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

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

**HIM 2940 PROFESSIONAL PRACTICE EXPERIENCE (3 CREDITS)**

Directed practice designed to provide the student with an experience in the managerial functions of a health information department or related agency. 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. Students will also complete a review and prepration for the RHIT certification exam and prepare for the job search.

1. **PREREQUISITES FOR THIS COURSE:**

HIM 2813 with a grade of C or higher and Permission of the Program Director

**CO-REQUISITES FOR THIS COURSE:**

None

1. **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
* RHIT Exam Review and Preparation
* Job Search Strategies, Cover Letter and Resume Development
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 facility/agency setting.

**B. Other Course Objectives/Standards**

* Demonstrate professional and ethical behavior consistent with a Health Information Professional.
* Demonstrate the ability to document and organize internship experiences
* Prepare a project portfolio to present activities completed during the experience
* Prepare a statistical summary of facility case load
* Create an organizational chart representing the structure of the organization
* Create an information flow chart to depict the flow of information through the facility
* Create a floor plan of the HIM department
* Observe a process and write a procedure to describe the process
* Prepare and present an inservice presentation on a selected topic
* Prepare a summary of how the facility complied with HIPAA regulations
* Describe the procedure in place to protect electronic health information
* Describe the information technology support provided to the HIM function
* Complete a special project provided by the facility supervisor
* Complete a continuous quality improvement study on a selected topic
* Describe the procedure in place for responding to a subpoena requiring e-discovery
* Summarize the current accreditation review emphasis and how the HIM department complies
* Complete a cover letter and resume
* Pass a mock RHIT certification exam
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.  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.)