Course Description

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an unpaid learning experience. Prerequisites: HITT 1391, HITT 1341, and HITT 1442. Corequisite: HITT 2335.

Students will work under the supervision of a qualified Registered Health Information Administrator/Registered Health Information Technician or other qualified personnel to whom they are assigned. Students will also receive college faculty consultation. The professional practice experience is designed to enable students to obtain actual work experience in theoretical and application-based procedures previously studied. This professional practice consists of 120 hours.

Text, References, and Supplies


References:

All coding texts from HITT 2335, HITT 1341, and HITT 1342 are referenced in this course.

Supplies:

1-1/2” Notebook with dividers for submission of work.

Flash drive for submission with notebook.

Student Learning Outcomes:

At the conclusion of this professional practice experience, the student will be able to:

1. Evaluate documentation to support diagnoses, tests and treatment modalities.
2. Abstract records for department indices and databases.
3. Assign diagnostic and procedural codes.
4. Monitor or audit department coding and abstracting.
5. Assign MS-DRG and APCs with use of encoder software.
6. Apply legal concepts and principles to the practice of Health Information Management (HIM).
7. Evaluate revenue cycle management processes.
8. Identify discrepancies between supporting documentation and coded data.
9. Identify potential abuse or fraudulent trends through data analysis.

AHIMA Domains, Subdomains, and Tasks:

AHIMA Coding Certificate Program Competencies

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Last Updated: 12/28/2016
Domain I. Data Content, Structure and Standards (Information Governance)

Subdomain I.A Classification Systems
1. Apply diagnosis/procedure codes according to current guidelines
2. Evaluate the accuracy of diagnostic and procedural coding
3. Apply diagnostic/procedural groupings
4. Evaluate the accuracy of diagnostic/procedural groupings.

Subdomain 1B. Health Record Content and Documentation
1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
2. Verify the documentation in the health record is timely, complete, and accurate
3. Identify a complete health record according to, organizational policies, external regulations, and standards
4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare

Subdomain I.E. Secondary Data Sources
1. Identify and use secondary data sources
2. Validate the reliability and accuracy of secondary data sources

Domain II. Information Protection: Access, Disclose, Archival, Privacy and Security

Subdomain II.A. Health Law
1. Apply health care legal terminology
2. Identify the use of legal documents
3. Apply legal concepts and principles to the practice of HIM

Subdomain II.B. Data Privacy, Confidentiality and Security

Student Contributions, Responsibilities and Class Policies:

Professional Practice Experience

Professional Practice Experiences (PPE) must be unpaid educational experiences; therefore students are not expected to receive financial compensation for work performed. Students may not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision. Each student will be assigned to those locations which will most effectively assist meeting the appropriate domain.

A successful clinical affiliation experience can occur when all three participants share common goals for the experience and a mutual understanding of the resources and activities needed to attain those goals.

Attendance

Absenteeism and tardiness are considered unprofessional and undesirable traits. While there may be times when a student may be absent due to illness or other valid reasons, it is the student’s responsibility to make up the time, per their school policy.

If a student is unable to work on a specified day, it is their responsibility to notify and make arrangements to make up the missed time with both their PPE site manager and their academic program director. If a student is running late, it is important to contact the PPE site manager and give him/her an estimated arrival time.

Do not ask to leave early – you are expected to complete a certain number of hours in the field to complete your PPE experience. If you must depart early, be sure the arrangement is agreed to by your PPE site manager and that a later visit is arranged to make up missed hours.
Excessive absenteeism and tardiness will adversely affect the student’s grade for the PPE course. Absences of more than 25% constitute removal of the student from the course as described in the Midland College Handbook.

Email the instructor prior to your time of arrival for clinicals with a message about your absence and also copy the clinical site preceptor on the email.

**Absence from Clinical Site:**

1. A doctor’s excuse is required for any absence due to illness.
2. If a student misses more than three (3) clinical site days, he/she will be removed from clinical site schedule. This is for excused and unexcused absences. The student will be required to repeat the clinical course (HITT 1167) the next year if space is available in program.
3. Each absence from clinical site constitutes a drop in a letter grade.

Students are responsible for all costs incurred in clinical experience such as transportation, meals, parking, etc. Students also are responsible for any costs incurred while on field trips to area facilities.

**Badges:**

All students must wear a name badge to all professional practice experiences. Students reporting to professional practice experience without a name badge will be asked to leave clinical site and counted as absent. Students may obtain their badges at the facility by contacting the preceptor, the Education Department, or Human Resources as each facility’s process varies.

**Appearance:**

Students should practice professionalism by presenting a professional appearance.

- Adhere to the facility’s dress code—dress in suitable business casual or office attire. For example, women should wear blouses and skirts, dresses, or dress slacks with hose or socks. Men should wear dress shirts, ties, and dress slacks with socks. Jeans, shorts, sneakers, or t-shirts should not be worn—avoid extremes in jewelry, hairstyles, body piercing and tattoos, perfume, and make-up.
- Students should wear their identification badge at all times.
- If there are questions regarding proper attire and appearance, discuss them with the academic program director or site manager.

**Ethics and Confidentiality:**

Students are expected to:

- Adhere to the ethical guidelines set forth by the American Health Information Management Association (AHIMA) (see HITT Student Handbook or ahima.org)
- Abide by the school’s Code of Student Conduct in Midland College catalog and handbook
- Abide by applicable facility policies and procedures. You can review these with your department mentor.
- Abide by HIPAA rules

**Conduct:**
Students should demonstrate professional conduct throughout the course of the PPE.

- Demonstrate initiative by completing activities as assigned.
- If you complete your assignments early, ask for additional work rather than waiting for someone to notice.
  - There may be times when clinical personnel are unavailable to work with you. During those times use initiative to interview staff, maintain PPE log of activity, review policy manuals, and so on.
- Do not use your cell phone during working hours, this includes texting. Make personal calls and texts only at break and lunch times.
- Demonstrate a professional attitude during any unexpected situations that might occur.
  - Assist, if you can. Otherwise, be a silent observer or remove yourself from the situation.
  - Remember, much can be learned by observing how other professionals handle difficult situations.
- Utilize professional communication.
  - Students should contact their PPE site manager prior to their PPE to make introductions, obtain driving and parking information, and ask questions related to appropriate attire.
  - Maintain professional relationships by avoiding personal discussions.
  - As a professional you are expected to handle minor difficulties that arise on your own. However, if attempts to solve the situation have been unsuccessful, these matters should be brought to the attention of the PPE site manager and the academic program director.
  - Avoid gossiping or complaining about your PPE with site staff or other students. If you have issues, you should be discussing them with your PPE academic program director.
  - Students should maintain a daily log of activities that they accomplish during their PPE. This log should be shared with their site manager periodically to see what has been accomplished, what needs to be completed in the time remaining, and perhaps to delete or add some new activities.
  - Students are encouraged to send personal, handwritten thank-you notes to their PPE sites and those specific individuals who contributed to their experience.

Student Responsibilities:

1. This experience should prepare you for the workforce. Professionalism is a must while representing Midland College. Be familiar with that site's policy and procedures regarding apparel and work. Students must be well-groomed and wear professional apparel.

2. Wear your badge at all times at the practicum site, and be sure to ask questions about the particular process you are completing.

3. Notify your instructor of your progress by email weekly. Give an account of the total number of hours completed and the tasks performed in your email.

4. If, for any reason, a student has issue with a person or circumstance, do not discuss this with any employee or other student. Notify me immediately. Students are guests at facilities, but if the need arises, your instructor will handle any issue that may arise between students and clinical sites.

5. If you miss any scheduled day of your clinical, you must call the office and the facility site and leave a message about your absence PRIOR to the time you are scheduled to arrive. (One letter grade deducted for each absence). Missed days must be made up.

6. Review the Conduct section above. Practice these while attending clinicals. All of these traits are sought after by most companies when looking to fill positions. This will also be a portion of your grade.
7. Review the subject matter in your books, especially Johns’ text, prior to attempting this part of your field experience. Example: Review filing concepts before attempting to file at the facility. Remember to take notes for your reports.

8. Remember you are your best marketing tool to promote yourself as a competent potential employee. Your appearance, attitude, and performance counts. Be goal oriented and show good work ethics. Use your time wisely. This may be a long interview process as the clinical site may be evaluating you for future employment.

9. Read the syllabus carefully. All notebooks must be delivered by noon or post-marked by Monday prior to finals week, May 2, 2016.

10. Students wanting to withdraw from course: The last date to withdraw from this course and receive a “W” is April 15, 2016. Students must fill out the withdrawal form online to receive a “W” by the date above. Students who do not fill out the withdrawal form will receive an “F” for the class. The form can be located at https://www.midland.edu/forms/admissions/withdrawal/

11. Students must submit their Clinical notebook by the due date and complete all clinical hours to successfully complete this course.

12. Submit weekly journal entries about your progress, learning experiences, and extra meeting or activities that you were able to participate in related to coding/reimbursement, cumulative hours completed during the semester in the discussion board section.

Requirements for your Coding Clinical Notebook:

The questions in the Coding Clinical Student Handbook listed below should be completed by interviewing professionals at the site. Include the interviewed person’s contact information on your report. It is suggested that the Coding Clinical Student Handbook is copied so that the questions are answered in COMPLETE sentences and thoroughly provide the information to answer the question. Your PPE (or Coding Clinical) is the beginning or your professional career in most cases. Your notebook should be free of typographical errors, should be neat in appearance and delivered timely so that your work exhibits professional content.

Time Sheet: Each visit should be recorded and the preceptor or person that is working with the student should sign off on the hours worked. A total of 120 hours is required on site.

A. Include in your Coding Clinical Notebook a Table of Contents that include the following with dividers for each section:

   Title page
   Includes Semester term, Course Name and Number, Student Name, and Instructor

B. Table of Contents page with the following sections:
   1. Student Clinical Evaluation with Time Sheet
   2. Summary - Overall experience at facility (one page document minimum)
   3. Weekly Journals (all submission contained in a word document by date)
   4. Part I Questions– Orientation to facility and departments
   5. Part II Questions – Interview Questions: Coding/Billing/Revenue
      a. Each interview must contain the name, title, and date meeting occurred.
      b. Include email address or phone number of person interviewed.
   6. Part III Coding Accuracy: Evaluation from Preceptor by clinical evaluation. Following your accuracy page, include coding worksheets as you check your work against the attestation/coding sheet during professional practice experience/clinical).
7. Supplemental materials, policies, productivity guidelines collected at site.

**Evaluation of Students**

Assignments and tasks:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Supervisor's Evaluation</td>
<td>150</td>
</tr>
<tr>
<td>Clinical Notebook Completion</td>
<td>550</td>
</tr>
<tr>
<td>Student Evaluation</td>
<td>100</td>
</tr>
<tr>
<td>Professionalism Text</td>
<td>100</td>
</tr>
<tr>
<td>Textbook Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1000</td>
</tr>
</tbody>
</table>

Grading Scale:

- A = 900 – 1000
- B = 800 – 899
- C = 700 - 799
- D = 600 – 699
- F = <600

**Course Calendar**

The course schedule will be available in Canvas. Changes to the schedule may occur at the discretion of the instructor and will be posted in the announcements. Before beginning any assignment, review the Module and Week in Canvas, not all instructions can be listed on the syllabus for all assignments.

**Americans with Disabilities Act (ADA):**

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan's office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

**Division Information:** Health Sciences Division

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