Valencia College

Department of Allied Health Sciences

Health Information Technology- AS program

**HIM 1800L- Professional Practice Experience I**

**Syllabus- Summer 2020**

**Instructor Information**

Instructor: Quaneisha Mcleod MHA, RHIA

Office: Dr. Phillips Academic Commons 401R (online for this semester)

Office Hours: Mon & Wed: 11am-3pm Tues & Thursday 11am-1pm

Phone: 407-582-5297

Email: qmcleod@valenciacollege.edu

**Course Information**

HIM 1800L- 2 credit course; 6 hours lab CRN: 31532 (90 hours field)

Prerequisite: Minimum grade of C in HSA 1100, and HIM 1012.

Instructional Method: This course is a practicum course and will be held virtually this semester.

Class meeting location: At assigned practicum site.

Required Textbook:

NEEHR PERFECT EMR-ACCESS CARD now known as EHR Go.

**Course Description**

This is an introductory level course giving students their initial supervise professional practice experience in the health information management department.

**Course Learning Outcomes**

* Understand the flow of patient care data within the institution to assure receipt in the HIM department
* Know procedures to assemble health records.
* Understand quantitative analysis of health records.
* Knowledgeable of existing procedures to ensure timely completion of health records by departmental personnel.
* Aware of processes for inpatient, outpatient, and ER records.
* Knowledgeable of the number of physician incomplete records for designated medical and administrative staff and of the flow of patient care data within the institution.
* Understand the filing and maintenance of active and inactive primary records.
* Knowledgeable of existing policies for retrieval of health information.
* Understand procedures for locating charts and updating chart locating systems.
* Understand the performance standard of updating the location of filing, pulling charts for physicians upon request, and updating the physician.
* Know the working knowledge of the terminal digit filing system.
* Knowledgeable in the area of coding entry level competencies.
* Knowledgeable in the area of impact fraud and abuse and how it impacts the coding function.
* Understand the major functions and activities, with special attention to their relationships to the medical records department.
* Understand the importance of communicating effectively in written form, specifically the use of vocabulary appropriate to the topic, clarity of presentation, correct grammar, punctuation, and spelling.
* Knowledgeable of professional behavior consistent with the environment of the affiliation institution.

AHIMA Domains:

* I.B.1 Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patients progress, clinical findings, and discharge status.
* 1.B.3 Identify a complete health record according to organizational policies, external regulations, and standards.
* 1.B.4 Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare.
* II.A.1 Apply healthcare legal terminology
* II.A.2 Identify the use of legal docuements
* II.A.3 Apply legal concepts and principles to the practice of HIM
* II.B.1 Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information.
* II.C.1 Apply policies and procedures surrounding issues of access and disclosure of protected health information.
* VI.E.1 Explain the methodology of training and development.

**Valencia College Core Competencies**

The faculty of Valencia College has defined four core competencies (Think, Value, Communicate, and Act) that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class.

**Attendance/Tardiness/Withdrawal Policy**

Regular attendance is the student’s responsibility. If a student has excessive absences (**more than a week without logging into the course and completing assignments**), he/she will be dropped from the course with a “W” grade before the withdrawal date. After the withdrawal date, a student will receive an “F” grade for the course for excessive absences (more than a week without logging into their course and completing assignments).

If withdrawn by the instructor, your transcript will reflect a W and this will count as one attempt for this course.  If you have decided not to complete this course, it is better for you to drop the course yourself during the add/drop period to avoid negative consequences.

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Punctuality is an important function in everyday life. Every student is expected to demonstrate a form of professionalism, and this starts with attendance. Prior to enrolling in the course, you were aware of the class schedule of dates and time. It is the student responsibility to make prior arrangements to fulfill the demands of this course, so please make every effort to be present and eager to learn. Coursework is due on time and typically, assignments are required to be turned in prior to Midnight on the due date.

**Importance Dates**

The student is responsible for keeping track of important dates and events.

These can be accessed at[**Academic Calendar**](http://valenciacollege.edu/calendar/)

**Summary of dates:**

|  |  |
| --- | --- |
| **Classes Begin** | **May 4th 2020** |
| Refund Deadline |  May 11th , 2020 |
| Withdrawal deadline |  June 26th , 2020 |
| Final Exam |  July 26th- 28th , 2020 |
| Holidays |  May 25th ,2020 & July 4th,2020 |

**Faculty/Student Communication**

Students are encouraged to check their emails and the course announcement section at least every other day. If a student needs to contact me regarding the course or course content please email me through the Canvas portal and allow me at least 48 hours to respond back to you excluding weekends and holidays..

**Academic Honesty**

Unless otherwise stated, all assignments, quizzes and exams are to be completed individually by each student enrolled. You may not communicate with other students during completion of a quiz or examination. Working with other students, giving or receiving assistance during quizzes or exams is a form of academic dishonesty and will be considered cheating. **Copying or printing of any quiz or test questions (for any purpose) is expressly prohibited and also considered cheating.**

*Plagiarism and Cheating of any kind on an examination, quiz, or assignment will result in at least an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate sanctions according to the Student Code of Conduct in the current Valencia Student Handbook.*

**Late Policy**

There will be no credit given for late submissions. Submissions include professional practice evaluation, final class presentation, journals, and portfolio.

Please note that technical problems are not excuses for late assignments in this course. Please back up your work in several places: your system, Zip disk, email the file to yourself at another e-mail account, etc. There is nothing worse than losing hard work to a computer crash, and such issue will not constitute a valid excuse for late work in this class. Students are expected to take the necessary steps to ensure the timeliness of their work.

**Evaluation/Grading Scale**

The required course work will be evaluated in the following manner:

Points

Discussion Questions @ 20 points each

EHR Go @ 10 points each

Assignments @ 20 points each

Quizzes @ 10 points each

GRADING SCALE

93 - 100 = A

92- 85 = B

75 - 83 = C

66 - 74 = D

*\*Any grade challenges must be made in writing to the instructor with justifications within 48 hours of grade being posted.*

**Written Assignments/Discussions**

**All assignments MUST be typed using Microsoft Word 2003 or higher– NO EXCEPTIONS! Be sure to head all assignments with your name, date and the name of the assignment.**

A successful student in online education is one who takes an active role in the learning process. Your participation in the threaded discussion will count for a large part of your grade in this course. You are therefore encouraged to participate in the discussion areas by posting your initial posting no later than Tuesday, posting again with your reply posting no later than Wednesday through Friday to enhance your learning experience throughout each week.

**Classroom Rules of Student Behavior**

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**Student Resources**

Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  Bay Care Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Students with Disabilities**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is located in the Student Services Building (SSB), Room 102.

You can contact them by phone: 407-582-1523; Fax: 407-582-1326; TTY: 407-582-1222

***V*alencia I.D. Cards**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

**Disclaimer Statement**

Changes in this syllabus and/or schedule may be made at any time during the semester at the discretion of the instructor. The course content may be enhanced and edited throughout the course. Wait to print needed information until the assigned time frame.