



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 II Health Information Technology

Course Prefix and Number – HITT 2166

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 – Concurrent enrollment in HITT 2339, HITT 2435, and HITT 2443

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.

Prepared by Debbie Lutringer, RHIA,CTR	Signature 	Date 9-23-10
Department Head Debbie Lutringer, RHIA, CTR	Signature 	Date 9-23-10
Division Chair Carol Derkowski, RDH, MAIE	Signature 	Date 9-27-10
Vice President of Instruction or Dean of Vocational Instruction Leigh Ann Collins, RDH, MAIE	Signature 	Date 1-14-11



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

- A. Alternative Care Facilities
 - 1. Ambulatory Care
 - 2. Tumor Registry
 - 3. MHMR/Psychiatric
 - 4. Long Term Care
 - 5. Rehabilitation
 - 6. Home Health
 - 7. Hospice
- B. Registries
 - 1. Trauma
 - 2. Tumor
 - 3. Others
- C. Data Quality
- D. Statistics/Reports
 - 1. Daily census
 - 2. Monthly/annual statistics
 - 3. Other reports
- E. Birth Certificates
 - 1. Interview
 - 2. Certificate preparation
 - 3. Birth register
- F. Coding and Indexing/Abstracting
 - 1. ICD-9CM coding
 - 2. Development, maintenance and use of the Diagnosis and Operation Index
 - 3. Data processing method—completion of source documents, code sheets, abstracts, direct entry
 - 4. Other coding methods, encoder, concurrent coding
- G. Medico-legal Aspects of Records
 - 1. Release of information
 - 2. Subpoenas—preparation of records and court attendance
 - 3. Other—affadavits, depositions, etc.
- H. 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
- I. Other
 - 1. Admitting procedures
 - 2. Discharge procedures
 - 3. Indices and registers
 - 4. Medical transcription

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/concurrent 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 Final evaluation will be based on grades achieved during the semester to include PPE evaluation and evaluation of competency checklist and experience report. The final exam evaluation will be on the following scale:

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

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

Competencies/Supervisor Evaluation – 40%

Reports of alternate care sites – 30%

Evaluation of professional practice experience report & site evaluation by student - 30%

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.