

Administrative Master Syllabus

Course Information

Course Title	Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician
Course Prefix, Num. and Title	HITT 1167 Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician
Division	Allied Health
Department	Health Information Technology
Course Type	WECM Course
Course Catalog Description	Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Pre-Requisites	HITT 1301, HITT 1305, HITT 1341, and HITT 1353
Co-Requisites	Enter Co-Requisites Here.

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	1:0:10
Lab/Other Hours	
Equated Pay Hours	1.25
Lab/Other Hours Breakdown: Lab Hours	Enter Lab Hours Here.
Lab/Other Hours Breakdown: Clinical Hours	Enter Clinical Hours Here.
Lab/Other Hours Breakdown: Practicum Hours	10
Other Hours Breakdown	List Total Lab/Other Hours Here.

Approval Signatures

Title	Signature	Date
Department Head:	Debbie Lutringer	
Division Chair:		
VPI:		

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

A. Admitting Procedures

1. Review admission policies and forms; authorizations for admission
2. Patient interview
3. Completion of admission records, sociological data, admission number/assignment of numbers
4. Patients' register

B. Health Information Procedures

1. Preparation of patient index and chart folders
2. Correlation with previous records--readmission procedures
3. Daily census

C. Discharge Procedures

1. Records—checking in, assembling, quantitative analysis
2. Discharge service analysis
3. Distribution of charts—complete and incomplete
4. Records control— outguides/locator methods

D. Indexes/Files

1. Patients' Index
2. Outguides/locator methods
3. Record files—complete/incomplete
4. Physicians' Index
5. Special indexes or files

E. Medico-legal Aspects of Records

1. Release of information
2. Subpoenas—preparation of records and court attendance
3. Other—affidavits, depositions, insurance, etc.

F. Medical Transcription

1. Discharge Summaries
2. History and Physicals
3. Consultations
4. Operative Reports
5. Miscellaneous reports—x-rays, pathology, etc.

G. Clerical Practice

1. Correspondence—opening/sorting mail
2. Telephone reception
3. Photocopying
4. Microfilming—preparation of records, etc.

H. Assisting the Medical Staff

1. Committee work—preparation for meetings, minute taking, preparing minutes
2. Conference—preparing records for conferences, etc.
3. Research requests—research list, files, records and control

I. Adjunct Department Activities

1. Orientation to facility and departments
2. Health information department related activities in adjunct departments

J. Alternative Care Facilities

1. Ambulatory Care

2. Tumor Registry
3. MHMR/Psychiatric
4. Long Term Care
5. Rehabilitation
6. Home Health
7. Hospice

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

1. Application of theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
2. Appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

Methods of Assessment:

1. Professional practice evaluation by PPE supervisor; Evaluation of student competency checklist
2. Professional practice experience reports

Required text(s), optional text(s) and/or materials to be supplied by the student:

None. References as required for pre-requisite and co-requisite courses

Suggested Course Maximum:

20

List any specific or physical requirements beyond a typical classroom required to teach the course.

Students will be assigned to affiliating professional practice experience sites. Students will need access to a computer with internet availability.

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Final evaluation in the course will be based on grades achieved during the semester to include PPE evaluation and evaluation of competency checklist and experience report:

Competencies/Supervisor Evaluation - 60%

Evaluation of professional practice experience report & site evaluation by student, online activities and reports - 40%

Grading scale:

93 - 100% A

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**Wharton County
Junior College**

85 - 92% B
78 - 84% C
70 - 77% D
69 - 0% F

Curriculum Checklist:

- ☐ **Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- ☐ **Administrative WCJC Core Course** – Attach the Core Curriculum Review Forms
 - ☐ Critical Thinking
 - ☐ Communication
 - ☐ Empirical & Quantitative Skills
 - ☐ Teamwork
 - ☐ Social Responsibility
 - ☐ Personal Responsibility
- ☒ **WECM Course** – If needed, revise the Program SCANS Matrix and Competencies Checklist