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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:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

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

Other special learning resources.

1. **CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)