**Course Description**
A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences.

**Prerequisites:** HITT 1401, HITT 1253

**COURSE OBJECTIVES:** Upon successful completion of this course, students should be able to:
As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

**Notification of Course Content:** College-level courses may include controversial, sensitive and/or adult material. Students are expected to have the readiness for college-level rigor and content. Confidentiality must be maintained at all times.

**Instructional Materials**
*Textbook:* Professionalism in health Care: A Primer for Success, Makely, Prentice Hall Publisher 2005.
*Other:* Clinical I Handbook “1 ½” binder
Notebook dividers for each section.

**Domains, Subdomains, and Tasks**
**Domain I: Healthcare Data**
**Subdomain A.: Data Structure, Content and Use**
1.A.1. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources (e.g., patient care, management, billing reports and/or databases).
1.A.2. Conduct qualitative analysis to assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status.

**Domain III: Healthcare Environment**
**Subdomain A: Healthcare Delivery Systems**
III.A.1 Interpret and apply laws and accreditation, licensure and certification standards, monitor changes, and communicate information-related changes to other people in the facility.
III.A.2 Understand the role of various providers and disciplines throughout the continuum of healthcare services.

**Subdomain B: Legal Issues**
III.B.1 Release patient-specific data to authorized users.
III.B.2 Request patient-specific information from other sources.
III.B.3 Summarize patient encounter data for release to authorized users.
III.B.4 Maintain and enforce patient health record confidentiality requirements.
Subdomain C: Healthcare Information Requirements and Standards
III.C.1 Assist in developing health record documentation guidelines
III.C.2 Perform quantitative analysis of health records to evaluate compliance with regulations and standards.
III.C.3 Perform qualitative analysis of health records to evaluate compliance
III.C.4 Assist in preparing the facility for an accreditation, licensing and/or certification survey.

Domain IV: Information Technology & Systems
Subdomain A: Information Technology
IV.A.1 Use common software packages (e.g., spreadsheets, databases, word processing, graphics, presentation, statistical, e-mail).
IV.A.2 Use electronic and imaging technology to store medical records (if available at site)

I. Domain: Health Data Management
I.A. Subdomain: Health data Structure, Content, and Standards
I.A.2. Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
I.A.3. Apply policies and procedures to ensure the accuracy of health data.
I.A.5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

Course Relevant Scans Competencies
The following list of course goals will be addressed in the course. These goals are directly related to the performance objective addendum. (* designates a crucial goal. A crucial goal MUST be successfully completed in order to receive course credit.) The points may be adjusted during the course at the sole discretion of the instructor. Students will be notified if an adjustment is made.

Professional Practice Experience: Each student will be assigned to those locations which will most effectively assist meeting the appropriate competency. Keep in mind that some clinical sites may require travel.

Students are not to be substituted for paid staff. 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.

Professional Practice Experiences (PPE) must be unpaid educational experiences; therefore students cannot receive financial compensation for work performed. 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.

Instructor: Melinda Teel, BSHIM, RHIT, CCS
Office Hours: Monday (SKYPE): 8:00 - 9:00 p.m.
Tuesday and Thursday: 9:30 – 11:30 & 1:30 – 4:00
Office Location: Midland College
Aaron Medical Science Building, Room A33
3600 N. Garfield, Midland, TX 79705
Email address: mteel@midland.edu
Office Phone: (432) 685-5573
Division Dean and Division Secretary: Dr. Becky Hammack and Kay Floyd, 432-685-4600.
Davidson Health Sciences Building, 3600 N. Garfield, Midland, TX, 79705

ATTENDANCE: Absenteeism and tardiness are considered unprofessional and undesirable traits. The Health Information Technology faculty at Midland College realizes that the student completing the professional practice experience may be absent due to illness or other valid reasons. However, the student is responsible for making up any lost time. Absences of more than 25% constitute removal
of the student from the course as described in the Midland College Handbook. The student is responsible for promptly reporting the absence to the directed practice site supervisor and the appropriate Midland College faculty member prior to the schedule time to arrive at the clinical site. Call the health information technology office at (432) 685-5573 or leave a message with the department secretary at (432) 685-4601 regarding absences.

**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 (2) 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 HITT 2260 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

**DRESS CODE:** Students are expected to:

1. Adhere to the facility's dress code.
2. Dress in suitable office attire. Women are to wear skirts, dresses or dress slacks. Men are to wear shirts and ties. Students are not allowed to wear jeans, shorts, knickers, sundresses, sneakers, or sandals. Hose or socks must be worn.
3. Avoid extremes in jewelry, hairstyles, body piercing, perfume and make-up that would cause any distractions or attention to the students. Dress Code violations are at the discretion of the clinical site supervisor and the instructor.

**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 in Admissions as a student ID, then go to Health Sciences for it to be converted to a badge OR for students one hour or more from campus, the facility will give you an ID badge with “HITT student” for identification.

**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 Attitude Objectives. Practice these while attending clinicals. All of these traits are sought after by most companies when looking to fill positions.
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. CONFIDENTIALITY is of the utmost importance. When in doubt, do not give it out…. Or talk
about it (particularly outside the department such as in the restroom, cafeteria, or elevator).

9. 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.

10. Read the syllabus carefully. All notebooks must be delivered or post-marked by Tuesday prior to finals week.

ADA Statement: It is the policy of Midland College to comply with requirements of the Americans with Disabilities Act (ADA) unless such action shall pose an undue burden or would result in a fundamental alteration of programs of the District. In order to be provided with reasonable accommodations, you must identify yourself privately to the ADA Coordinator (Student Services) at 685-4500, Dale Williams, Disability Counselor.

Attitude Objectives-Addendum A (7 Content Goals) Max 100 pts.

1. allocates time 10 pts.
2. demonstrates team attitude 10 pts.
3. demonstrates quality work 20 pts.
4. displays judgment 10 pts.
5. exhibits safe work practices 10 pts.
6. demonstrates good personal habits 10 pts.
7. exercises leadership 20 pts.

Attitude Objectives-Addendum A

1. The Student will demonstrate good personal habits. Performance will be satisfactory if all items on the DO and DON'T list are adhered to for the duration of the course.

<table>
<thead>
<tr>
<th>DO</th>
<th>DON'T</th>
</tr>
</thead>
<tbody>
<tr>
<td>good attendance</td>
<td>is inattentive in class</td>
</tr>
<tr>
<td>is punctual</td>
<td>poor care of lab equipment</td>
</tr>
<tr>
<td>good appearance</td>
<td>works dirty</td>
</tr>
<tr>
<td>is organized</td>
<td>poor grooming</td>
</tr>
</tbody>
</table>

2. The Student will exhibit safe work practices. Performance will be satisfactory if all items on the DO and DON'T list are adhered to for the duration of the course.

<table>
<thead>
<tr>
<th>DO</th>
<th>DON'T</th>
</tr>
</thead>
<tbody>
<tr>
<td>uses proper handling procedures</td>
<td>brings drink into computer lab</td>
</tr>
<tr>
<td>uses safety glasses</td>
<td>leaves parts in work area</td>
</tr>
<tr>
<td>uses safety guards</td>
<td>displays inappropriate behavior</td>
</tr>
<tr>
<td>displays caution</td>
<td>wears inappropriate clothing</td>
</tr>
</tbody>
</table>

3. The Student will demonstrate team attitude. Performance will be satisfactory if all items on the DO and DON'T list are adhered to for the duration of the course.

<table>
<thead>
<tr>
<th>DO</th>
<th>DON'T</th>
</tr>
</thead>
<tbody>
<tr>
<td>is cooperative</td>
<td>fails to follow directions</td>
</tr>
<tr>
<td>takes a positive approach</td>
<td>has negative comments</td>
</tr>
<tr>
<td>assists others</td>
<td>argumentative</td>
</tr>
<tr>
<td>takes pride in work</td>
<td>little regard for authority</td>
</tr>
</tbody>
</table>
4. The student will demonstrate quality work. Performance will be satisfactory if the items on the DO and DON'T lists are adhered to during the duration of the course.

<table>
<thead>
<tr>
<th>DO</th>
<th>DON'T</th>
</tr>
</thead>
<tbody>
<tr>
<td>consults course text book</td>
<td>fails to check work</td>
</tr>
<tr>
<td>uses reference materials</td>
<td>disregards for standards</td>
</tr>
<tr>
<td>shows concern for quality</td>
<td>flat-rates work</td>
</tr>
<tr>
<td>respects lab models</td>
<td>quantity instead of quality</td>
</tr>
</tbody>
</table>

5. The student will display judgment. Performance will be satisfactory if the items on the DO and DON'T lists are adhered to during the duration of the course.

<table>
<thead>
<tr>
<th>DO</th>
<th>DON'T</th>
</tr>
</thead>
<tbody>
<tr>
<td>knows limits</td>
<td>knows it all</td>
</tr>
<tr>
<td>requests help</td>
<td>proceeds without a plan</td>
</tr>
<tr>
<td>usually makes right decisions</td>
<td>acts without thinking</td>
</tr>
<tr>
<td>takes concerns constructively</td>
<td>works unsafe</td>
</tr>
</tbody>
</table>

6. The student will demonstrate time management practices (allocate time). Performance will be satisfactory if the items on the DO and DON'T lists are adhered to during the duration of the course.

<table>
<thead>
<tr>
<th>DO</th>
<th>DON'T</th>
</tr>
</thead>
<tbody>
<tr>
<td>come prepared for exams</td>
<td>knows it all</td>
</tr>
<tr>
<td>turn in assignments on time</td>
<td>proceeds without a plan</td>
</tr>
<tr>
<td>read the lesson before class</td>
<td>acts without thinking</td>
</tr>
<tr>
<td>complete participation record</td>
<td>works unsafe</td>
</tr>
</tbody>
</table>

**SUBMISSION OF CLINICAL NOTEBOOKS:** Submission of all materials including evaluations and times sheets will be hand-delivered or postmarked by no later than the Tuesday before Finals Week.

**Checklist for Notebook Submission:**

1. Submit the clinical schedule with the location, date, and times that you have arranged with the clinical site.
2. Complete the chapters in the Professionalism in Healthcare textbook.
3. Complete the minimum required hours for your practicum (120 hours prior to the week of finals).
4. Submit the completed questions on your syllabus by section. Submit these in the "Assignments" tab. The best way to accomplish this is to copy the pages in your syllabus, then, answer each question and save it as a document. All questions must be typed in COMPLETE SENTENCES.
5. For your Notebook Submission, the following is needed. Your notebook should have a Table of Contents with dividers for each section in the order below:
   - Student evaluation.
   - Clinical evaluation. You are also responsible for giving the mentor at the facility a copy of the facility evaluation of your work there.
   - ORIGINAL sign-in sheet.
   - Parts I, II, and III (copies that were typed and submitted in the Assignment section).
   - Any documentation, forms, or additional information received as examples.
   - NOTE: Your clinical supervisor will evaluate you. This must be included in the documents sent to me for your clinical notebook if I have not received it from them by fax or mail.
   - Copies of WEEKLY emails to instructor for the journaling portion of this course.
The appearance of the notebook should be professional in appearance. Otherwise, deductions will be applied.

STUDENT __________________________________

FACILITY _________________________________

AFFILIATION Contact _______________________

STUDENT HANDBOOK FOR Health Information Technology
Professional Practice Experience (HITT 1166)

Melinda Teel, Program Director
HEALTH INFORMATION TECHNOLOGY
Midland College
3600 N. Garfield
Midland, Texas 79705
432-685-5573 (office)
432-685-4601 (secretary)
432-685-5575 (fax)
mteel@midland.edu

INTRODUCTION

To Health Information Technology Students: Your professional practice experience is a vital part of your education, and this manual has been written to help make it a pleasant one as well. The course description, objectives, and AHIMA Domains, Tasks and Subtasks have been incorporated into the manual in order to provide you with clarification regarding the requirements of HITT 1166.

This manual contains specific assignments you will be expected to complete while at your clinical site. The purpose of these assignments is to enhance your knowledge and better acquaint you with the various procedures in a health information department.

The final grade for the course will be based upon the completion of assignments, typed summary, and the clinical supervisor’s evaluations. The health information technology faculty believe that you have been amply prepared for this on-site experience and hope that you will approach this endeavor with enthusiasm and a positive attitude so that YOU may gain maximum benefit from this worthwhile educational experience.

PURPOSE OF COURSE: To provide a supervised professional practice experience in an affiliated
health care facility where students may achieve stated competency levels in basic health information management functions.

GOAL OF STUDENT: To become oriented to a health care facility and its basic operation, particularly in the area of HIM.

SCHEDULE: 120 hours, (non-paid).

OBJECTIVES: To demonstrate proficiency in the following health information management functions:
- Patient registration
- Record storage and retrieval
- Record assembly and analysis
- Release of information
- Microfilming records and use of microfilmed data, OR Image Scanning functions, or Electronic Health Records (according to facility resources).

GRADING POLICY/EVALUATION: The student is responsible for completing the assignments in the affiliation handbook. Midland College's HIT clinical coordinator will review the report, clinical affiliation handbook, and the student's performance in terms of appropriate application of theory and technical skills, effectiveness of written communication and demonstration of professional behavior as reflected by the clinical supervisor's evaluation.

FINAL GRADE:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitude Goals</td>
<td>100</td>
</tr>
<tr>
<td>Clinical Supervisor's Eval.</td>
<td>200</td>
</tr>
<tr>
<td>Handbook completion &amp;</td>
<td>400</td>
</tr>
<tr>
<td>Journal Completion (update weekly by email to instructor – attendance hours &amp; tasks).</td>
<td></td>
</tr>
<tr>
<td>Student Evaluation</td>
<td>100</td>
</tr>
<tr>
<td>Professionalism Text</td>
<td>200</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

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

Withdrawal from Course: It is the student's responsibility to withdraw from any course. The last date to withdraw with a grade of "W" is November 13th, 2008. Forms are online at the main webpage or on Campus Connect to withdraw from class.

CONFIDENTIALITY POLICY: Students are well advised regarding the importance of maintaining patient confidentiality. Prior to going out on the clinical, each student is required to sign a confidentiality policy, which is maintained in the student's file by the advisor. Failure to abide by the policy may result in failure of the course and/or suspension from the college. Be ethical and confidential. It is your responsibility to help protect the privacy of all patients in the facility. No privileged information is to be repeated or disseminated inappropriately. Students will fail the Directed Practice course and/or face suspension from the college if a violation of confidentiality or ethics is demonstrated.
HEALTH MAINTENANCE NOTICE: Many hazards are associated with participating in clinical rotations as a student in a Health Science Program including, but not limited to needle sticks, inhalation of microorganisms, and contact with infected body fluids. The student is responsible for following infection control guidelines in the clinical facilities, maintaining safe practices, and providing their own health insurance. In the event that a student is injured or becomes ill during the course of the affiliation, he/she will immediately notify the clinical instructor. The clinical instructor will in turn notify the program director. The decision to seek medical attention, and the resulting financial responsibilities are the student’s alone. An online OSHA learning module is required prior to beginning field experience that is available through Blackboard web course.

STUDENT WORK SERVICE POLICY: Students are not to be substituted for paid staff during any professional practice experience assignments. 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. Students may be employed in the clinical facility outside regular education hours provided the work is limited so it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations.

Student Journal: Students should journal each week what tasks were completed during clinicals, and submit an email weekly to the instructor.
STUDENT EVALUATION OF PROFESSIONAL PRACTICE EXPERIENCE

STUDENT NAME: ____________________________

DATE COMPLETED: ____________________________

NAME OF FACILITY: ____________________________

NAME OF CLINICAL SUPERVISOR: ____________________________

OBJECTIVE: To provide constructive feedback regarding the professional practice experience to the Clinical Supervisor and to the Health Information Technology Program at Midland College.

INSTRUCTIONS: Assign a rating for each of the below. If you assign a rating of "fair" or "poor," explain your rationale with specific examples on the next page.

3 = good 2 = fair 1 = poor

1. Supervision of student activity by clinical supervisor.  3 2 1

2. Adequate direction given to student; employees helpful and willing to answer student inquiries regarding procedures, etc.  3 2 1

3. Clinical supervisor demonstrated interest in achieving objectives of clinical affiliation as enumerated in directed practice manual. 3 2 1

4. Adequate exposure and practice in the following areas were provided to the student:
   a. Record storage/retrieval  3 2 1 NA
   b. Microfilming (if applicable)  3 2 1 NA
   c. Chart assembly  3 2 1 NA
   d. Chart analysis  3 2 1 NA
   e. Delinquent chart procedure  3 2 1 NA
   f. Release of medical information  3 2 1 NA
   g. Committee meetings/medical staff  3 2 1 NA
   h. Medical transcription (if applicable)  3 2 1 NA
   i. Statistics/vital statistics  3 2 1 NA

5. What are the facility's strongest points regarding the professional practice experience?

6. How could the facility improve the professional practice experience for future students?

Signature of Student: ____________________________ Date: ____________________________
Submit the completed assignments below no later than the conclusion week #2 of your professional practice experience. Enter your answers on these pages. Scan and submit or staple attachments to the back of this document for submission. If you submit the assignments later than week #2, your final grade in the practice will be dropped by one letter grade. Submit to Melinda Teel, AMS building, or through email at mteel@midland.edu.

PART I
ORIENTATION TO THE HEALTH CARE FACILITY

Purpose: The first assignment during the professional practice experience is to gain an understanding of the functioning and services provided by the health care facility.

The student should become oriented to the facility by answering the following:

Name and address of institution ________________________________________________
Type of hospital ________________________________________________________________
Number of physicians on staff ____________________________________________________
Is there a residency program? ________________________________________________
Accrediting agencies ____________________________________________________________

Descriptive statistics:

Number of beds _________________________________________________________________
Average LOS for adults and children, newborn ______________________________________

Other Services Provided (Group practices, skilled nursing care, Community Mental Health Center, Home Health, Hospice) 

____________________________________________________________________________
____________________________________________________________________________

ORIENTATION TO THE HEALTH INFORMATION DEPARTMENT

Purpose: The purpose of this assignment is to better acquaint the student with understanding the functioning of the Health Information Department. The student should provide the following information:

Name and credentials of the Health Information Department Director _____________________________

How many people in the department are credentialed? _____________________________
How many people are employed by the health information department? ________________________________

Department hours: (is the department open nights and/or weekends and if so, how many employees work and what are their major functions? ________________________________

Obtain or draw an organizational chart of the department. (Attach the chart to this document.)

Review policies and procedures for the HIM department and comment on specific areas of interest.

**Hospital and Medical Staff Committee**

Which committees involve participation of the HIM department? For each committee, address the following:

Name of Committee #1: ________________________________

Membership ________________________________________

Preparation of records (pulling, etc) ________________________________

What type of information is discussed? ________________________________

Name of Committee #2: ________________________________

Membership ________________________________________

Preparation of records (pulling, etc) ________________________________

What type of information is discussed? ________________________________

Name of Committee #3: ________________________________

Membership ________________________________________

Preparation of records (pulling, etc) ________________________________

What type of information is discussed? ________________________________

Name of Committee #4: ________________________________

Membership ________________________________________

Preparation of records (pulling, etc) ________________________________

What type of information is discussed? ________________________________

Name of Committee #5: ________________________________

Membership ________________________________________

Preparation of records (pulling, etc) ________________________________

What type of information is discussed? ________________________________
PART II

ANCILLARY DEPARTMENTS

**Purpose:** To acquaint the student with HIM systems in departments other than the HIM department, as well as to facilitate student understanding of relationships among the HIM department and other facility departments.

Starting with this section of the assignment, submit the question and your response, creating an MS Word (or other word processing) document for submission to your instructor. An electronic version of these questions is available to you to facilitate this process.

**Patient Registration/Pre-Registration (Admissions)**

1. Determine whether or not pre-registration is used; approximately what percent of the patients are pre-registered? Who performs this function?

2. Obtain the forms used in the pre-registration process. Describe the information provided to the patient on admission. (i.e. forms, patient bill of rights, etc.)

3. Describe the consents that are signed during the admissions process.

4. Describe the procedure involved in the admission of a patient.

5. Describe the relationship of the Admissions Department with the HID and Billing Office.

6. Review the process of assigning the patient number on admission. Which numbering system is used? What relationship does this number have to the health record number? Are they the same?
Billing Office

1. Describe the interaction between the Billing Office and HIM.

2. How are duplicate medical records identified? What is the process for combining these records? Attach a copy of the policy regarding creation of duplicate medical records and the process in correcting the patient record.

Emergency Room Records (To be answered by HID director or designee)

1. Where are Emergency Room records filed?

2. Do Emergency Room records become a part of the health record if a patient is admitted to the hospital from the E.R.?

3. Is a patient register maintained for Emergency Room visits?

4. Describe the information maintained in the Emergency Room register.

5. Approximately how many patients does the Emergency Room treat in an average day?

SPECIFIC QUESTIONS PERTAINING TO HIM FUNCTIONS

Record Storage/Retrieval

Purpose: To familiarize the student with the process of chart flow and the storage and retrieval of health records.

1. Review the established procedure for retrieval and retention of health records in your facility.

2. Describe the procedure involved in the storage and retrieval of inpatient health records. Begin with the discharge of the patient and end with the record being placed in permanent storage.

3. Describe how the following are maintained:
Master patient index

Physician incomplete files

Permanent files

4. Describe the charge-out procedure. Is a computerized chart tracking system used?

5. Describe the record retention policy for the facility and the State requirements.

6. What system is used for filing?

7. What kind of storage system is used for permanent filing?

8. How is the filing of "loose" reports handled?

9. Perform a database inquiry for special reports or resources.

10. Retrieve data from a database (i.e., physician, disease index)

Microfilming/Microfiche: If microfilming is done, complete the following:

1. Describe departmental procedures for preparing records to be microfilmed, the procedure for microfilming records and disposing of microfilmed records

2. Describe the types of material/data that are kept in microfilmed version and the available equipment.

DISCHARGE PROCEDURES (ASSEMBLY AND ANALYSIS)
Purpose: To assist the student in understanding the processing of discharged patient records.

1. Describe the steps in the assembly and analysis section of the HIM. Begin with the discharge of the patient and end with the chart placed in permanent storage.

2. Attach the procedure for the final arrangement of the completed record and compare it to the order used on the floor. If the orders are different, explain how and why.

3. Include a deficiency slip for inpatient records, and explain the record analysis procedure.

4. Are ER/OP charts reviewed when returned to the department? Explain the analysis procedure.

5. How is the patient's current record coordinated with the previous admissions?

6. Cite (or attach a copy of) the suspension policy for the hospital. Describe the role of the HIM and administration in this procedure.

7. Which employee (job title) is responsible for the delinquent chart count procedure?

8. What is done if a record is needed for use before the entire process is completed? (i.e. patient readmitted?)

HOSPITAL STATISTICS/VITAL STATISTICS

Purpose: To acquaint the student with the compilation and analysis of health information statistics.

1. Give a brief description of how the HIM department is involved with gathering statistics (e.g., what data is gathered, who is responsible?).

2. Who is responsible for generating statistical data? Is anyone from the Health Information Department
involved with this process?

3. Discuss the various statistical reports that are generated in or used by the Health Information Department with the Clinical Supervisor. If possible, obtain copies and review for layout, calculations, and presentation techniques.

4. How are statistical reports used by the Health Information Department?

5. Review the procedure for completion of birth and death certificates. Describe the process in detail.

6. Who is responsible for the completion of birth and death certificates? How are these procedures performed? Describe Texas requirements regarding submission of data.

PART III

RELEASE OF INFORMATION

Purpose: To acquaint the student with the policies and procedures regarding the release of health information.

1. Review the departmental policy and procedure for release of information.

2. Explain how each of the following requests are handled.
   - subpoena
   - physician
   - insurance company
   - from another health care facility
   - workers’ compensation

3. How is release of information for each of these cases handled?
   Drug and alcohol abuse patients
   AIDS cases
   Patient access to their own records
Behavioral health records

4. Attach a sample release of information form
5. Attach a sample surgical consent form
6. How are telephone requests for information handled? What information, if any, may be released over the phone?
7. How are in-hospital reviews of records by outside agencies handled?

TRANSCRIPTION OF MEDICAL REPORTS

**Purpose:** To acquaint the student with the procedures, functions, and equipment of medical transcription.

1. Review the established procedures for medical transcription. Is transcription done in-house? If yes, answer questions 2 - 5. If transcription is outsourced, go to questions 6 – 8.
2. Address how and where physicians can access the equipment, dictation equipment used, software, etc.
3. Are productivity and quality monitored? How?
4. What controls are used to determine the status of dictated reports? Attach sample log.
5. List adjunct services provided by the transcription department (i.e. radiology, pathology, etc.)
6. If contract service is used, what is the name of the service?
7. Is there a quality clause in the contract? Is there a guaranteed amount of work required by the service?
8. Describe the procedure for sending and receiving the material and discuss any benefits or problems with using a service.
Melinda Teel, Program Director

**Course Description:** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Learning Outcomes:** As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

**Duration and Time of Professional Practice:** The duration of the professional practice is 120 hours. The professional practice coordinator, in consultation with student and health information department needs, arranges for the experience to be completed.

**Student Responsibilities:** Students are expected to appear and act in a professional manner. They check with the clinical supervisor regarding appropriate dress. Students are expected to act in a professional manner as this is a vital part of the professional practice experience. They expect this to be evaluated as part of the professional practice experience. As such, discussions about the student’s dress and professional manner are appropriate. Students are expected to report to work at a specific time on specified days (just as if they were a regular employee). They are also expected to contact their clinical supervisor prior to starting the professional practice in order to arrange days and times for work. If a student is unable to work on a specified day, it is their responsibility to directly contact the clinical supervisor to provide an explanation and to make arrangements to make up the missed time. In addition, the student is to inform the professional practice coordinator of an absence. The student will not be paid a salary, and they have been informed that it is possible that they may be expected to apply and interview for the professional practice experience position. Students realize that the health information management department's cooperation with their education is a great responsibility. They will require continual supervision, and their questions should be answered. Students are also aware of ethical and legal concerns, especially that of patient privacy. Students are expected to maintain the confidentiality of patient information and must reveal no information concerning a patient or the office practice to persons outside the facility. The office may require students to sign a confidentiality statement prior to scheduling the professional practice. Students understand that a breach of confidentiality results in immediate termination from the professional practice experience and possible expulsion from the College.

**PROFESSIONAL PRACTICE SITES:** Melinda Teel is the professional practice coordinator. She is responsible for arranging the professional practice site and following up on students’ progress. Follow-up can include discussions between the professional practice professor and clinical supervisor or between the professional practice professor and the student. The clinical supervisor is the individual to whom students report. The role of the health information management department is to provide ample opportunity for students to practice health
information management skills, delineated below. The clinical supervisor will complete an evaluation of student performance, and the student will complete an evaluation of the professional practice site. The value of the professional practice is enhanced when the student takes responsibility for the quality of the professional practice experience. This means that students should communicate with the professional practice coordinator and the clinical supervisor with regard to problems, areas that the students would like to revisit, etc. The professional practice is designed to address all skill areas of a health information technician. It is appropriate, however, for students and clinical supervisors to adjust the specifics of the professional practice to allow students more time in a particularly difficult skill area (while still exposing the student to all skill areas).

**Introduction to HIM Professional Practice Schedule** (120 hours): please be sure student completes the number of hours below for each activity; the hours below can be modified to serve the needs of the facility.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Policy and Procedure Review, Orientation to the Organization, Tour</td>
</tr>
<tr>
<td>8</td>
<td>Orientation to HIM Department Functions</td>
</tr>
<tr>
<td>8</td>
<td>Record Storage and Retrieval</td>
</tr>
<tr>
<td>24</td>
<td>To include the following three categories:</td>
</tr>
<tr>
<td></td>
<td>Patient Registration Procedures</td>
</tr>
<tr>
<td></td>
<td>Hospital Billing Procedures (including insurance verification, remittance advices, follow-up)</td>
</tr>
<tr>
<td></td>
<td>HIM Committee Functions</td>
</tr>
<tr>
<td>32</td>
<td>Discharged Patient Record Procedures</td>
</tr>
<tr>
<td>8</td>
<td>Hospital Statistics</td>
</tr>
<tr>
<td>32</td>
<td>Release of Information Processing</td>
</tr>
</tbody>
</table>

**HIT Professional Practice Experience Evaluation Form**

**STUDENT'S NAME:** ________________________________

**DATE:** ________________________________

**FACILITY:** ________________________________

**To the Clinical Supervisor:** Circle the grade that corresponds to the student's skill level for each. Meet with the student to discuss the grades selected. Mail the completed evaluation form to: Melinda Teel, Midland College, 3600 N. Garfield, DHS Building, Midland, TX 79705.

**Instructions:** Circle the score for each skill area delineated below to indicate the student's level of performance. Consider the following when determining the score for each area:

- **Productivity** (student completed appropriate volume of work)
- **Application to work** (student demonstrated good evidence of independent study and motivation)
- **Knowledge of HIM principles** (student applied HIM principles to practice in an appropriate manner)
- **Decision-making** (student demonstrated good judgment in making decisions, which were accurate)
- **Understanding of work flow** (student demonstrated an understanding of the task in relation to HIM department work flow).

Key to Selecting Skill Level: **Student consistently performed**
<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Circle the Score that Corresponds to the Student’s Skill Level for Each Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Attendance</td>
<td>100</td>
</tr>
<tr>
<td>Student completed 120 hours of professional practice</td>
<td></td>
</tr>
<tr>
<td>Promptness</td>
<td>100</td>
</tr>
<tr>
<td>Student reported to the department on time each day; returned from breaks and lunch on time</td>
<td></td>
</tr>
<tr>
<td>Professionalism</td>
<td>100</td>
</tr>
<tr>
<td>Student dressed appropriately, was respectful to colleagues/ superiors, accepted constructive criticism well, etc.</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>100</td>
</tr>
<tr>
<td>Student asked appropriate questions, etc.</td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td>100</td>
</tr>
<tr>
<td>Student displays energy and motivation in starting and competing tasks.</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>100</td>
</tr>
<tr>
<td>Student functions in a systematic and logical fashion.</td>
<td></td>
</tr>
<tr>
<td>Supervision</td>
<td>100</td>
</tr>
<tr>
<td>Student was receptive to supervision, etc.</td>
<td></td>
</tr>
<tr>
<td>Hospital Orientation</td>
<td>Yes</td>
</tr>
<tr>
<td>Student was oriented to health care facility functions and operations (e.g., patient confidentiality)</td>
<td></td>
</tr>
<tr>
<td>HIM Orientation</td>
<td>Yes</td>
</tr>
<tr>
<td>Student was oriented to functions and operation of health information management department</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Circle the Score that Corresponds to the Student’s Skill Level for Each Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Patient Registration</td>
<td>Yes</td>
</tr>
<tr>
<td>Student observed patient registration procedures in the Admitting Department (e.g., pt interview process, etc.)</td>
<td></td>
</tr>
<tr>
<td>Billing Office</td>
<td>Yes</td>
</tr>
<tr>
<td>Student observed billing office functions (e.g., UB-92 processing, etc.)</td>
<td></td>
</tr>
<tr>
<td>Committees</td>
<td>100</td>
</tr>
</tbody>
</table>
Student attended medical staff and/or hospital committee meeting(s), reviewed hospital procedures and format for taking minutes, prepared a draft of minutes for meeting(s) attended, observed/assisted in arranging a meeting (e.g., notified committee members of scheduled meeting, retrieved patient records, requisitioned beverages, etc.)

<table>
<thead>
<tr>
<th>Storage &amp; Retrieval</th>
<th>100</th>
<th>96</th>
<th>93</th>
<th>89</th>
<th>85</th>
<th>81</th>
<th>79</th>
<th>75</th>
<th>71</th>
<th>69</th>
<th>65</th>
<th>61</th>
<th>59</th>
<th>55</th>
<th>0</th>
</tr>
</thead>
</table>

Student reviewed policy/procedure for patient record storage and retrieval, charged out patient records according to departmental procedure, retrieved patient records from active and complete file areas, retrieved records from physician incomplete file area, filed 50 records in active and complete files, and filed “loose” reports.

<table>
<thead>
<tr>
<th>Microfilming or Scanning (optional)</th>
<th>100</th>
<th>96</th>
<th>93</th>
<th>89</th>
<th>85</th>
<th>81</th>
<th>79</th>
<th>75</th>
<th>71</th>
<th>69</th>
<th>65</th>
<th>61</th>
<th>59</th>
<th>55</th>
<th>0</th>
</tr>
</thead>
</table>

Student reviewed policy/procedure for microfilming (or scanning) patient records, prepared records, properly disposed of processed records, accessed information from the final source of media, and participated in quality control measures.

<table>
<thead>
<tr>
<th>Discharge Procedures</th>
<th>100</th>
<th>96</th>
<th>93</th>
<th>89</th>
<th>85</th>
<th>81</th>
<th>79</th>
<th>75</th>
<th>71</th>
<th>69</th>
<th>65</th>
<th>61</th>
<th>59</th>
<th>55</th>
<th>0</th>
</tr>
</thead>
</table>

Student assembled and analyzed patient records (e.g., inpatient, outpatient, ED, etc.) according to HIM department guidelines, reviewed the policy/procedure for suspension of physicians, tabulated delinquent records, notified physicians of delinquent records

<table>
<thead>
<tr>
<th>Statistics</th>
<th>100</th>
<th>96</th>
<th>93</th>
<th>89</th>
<th>85</th>
<th>81</th>
<th>79</th>
<th>75</th>
<th>71</th>
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<th>65</th>
<th>61</th>
<th>59</th>
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</thead>
</table>

Student reviewed monthly/quarterly/annual statistical reports generated by the HIM department; reviewed policy/procedure for completion of birth/death certificates; completed at least 5 birth certificates; completed at least 5 death certificates; optional: generated tables and graphs from statistical data (i.e. discharges by month, births/deaths, etc).

<table>
<thead>
<tr>
<th>Release of Information</th>
<th>100</th>
<th>96</th>
<th>93</th>
<th>89</th>
<th>85</th>
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<th>79</th>
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</table>

Student reviewed policy/procedure for release of patient information; released patient information to third-party payers, attorneys, and others, which involved analyzing patient authorization, photocopying records, entering released information into the correspondence log, generating a bill for copies (if applicable), and mailing requested information; optional: accompanied HIM personnel to a court appearance where patient records were introduced as part of testimony; observed interrogatory preparation; observed a deposition

Signature of Clinical Supervisor ______________________________   Date ______

Signature of Student ________________________________   Date ______

Comments or additional information about student clinical experience:
Instructions: Sign and date this form, and have a witness sign/date the form. Send the original signed document to: Melinda Teel, Director Health Information Technology, Midland College, 3600 N. Garfield DHS Building, Midland, TX 79705.

PERSONAL UNDERSTANDING OF PROFESSIONAL PRACTICE RESPONSIBILITIES AND OBLIGATIONS

My professional practice experience is a vital part of my education, and I accept the responsibility of carefully reviewing the contents of the student handbook. I further accept responsibility for completing and submitting all assignments contained within the student handbook. I understand that I am to submit the written assignments to the professional practice coordinator by no later than the last day of my professional practice. The final grade for my professional practice course(s) is based upon my completion of assignments and submission of PPE journal, and submission of the clinical supervisor's evaluations, my student evaluation of the site. I realize I have been amply prepared for this on-site experience and I shall approach the professional practice with enthusiasm and a positive attitude so that I gain maximum benefit from this worthwhile educational experience.

I understand that absenteeism and tardiness are considered unprofessional and undesirable traits, and that the only reason for an absence from attendance at the professional practice site would be due to illness or another valid reason. I accept responsibility for making up any lost time; I understand that if I do not make up lost time, one letter grade will be deducted for each absence not made up. If I am excessively absent and/or tardy from the professional practice site, my Midland College Professional Practice Experience coordinator will counsel me and if necessary, administratively terminate my professional practice experience. I understand that if this occurs, the College has no obligation to place me in another professional practice site. I further understand that I am responsible for promptly reporting any absences directly to the practice site supervisor at the site and the appropriate Midland College faculty member by leaving voicemail at (432) 685-4600 before the schedule time to arrive at the site.

I am expected to adhere to the professional practice site’s dress code, and I will dress in suitable office attire. If I am female, I will wear skirts, dresses or dress slacks and tops. If I am male, I will wear shirts, ties, and dress slacks. I will not wear jeans, shorts, knickers, sundresses, sneakers, sandals, or anything similar. I understand that I am expected to wear proper foot attire (e.g., no bare feet in sandals or shoes) and avoid extremes in jewelry, hairstyles, body piercing, perfume and make-up.

Hazards can be associated with participating in professional practices as a student in a health science program including, but not limited to needle sticks, inhalation of microorganisms, and contact with infected body fluids. I am responsible for following infection control guidelines at the professional practice site, maintaining safe practices, and providing my own health insurance. If I become injured or ill during the course of the professional practice, I will immediately notify my professional practice supervisor. The supervisor will in turn notify the professional practice faculty member. The decision to seek medical attention and the resulting financial responsibilities are my responsibility alone. OSHA training is provided through online Blackboard course prior to beginning visitation at the clinical site.

I realize that I am not to be substituted for paid staff during any professional practice experience assignments. I may not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, I may be permitted to perform procedures with careful supervision. I may be employed by the professional practice site outside regular education hours provided the work is limited so it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations.

PERSONAL HEALTH INFORMATION PLEDGE OF CONFIDENTIALITY

In consideration of my status as a student at Midland College and/or association with health care facilities that provide professional practice experiences, and as an integral part of the terms and conditions of
association, I hereby agree, pledge and undertake that I will not at any time access or use personal health information, or reveal or disclose to any persons within or outside the provider organization, any personal health information except as may be required in the course of my duties and responsibilities and in accordance with applicable legislation, and corporate and departmental policies governing proper release of information.

I understand that my obligations outlined above will continue after my association with the College and/or facility ends.

I further understand that my obligations concerning the protection of the confidentiality of personal health information relate to all personal health information whether I acquired the information through my association with the College and/or facility.

I also understand that unauthorized use or disclosure of such information will result in a disciplinary action up to and including involuntary expulsion from the College, the imposition of fines pursuant to relevant state and federal legislation, and a report to my professional regulatory body.

Date Signed   Signature of Student

Date Signed   Signature of Witness
<table>
<thead>
<tr>
<th>Date</th>
<th>Subject/Task</th>
<th>Time From</th>
<th>Time Ending</th>
<th>Evaluator signature</th>
<th>Total Time</th>
</tr>
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