Students enrolling in online courses MUST log in and actively participate by completing academic assignments required by the instructor by the official census date of Wednesday, September 14, 2016, which is included on the course calendar. Students who log in but do not actively participate in an academically-related activity will be removed as Never Attended and dropped from the course.

Course Description: This course is 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. Students will first complete a Virtual Clinical first, and then follow-up by observing in a clinic or office setting. Prerequisites: HITT 1353 and HITT 1301 or HITT 1391. Corequisite: HITT 2335.

Technical Skills Needed The student will learn the Canvas Learning Management System. A basic knowledge of email is necessary, along with basic knowledge of Microsoft Office. This primarily includes Microsoft Word and Microsoft PowerPoint, or equivalent, the ability to create and submit files, and attach files into Canvas and emails.

Text, References and Supplies:


Supplies for Virtual Office: Headset with microphone and/or Webcam.
To use SKYPE, students need to purchase either a headset with microphone, or a separate microphone to add to your PC (the PC must also have speakers). Headsets can be purchased at most outlets stores that sell electronics (Wal-Mart, Radio Shack, etc). The headsets cost approximately $15.00 to $20.00, and the stand-alone microphones cost approximately $26.00. The LogiTech brand is recommended. Using this website, students will be able to speak to the instructor or other students (or anyone in the world) using SKYPE free of charge through the internet. You will need to go to [www.SKYPE.com](http://www.SKYPE.com) and download the program. (Most HITT courses have elected to use SKYPE as an additional communication option for students). The Skype privacy policy can be found at: [http://www.skype.com/en/legal/privacy/](http://www.skype.com/en/legal/privacy/). Skype accessibility policy can be found at [https://support.skype.com/en/skype/windows-desktop/everythingelse/accessibility/](https://support.skype.com/en/skype/windows-desktop/everythingelse/accessibility/).

Student Learning Outcomes

As outlined in the learning plan the student will be able to:

1) 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.
2) demonstrate legal and ethical behavior.
3) demonstrate safety practices.
4) demonstrate interpersonal and teamwork skills.
5) demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
6) Explain why professionalism is important in health care and how to identify a health care professional when you see one.
7) Describe the health care industry and the role you play.
8) Describe the characteristics and behaviors that demonstrate a commitment to your job.
9) Discuss the importance of character, values, morals, ethics, and other personal traits.
10) Outline the elements of effective interpersonal relationships, teamwork, and working well with other people.
11) Discuss the importance of character, values, morals, ethics, and other personal traits.
12) Explain why professionalism is important in health care and how to identify a health care professional when you see one.
13) Describe the characteristics and behaviors that demonstrate a commitment to your job.
14) Describe the characteristics and behaviors that demonstrate a commitment to your job.
15) Assess your own personal levels of professionalism and identify strengths, weaknesses, and plans for improvement.

**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.

**Domains, Subdomains, and Tasks**

**Subdomain I.B. 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 II.A. Health Law**
1. Apply healthcare 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 & Security**
1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information

**Subdomain III.A. Health Information Technologies**
1. Utilize software in the completion of HIM processes

**Subdomain IV.A. Revenue Cycle and Reimbursement**
2. Evaluate the revenue cycle management processes

**Subdomain VI.H. Ethics**
1. Comply with ethical standards of practice
   - Professional and practice-related ethical issues
   - AHIMA Code of Ethics
2. Evaluate the consequences of a breach of healthcare ethics
   - Breach of healthcare ethics

**Student Contributions, Responsibilities and Class Policies**
Accessing an Online Class:  https://midland.instructure.com/login

1. When the Canvas page appears you will need to login into the program. In order to login you must have your midland college email address. It is your username. Your password is your student ID. You will change it after your first login.

2. After you have logged in, your User Dashboard will appear on the screen. All of your courses will be on this page. Click HITT1260.

3. The course home page will appear. Areas you want to check frequently are: Announcements, Modules, and Assignments. Do not open exams until you are ready to take the test. You can access each exam only one time.

4. Click on your name in the upper right hand corner. In the right hand column, your email address is listed. If you would like to add more, click the +Add Email Address. Verify that your contact information is correct especially your web address, mailing address and phone number.

5. Click on the Grades tab to see your grades.

6. The privacy policy for Canvas LMS is available at: http://www.instructure.com/policies/privacy-policy. The accessibility policy for Canvas can be found at http://www.canvaslms.com/accessibility

Student Responsibilities during Onsite Observation Experience:

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. 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 traveling to clinical sites (toll fees, parking, mileage).

3. If, for any reason, a student has issue with a person or circumstance, do not discuss this with any employee or other student. Notify your instructor 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. Remember, this is a reflection of your professionalism, so be courteous and respectful even in difficult situations.

4. 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.

5. Review the Conduct section below. Practice these while onsite. All of these traits (soft skills) are sought after by most companies when looking to fill positions. This will also be a portion of your grade.

6. Complete the virtual clinical before visiting sites for observation so that the student is more prepared for the tasks that will be observed. Remember to take notes for your reports.

7. 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.

8. Read the syllabus carefully as attention to tasks and submission dates will keep students on task. Ask questions on Discussion Board if any assignment is unclear.

9. Students who elect to withdraw from the course may have to seek their own resource for a new observation site as these are limited. See requirements for course withdrawal below.

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.

Last Updated: 12/28/2016
Conduct

Students should demonstrate professional conduct throughout their time at the observation site.

- Demonstrate initiative by completing activities as assigned.
- 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 academic program director first, then the manager/mentor.
  - 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.
  - Students are encouraged to send personal, handwritten thank-you notes to their PPE sites and those specific individuals who contributed to their experience.

Introduction

To Health Information Technology Students: Your professional practice experience is a vital part of your education, and this course 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 1260.

This course 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 believes 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 shadowing experience (or observation) in a physician practice or clinic where students may be exposed and even participate in levels in basic health information management functions.

Goal of Student: To become oriented to basic operations of the clinic or practice.

Schedule: In addition to the textbooks, the student will complete six hours of clinical visitation that may be split into 3 hour segments rather than completing the visit in one day. The student is to observe both the front end (registration and scheduling) and back end (coding/billing, and collections procedures) during the visit. The student should use the first 3 weeks of the semester to find an appropriate site and the student will complete the observation sometime during the last 3 weeks of the summer semester. There will be an introduction form for the student to present to the practice explaining the observation and our HITT program. The student can email this form to the site or present it in person.
**Computer Requirements:** Students will need access to Microsoft Word and Excel for assignment submission. Students taking online courses are responsible to have access to a computer for submission of assignments and postings. For help and troubleshooting with Canvas, please click on the Help link on the Canvas login page, or from any page within Canvas after you have logged in. The privacy and accessibility policy for Microsoft can be found at Microsoft http://www.microsoft.com/enable/products/office2013/default.aspx

**Computer Downtime:** This is an online course. Each student is required to have a functioning computer for the entirety of the semester. Having computer problems does not exempt students from completing work by the due date. If the Canvas system goes down or is unavailable, an announcement will be posted and the due date will be extended. If your computer goes down, find another computer to submit your homework/posts before the due date. It is strongly suggested that assignments are to be submitted early to avoid any technical difficulties.

**Submitting Assignments in Canvas:**
1. Use a Microsoft Word document format.
2. Save assignment in a Word 97-2003 or higher document file. You will find this on your computer under File, Save As, Save Type As (under the name of your document).
3. Each assignment should be submitted through Canvas as an attachment. If there is more than one task due with the assignment such as CH1A (Workbook 1-1, 1-3, and 1-4), all these tasks should be submitted in one word document. DO NOT send three different files.
4. Each assignment should have a header in the upper left hand corner of their page, in the header section, not the main body of their paper. It will include your name, date, course number, and assignment name. Failure to include this content will result in points deducted from your grade.

To save:
- Ch1_mthompson  Chapter 1 by Melody Thompson (doc file)
- Ch2_jjohnson  Chapter 2 by James Johnson (doc file)

**Assignment Header:**
- Your name
- Example:  John Doe
- Date
- 7-19-10
- Course
- HITT 1253
- Assignment Name
- WB: 5-1

**E-mail:** Only when the content of the question is personal in nature should the instructor be emailed (advisement, course grade, etc). Also - be sure to sign your name at the end of the email. Remember some email addresses give instructors absolutely no clue as to who sent it.

**Discussion Board (DB):** This is the online classroom. Students will respond to discussion questions, post weekly summaries, and communicate with your instructor in the discussion board. Questions about content and assignments should be posted on the discussion board under the “Questions for Instructor”. The posts will be answered daily. Please allow up to 24 hours for a response. Posts made after 5:00 p.m. on Thursday or on the weekend may not be answered until after 8:00 a.m. Monday. This form of communication is important in online courses. This tool will help you stay “connected” to other classmates and it will help students to ask those questions just as if you were in an actual classroom setting. Discussion board will also be used as a participation tool and part of the semester grade is based on participation.

1. First posts should show display a working knowledge and evidence that the material was read and understood and be **75-100 words in length**.
2. Any posts on discussion board should have proper grammar and punctuation and be professional in nature.
3. **Do not copy and paste material from websites.** Post using your own thoughts and words about the materials through reading, research, or past experiences and focus on the related topic.
4. Student’s 2nd posts should convey an understanding of material and should encourage participation,
clarification, or bring up new ideas about the topic.
5. No credit will be given for posts after the due date.
6. Inappropriate posts may be removed and any student abusing Discussion Board may be removed from that portion of the course (without the opportunity for credit).

Attendance: Because this is strictly an Internet course, attendance will be substituted by participating on the discussion board. Participation is part of your semester grade.

Students enrolling in online courses MUST log in and actively participate by completing academic assignments required by the instructor by the official Census Date which is included on the course calendar. Students who log in but do not actively participate in an academically-related activity will be removed as Never Attended and dropped from the course.

Withdrawal from Course: It is the student’s responsibility to withdraw from any course following the Midland College withdrawal requirements. See Midland.edu. Students who do not comply with the requirements will receive an “F” (for credit students) or “U” (for CE Students) for the semester grade. College credit students in the 16 week class wanting to withdraw must submit the form by August 4, or a grade will be assigned for the course. CE students must withdraw by August 6th by the close of business or a grade will be assigned.

Limit to Repeat HIM Program Course: The HIM program policy effective Fall 2014 states that students are allowed two attempts for any required HITT program course beginning Fall 2014. Students who fail the clinical course have only one additional opportunity to pass the course. If neither attempt has a passing grade, the student will be dismissed from the program. “Attempting a course” is defined as either 1) a failed grade or 2) a withdrawal (W)

Evaluation of Students:

Grading Rubric: Discussion boards are graded on a 240 point basis.

Failure or late posting: 0 points
Posting within time frame, but response incorrect or incomplete: 192
Posting within time frame, but response inadequate*: 216
Posting within time frame, excellent, correct and complete: 240

Grading Policy/Evaluation: The student is responsible for completing the assignments listed in the syllabus and schedule. The instructor will review the reports 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>Category</th>
<th>Total Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct performance and Evaluation</td>
<td>1440</td>
</tr>
<tr>
<td>ePractice Kit Tasks</td>
<td>3600</td>
</tr>
<tr>
<td>Summary and Observation Site Questions</td>
<td>3600</td>
</tr>
<tr>
<td>Assignments</td>
<td>1440</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>1444</td>
</tr>
<tr>
<td>Professionalism Quizzes</td>
<td>2876</td>
</tr>
<tr>
<td>TOTAL</td>
<td>14,400</td>
</tr>
</tbody>
</table>

Attendance: Because this is strictly an Internet course, attendance will be substituted by participating on the discussion board. Participation is part of your semester grade.

Students enrolling in online courses MUST log in and actively participate by completing academic assignments required
by the instructor by the official Census Date which is included on the course calendar. **Students who log in but do not actively participate in an academically-related activity will be removed as Never Attended and dropped from the course.**

Withdrawal from Course: It is the student’s responsibility to withdraw from any course following the Midland College withdrawal requirements. See Midland.edu. Students who do not comply with the requirements will receive an “F” (for credit students) or “U” (for CE Students) for the semester grade. College credit students in the 16 week class wanting to withdrawal must submit the form by the official drop date, or a grade will be assigned for the course. CE students must withdraw by the official drop date by the close of business or a grade will be assigned.

Limit to Repeat HIM Program Course: The HIM program policy effective Fall 2014 states that students are allowed two attempts for any required HITT program course beginning Fall 2014. Students who fail the clinical course have only one additional opportunity to pass the course. If neither attempt has a passing grade, the student will be dismissed from the program. “Attempting a course” is defined as either 1) a failed grade or 2) a withdrawal (W)

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 Disability 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

Division Dean: Carmen Edwards, DNP, MSN, RN, 209 DFHS Building, 432-686-4822
Interim Program Chair: Dr. Elizabeth Neichter, RHIA, CHTS-TR, 218 DFHS, 432-686-4800, extension 2023
Division Secretary: Kay Floyd, 206 DFHS Building, 432-685-4600
Student Support Specialist/Clinical Coordinator: Raquel Valenzuela, RHIT, 218 DFHS, 432-685-6893

Last Updated: 12/28/2016