



## Course Syllabus

### **HITT 1361 – Clinical Health Information Technology/Technician**

*Revision Date: 1/10/2017*

**Catalog Description:** A health-related work-based experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lecture hours = 3, Lab hours = 10

**Prerequisites:** HITT 1353, HITT 1401, HITT 1345

**Semester Credit Hours:** 3

**Lecture Hours per Week:** 0

**Lab Hours per Week:** 0

**Clinical Hours per Semester:** 160

**Contact Hours per Semester:** 160

**State Approval Code:** 510707000

**Instructional Goals and Purposes:** The purpose of this course is to gain experience in applying knowledge learned in the classroom to technical procedures in health information departments of hospitals, nursing homes and other types of healthcare facilities. The clinical experience will be under the supervision and direction of a Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT) or other experienced healthcare professional.

#### **Learning Outcomes:**

1. Apply the 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.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
3. Demonstrate appropriate interpersonal and teamwork skills and professional demeanor while interacting with a variety of healthcare professionals.
4. Demonstrate appropriate written and verbal communication skills using the medical and health information management terminology.

#### **Specific Course Objectives (includes SCANS):**

After studying all materials and resources presented in the course, the student will be able to:

1. Collect and maintained health data (such as data elements, data sets, and databases).

**SCANS Basic Skills:** Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv

**SCANS Workplace Competencies:** Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii

2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.

**SCANS Basic Skills:** Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv

**SCANS Workplace Competencies:** Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii

3. Apply policies and procedures to ensure the accuracy of health data.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
5. Monitor and apply organization-wide health record documentation guidelines.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
6. Maintain the accuracy and completeness of the patient record as defined by organization policy and external regulations and standards.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
7. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
8. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
9. Abstract and maintain data for clinical indices/databases/registries.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
10. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
11. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
12. Apply policies and procedures for access and disclosure of personal health information.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
13. Release patient-specific data to authorized users.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
14. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.  
**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**
15. Use specialized software in the completion of HIM processes such as record tracking, release of information, registries, billing, and imaging.

**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**

16. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR).

**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**

17. Use appropriate electronic or imaging technology for data/record storage.

**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**

18. Query and generate reports to facilitate information retrieval.

**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**

19. Coordinate, use and maintain systems for document imaging and storage.

**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**

20. Apply confidentiality and security measures to protect paper based and electronic health information.

**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**

21. Protect data integrity and validity using software or hardware technology.

**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**

22. Apply departmental and organizational data and information system security policies.

**SCANS Basic Skills: Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Bvi, Bi, Bii, Bii, Biv, Bv**  
**SCANS Workplace Competencies: Ai, Aii, Aiv, Bi, Biii, Bv, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii**

### **Course Content:**

A general description of lecture/discussion topics included in this course are listed in the Learning Objectives / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

1. 40 hour rotation at a physician office
2. 40 hour rotation at a non-acute care facility
3. 80 hour rotation at an acute care facility

**Methods of Instruction/Course Format/Delivery** Students will observe healthcare facility employees performing the various health information management (HIM) functions in an acute care facility, longterm care facility or ambulatory care facility.

Students will then apply knowledge of health information technology skills learned in the classroom and by observation by performing the various HIM functions. Students will record observations performance of activities in a daily notebook. Students will also complete a report by answering questions about the health information management functions of the facility.

### **Major Assignments / Assessments:**

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

1. The student will be observed performing the various health information management functions and be graded by onsite clinical supervisor or the Health Information Management employee instructing the student. Performance Evaluation forms for each activity are included in the Student's Clinical Practice Information packet.
2. An overall Performance Evaluation of the student will be completed by the onsite clinical supervisor at the end of the professional practice experience. This evaluation and the job evaluations will count 50% of the student's grade.
3. The student must complete a **daily** notebook that includes time of arrival and departure, a brief description of activities performed during each day, as well observations of HIM department activities. The notebook will be graded by the instructor and counts 30% of the final grade.
4. The student must present a report at the end of the professional practice experience by answering the questions about the different areas of HIM departmental functions. Questions are in the Student's Clinical Practice Information Packet.
  - Each set of answers must be titled according to title of questions.
  - Answers must be numbered and written in complete sentences.
  - If activity in the question was not observed or performed, student should explain the reason and record any information known – such as the department responsible for that particular function.
  - Answers must be written with correct grammar, punctuation and spelling.
5. To exhibit professionalism, the student must adhere to all tenets of the American Health Information Management Code of Ethics. The student's ability to follow the Code of Ethics and to meet the general learning objectives listed above will be evaluated by the onsite clinical instructor and the course instructor.
6. The student must complete an evaluation of the clinical site and include this with the clinical report.

**All clinical time missed must be made up.** If the student must be absent, he/she must notify the onsite clinical instructor and the HIT clinical coordinator **before** the student is scheduled to report to the clinical site. Only for extreme emergencies will consideration be given for non-notification.

### **Assignments**

1. Participation and Attendance
2. Chapters exercises (chapter 1-8)
3. Notebook/Journal
4. Journal Entries

### **Assessment(s):**

1. Performance evaluations (done by facility)

### **Course Grade:**

The grading scale for this course is as follows:

- Participation and Attendance – 10%
- Professionalism in Healthcare assignments – 10%
- Notebook/Journal – 30%
- Performance Evaluations from clinical site – 50%

### **Texts, Materials, and Supplies:**

- *Professionalism in Healthcare A Primer for Career Success*, Fourth Edition, Sherry Makely, Pearson, Copyright 2013

### **Required Readings:**

- *Professionalism in Healthcare A Primer for Career Success*, Fourth Edition, Sherry Makely, Pearson, Copyright 2013

### **Recommended Readings:**

- Clinical questions/materials

### **Other:**

- For current texts and materials, use the following link to access bookstore listings:  
<http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building or go to <http://www.panola.edu/student-success/disability-support-services/> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/student-success/documents/pathfinder.pdf>

## SCANS CRITERIA

- 1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**
  - a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
    - i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
    - ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
    - iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
    - iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
    - v) Speaking: Organize ideas and communicate orally.
  - b) **Thinking Skills:** A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
    - i) Creative Thinking: generate new ideas.
    - ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
    - iii) Problem Solving: recognize problems and devise and implement plan of action.
    - iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
    - v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
    - vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
  - c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
    - i) Responsibility: exert a high level of effort and persevere toward goal attainment.
    - ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
    - iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
    - iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
    - v) Integrity and Honesty: choose ethical courses of action.
- 2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**
  - a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively.
    - i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
    - ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
    - iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently.  
Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
  - b) **Interpersonal Skills:** A worker must work with others effectively.
    - i) Participate as a Member of a Team: contribute to group effort.
    - ii) Teach Others New Skills.
    - iii) Serve Clients/Customers: work to satisfy customer's expectations.

- iv) **Exercise Leadership:** communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
- v) **Negotiate:** work toward agreements involving exchange of resources, resolve divergent interests.
- vi) **Work with Diversity:** work well with men and women from diverse backgrounds.

Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

- c) **Information:** A worker must be able to acquire and use information.

- i) **Acquire and Evaluate Information.**
- ii) **Organize and Maintain Information.**
- iii) **Interpret and Communicate Information.**
- iv) **Use Computers to Process Information.**

Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

- d) **Systems:** A worker must understand complex interrelationships.

- i) **Understand Systems:** know how social, organizational, and technological systems work and operate effectively with them.
- ii) **Monitor and Correct Performance:** distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
- iii) **Improve or Design Systems:** suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

- e) **Technology:** A worker must be able to work with a variety of technologies.

- i) **Select Technology:** choose procedures, tools or equipment including computers and related technologies.
- ii) **Apply Technologies to Task:** understand overall intent and proper procedures for setup and operation of equipment.
- iii) **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.