

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	Health Information Management
COURSE RUBRIC AND NUMBER	HITT 2361
COURSE TITLE	Clinical-Health Information/Medical Records Technology/Technician III
COURSE CREDIT HOURS	3 0 : 14 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. **Corequisite: HITT 2339 and HITT 2443. (0:14). Professional Practice Insurance required.**

II. Course Objectives

A. Unit I. Introduction to the Facility

For each assigned clinical site (to include non-hospital settings), the student will be able to prepare a typed, error-free report to include the following (1-7):

1. Name of the facility.
2. Name of the facility administrator or CEO.
3. Organization and financial structure of the facility.
4. General description of the facility, including the number of beds, health care services offered, composition of the medical and professional staffs, and overall mission statement.
5. Name of HID director, correct title and credentials.
6. Names of all supervisory personnel in the HID, and credentials.
7. General description of health record services, including the type of filing and classification systems used, and any computerization of functions and/or specialized software applications.
8. When possible: Observe and participate in clerical and technical activities of the HID.
9. When possible: Review all job descriptions, policies and procedures for the HID.
10. Document attendance at committee meetings in which the HID participates and fully assist in preparation for these meetings.
11. The student will also be able to 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 not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision.

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. Quality Improvement/Performance Improvement (QI/PI)
1. Describe the background and credential of the person(s) directing QI/PI and related activities in the clinical site.
 2. Read the job description, policies and procedures pertaining to QI/PI and the QI/PI components (utilization management, quality assessment, and risk management), including references to QI/PI in the medical staff Bylaws.
 3. Document attendance and perceptions of the following committee meetings:
 - a. QI/PI
 - b. Utilization Management
 - c. Infection Control
 - d. Antibiotic Usage
 - e. Safety
 - f. Other pertinent to QI/PI activities
 4. Use AHIMA's Professional Practice Standards and/or the sites guidelines as a basis for performing a quality assessment of one or more functions of the clinical site's HID.
 5. Perform utilization review at the clinical site.
 6. Perform at least one (1) quality improvement/performance improvement project for the clinical practice site.
- C. Unit III. Registries
1. Observe and participate in all functions of the cancer registry and any other specialized registries at the clinical practice site.
 2. Review all job descriptions and policies and procedures pertinent to registry/registries at the site.
 3. Document attendance and perceptions at a cancer committee meeting and a cancer conference/tumor board at the clinical practice site, and any other registry meetings such as trauma, birth defects, etc.
 4. Discuss the necessary reports needed for registries, including the Annual Report.
- D. Unit IV. Health Information Management
1. Prepare a neatly typed and error-free report describing the management style employed at the clinical practice site.
 2. Participate in and document the day-to-day managerial activities of the assigned clinical site.
 3. Develop a productivity standard for one of the HID functions Collect information and document a (fictitious or real) purchasing decision for the clinical sites HID. Document a cost containment suggestion for the clinical practice site.
 4. Participate in role-playing to review the processes of interviewing, hiring, counseling, and terminating employees.
 5. Develop and prepare an educational workshop for local health information professionals in conjunction with the Texas Health Information Management Association-District III.
- E. Unit V. Registration Exam Preparation
1. Discuss preparation for the AHIMA national exam for Associate Degree students and graduates: The Registered Health Information Technician (RHIT) exam.
 2. Apply for and take the AHIMA RHIT Practice Exam, in the HIT Lab.
 3. The Student will pass the AHIMA RHIT Practice Exam, before completion of Clinical III, HITT 2361.
- 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

Evaluation of Student by Clinical Practice Supervisor/Clinical Practice Sites	20%
Weekly Reports, Activity Reports, Student Evaluation of Clinical Practice Experience & Self Evaluation	15%
Special Assignments/RHIT Practice Exam	35%
Workshop Project	30%

The student's clinical practice performance will be directly observed by a health information technology faculty member and/or the clinical practice supervisor. 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. 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.
- C. The student must receive an overall grade of "C" or better to successfully pass this course.
- D. A student not adhering to the Health Occupations Criteria for Course Pursuit may be administratively withdrawn from this course. (See attached)
- E. Grading Scale
 93 - 100 = A
 83 - 92 = B
 75 - 82 = C
 74 - 63 = D
 62 - 0 = Failing

The student must receive a grade of "C" or better to pass this course.

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 2361. 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 El Paso Community College Catalog for the current academic year.
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.