



Course Syllabus

HITT 2261 – Clinical-Health Information Technology/Technician

Revision Date: 1/11/2017

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

Prerequisites: HITT 1361, **Pre-requisite or Co-requisites:** HITT 2240, 2343, 2346

Semester Credit Hours: 2

Lecture Hours per Week: 0

Lab Hours per Week: 0

Practicum Hours: 100

Contact Hours per Semester: 100

State Approval Code: 510707

Instructional Goals and Purposes: The purpose of this course is to reinforce the learning experiences obtained from lectures and laboratory assignments. Students will observe and work with management personnel in the Health Information Department of an acute care, long term care and/or ambulatory care facility to apply knowledge of health information management functions, health care statistics, advanced coding and reimbursement procedures, quality assessment, and management and supervision. This course provides the capstone experience for Health Information Technology students.

Learning Outcomes:

General learning objectives the student should master include the following:

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. Apply class knowledge in the actual work setting
4. Display professionalism by presenting a professional appearance and conducting one's self in a professional manner.
5. Demonstrate initiative, responsibility, maturity, punctuality, confidence, and professional communication.

Specific Course Objectives (includes SCANS):

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

Upon completion of this course the student will have performed the following tasks:

- a. Obtained information pertaining to ownership, organization, services, facilities and patient population of the hospital; the organization of the medical staff, and the organization and functions of the health information management department.
- b. Assembled, analyzed, retrieved, and filed ten records of discharged patients according to department procedures; or scanned and indexed ten records for the electronic health record

- c. Identified and described the procedures followed for release of information from the medical record to selected requesters through development of a flow chart.
- d. Coded and indexed a variety of diagnoses and surgical procedures using ICD-9-CM and encoder software.
- e. Observed the use of a daily census and a monthly, annual or other statistical reports
- f. Observed and/or participated in writing a policy and procedure
- g. Observed and/or participated in employee training and supervision
- h. Observed and/or participated in writing job descriptions
- i. Observed and/or participated in budget planning and design
- j. Observed and/or participated in billing for Medicare, Medicaid, and private insurance claims
- k. Observed and/or performed quality assurance and utilization review studies
- l. Identified and described policies and procedures for assessing productivity of departmental employees and evaluating employee performance
- m. Attended health information departmental, medical staff, or hospital staff meetings at the discretion of the supervisor, and prepared appropriate minutes of the meeting
- n. If affiliated in a clinic or physician's office, observed and performed daily medical record and managerial functions within the office.

SCANS Basic Skill Competencies: Ai, Aii, Aiii, Aiv, Av, Bi, Bii, Biii, Biv, Bv, Ci, Cii, Ciii, Civ, Cv

Workplace Competencies: Ai, Aii, Aiii, Aiv, Bi, Biii, Biv, Bv, Bvi, Ci, Cii, Ciii, Civ, Di, Dii, Diii, Ei, Eii, Eiii

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 on site clinical rotation
2. RHIT Exam
3. Journal Entries
4. Student Evaluations
5. Performance Evaluations (done by the facility)
6. Neehr Perfect Simulations exercises
7. Job Prep exercises
8. National Cancer Registry Associations exercises
9. Mock Exam exercises

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, long-term care facility or ambulatory care facility.

Students will then apply knowledge of health information technology skills learned in the classroom and by observation and perform the various HIM functions. Students will record observations 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.

Assessment(s):

1. 40 hour on site clinical rotation
2. RHIT Exam
3. Journal Entries
4. Student Evaluations
5. Performance Evaluations (done by the facility)

6. Neehr Perfect Simulations exercises
7. Job Prep exercises
8. National Cancer Registry Associations exercises
9. Calculating and Reporting Healthcare Statistics
10. Data Analysis exercises
11. Health Information Management Case Studies

Course Grade:

The grading scale for this course is as follows:

- Clinical Site 10%
- Job Prep 10%
- Neehr Perfect 20%
- NCRA 10%
- Mock Exam 25%
- RHIT Exam 25%

Texts, Materials, and Supplies:

- *Professional Review Guide for the RHIA and RHIT Examinations*, 2016 Edition, Cengage Learning, 2017
- Neehr Perfect Access code

Required Readings:

- *Professional Review Guide for the RHIA and RHIT Examinations*, 2016 Edition, Cengage Learning, 2017

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.