



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Practicum I Health Information Technology

Course Prefix and Number - HITT 1167

Department - Health Information Technology

Division - Allied Health

Course Type: (check one)

Academic General Education Course (from ACGM – but not in WCJC Core)

Academic WCJC Core Course

WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours #: Lecture hours#: Lab/other hours # 1:0:8

Equated Pay hours for course - 1

Course Catalog Description - Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

Prerequisites/Co requisites - HITT 1249, HITT 1301, HITT1305, MRMT 1307, HITT 1345, and HITT 1353.

List Lab/ Other Hours
Lab Hours
Clinical Hours
Practicum Hours 8
Other (list)

Approvals - the contents of this document have been reviewed and are found to be accurate.

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- I. Topical Outline** – Each offering of this course must include the following topics:
- 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

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
Application of therapy, 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.	Professional practice evaluation by PPE supervisor; Evaluation of student competency checklist.
Appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.	Professional practice experience report

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

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

IV. Suggested Course Maximum - 20

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

Students will be assigned to affiliating professional practice experience sites.

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

The final evaluation will be on the following scale:

93—100%	A
85—92%	B
78—84%	C
70—77%	D
69—0%	F

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 - 40%

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed
- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:
 - Basic Intellectual Competencies
 - Perspectives
 - Exemplary Educational Objectives
- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.