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| **PROFESSOR:** | **PHONE NUMBER:** |
| **OFFICE LOCATION:** | **E-MAIL:** |
| **OFFICE HOURS:** | **SEMESTER:** |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**HIM 1802 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 patient registration, discharge record processing, data collection, record retrieval, release of information, data storage, and other departmental process functions.

1. **PREREQUISITES FOR THIS COURSE:**

Major in AS Health Information Technology or CCC Medical Informatioon Coder/Biller and Permission of the HIT Program Director

**CO-REQUISITES FOR THIS COURSE:**

None

1. **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

1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

General Education Competency: **Think**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Demonstrate proficiency in integrating the theoretical with practical application in the HIM SIM lab

**B. Other Course Objectives/Standards**

* + - Describe the organization of the Health Information department including the titles and functions of each employee based upon information observed during facility tours and demonstrations
    - Demonstrate the ability to assemble, file, retrieve and track records according to the format used
    - Demonstrate the ability to find patient information using an electronic health record system
    - Describe the off-site record management process
    - Perform quantitative and qualitative analysis for deficiencies in documentation according to policy
    - Perform incomplete record control tasks and reports.
    - Perform optical scanning and indexing of documents
    - Handle routine correspondence
    - Follow release of information and request for information policies and procedures
    - Describe any computer systems used by the facilities visited
    - Perform statistical analysis and presentation functions applicable to the acute care HIM environment.
    - Observe the cancer registry
    - Observe birth and death certificate processes followed in the facility
    - Document all of the registries and indexes maintained by the facility visited and describe the purpose of each item
    - Interview the site supervisor and document the most significant supervisory and management responsibilities in this setting.
    - Describe the dictation and transcription process in this setting. Include equipment used and whether or not the transcription is performed in-house.
    - Demonstrate professional and ethical behavior consistent with a Health Information Professional.
    - Demonstrate the ability to document and organize internship experiences

1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern 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. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu).  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**
   * **Preparation**: Students are expected to review pertinent portions of their HIM textbooks pertaining to the next weeks planned activities.
   * **Participation**: Students are expected to fully participate and complete assigned activities.
   * **Academic Integrity:** Students are expected to abide by the College Academic Integrity policy as published in the current College Catalog.
     1. Students may not copy work from other FSW students, former FSW students or other sources.
     2. Students are expected to work independently unless the instructor specifically indicates that the assignment is to be done collaboratively.
   * **Behavior**: Students are expected to demonstrate professional behavior at all times.
   * **Attire:** Students are expected to wear the HIT Program polo each week. Pants should be business casual…no jeans. Shoes must be closed toed, tennis shoes are not permitted.
   * **EPIC Competency Skills:** Students are required to pass all EPIC modules at a level of 80% or higher.
   * **Use of Electronic Devices**: Students are expected to follow policies stipulated by the simulation manager regarding use and access to electronic devices.
2. **ATTENDANCE POLICY:**
   * Students are expected to arrive on time, ready to begin their assigned activities.
     1. The Instructor must be notified by telephone and email immediately if an absence is anticipated.
     2. More than 1 absence may result in dismissal from the professional practice experience and result in a grade of F being assigned for the course.
3. **GRADING POLICY:**

1. EPIC Competency Exams 30%

2. SIM Lab Assignments 60%

3. Attendance 10%

**Scoring:**

90-100 = A

80-89 = B

70-79 = C

60-69 = D

00-59 = F

**Academic Dishonesty (Cheating)** is defined as completing written assignments, quizzes or exams with unauthorized electronic, written or verbal assistance.  It is also defined as providing unauthorized electronic written or verbal assistance to another student during a required assignment, quiz or exam.  Academic dishonesty is unacceptable behavior.  This behavior is subject to sanctions ranging from complete loss of credit on a required assignment, quiz or exam to dismissal from the Health Information Technology or Medical Information Coding and Billing program.

1. **REQUIRED COURSE MATERIALS:**
   * Foltz, Darline and Lankisch, Karen, (2015). *Exploring Electronic Health Records.* St. Paul, MN.:

Paradigm Publishing, Inc.

* + AHIMA Virtual Lab Access
  + Microsoft Office 2010, 2013 (Word, PowerPoint, Excel, Access)
  + Flash drive for storage
  + Reliable Internet Access

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

None

1. **CLASS SCHEDULE:**

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| DATE | LESSON | HOMEWORK | DUE DATE |
| Week 1  8/25 | Orientation  Healthcare Facility Organization and HIM   * AHIMA V-Lab Login   Chapter 1 - Overview of Electronic Health Records  1:00 – 1:30 Lunch  Chapter 2 - Content of the Health Record  3:00 – 4:00 Guest Presentation   * Therese Mayhew, RHIT – LMHS HIM | Test Chapters 1-2  Read Chapter 3 | 8/31 |
| Week 2  9/1 | 9:00 – 1:15  HIM Department Roles and Functions  Chapter 3 - Introduction to Electronic Health Record Software   * Chapter 3 E.H.R. Activities   1:15 – 1:45 – Lunch  2:00 – 4:00 – Facility Tour   * GCMC – Therese Mayhew, RHIT | Complete All Chapter 3 Activities in Navigator  Complete All Chapter 3 E.H.R. Assessments  Chapter 3 Test  Read Chapter 4 | 9/7 |
| Week 3  9/8 | 9:00 – 1:15  Patient Admission and Registration  Chapter 4 – Administrative Management   * Chapter 4 E.H.R. Activities   1:15 – 1:45 – Lunch  2:00 – 4:00 Facility Tour   * Healthpark – Karen Wiley, RHIT | Complete All Chapter 4 Activities in Navigator  Complete All Chapter 4 E.H.R. Assessments  Chapter 4 Test  Read Chapter 5 | 9/14 |
| Week 4  9/15 | 9:00 – 1:15  Master Patient Index   * Managing Duplicate Medical Record Numbers - AHIMA V-Lab Assignment   Chapter 5 – Scheduling and Patient Management   * Chapter 5 E.H.R. Activities   1:15 – 1:45 – Lunch  2:00 – 4:00 – Facility Tour   * LMHS Bridge Plaza – Debbie McClellan | Complete All Chapter 5 Activities in Navigator  Complete All Chapter 5 E.H.R. Assessments  Chapter 5 Test  Read Chapter 6 | 9/21 |
| Week 5  9/22 | 9:00 – 1:15  Transcription Services  Chapter 6 - Privacy and Security of Health Information   * Chapter 6 E.H.R. Activities   1:15 – 1:45 Lunch  2:00 – 4:00 – Facility Tour   * LMHS Bridge Plaza – Carol Liquori | Complete All Chapter 6 Activities in Navigator  Complete All Chapter 6 E.H.R. Assessments  Chapter 6 Test  Read Chapter 7 | 9/28 |
| Week 6  9/29 | 9:00 – 1:15  Record Retrieval, Filing and Retention  Chapter 7 - HIM Roles and Functions in the E.H.R. Environment   * Chapter 7 E.H.R. Activities   1:15 – 1:45 Lunch  2:00 – 4:00 – Facility Tour   * LMHS Bridge Plaza – Therese Mayhew | Complete All Chapter 7 Activities in Navigator  Complete All Chapter 7 E.H.R. Assessments  Chapter 7 Test  Read Chapter 8 | 10/5 |
| Week 7  10/6 | 9:00 – 1:15  Record Content, Assembly and Abstracting  Chapter 8 - Clinical Inputs and Outputs   * Chapter 8 E.H.R. Activities   1:15 – 1:45 Lunch  2:00 – 4:00 – Facility Tour   * LMHS Bridge Plaza – Therese Mayhew   + Prep, Scan, QA Staff | Complete All Chapter 8 Activities in Navigator  Complete All Chapter 8 E.H.R. Assessments  Chapter 8 Test  Read Chapter 9 | 10/12 |
| Week 8  10/13 | 9:00 – 1:15  Record Analysis and Deficiency Management  Chapter 9 – Coding, Billing and Reimbursement   * Chapter 9 E.H.R. Activities   1:15 – 1:45 Lunch  2:00 – 4:00 – Facility Tour   * LMHS Bridge Plaza – Therese Mayhew   + Analysis Staff | Complete All Chapter 9 Activities in Navigator  Complete All Chapter 9 E.H.R. Assessments  Chapter 9 Test  Read Chapter 10 | 10/19 |
| Week 9  10/20 | 9:00 – 1:15  Incomplete Record Tracking  Chapter 10 – Clinical Decision Support Systems and Quality Improvement   * Chapter 10 E.H.R. Activities   1:15 – 1:45 Lunch  2:00 – 4:00 – Facility Tour   * LMHS Bridge Plaza – Therese Mayhew   + Physician Liaisons | Complete All Chapter 10 Activities in Navigator  Complete All Chapter 10 E.H.R. Assessments  Chapter 10 Test  Read Chapter 11 | 10/26 |
| Week 10  10/27 | 9:00 – 1:15  Access and Release of Information   * V-Lab Healthport   Chapter 11 – The Personal Health Record and the Patient Portal   * Chapter 11 E.H.R. Activities   1:15 – 1:45 Lunch  2:00 – 4:00 – Facility Tour   * LMHS Bridge Plaza – Therese Mayhew | Complete All Chapter 11 Activities in Navigator  Complete All Chapter 11 E.H.R. Assessments  Chapter 11 Test  Read Chapter 12 | 11/2 |
| Week 11  11/3 | 9:00 – 1:15  Indexes, Registers, and Registries   * Cancer Registry Training Modules   Chapter 12 – Implementation and Evaluation of an E.H.R. System   * Chapter 12 E.H.R. Activities   1:15 – 1:45 Lunch  2:00 – 4:00 – Facility Tour   * LeeSar – Therese Mayhew | Complete All Chapter 12 Activities in Navigator  Complete All Chapter 12 E.H.R. Assessments  Chapter 12 Test  Read Epic Deficiency Analysis Handout | 11/9 |
| Week 12  11/10 | Veteran’s Day Holiday – College Closed |  |  |
| Week 13  11/17 | Epic Deficiency Analysis Module   * Deficiency Analysis Competency Test | Read Epic Release of Information Handout |  |
| Week 14  11/24 | Thanksgiving Holiday – College Closed |  |  |
| Week 15  12/1 | Epic Release of Information Module   * Release of Information Competency Test |  |  |
| Week 16  12/8 |  |  |  |

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**
   * Classroom courtesy is expected of all students.
     1. No talking or whispering while others are presenting material to the class. Be attentive to the information being presented.
     2. Issues or concerns regarding the course are to be discussed with the instructor for resolution after class or during office hours.
   * Cell phones are to be off or on vibrate during class.
   * Computers are to be off during lecture or class activities unless needed to complete the in-class assignment…no surfing, chatting, e-mailing, etc.
   * Instructor reserves the right to modify the syllabus as needed.
   * All coursework (in class and homework) is to be completed individually, unless instructor assigns workgroup collaboration.
   * Please plan on between 6-8 hours of homework per week for this course.

**AHIMA Domains 2014 and Beyond**

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| **Domain I. Data Content Structure and Standards** |
| *DEFINITION: Academic content related to diagnostic and procedural classification and terminologies; health record documentation requirements; characteristics of the healthcare system; data accuracy and integrity; data integration and interoperability; respond to customer data needs; data management policies and procedures; information standards.* |
| **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. 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. 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. 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 Disclosure Archival Privacy and Security** |
| *Definition: Understand healthcare law (theory of all healthcare law to exclude application of law covered in Domain V); develop privacy, security, and confidentiality policies, procedures and infrastructure; educate staff on health information protection methods; risk assessment; access and disclosure management.* |
| **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 and Security** |
| 1. 1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information |
| 2. 2. Apply retention and destruction policies for health information |
| 3. 3. Apply system security policies according to departmental and organizational data/information standards |
| **Subdomain II.C. Release of Information** |
| 1. 1. Apply policies and procedures surrounding issues of access and disclosure of protected health information |
| **Domain III. Informatics, Analytics and Data Use** |
| *Definition: Creation and use of Business health intelligence; select, implement, use and manage technology solutions; system and data architecture; interface considerations; information management planning; data modeling; system testing; technology benefit realization; analytics and decision support; data visualization techniques; trend analysis; administrative reports; descriptive, inferential and advanced statistical protocols and analysis; IRB; research; patient-centered health information technologies; health information exchange; data quality* |
| **Subdomain III.A. Health Information Technologies** |
| 1. 1. Utilize software in the completion of HIM processes |
| **Subdomain III.H. Information Integrity and Data Quality** |
| 1. 1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system |
| **Domain V. Compliance** |
| *Definition: COMPLIANCE activities and methods for all health information topics. For example, how to comply with HIPAA, Stark Laws, Fraud and Abuse, etc.; coding auditing; severity of illness; data analytics; fraud surveillance; clinical documentation improvement.* |
| **Domain VI. Leadership** |
| *Definition: Leadership models, theories, and skills; critical thinking; change management; workflow analysis, design, tools and techniques; human resource management; training and development theory and process; strategic planning; financial management; ethics and project management* |
| **Subdomain VI.A Leadership Roles** |
| 1. 1. Summarize health information related leadership roles |
| **Subdomain VI.F. Strategic and Organizational Management** |

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| 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 |
| **Subdomain VI.H. Ethics** |
| 1. Comply with ethical standards of practice |