Administrative Master Syllabus

Course Information

Course Title	Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician
Course Prefix, Num. and Title	HITT 2166
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 2435 and HITT 2443
Co-Requisites	

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	1:0:8
Equated Pay Hours	1
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	8
Other Hours Breakdown	List Total Lab/Other Hours Here.

Approval Signatures

Title	Signature	Date
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

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. Registries
    1. Trauma
    2. Tumor
    3. Others
B. Data Quality
C. Statistics/Reports
    1. Daily census
    2. Monthly/annual statistics
    3. Other reports
D. Birth Certificates
    1. Interview
    2. Certificate preparation
    3. Birth register
E. Coding and Indexing/Abstracting
    1. ICD-9CM coding
    2. Development, maintenance and use of the Diagnosis and Operation Index3. Data processing method—completion of source documents, code sheets, abstracts, direct entry
    4. Other coding methods, encoder, concurrent coding
F. Medico-legal Aspects of Records
    1. Release of information
    2. Subpoenas—preparation of records and court attendance
    3. Other—affidavits, depositions, etc.
G. Assisting the Medical Staff
    1. Committee work—preparation for meetings, minute taking, minute preparation
    2. Conference—records for conferences
    3. Research requests—research lists, files, charts and control
H. Other
    1. JCAHO/CMS
    2. Medical staff credentialing
    3. HIM work flow
    4. Revenue Cycle

Course Learning Outcomes:

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

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.

Appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

Methods of Assessment:

Professional practice evaluation by PPE supervisor; Evaluation of student competency checklist
Professional practice experience report

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

Carter and Shaw. Registered Health Information Technician (RHIT) Exam Preparation, 8th Edition. AHIMA Press, Chicago, IL, 2019. . 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 - 40%

Grading scale:
93 - 100%   A
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