

# **HT200**

## **Professional Practicum**

### **[Onsite]**

#### **Course Description:**

This course examines current workplace expectations of health information technicians, including behavioral, ethical and practice competencies. The course provides guided workplace experiences designed to help students prepare for entry into the professional workforce. The workplace experiences provide opportunities for students to actively engage in activities and tasks commonly associated with health information technician practice to build their competence and confidence.

#### **Prerequisite(s) and/or Corequisite(s):**

Prerequisites: HT102 Introduction to the Health Care Record or equivalent, HT104 Release of Personal Health Information or equivalent, HT105 Alternative Health Records or equivalent, HT113 Computers in Health Care or equivalent, HT201 Health Care Statistics or equivalent

**Credit hours: 4**

**Contact hours: 80 (20 Theory Hours, 60 Practicum Hours )**

## Where Does This Course Belong?

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**NOTE:** *Refer to the catalog for the state-specific course and program information, if applicable.*

This course is required for the Associate of Science Degree in Health Information Technology program. This program covers the following core areas:

- Health Data Structure, Content and Standards
- Healthcare Privacy, Confidentiality, Legal and Ethical Issues
- Data Security and Healthcare Information Systems
- Quality Management and Performance Improvement

## Course Summary

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### Major Instructional Areas

1. Preparation for Professional Practice Experience (PPE)
2. Engagement with professional activities and tasks related to health information technician duties
3. Review of PPE
4. Assessment and application of theory knowledge and experience associated with the Health Information Management profession.

### Course Objectives

1. Demonstrate professional behavior that meets the expectations of the health information management profession and the health care workplace.
2. Perform assigned procedures and tasks associated with the basic responsibilities of entry-level health information technicians.
3. Create, compile, and submit record documenting experience in an organized, accurate, and timely manner.
4. Compare and contrast different types of health care settings and HIM responsibilities within each.

## Learning Materials and References

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### Required Resources

Complete Textbook Package	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
Makely, S. (2009). <i>Professionalism in health care: A primer for career success. 3rd ed. Upper Saddle River, NJ: Pearson Prentice Hall.</i>	■		■
Makely, S. (2009). <i>Video CD-ROM accompanying Professionalism in health care: A primer for career success. 3rd ed. Upper Saddle River, NJ: Pearson Prentice Hall.</i>	■		

### Recommended Resources

#### Books, Professional Journals

- Journal of American Health Information Management: <http://journal.ahima.org/>

#### Professional Associations

- American Health Information Management Association: <http://www.ahima.org/>

ITT Tech Virtual Library (accessed via Student Portal | <https://studentportal.itt-tech.edu>)

- School of Study> School of Health Sciences> Professional Associations
- American Health Quality Association
- American Health Information Management Association
- American Hospital Association
- eHealth Initiative
- Healthcare Information and Management Systems Society
- Healthcare Information Technology Standards Panel
- National Association of Health Data Organizations
- School of Study> School of Health Sciences> Professional Associations> Recommended Links

- Medical Privacy - HIPAA
- My Personal Health Record
- Standards of Ethical Coding
- HIM Connection
- Centers for Medicare & Medicaid Services

#### Other References

- Websites
- The Joint Commission  
<http://www.jcaho.org>  
An independent, not-for-profit organization, The Joint Commission accredits and certifies more than 15,000 health care organizations and programs in the U.S. Joint Commission accreditation and certification is recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards.
- Health Insurance Portability and Accountability Act  
<http://aspe.hhs.gov/adminsimp>  
The site introduces the Administrative Simplification in the Health Care Industry, by the Office of the Assistant Secretary for Planning and Evaluation in the United States Department of Health & Human Services.
- Centers for Medicare & Medicaid Services  
<http://www.cms.hhs.gov/>  
The site introduces the Centers for Medicare & Medicaid Services (CMS) program and information, by the U.S. Department of Health & Human Services.
- U. S. National Library of Medicine  
<http://www.nlm.nih.gov>  
The National Library of Medicine, operated by the federal government, includes more than seven million books, journals, technical reports, manuscripts, microfilms, photographs, and images on medicine and related sciences.
- Centers for Disease Control and Prevention  
<http://www.cdc.gov>  
The Centers for Disease Control and Prevention (CDC) provides online resources for credible health information.
- America's Health Insurance Plans  
<http://www.ahip.org/>  
America's Health Insurance Plans is a national trade association representing nearly 1,300 member companies providing health benefits to more than 200 million Americans.

**NOTE:** All links are subject to change without prior notice.



### Information Search

Use the following keywords to search for additional online resources that may be used for supporting your work on the course assignments:

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- ICD9
- ICD10
- HCPS
- CPT
- HIPAA
- Recovery Audit Contractors
- AHIMA
- RHIT certification exam

### Suggested Learning Approach

In this course, you will be studying individually and within a group of your peers. As you work on the course deliverables, you are encouraged to share ideas with your peers and instructor, work collaboratively on projects and team assignments, raise critical questions, and provide constructive feedback.

Use the following advice to receive maximum learning benefits from your participation in this course:

DO	DON'T
<ul style="list-style-type: none"> <li>▪ Do take a proactive learning approach.</li> <li>▪ Do share your thoughts on critical issues and potential problem solutions.</li> <li>▪ Do plan your course work in advance.</li> <li>▪ Do explore a variety of learning resources in addition to the textbook.</li> <li>▪ Do offer relevant examples from your experience.</li> <li>▪ Do make an effort to understand different points of view.</li> <li>▪ Do connect concepts explored in this course to real-life professional situations and your own experiences.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Don't assume there is only one correct answer to a question.</li> <li>▪ Don't be afraid to share your perspective on the issues analyzed in the course.</li> <li>▪ Don't be negative about the points of view that are different from yours.</li> <li>▪ Don't underestimate the impact of collaboration on your learning.</li> <li>▪ Don't limit your course experience to reading the textbook.</li> <li>▪ Don't postpone your work on the course deliverables - work on small assignment components every day.</li> </ul>



**Course Outline**

<p><b><i>Unit 1: PROFESSIONALISM IN THE HEALTH CARE WORKPLACE</i></b></p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> <li>• Identify five factors that demonstrate a strong work ethic.</li> <li>• Define corporate compliance, conflict of interest, and whistle blower.</li> <li>• Discuss the importance of confidentiality and HIPAA.</li> <li>• Explain how character and personal values affect your reputation as a professional.</li> <li>• Identify three important questions to ask yourself when making difficult ethical decisions.</li> <li>• Analyze how ethics and morals impact decision-making and behavior.</li> <li>• Define reputation and list three factors that influence a person’s reputation.</li> </ul>			<p><i>Out-of-class work:</i></p> <p>4 hrs.</p>
<b>READING ASSIGNMENT</b>	<b>GRADED ACTIVITIES / DELIVERABLES</b>		
	<b>Grading Category</b>	<b>Activity/Deliverable Title</b>	<b>Grade Allocation</b> (% of all graded work)
<ul style="list-style-type: none"> <li>• Makely, Chapters 1 &amp; 2</li> </ul>	Research Paper	Unit 1 Research Paper 1: Site Research and Letter to Site Supervisor	5%

<p><b><i>Unit 2: PROFESSIONALISM IN THE HEALTH CARE WORKPLACE (CONTINUED)</i></b></p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> <li>• Examine diversity and why cultural differences are important in a health care workforce.</li> <li>• Explain the role of respect, good manners, and courtesy in the workplace.</li> <li>• Describe how your personal image directly and indirectly affects your professional image.</li> <li>• Explain the importance of first impressions in the Health Information</li> </ul>			<p><i>Out-of-class work:</i></p> <p>2 hrs.</p>
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<p>Management (HIM) community.</p> <ul style="list-style-type: none"> <li>List five appearance and grooming factors that result in a professional image.</li> <li>Describe how grammar and vocabulary impact your professional image</li> <li>Describe the importance of critical-thinking and problem-solving skills and list the steps involved in problem solving.</li> <li>Identify one challenge unique to the Health Information Management (HIM) profession and how you can tackle that challenge.</li> <li>Explain adaptive skills and why the ability to manage change is so important in health care today.</li> </ul>			
<b>GRADED ACTIVITIES / DELIVERABLES</b>			
READING ASSIGNMENT	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> <li>Makely, Chapters 3 &amp; 4</li> </ul>	N/A	N/A	N/A

<p><b><i>Unit 3: PREPARING FOR THE PRACTICUM EXPERIENCE</i></b></p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> <li>Identify the purpose of a practicum and three of its benefits.</li> <li>Discuss three ways to prepare and ensure success during a practicum.</li> <li>Explain the importance of patient confidentiality during a practicum.</li> <li>Describe proper etiquette while on a practicum.</li> <li>Share general information about your practicum site.</li> <li>Describe role models and mentors and explain their value.</li> <li>Utilize career-planning resources.</li> <li>Schedule a meeting with Career Services and begin working on important Portfolio documents, such as a résumé .</li> <li>Discuss the importance of computer skills in the Health Information</li> </ul>		<p><b><i>Out-of-class work:</i></b></p> <p>3 hrs.</p>
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Management (HIM) arena.			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> <li>Makely, Chapters 5 &amp; 6</li> </ul>	Assignment	Unit 3 Assignment 1: Preparing a Résumé and Cover Letter (Portfolio) (Due Unit 5)	5%

***Unit 4: PRACTICUM EXPERIENCE***

Upon completion of this unit, students are expected to:

*Out-of-class work:*

60 hours

- Collect and maintain health data.
- Conduct qualitative analysis on patient records to ensure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings, and discharge status.
- Apply policies and procedures to ensure the accuracy of health data.
- Understand clinical vocabularies and terminologies, e.g., proper abbreviation usage.
- Verify timeliness, completeness, accuracy, and appropriateness of data and data sources.
- Monitor and apply organization-wide health record documentation guidelines.
- Apply policies and procedures to ensure organizational compliance with regulations and standards.
- Report compliance findings according to organizational policy.
- Monitor the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
- Assist department with the preparation of the organization for accreditation, licensure, and/or certification surveys.
- Abstract and maintain data for clinical indices/databases/registries.
- Collect, organize, and present data.

- Compute and interpret health care statistics.
- Comply with information systems policies and procedures.
- Comply with accreditation, licensure, and certification standards from government and private organizations.
- Differentiate the roles of various providers and disciplines throughout the continuum of health care and respond to their information needs.
- Apply policies and procedures for access and disclosure of personal health information.
- Release patient-specific data to authorized users.
- Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
- Conduct privacy and confidentiality training programs.
- Identify and report privacy issues/concerns.
- Demonstrate and promote ethical standards of practice.
- Use technology, including hardware and software, to ensure data collection, storage, analysis, retrieval, and reporting of information.
- Use common software applications, such as spreadsheets, databases, word processing, graphics, presentations, e-mail, and so on, in the execution of work processes.
- Use specialized software applications in the completion of HIM processes, such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
- Design, query, and generate reports using appropriate software.
- Use appropriate electronic or imaging technology for data/record storage. Coordinate, use, and maintain systems for document imaging and storage.
- Apply confidentiality and security measures to protected health information.
- Protect data validity using software or hardware technology.
- Apply departmental and organizational data and information system security policies.
- Contribute to work teams and committees.
- Conduct continuing education programs.

READING ASSIGNMENT	GRADED ACTIVITIES/DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> <li>None</li> </ul>	Practicum	Unit 4 Practicum 1: Completion of Professional Practicum Experience Workbook (Due Unit 5)	20%
		Unit 4 Practicum 2: Site Evaluation by Site Director (Due Unit 5)	30%

***Unit 5: POST-PRACTICUM SEMINAR PART 1: THE COMPREHENSIVE EXAM AND RECORD OF PRACTICUM***

*Out-of-class work:*

Upon completion of this unit, students are expected to:

10 hours

- Compare and contrast the similarities and differences of all sites visited during the Practicum Experience component.
- Apply knowledge gained and practicum experience to prepare for the RHIT credentialing exam.

READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
• None	Exam	Exam: Comprehensive Exam	30%

***Unit 6: POST-PRACTICUM SEMINAR PART 2: REVIEW AND SUMMARIZATION***

*Out-of-class work:*

Upon completion of this unit, students are expected to:

6 hours

- Present summarization of Practicum Experience.
- Evaluate results on Practice Exam.
- Develop an individual plan for preparing for the RHIT credentialing exam.

READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
• None	Presentation	Unit 6 Presentation 1: Practicum Site Presentation	10%

## Evaluation and Grading

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### Evaluation Criteria

The graded assignments will be evaluated using the following weighted categories:

Category	Weight
Assignment	5%
Presentation	10%
Research Paper	5%
Practicum	50%
Exam	30%
<b>TOTAL</b>	<b>100%</b>

### Grade Conversion

The final grades will be calculated from the percentages earned in the course, as follows:

Grade	Percentage	Credit
A	90-100%	4.0
B+	85-89%	3.5
B	80-84%	3.0
C+	75-79%	2.5
C	70-74%	2.0
D+	65-69%	1.5
D	60-64%	1.0

F	<60%	0.0
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## Academic Integrity

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All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct, including plagiarism, self-plagiarism, fabrication, deception, cheating, and sabotage. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

*(End of Syllabus)*