

**El Paso Community College**  
**Syllabus**  
**Part II**  
**Official Course Description**

<b>SUBJECT AREA</b>	<u>Health Information Mngement</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>HITT 1260</u>
<b>COURSE TITLE</b>	<u>Clinical-Health Information/Medical</u> <u>Records Technology/Technician I</u>
<b>COURSE CREDIT HOURS</b>	<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 1301. Corequisite: HITT 1341. (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 role and applicable credentials of each.
  2. Observe all clerical and technical activities of the HID.
  3. Read the job descriptions and procedures for each observed activity.
  4. Read all existing HID policies.
  5. Attend an HID meeting.
  6. Create a HID organization chart depicting departmental activities and lines of authority, and compare to the existing chart.
  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 not take the responsibility or the place of "qualified" staff. However, after demonstration 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. Interdisciplinary Relationships
1. Tour the clinical practice site.
  2. Observe and participate in the admission process (If possible).
  3. Chart the flow of information from the admission office at the time of patient registration.
  4. Chart the flow of information from the HID to the business office and data processing, if applicable.
  5. Review Medical Staff Bylaws, Rules, and Regulations for organizational structure of the medical staff and for required medical record activities.
  6. Review the hospital organization chart.
  7. Attend a Health Information Committee meeting, if possible, noting the roles of the various members.
  8. Display professionalism and characteristics of the AHIMA Code of Ethics through:
    - a. Exhibiting a positive and professional attitude;

- b. Exemplifying professional conduct;
  - c. Demonstrating effective use of time and punctuality; and
  - d. Willingly participating in all clinical practice activities.
- C. Unit III. Record Filing, Retrieval, and Retention Systems
- 1. Retrieve and file medical records correctly following the HID procedures for control and tracking.
  - 2. Maintain the master patient index following HID procedures.
  - 3. Review the process for assignment and control of medical record numbers in the clinical practice site.
  - 4. File late reports into medical records.
  - 5. Read the clinical site's policy for medical record retention.
  - 6. Review the clinical site's process of "weeding out"/purging "inactive records."
  - 7. Retrieve and refile information from "inactive" files, if possible.
  - 8. Perform microfilming/scanning activities, if possible.
  - 9. Note the equipment, forms and supplies used in the HID activities of retrieval, filing and retention of medical records.
- D. Unit IV. Content, Assembly, and Analysis of Medical Records
- 1. Review the listing of various utilized medical record forms for the clinical practice site, if available.
  - 2. Flow chart the process of record completion from patient discharge until permanent filing of the record.
  - 3. Perform assembly and quantitative and qualitative analysis of medical records according to HID policies and procedures.
  - 4. Acquire familiarity with the physician record completion process by reading HID policies and procedures and applicable medical staff Rules and Regulations, and by performing the activities in this area.
  - 5. Assist in completing an "incomplete and delinquent chart count."
- E. Unit V. Confidentiality and Release of Information from Medical Records
- 1. Follow the clinical site's policies for maintaining confidentiality in the handling and dissemination of confidential information.
  - 2. Read the hospital and HID policies regarding confidentiality.
  - 3. Document the patient data considered by the clinical site to be confidential in nature.
  - 4. Review hospital and HID policies and forms regarding release of information.
  - 5. Prepare and duplicate records for release, according to HID procedures.
  - 6. Prepare an appropriate response to a written request for information, under the direction of the person performing the function in the clinical site.
  - 7. Respond to patient or outside agency requests for information following hospital guidelines for confidentiality.
- F. Unit VI. Medical Transcription
- 1. Outline the work flow of the medical transcription area from the point of dictation to attaching of typed reports onto patient records.
  - 2. Scan and log incoming medical dictation, if possible.
  - 3. Attach transcribed medical reports to patient charts.
  - 4. Distribute copies of transcribed medical report following the procedure at the clinical site.
  - 5. Review all work completed in one (1) day and calculate work volume per transcriptionist in relationship to the volume dictated.
  - 6. Review quality control measures utilized in the transcription area for scanning transcription, attaching, and mail-out.

- G. Unit VII. Basic Coding and Indexing of Medical Records
1. Utilize basic ICD-9-CM skills to assign complete and accurate code numbers to patient records, following the clinical site's guidelines.
  2. Following UHDDS definitions, guidelines set by the clinical site, and AHMA's Ethical Coding Guidelines, correctly sequence diagnoses and procedures.
  3. Abstract data from patient records using the clinical site's system and procedures.
  4. Document the location and purpose of all indices, logs and registers of the clinical site, to include:
    - a. patient index
    - b. number index
    - c. disease and operation indices
    - d. physicians' index
    - e. patient admission and discharge register
    - f. operating room register
    - g. register of births and deaths
    - h. emergency service log
    - i. cancer registry
    - j. other
  5. Describe the process at the clinical site of obtaining diagnosis and procedure information for completion of the UB-40 form.
  6. Document the use of classification systems other than ICD-9-CM and CPT-4 at the clinical practice site.
- H. VIII. Current Trends
1. Attend and report on District III, Texas Health Information Management Association (TxHIMA) meeting(s).
  2. Participate in and report on other professional activities as assigned.
- I. For All Units
1. Adhere to the Health Occupations Division Criteria for Course Pursuit (See attached.).
  2. Adhere to Health Occupations Division Scholastic Dishonesty Policy (See attached).
  3. Adhere to El Paso Community College Classroom Etiquette Policy (See attached).
  4. Adhere to clinical practice site(s) policies and procedures.

### **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.....45%
  - Evaluation of Student by Clinical Practice Site 15%
  - Weekly Reports, Activity Reports, and Student Evaluation of Clinical Practice Experience...15%
  - Special Activities.....15%
  - Site Assignment.....10%

Note that the student must complete the special project to be eligible for an "A" for the course.

The student's clinical practice performance will be directly observed by a health information technology faculty member and/or the clinical practice supervisor, and achievement of competencies measured by the Clinical Practice Evaluation Tool. 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. Students 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 Division Criteria for Course Pursuit, or any other course guidelines, may be administratively withdrawn from this course (see attached).
- F. 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 standards.

1. The student must adhere to the attendance requirement of course HITT 1360. In order to pursue the course, the student must attend a minimum of one-hundred seventy-six (176) hours of clinical.
2. The student will be able to make up hours of clinical practice, as arranged by the instructor and clinical site supervisor(s).
3. Tardiness and absence will be defined according to the same policy used by the clinical practice site for its own employees. Student will be allowed two (2) events of tardiness, after which the tardiness will be considered an absence, and an entire eight (8) hour day must be made up at the convenience of the facility.
4. As required by instructor/coordinator, the student also must follow the standards established in the Health Occupations Programs Student Handbook for Allied Health Students and/or program addendum. The student is bound by standards in the 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.