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. Prerequisites: Approval of program chair. Corequisite: HITT 2149.

Professional Practice Experience

Professional Practice Experiences (PPE) must 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. Keep in mind that some travel may be required to clinical site locations. 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 (student, instructor, and clinical preceptor).

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

Text, References and Supplies

REQUIRED TEXTBOOKS: 


OTHER SUPPLIES: 

Three ring binder (2” or 3” width)
Flash drive for notebook
Zipper pouch or pocket to secure flash drive in notebook.
Notebook dividers for each section of Table of Contents

Supplies for Virtual Office Hours Communication: 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 and download the program. (Most HITT courses have elected to use SKYPE as an additional communication option for students).

Student Learning Outcomes:

Last Updated: 12/28/2016
Upon successful completion of this course, students should be able to:

- 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
- 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.

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has established competency standards for entry-level health information management professionals. The objectives of this course are specifically designed to meet the established standards listed below:

Domains, Subdomains, and Tasks

Domain I: Data Content, Structure & 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 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
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.C: Data Governance
1. Apply policies and procedures to ensure the accuracy and integrity of health data

Subdomain I.D: Data Management
1. Collect and maintain health data
2. Apply graphical tools for data presentations

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, Disclosures, Archival, Privacy & Security

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
2. Apply retention and destruction policies for health information
3. Apply system security policies according to departmental and organizational data/information standards

Subdomain II.C: Release of Information
1. Apply policies and procedures surrounding issues of access and disclosure of protected health information

Domain III: Informatics, Analytics and Data Use

Subdomain III.A: Health Information Technologies
1. Utilize software in the completion of HIM processes
2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and
administrative applications.

**Subdomain III.B: Information Management Strategic Planning**
1. Explain the process used in the selection and implementation of health information management systems
2. Utilize health information to support enterprise wide decision support for strategic planning

**Subdomain III.C: Analytics and Decision Support**
1. Explain analytics and decision support
2. Apply report generation technologies to facilitate decision-making

**Subdomain III.D: Health Care Statistics**
1. Utilize basic descriptive, institutional and healthcare statistics
2. Analyze data to identify trends

**Subdomain III.E: Research Methods**
1. Explain common research methodologies and why they are used in healthcare

**Subdomain III.F: Consumer Informatics**
1. Explain usability and accessibility of health information by patients, including current trends and future challenges

**Subdomain III.G: Health Information Exchange**
1. Explain current trends and future challenges in health information exchange

**Subdomain III.H: Information Integrity and Data Quality**
1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system

**Domain IV: Revenue Management**
**Subdomain IV.A: Revenue Cycle and Reimbursement**
1. Apply policies and procedures for the use of data required in healthcare reimbursement
2. Evaluate the revenue cycle management processes

**Domain V: Compliance**
**Subdomain V.A: Regulatory**
1. Analyze policies and procedures to ensure organizational compliance with regulations and standards
2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification
3. Adhere to the legal and regulatory requirements related to the health information management

**Subdomain V.B: Coding**
1. Analyze current regulations and established guidelines in clinical classification systems
2. Determine accuracy of computer assisted coding assignment and recommend corrective action

**Subdomain V.C: Fraud Surveillance**
1. Identify potential or fraudulent trends through data analysis

**Subdomain V.D: Clinical Documentation Improvement**
1. Identify discrepancies between supporting documentation and coded data
2. Develop appropriate physician queries to resolve data and coding discrepancies

**Domain VI: Leadership**
**Subdomain VI.A: Leadership Roles**
1. Summarize health information related leadership roles
2. Apply the fundamentals of team leadership
3. Organize and facilitate meetings

**Subdomain VI.B: Change Management**
1. Recognize the impact of change management on processes, people, and systems

**Subdomain VI.C: Work Design and Process Improvement**
1. Utilize tools and techniques to monitor, report, and improve processes
2. Identify cost saving and efficient means of achieving work processes and goals
3. Utilize data for facility wide outcomes reporting for quality management and performance improvement

**Subdomain VI.D: Human Resources Management**
1. Report staffing levels and productivity standards for health information functions
2. Interpret compliance with local, state, federal labor regulations
3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions
Subdomain VI.E: Training and Development
1. Explain the methodology of training and development
2. Explain return on investment for employee training/development

Subdomain VI.F: Strategic and Organizational Management
1. Summarize a collection methodology for data to guide strategic and organizational management
2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system
3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system
4. Apply information and data strategies in support of information governance initiatives
5. Utilize enterprise-wide information assets in support of organizations strategies and objectives

Subdomain VI.G: Financial Management
1. Plan budgets
2. Explain accounting methodologies
3. Explain budget variances

Subdomain VI.H: Ethics
1. Comply with ethical standards of practice
2. Evaluate the consequences of a breach of healthcare ethics
3. Assess how cultural issues affect health, healthcare quality, costs, and HIM
4. Create programs and policies that support a culture or diversity

Subdomain VI.I: Project Management
1. Summarize project management methodologies

Subdomain VI.J: Vendor/Contract Management
1. Explain Vendor/Contract Management

Subdomain VI.K: Enterprise Information Management
1. Apply knowledge of database architecture and design

Student Contributions, Responsibilities and Class Policies:

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.

There are 4 requirements to successfully complete this course.

1. Complete the required clinical hours.
   a) SCHEDULE of HOURS: 100-120 hours on-site (non-paid), and 60 hours through virtual assignments for a total of 160 hours.
   b) It is the STUDENT’S responsibility to contact the PPE site to set up a satisfactory schedule to meet the requirements of the course listed in the student handbook. SUBMIT your schedule by the end of the second full week of class.
   c) Submit your weekly journals. More details to follow about updating and submitting this assignment in the announcements. Explain what activities you have accomplished, and also what you learned. Give an account of the accumulated hours up to that week.
   d) Exemplary grades are earned by completing all assignments by due date, being punctual to clinical sites, and maintaining performance objectives.
   e) Students are responsible for being prepared for site experience. Students should bring with them paper, pen, pencil, text and reference materials to site each day. DURING CODING EXPERIENCE, you will need to bring your own coding books. Student preparation and participation is essential. Review both outpatient and inpatient coding guidelines prior to attending clinicals.

2. Complete the clinical notebook with assignments and deliver by noon to the program office or postmarked by noon of ______________CST.
- The first page is a title page that includes course, name, and semester, student name, and clinical site.
- Submit **Clinical Notebook** in a neat, professional package without typographical errors.
- Include a **TABLE OF CONTENTS** and tabs in the following order:
  a. **Evaluations (both Student and Facility).**
  b. **Time Sheet and Student Contract** (completed and signed by facility mentor)
  c. **Resume**: Submit the same resume that was presented to the facility mentor, and at least two completed applications to employers.
  d. **Student Notebook Questions (typed and answered in complete sentences)**
     Part I: Includes Student Contract, Orientation to the Facility, Ancillary Department Narrative
     Part II: Organizational Chart and mission of clinical site, and meetings/collaboration of HIM manager, patient registration procedures (duplicate medical record reconciliation), pre-authorizations.
     Part IV: Medical Staff, UR, Case Management, Performance Improvement/Quality Management OR measures at alternative site for quality improvement practices, process of review/revision of policy.
     Part V: Coding, Abstracting, and Severity of Illness, Mock Interview, Billing and collections.
  e. **Weekly Journals**: Copies of weekly journals to instructor with progress and cumulative hours completed. Include the answers to the questions that are posted for weekly assignments.
  f. **ALL Coding Evaluation and Coding Sheets that were used to code charts out and self-checked for accuracy (or printed ones if facility allows printing).** SHOW CORRECTIONS.
  g. **Miscellaneous** forms, policies, or documents from clinical site.

3. **Complete the Virtual Modules for clinical practice (VPPE)** as described in the Assignments folder. An evaluation of the content in relation to the course and profession is required. These consist of projects and research based on the clinical site designated to the student during the semester. Students are to use the clinical site information in relation to the virtual assignments/projects.

**Weekly Journals**: Besides the requirement of the clinical notebook, weekly journals are required to be posted in the discussion board section. Each week, write a summary of:
1) What clinical tasks were completed and what areas were experienced. Include any meetings or training opportunities.
2) Describe your interactions among the preceptor and the other staff/hospital employees
3) List your completed hours and remaining hours to complete your 100 hour clinical.
4) Add any other comments that provide the instructor with your overall experience. Be professional, but inquisitive during your clinical experience. Questions are prompts for discussion in the weekly journal assignments.
5) Read other student experiences.
6) Refrain from negative comments regarding the clinical site, or the abilities of persons on site. DO NOT post negative posts like “this is too hard” or “no time study for exams” as these comments affect the class morale. Negative comments will be removed from the discussion board, and no credit will be given.

**Withdrawal from Course**: Prior to withdrawing, students should talk with their professors and/or their advisors. Student athletes, international students, and students receiving financial aid and/or veteran's benefits are required to notify the appropriate office prior to dropping or withdrawing from classes and to get written approval from that specific office.

It is the student’s responsibility to withdraw from any course. The last date to withdraw with a grade of “W” is ____________. Forms are online at the main webpage [https://www.midland.edu/registration/withdrawal](https://www.midland.edu/registration/withdrawal) or on Campus Connect to withdraw from class. Students who do not complete the withdrawal form will receive an “F” for the semester grade.
To Health Information Management 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. 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 2261.

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. Other assignments are “virtual” and require research of current topics and trends with application of HIM principals.

Previous coursework in the program has given students opportunity to be amply prepared for the on-site experience. We hope that students approach this endeavor with enthusiasm and a positive attitude so that YOU may gain maximum benefit from this worthwhile educational experience.

ATTENDANCE:
Absence 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, however, penalties apply. Follow the process below:

- 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 the clinical instructor.
- 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 Student Handbook.

In case of an Absence (policy affecting student grade):

1) Email your clinical preceptor and instructor, and follow-up with a phone call to the preceptor.
2) A doctor’s excuse is required for any absence due to illness.
3) Students must schedule make up hours to complete minimum clinical hours.
4) 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 HITT 2261 when space is available in program. Students that have schedules with clinical progression will take first priority, then students repeating the course.
5) Each absence from clinical site constitutes a drop in a letter grade.

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. 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 clinical instructor or preceptor at the site.
• Students should be well groomed (clean hair, fingers, and nails) as they represent Midland College’s HIM program and can determine how employers perceive potential candidates for employment while practicing as a student.

**Ethics and Confidentiality**

Students are expected to:

• Adhere to the ethical guidelines set forth by the American Health Information Management Association (AHIMA) (see HIM Student Handbook or ahima.org).
• Abide by the school’s Code of Student Conduct in Midland College catalog and handbook.
• Abide by facility (clinical site) policies and procedures. Reviewing these policies should be the first tasks completed at the facility.
• Comply with state and federal HIPAA laws.

**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 preceptor 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/preceptor.
  - 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 clinical instructor.
  - Students should maintain a daily log of activities that they accomplish during their PPE. This log should be shared with their preceptor for signature and to see that tasks are being accomplished, what needs to be completed in the time remaining, and perhaps to adjust tasks to fit the clinical site. These activities are to be documented through your weekly online journal entries.
  - Students are encouraged to send personal, handwritten thank-you notes to their PPE sites and those specific individuals who contributed to their experience.

**Limit to Repeat Course:** The HIM program policy effective Fall 2014 states that students are allowed two attempts for any HITT 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). Clinical sites are often limited, so clinical assignment priority is offered to first time enrollees followed by repeat enrollees.

**Evaluation of Students:**

The student is responsible for completing the assignments in the **Clinical Student Notebook** (starting on page 6 of this syllabus) for the onsite clinical portion of the course. Additional assignments/projects are required for clinicals and are located on the Canvas LMS as scheduled. Midland College’s HIM clinical instructor will review the report, clinical
affiliation handbook, and the student’s performance in terms of appropriate application of theory and technical skills onsite and online submissions, effectiveness of written communication and demonstration of professional behavior.

Consider your Student Notebook a portfolio of your education experience of the past two years. It should be free of grammatical errors and in an assembled professional appearance. Deductions are taken for late submissions of weekly assignments, and notebooks will not be accepted after the due date. NOTE: The grades posted are only a bookmark for the notebook submission, and do not reflect the actual grade in the course.

Assignments and tasks:
10% Clinical Supervisor’s Evaluation (includes conduct and professionalism)
40% Clinical Notebook Completion (professional resume, attendance, projects)
30% Virtual Professional Practice Modules (VPPE) and other assignments
10% Student Evaluation
10% Weekly journal reporting
Total 100%

Work Experience Credit
Experiential learning credit is awarded when a student has previous experience related to the tasks and objectives described in the course. A student will be awarded Work Experience credit when the form and supporting documentation are submitted prior to the course start date. All students must enroll in the course, however, deductions in the number of onsite hours may be reduced when evidence of tasks were completed in a health setting. The instructor will assess submissions on a case-by-case basis.

Grading Scale:

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = <59%

Course Calendar:
The student will spend eight hours a week at the clinical location.

Americans with Disabilities (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:

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