

# EDISON STATE COLLEGE

Division of Health Professions

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## COMMON COURSE SYLLABUS

**PROFESSOR:**

**OFFICE LOCATION:**

**E-MAIL:**

**PHONE NUMBER:**

**OFFICE HOURS:**

**SEMESTER:**

**I. HIM1806 Professional Practice Experience I – 2 Credits**

Entry-level directed practice designed to provide the student with a strong foundation in the technical aspects of HIM operations and processes. Activities will include review of the patient registration, discharge record processing, data collection, record retrieval, release of information, data storage, and other departmental process functions.

**II. PREREQUISITES FOR THE COURSE:**

HIM1000 and permission of HIM Program Coordinator

**CO-REQUISITES:** None

**III. GENERAL COURSE INFORMATION: Topic Outline**

- Facility and Department Organization
- Patient Registration
- Master Patient Index
- Unit Charting
- Record Retrieval/Filing
- Record Assembly
- Record Analysis
- Incomplete Record Tracking
- Correspondence/Release of Information
- Indices, Registers/Data Retrieval

**IV. LEARNING OUTCOMES AND ASSESSMENT:**

**GENERAL EDUCATION COMPETENCIES:**

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

- *Communication (COM):* To communicate effectively using standard English (written or oral).
- *Critical Thinking (CT):* To demonstrate skills necessary for analysis, synthesis, and evaluation.
- *Technology/Information Management (TIM):* To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.
- *Global Socio-cultural Responsibility (GSR):* To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.
- *Scientific and Quantitative Reasoning (QR):* To identify and apply mathematical and scientific principles and methods.

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### **ADDITIONAL COURSE COMPETENCIES:**

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENTS</b>	<b>GENERAL EDUCATION COMPETENCY</b>
Describe the patient registration process.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Use the Master Patient Index to locate patient data.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Locate and retrieve patient records.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Correctly chart documents onto patient records while on unit as required by facility.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
File patient records according to facility procedure.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Assemble patient records according to facility policy.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Analyze patient records for documentation deficiencies according to facility policy	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Perform chart tracking and location procedures.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Monitor incomplete records for compliance according to facility policy (re-analysis).	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Properly respond to requests for protected patient health information.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Work with facility information systems to create reports and retrieve data.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM, QR
Describe the use of registries in the facility.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Demonstrate the ability to document and organize internship experiences.	Student will be assessed by presentation of an assignment notebook, daily reflective journal and assignments.	GSR, CT, TIM, COM

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**V. DISTRICT-WIDE POLICIES**

**PROGRAMS FOR STUDENTS WITH DISABILITIES**

Edison State College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

**VI. REQUIREMENTS FOR THE STUDENTS:**

**VII. ATTENDANCE POLICY:**

**VIII. GRADING POLICY:**

**IX. REQUIRED COURSE MATERIALS:**

**X. RESERVED MATERIALS FOR THE COURSE:**

**XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.**

**XII. CLASS SCHEDULE:**

**XIII. OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**