



HEALTH INFORMATION TECHNOLOGY

CODE: HIT 212

TITLE: Professional Practice and Experience

DIVISION: Health Sciences

COURSE DESCRIPTION: This course is designed to reinforce didactic instruction and has a 45-hour professional practice at a healthcare facility and 45 hours of coding simulation designed to replicate activities that could take place in the healthcare environment. The PPE will relate to higher level competencies and result in a learning experience for the student and/or a deliverable to a practice site. Students are required to have a complete physical, including vaccinations, PPD, flu shot, drug testing (if applicable), health insurance, and a CLEAR criminal history background check prior to placement.

PREREQUISITE: HIT 209, HIT 220

PRE/COREQUISITE: HIT 205, HIT 210

CREDITS: 2 cr.

REQUIRED MATERIALS (CHECK BOOKSTORE FOR LATEST EDITION):

Click on the bookstore for the supplies which you are attending each class.

Rcbc.edu/bookstore

COURSE LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- Time management skills
- Project management skills
- Identify the components of the assignment
- Design a plan to find a recommendation
- Gather data appropriate to the assignment
- Analyze the results
- Propose a suitable recommendation
- Prepare a memorandum to the PPE Supervisor detailing the assignment, methodology, conclusions and recommendations.
- Communicate effectively in written form; specifically, this includes use of vocabulary appropriate to the topic, clarity of presentation, correct grammar, punctuation and spelling.

- Demonstrate professional behavior consistent with the environment of the affiliating institution; specifically, this includes:
 - Compliance with all applicable policies, procedures or rules of the medical record department and the hospital, the ethical principles of the health information profession, and the student code of conduct of the academic institution and/or program.
 - Adherence to the specified schedule with regard to start and stop time, lunch and break periods, and promptness in keeping appointments.
 - A cooperative attitude and active participation in all assigned tasks and activities.
 - Courtesy and tact in relations with all individuals. e) A business-like professional appearance and demeanor.
 - Thorough organization and preparation for each assignment, meeting or interview.
 - Mature behavior and interpersonal communication appropriate to a professional health information manager.

GENERAL EDUCATION OUTCOMES IN THIS COURSE:

<p>Written and Oral Communication: Communication</p>	<p>* Students will logically and persuasively support their points of view or findings.</p> <p>* Students will communicate meaningfully with a chosen audience while demonstrating critical thought.</p> <p>* Students will conduct investigative research which demonstrates academic integrity, originality, depth of thought, and mastery of an approved style of source documentation.</p>
<p>Quantitative Knowledge and Skills: Mathematics</p>	<p>* Students will analyze data to solve problems utilizing appropriate mathematical concepts.</p> <p>* Students will translate quantifiable problems into mathematical terms and solve these problems using mathematical or statistical operations.</p> <p>* Students will logically solve problems using the appropriate mathematical technique.</p>
<p>Technological Competency or Information Literacy: Technology</p>	<p>* Students will demonstrate competency in office productivity tools appropriate to continuing their education.</p>

	<p>* Students will use critical thinking skills for computer-based access, analysis, and presentation of information.</p>
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	<p>* Students will demonstrate the skills required to find, evaluate, and apply information to solve a problem.</p>
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***HIM Associate Degree Entry-Level
Competencies Domains, Subdomains, and Tasks
For 2011 and beyond***

- Domain: Health Data Management
 - Subdomain: Health Data Structure, Content and Standards
 - Collect and maintain health data (such as data elements, data sets, and databases).
 - Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
 - Apply policies and procedures to ensure the accuracy of health data.
 - Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.
 - Subdomain: Healthcare Information Requirements and Standards
 - Monitor and apply organization-wide health record documentation guidelines.
 - Apply policies and procedures to ensure organizational compliance with regulations and standards.
 - Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
 - Assist in preparing the organization for accreditation, licensing, and/or certification surveys.
 - Subdomain: Clinical Classification Systems
 - Use and maintain electronic applications and work processes to support clinical classification and coding.
 - Apply diagnosis/procedure codes according to current nomenclature.
 - Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on.

- Adhere to current regulations and established guidelines in code assignment.
 - Validate coding accuracy using clinical information found in the health record.
 - Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT).
 - Resolve discrepancies between coded data and supporting documentation.
 - Subdomain: Reimbursement Methodologies
 - Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
 - Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
 - Support accurate billing through coding, charge master, claims management, and bill reconciliation processes.
 - Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
 - Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.
 - Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.
- Domain: Health Statistics, Biomedical Research, and Quality Management
 - Subdomain: Healthcare Statistics and Research
 - Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.
 - Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.
 - Comprehend basic descriptive, institutional, and healthcare vital statistics.
 - Subdomain: Quality Management and Performance Improvement
 - Abstract and report data for facility-wide quality management and performance improvement programs.
 - Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.
- Domain: Health Services Organization and Delivery

- Subdomain: Healthcare Delivery Systems
 - Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
 - Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
- Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues
 - Adhere to the legal and regulatory requirements related to the health information infrastructure.
 - Apply policies and procedures for access and disclosure of personal health information.
 - Release patient-specific data to authorized users.
 - Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
 - Conduct privacy and confidentiality training programs.
 - Apply and promote ethical standards of practice.
- Domain: Information Technology and Systems
 - Subdomain: Information and Communication Technologies
 - Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
 - Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
 - Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
 - Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
 - Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.
 - Subdomain: Data, Information, and File Structures
 - Apply knowledge of data base architecture and design (such as data dictionary), to meet departmental needs.
 - Subdomain: Data Storage and Retrieval
 - Use appropriate electronic or imaging technology for data/record storage.
 - Query and generate reports to facilitate information retrieval using appropriate software.
 - Apply retention and destruction policies for health information.

- Subdomain: Data security
 - Apply confidentiality and security measures to protect electronic health information.
 - Protect data integrity and validity using software or hardware technology.
 - Apply departmental and organizational data and information system security policies.
 - Use and summarize data compiled from audit trails and data quality monitoring programs.
- Domain: Organizational Resources
 - Subdomain: Human Resources
 - Apply the fundamentals of team leadership.
 - Organize and contribute to work teams and committees.
 - Conduct orientation and training programs.
 - Monitor and report staffing levels and productivity standards for health information functions.
 - Use tools and techniques to monitor, report, and improve processes.
 - Comply with local, state, and federal labor regulations.
 - Subdomain: Financial and Resource Management
 - Make recommendations for items to include in budgets and contracts.
 - Monitor and order supplies needed for work processes.
 - Monitor coding and revenue cycle processes.
 - Recommend cost-saving and efficient means of achieving work processes and goals.
 - Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions. 2011 AHIMA Education Strategy Committee

CORE COURSE CONTENT:

- Acute Care/Specialized setting:
 - ICD-9-CM Coding
 - CPT Coding
 - Encoder
 - Case Mix
 - Management Meetings
 - Admission/registration
 - Statistical reports and reporting requirements
 - Classification systems, Indexes and Registries
 - Quality Improvement and Performance Measurement

- Utilization Management and reimbursement processing
- Healthcare Business:
 - The organizational structure
 - The customers/clients served
 - The operation requirements
 - Business incorporation
 - Service/product offered
 - Ownership/control of the business

COURSE ACTIVITIES:

Course activities vary from course to course and instructor to instructor. Below is a listing of some of the activities students can anticipate in this course:

- ▶ Writing assignments: students will analyze current issues in the field using current articles from the popular press as well as library research including electronic resources databases.
- ▶ Speaking assignments: students will present research individually or in groups using current technology to support the presentation (e.g., PowerPoint presentation); students will participate in discussions and debates related to the topics in the lessons. Discussions may also focus on cross-cultural and legal-ethical dilemmas as they relate to the course content.
- ▶ Simulation activities: Trends and issues will analyzed for their ethical as well as social or legal significance. Students might role-play common situations for classmates to analyze. Current news articles may be used to generate discussion.
- ▶ Case Studies: Complex situations and scenarios will be analyzed in cooperative group settings or as homework assignments.
- ▶ Lectures: This format will include question and answer sessions to provide interactivity between students and instructor.
- ▶ Speakers: Representatives from various related fields may be invited to speak.
- ▶ Videos: Related topics will provide impetus for discussion.

EDUCATIONAL TECHNOLOGY:

Rowan College at Burlington County advocates a technology enhanced teaching and learning environment. Advanced technological tools may be used in any course section to facilitate instruction. Many of our sections are web-enhanced, which means that some of your work will be submitted or completed online. Web enhancements may include on-line materials, grade books, testing and quizzes and assignment submission. Many

students enjoy the flexibility and convenience that these online enhancements have provided, however if you have concerns about the technology involved, please speak to your instructor immediately.

STUDENT EVALUATIONS:

The student will be evaluated on the degree to which student learning outcomes are achieved. A variety of methods may be used such as tests, quizzes, class participation, projects, homework assignments, presentations, etc.

See individual instructor's course handouts for grading system and criteria (point value for each assessment component in course, e.g. tests, papers, presentations, attendance etc.), number of papers and examinations required in the course, and testing policy including make ups and/or retests.

GRADING STANDARD:

- A Mastery of essential elements and related concepts, plus demonstrated excellence or originality.
- B+ Mastery of essential elements and related concepts, showing higher level understanding.
- B Mastery of essential elements and related concepts.
- C+ Above average knowledge of essential elements and related concepts.
- C Acceptable knowledge of essential elements and related concepts.
- D Minimal knowledge of related concepts.
- F Unsatisfactory progress. This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism, and/or excessive absences.

For other grades, see the current ROWAN COLLEGE AT BURLINGTON COUNTY catalog.

COLLEGE POLICIES:

The current college catalog and student handbook are important documents for understanding your rights and responsibilities as a student in the RCBC classroom. Please read your catalog and handbook as they supplement this syllabus, particularly for information regarding:

- ▶ Academic Integrity Code
- ▶ Student Conduct Code
- ▶ Student Grade Appeal Process

OFFICE OF STUDENT SUPPORT AND DISABILITIES SERVICES:

RCBC welcomes students with disabilities into the college's educational programs. Access to accommodations and support services for students with learning and other

disabilities is facilitated by staff in the Office of Student Support (OSS). In order to receive accommodations, a student must contact the OSS, self-identify as having a disability, provide appropriate documentation, and participate in an intake appointment. If the documentation supports the request for reasonable accommodations, the OSS will provide the student with an Accommodation Plan to give to instructors. Contact the Office of Student Support at 609-894-9311, ext. 1208 or visit the website at: www.rcbc.edu/studentsupport

ADDITIONAL SUPPORT/LABS:

RCBC provides academic advising, student support personal counseling, transfer advising, and special accommodations for individuals with disabilities free to all students through the Division of Student Services. For more information about any of these services, visit the Laurel Hall on the Mt. Laurel Campus, or call (609) 894-9311 or (856) 222-9311, then dial the desired extension:

- Ext. 1557 Academic Advisement and Counseling
- Ext. 1803 Special Populations
- Ext. 2737 Transfer Center

Or visit the following websites:

Academic Advising www.rcbc.edu/advising
Student Support Counseling www.rcbc.edu/counseling
Transfer Center www.rcbc.edu/transfer

RCBC offers a free tutoring for all currently enrolled students. For more information regarding The Tutoring Center call Extension 1495 at (609) 894-9311 or (856) 222-9311 or visit the Tutoring Center Website at www.rcbc.edu/tutoring

Reviewed: 03/2020, CAR