

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Health Information Management</u>
COURSE RUBRIC AND NUMBER	<u>HITT 2260</u>
COURSE TITLE	<u>Clinical- Health Information/Medical Records Technology/Technician II</u>
COURSE CREDIT HOURS	<u>2 0 :</u> <u>11</u> Credits Lec Lab

I. Catalog Description

Provides 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. A grade of "C" or better is required in this course to take the next course. **Prerequisite: HITT 1260. Corequisite: HITT 2335. (0:11). Professional Practice Insurance required.**

II. Course Objectives

A. Unit I. Introduction to the Health Information Department (HID)

1. Meet the members of the HID, noting the position and credentials of each.
2. Observe all clerical and technical activities of the HID.
3. Read the job description and procedure for each observed activity.
4. Read all existing HID policies.
5. Attend a HID meeting, take notes during the meeting, and produce typed, error-free minutes.
6. Create a HID organization chart depicting departmental activities (not to be substituted for paid employees or considered as employees).
7. Practice Health information department and hospital policies and procedures under the direction of qualified health information practitioners. Students are not to be substituted for paid employees or considered as employees.

Students may be employed in the clinical facility outside regular education hours provided the work is limited so it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid, and subject to employee regulations.

B. Unit II. Health Care Coding

1. Follow guidelines and procedures to assign complete, accurate, specific, and relevant ICD-9-CM codes to actual patient records.
2. Follow guidelines and procedures to properly sequence diagnoses and procedures for actual patient cases.
3. Follow guidelines and procedures and utilize the clinical site's system for assigning DRGs for actual patient cases.
4. Follow guidelines and procedures to assign complete, accurate, specific and relevant ICD-9-CM and CPT-4 codes to actual patient records.
5. Explain the role of the state Professional Review Organization (PRO) at the clinical site, in regard to PPS.
6. Conduct a data quality review for the clinical site which deals with coding and/or DRG activities.

C. Unit III. Health Care Statistics

1. Participate in all activities regarding birth certification at the clinical site.
2. Enter data into the "death register."
3. Review statistics collected/maintained by the HID at the clinical site.
4. Develop a report for data quality control of the monthly statistical process for the clinical site, including reference to data quality characteristics.

D. Unit IV. Preparation of Special Clinical Data Reports

1. List all secondary records maintained by the HID of the clinical site, and review the contents of each.
2. Complete a special clinical data report that serves some useful purpose at the clinical site, including the following steps:
 - a. identify a need/topic
 - b. identify the data items to be collected
 - c. identify necessary calculations
 - d. identify the data source(s)
 - e. develop data collection worksheet
 - f. perform actual data collection
 - g. perform calculations
 - h. display data results using at least two graphic representations
 - i. describe the report, the method of data collection and the result in narrative form
 - j. compile all information in a neat, error-free, typed report

E. Unit V. Current Trends and Professional Activities

1. Attend District III, Texas Health Information Management Association (TxHIMA) meetings, as announced.
2. Attend other professional meetings, as announced.
3. Note current trends as they relate to the HID and hospital practice at the clinical practice site.

F. For All Units

1. Adhere to the Health Occupations Division Criteria for Course Pursuit. (See attached)
2. Adhere to the Health Occupations Division Scholastic Dishonesty Policy.(See attached)

III. THECB Learning Outcomes (WECM)

As outlined in the learning plan, 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 and will 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.

IV. Evaluation

A. The course grade is determined by

Competency Evaluations	25%
Evaluation of Student by Clinical Practice Site	15%
Weekly Reports, Activity Reports	15%
And Students Evaluation of Clinical Practice Experience	15%
Special Activities	35%
Special Project	10%

The student's clinical practice performance will be directly observed by a medical record technology faculty member and/or the clinical practice supervisor and achievement of competencies measured against the Minimum Acceptable Competency Level (MACL) noted in the Activity Report form. Typed weekly reports, the evaluation by the student, and all other assignments will also be evaluated. Total points achieved by clinical practice performance and required course work will determine the course grade.

- B. Specified competencies are counted separately and must be passed with the minimum required levels of competency. Student not achieving competencies will be scheduled for re-evaluation.
- C. Students are encouraged to seek direction and help for those areas in which they experience difficulty. The course instructor may assign remedial or tutorial work designed to enhance student technical skills.
- D. The student must receive an overall grade of "C" or better to successfully pass this course.
- E. A student not adhering to the Health Occupations Criteria for Course Pursuit may be administratively withdrawn from this course. (See attached)
- F. Grading Scale

93-100=A
83-92=B
75-82=C
0-74=Failing

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

HEALTH OCCUPATIONS DIVISION CRITERIA FOR COURSE PURSUIT

In order to establish guidelines for determining when a student has ceased to pursue the course objectives, the Health Occupations Division has set the following applicable standards.

1. The student must adhere to the attendance requirement of course HITT 2360. In order to pursue the course, the student must attend a minimum of 176 hours of clinical.
2. The student will be able to make up hours of clinical practice, as arranged by the instructor.
3. Tardiness will be defined according to the same policy used by the clinical practice site for its own employees. Students will be allowed two (2) events of tardiness, after which the tardiness will be considered an absence, and an entire 8 hour day (or portion missed) must be made up at the convenience of the facility.
4. As required by instructor/coordinator, student also must follow the standards established in the EPCC Health Occupations Program Student Handbook and/or program addendum. The student is bound by standards in the Health/Occupations Programs Student Handbook as evidenced by the return of a signed/dated acknowledgement sheet.
5. Where the student continues to pursue the course objectives but is receiving failing grades, he/she will remain eligible to complete the course, except in instances where unsafe practice occurs.
6. The student must appear for examinations, presentations, or other required class activities and submit required papers, projects and/ or reports as identified in the course syllabus/calendar.

Failure of the student to follow the above will indicate that the student is no longer pursuing the objectives of the course and will result in faculty initiated withdrawal.

EL PASO COMMUNITY COLLEGE
HEALTH OCCUPATIONS DIVISION
SCHOLASTIC DISHONESTY

Scholastic dishonesty shall constitute a violation of these rules and regulation and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

1. Copying from another student's paper.
2. Using test materials not authorized by the person administering the test.
3. Unauthorized collaborating with or seeking aid from another student.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a test.
5. The unauthorized transportation or removal, in whole or in part, of the contents of the test.
6. Substituting for another student, or permitting another student to substitute for one's self; to take a test.
7. Bribing another person to obtain a test or information about a test.
8. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment or course requirements.
9. Any student involved in scholastic dishonesty as identified above, or in the Student Handbook, may, at the discretion of the faculty:
 - a. Have the test or paper graded zero (0)
 - b. Be removed from the class.
 - c. Be recommended for administrative dismissal from the course or program.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty's ability to declare prospective graduates to be reliable and ethical.