	REMARKS
Introduction to Social Psychology	Baron R. A., & Byrne D. B. & Brunsonbe N. R.	Social Psychology	11 <sup>th</sup> Edition	Allyn & Bacon		2	Student Text
Principles of Health Care Management	Richard Daft	Management	9th	Harcourt College Publishers		1	Student Text
	Stephen P. Robbins	Organizational Behaviour, Concepts, Controversies and Applications	Latest	Prentice Hall		1	Reference Text
Health Care Delivery Systems	Merida L. Johns	Health Information Management Technology	2 <sup>nd</sup> edition	AHIMA	1-58426-141-2	1	Reference Text
Health Information Systems	Merida L. Johns	Health Information Management Technology	2 <sup>nd</sup> edition	AHIMA	1-58426-141-2	2	Reference Text
Medical Data Classification 1 & 2	WHO	International Statistical Classification of Diseases and Related Health Problems: Volumes 1, 2 & 3	Tenth Revision.	WHO		1 & 2	Student text

- **Wearing of earrings by males is not acceptable.**
- Jewellery worn in visible body piercings, with the exception of earrings, is not acceptable.

#### Undergarments

- Undergarments should not be visible.
- Underwear should not be revealed through shirt pleats.

#### Professional Membership

- As health professionals, you will be expected to be a part of professional bodies so all students, once registered into this course of study, are expected to join the Jamaica Medical Record Association.

#### Penalties

- Students who fail to observe these policies will be asked to leave the classroom or clinical site on their first offence.
- Students who breach this policy repeatedly will be subject to further disciplinary action as outlined in the Undergraduate Students' Handbook.

*Please be guided accordingly.*

SAHW/2012/HIT/NHHB

## HEALTH INFORMATION TECHNOLOGY COURSE OF STUDY

### CODE OF CONDUCT FOR STUDENTS

Students are being reminded of the guidelines specified in the Students' Handbook as requirement for all students to appropriately conduct themselves while pursuing studies at the University of Technology. Further to the guidelines stated therein, the following are specific requirements for students pursuing the Health Information Technology Course of Study in relation to the dress code and other conduct as a student.

#### **General**

1. All students are expected to be appropriately attired at all times while on the University's business, neat in appearance, well groomed and pay attention to personal hygiene.
2. Uniforms, hair accessories and footwear must project a professional image.
3. The course of study specifies uniforms; hence students are expected to be in uniform while at classes, on clinical assignments or any other university business.
4. All students must attire and conduct themselves in conformity to the undergraduate students' handbook and following guidelines:

#### Class Attendance & Participation

All students are expected to attend and be punctual for classes. Your success in this course of study is heavily dependent on both class attendance and participation. In

essence, this is measure of how actively you are engaged in class proceedings, and what you contribute to your learning and the learning of others. Class attendance is a critical component of class participation.

### Shirts & Blouses

- Bush jackets are the required tops for the uniform.
- Necklines should not reveal the cleavage.
- Where UTech brand shirts are worn these should be worn with tailored skirts or pants.
- Even where other clothing is permitted for specific reasons, sleeveless garments, leggings and t-shirts are not acceptable.

### Skirts & Pants

- Hemlines that exceed two inches (2") above the knee are not acceptable.
- Kick pleats should not exceed five inches (5") above the knee.
- Tailored pants should cover the top of your shoes and must be in the only colour specified (navy blue); unless otherwise permitted for specified reasons.
- Baggy pants and pants worn on the hip are not acceptable.
- Jeans and other casual and party wear are not acceptable.

### Footwear

- Footwear must project a professional image.
- Closed shoes and socks are mandatory for males.
- Closed shoes are required for females
- Hosiery is optional for females. If worn, it should match the complexion and attire.

- Casual footwear including sneakers, slippers and beach sandals, are unacceptable. Special considerations may be given for medical reasons only.

### Maternity Wear

- Maternity wear should as far as possible be tailor made, and should conform to the general standards of fabric, cut and fit outlined above. Visibly pregnant students should have their uniforms professionally altered so as to ensure a neat and professional look.

### Hair and Nails

- Hair styling (including colours and accessories) should be modest.
- Any accessory must project a professional image.
- If other clothing is permitted for specific reason, those tightly fitting, revealing, or adorned with glitter are not acceptable.
- Nails should be kept neat and clean and should not be extremely long or excessively embellished.

### Cosmetics

- Moderate use and application of cosmetics and fragrances is acceptable.

### Jewellery

- Jewellery may be worn in moderation and should not be noisy, very large, or distracting.
- When available, the name pin should be worn on the uniform. The name pin may also be worn with other suitable attire as permitted.
- Earrings are restricted to a **single pair on the lower part of the ear**.