

# 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. HIM2940 Professional Practice Experience III –AS- 2 Credits**

Directed practice designed to provide the student with a experience in the managerial functions of a health information department. Activities will include review of organizational structure, employee orientation, job descriptions, flow of information, policies and procedures, privacy and security, information systems, data management, quality improvement, and supervision.

**II. PREREQUISITES FOR THE COURSE:**

HIM2214C, HIM2012, HIM1806, HIM2816, HIM2283 and permission of HIM Program Director

**CO-REQUISITES:** HIM2210, HIM2510, MAN2012

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

- Organization and Supervision
  - Facility Orientation
  - Department Orientation
  - Policies and Procedures
  - Staff Development
- Privacy and Security
- Information Systems/IT
- Data Management
- Continuous Quality Management
- Data Quality Management

**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>
Prepare a statistical summary of facility case load.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Create an organizational chart representing the structure of the Medical Staff.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Create an information flow chart to depict the flow of information through the facility.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Create a floor plan of the HIM department.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Observe a process and write a procedure to describe the process.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Prepare and present an in-service presentation on a selected topic.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Prepare a summary of how the facility complies with HIPAA regulations.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Describe the procedure in place to protect electronic health information.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Create an inventory of all software currently used in the HIM department.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Complete a CQI study on a selected topic.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Describe the procedure in place for responding to a subpoena requiring e-discovery.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM, QR
Summarize the current JCAHO review emphasis and how the HIM department complies.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM

### **V. DISTRICT-WIDE POLICIES**

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## **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:**