

## Master Syllabus

### HIM 2252 - Professional Practice Experience

**Division:** Health Sciences

**Department:** Health Information Management

**Credit Hour Total:** 2.0

**Other Prerequisite(s):** Approval of Department

**Date Revised:** May 2016

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#### Course Description:

Practical application of health information management processes, including health information retrieval, qualitative and quantitative analysis of health data, record completion by practitioners, release of health information, document scanning, revenue cycle functions, coding, statistical reporting, hospital-wide and HIM department quality improvement and various other registries and department functions utilizing medical data. Ten directed-practice hours per week at an approved off-site location.

#### General Education Outcomes:

- Oral Communication Competency
- Written Communication Competency
- Computer Literacy Competency
- Values/Citizenship/Community Competency
- Information Literacy Competency
- Critical Thinking/Problem Solving Competency

#### Course Outcomes:

##### Revenue cycle

Describe the facility's revenue cycle and the individual components of the cycle.

**Assessment Method:** Written surveys and/or questionnaires

**Performance Criteria:** 77% score or higher

##### Data storage and retrieval

Retrieve health data stored in both physical and computerized formats.

**Assessment Method:** External examiner

**Performance Criteria:** 77% score or higher

##### Professional behavior

Demonstrate the personal behaviors, attitudes, and values consistent with and appropriate to the entry level HIM professional.

**Assessment Method:** Behavioral observations

**Performance Criteria:** Score 77% or higher

##### Management activities

Produce professional and descriptive management documentation in the form of job procedures, job descriptions, ergonomic assessments, and other management reports.

**Assessment Method:** Written surveys and/or questionnaires

**Performance Criteria:** 77% score or higher

##### Affiliating departments

Create a report describing the functions of departments that affiliate with the HIM department such as Patient Accounts, Patient Registration, Cancer Registry, Trauma Registry and Utilization Review.

**Assessment Method:** Written surveys and/or questionnaires

**Performance Criteria:** 77% score or higher

##### Quantitative and qualitative analysis

Demonstrate competency in quantitative and qualitative analysis of health records.

**Assessment Method:** External examiner

**Performance Criteria:** 77% score or higher

##### Coding

Apply ICD-9-CM (or ICD-10-CM) codes, CPT codes, DRGs, and other classification systems to specified health records.

**Assessment Method:** External examiner

**Performance Criteria:** 77% score or higher

##### Record completion process

Describe the incomplete/delinquent record process from analysis through the record completion stage.

**Assessment Method:** Written surveys and/or questionnaires

**Performance Criteria:** 77% score or higher

##### Release of health information

Release privileged and non-privileged medicolegal information in accordance with affiliating agencies' policies and procedures and in accordance with state and federal regulations.

**Assessment Method:** External examiner

**Performance Criteria:** 77% score or higher

**Outline:**

Preparation for the PPE Participating in the HIM functions in the field which strengthens the academic experience. Packets guide students in functions to be observed, studied, and experienced. Completion and follow-up of student PPE experience.