HEALTH INFORMATION TECHNOLOGY

**Code:** HIT 110  
**Title:** Professional Practice Experience I

**Division:** Health Sciences

**Course Description:** This course is the first of two Professional Practice Experiences (PPE I). It emphasizes the practical application of theory and concepts learned in HIT 102 and 103. Students will be exposed to working professionals from all areas of health information, including but not limited to: acute care, non-acute care, insurance industry, quality and performance improvement, data quality analysis, electronic health records, management and consulting.

**Prerequisite:** HIT 102, HIT 103

**Credits:** 2 cr.

**Required Materials (Check Bookstore for Latest Edition):**  
Click on the bookstore for the supplies which you are attending each class.  
[Rowan.edu/bookstore](http://Rowan.edu/bookstore)

**Course Learning Outcomes:**  
Upon completion of this course, students will be able to:

- Obtain selected factual 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 medical records department.
- Accurately assemble records of discharged inpatients and records of ambulatory patients according to department procedure.
- Accurately analyze records of discharged inpatients for quantitative deficiencies according to department policies and procedures.
- Accurately retrieve medical records from the active file storage area, inactive file area and from other media file areas according to department policy and procedure.
- Accurately file medical records and loose reports in accordance with department policy and procedures.
• Given a selection of requests for information from the medical record, process those requests in accordance with medical record department and hospital policy and procedures; in those instances where the request will be filled, the student shall prepare a response including the necessary information.

**GENERAL EDUCATION OUTCOMES IN THIS COURSE:**

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<th>Written and Oral Communication: Communication</th>
<th>* Students will logically and persuasively support their points of view or findings.</th>
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<td>* Students will communicate meaningfully with a chosen audience while demonstrating critical thought.</td>
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<td>* Students will conduct investigative research which demonstrates academic integrity, originality, depth of thought, and mastery of an approved style of source documentation.</td>
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**HIM Associate Degree Entry-Level Competencies Domains, Subdomains, and Tasks For 2011 and beyond**

• Domain: Health Data Management
  o Subdomain: Health Data Structure, Content and Standards
    ▪ Collect and maintain health data (such as data elements, data sets, and databases).
    ▪ Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
    ▪ Apply policies and procedures to ensure the accuracy of health data.
    ▪ Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.
  o Subdomain: Healthcare Information Requirements and Standards
    ▪ Monitor and apply organization-wide health record documentation guidelines.
    ▪ Apply policies and procedures to ensure organizational compliance with regulations and standards.
    ▪ Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
- Assist in preparing the organization for accreditation, licensing, and/or certification surveys.

- **Domain: Health Services Organization and Delivery**
  - **Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues**
    - Adhere to the legal and regulatory requirements related to the health information infrastructure.
    - 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.
    - Apply and promote ethical standards of practice.

- **Domain: Information Technology and Systems**
  - **Subdomain: Information and Communication Technologies**
    - Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
    - Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
    - Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
  - **Subdomain: Data Storage and Retrieval**
    - Use appropriate electronic or imaging technology for data/record storage.
    - Query and generate reports to facilitate information retrieval using appropriate software.
    - Apply retention and destruction policies for health information.
  - **Subdomain: Data security**
    - Apply confidentiality and security measures to protect electronic health information.
    - Protect data integrity and validity using software or hardware technology.
    - Apply departmental and organizational data and information system security policies.
    - Use and summarize data compiled from audit trails and data quality monitoring programs. 2011 AHIMA Education Strategy Committee
**Core Course Content:**

This course will simulate the medical record activities:

- Assembly and analysis
- Abstracting
- Storage and retrieval
- Data imaging and indexing an release of information

**Course Activities:**

Course activities vary from course to course and instructor to instructor. Below is a listing of some of the activities students can anticipate in this course:

- **Writing assignments:** students will analyze current issues in the field using current articles from the popular press as well as library research including electronic resources databases.

- **Speaking assignments:** students will present research individually or in groups using current technology to support the presentation (e.g., PowerPoint presentation); students will participate in discussions and debates related to the topics in the lessons. Discussions may also focus on cross-cultural and legal-ethical dilemmas as they relate to the course content.

- **Simulation activities:** Trends and issues will analyzed for their ethical as well as social or legal significance. Students might role-play common situations for classmates to analyze. Current news articles may be used to generate discussion.

- **Case Studies:** Complex situations and scenarios will be analyzed in cooperative group settings or as homework assignments.

- **Lectures:** This format will include question and answer sessions to provide interactivity between students and instructor.

- **Speakers:** Representatives from various related fields may be invited to speak.

- **Videos:** Related topics will provide impetus for discussion.

**Educational Technology:**

Rowan College at Burlington County advocates a technology enhanced teaching and learning environment. Advanced technological tools may be used in any course section to facilitate instruction. Many of our sections are web-enhanced, which means that some of your work will be submitted or completed online. Web enhancements may include online materials, grade books, testing and quizzes and assignment submission. Many students enjoy the flexibility and convenience that these online enhancements have
provided, however if you have concerns about the technology involved, please speak to your instructor immediately.

**STUDENT EVALUATIONS:**

The student will be evaluated on the degree to which student learning outcomes are achieved. A variety of methods may be used such as tests, quizzes, class participation, projects, homework assignments, presentations, etc.

See individual instructor’s course handouts for grading system and criteria (point value for each assessment component in course, e.g. tests, papers, presentations, attendance etc.), number of papers and examinations required in the course, and testing policy including make ups and/or retests.

**GRADING STANDARD:**

A  Mastery of essential elements and related concepts, plus demonstrated excellence or originality.
B+  Mastery of essential elements and related concepts, showing higher level understanding.
B   Mastery of essential elements and related concepts.
C+  Above average knowledge of essential elements and related concepts.
C   Acceptable knowledge of essential elements and related concepts.
D   Minimal knowledge of related concepts.
F   Unsatisfactory progress. This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism, and/or excessive absences.

For other grades, see the current ROWAN COLLEGE AT BURLINGTON COUNTY catalog.

**COLLEGE POLICIES:**

The current college catalog and student handbook are important documents for understanding your rights and responsibilities as a student in the RCBC classroom. Please read your catalog and handbook as they supplement this syllabus, particularly for information regarding:

- Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

**OFFICE OF STUDENT SUPPORT AND DISABILITIES SERVICES:**
RCBC welcomes students with disabilities into the college’s educational programs. Access to accommodations and support services for students with learning and other disabilities is facilitated by staff in the Office of Student Support (OSS). In order to receive accommodations, a student must contact the OSS, self-identify as having a disability, provide appropriate documentation, and participate in an intake appointment. If the documentation supports the request for reasonable accommodations, the OSS will provide the student with an Accommodation Plan to give to instructors. Contact the Office of Student Support at 609-894-9311, ext. 1208 or visit the website at: www.rcbc.edu/studentsupport

**ADDITIONAL SUPPORT/LABS:**

RCBC provides academic advising, student support personal counseling, transfer advising, and special accommodations for individuals with disabilities free to all students through the Division of Student Services. For more information about any of these services, visit the Laurel Hall on the Mt. Laurel Campus, or call (609) 894-9311 or (856) 222-9311, then dial the desired extension:
- Ext. 1557 Academic Advisement and Counseling
- Ext. 1803 Special Populations
- Ext. 2737 Transfer Center

Or visit the following websites:
Academic Advising  www.rcbc.edu/advising
Student Support Counseling  www.rcbc.edu/counseling
Transfer Center  www.rcbc.edu/transfer

RCBC offers a free tutoring for all currently enrolled students. For more information regarding The Tutoring Center call Extension 1495 at (609) 894-9311 or (856) 222-9311 or visit the Tutoring Center Website at www.rcbc.edu/tutoring

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