



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 III Health Information Technology

Course Prefix and Number – HITT 2167

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 2339, HITT 2435, and HITT 2443

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

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Date09/17/2013

Reviewed by Department Head Debbie Lutringer

Date09/17/2013

Accuracy Verified by Division Chair Carol Derkowski

Date04/04/2014

Approved by Dean or Vice President of Instruction Amy LaPan

Date4-4-2014



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. Discharge Planning
- B. Utilization Management
 - 1. Procedures
 - a. Observe procedures including concurrent review
 - b. Apply criteria
 - c. Review worksheets and correspondence of UR Coordinator
- C. Quality Improvement
 - 1. Procedures
 - a. Data retrieval
 - b. Data tabulation
 - c. Prepare statistical displays
 - 2. Meetings
- D. Risk Management
 - 1. Observe process activities
 - 2. Attend meetings
- E. Medical Staff
 - 1. Credentialing procedures, activities, physician profiles
 - 2. Committee work—preparing for meetings, minutes
 - 3. Conferences—preparing records, reports
 - 4. Research requests
- F. Coding and Indexing/Abstracting
 - 1. ICD-9CM coding
 - 2. CPT/HCPCS coding
 - 3. Development, maintenance and use of disease and operative indexes
 - 4. Data processing methods—completion of source documents, code sheets, abstracts, direct entry
 - 5. Other coding methods, encoder, concurrent coding, charge master
- G. Statistical Reports
- H. PPS/DRG/APC Assignment
- I. Supervisory Management
 - 1. Organizational chart
 - 2. Departmental policies and procedures
 - 3. Departmental job descriptions
 - 4. Evaluation tools
 - 5. In-service education
 - 6. Work flow/departmental layout
 - 7. Relationship of department to others in facility
 - 8. Projects as assigned by supervisor
- J. Other
 - 1. Admitting procedures
 - 2. Discharge procedures (assembly, analysis, filing)
 - 3. Indices and registers
 - 4. Medical transcription
 - 5. Statistics
 - 6. Legal aspects
 - 7. Health information systems

II. Course Learning Outcomes

Learning Outcome	Methods of Assessment
<p>Upon successful completion of this course, students will:</p> <p>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 and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.</p> <p>Appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.</p>	<p>Professional practice evaluation by PPE supervisor; Evaluation of student competency checklist.</p> <p>Professional practice experience report</p>

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

Grading scale:

93—100%	A
85—92%	B
78—84%	C
70—77%	D
69—0%	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 – 50%

PPE report – 30%

Site evaluation by student – 20%

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.