Valencia College

Department of Allied Health Sciences

Health Information Technology- AS program

**HIM 2820L- Professional Practice Experience III**

**Syllabus- Spring 2019**

**Instructor Information**

Instructor:      Quaneisha Mcleod MHA, RHIA

Office:            Dr. Phillips Academic Commons 401R

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

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**Course Information**

HIM 2820L- 2 credit course, 6 Lab Hours; CRN: 24130 (90 hours field)

Prerequisite: Minimum grade of C in HIM 2500 & HIM 2810L.

Class contact days/hours: Onsite practicums vary by day and time.

Instructional Method: This is a practicum course that is supplemented with Blackboard.

Required Textbook: *Enterprise HIM Management & Data Governance. Merida Johns.*

Final Presentations: The final power point and portfolio presentations will be April 20. Not completing the final power point and portfolio presentations will result in a grade of F.

**Course Description**

This is an advanced level clinical practice which allows the HIT students to participate in health information management functions in either an acute care or non-acute care setting. Topics addressed include various organization and supervision activities. The student will become familiar with and utilize various types of equipment, systems and processes used in health information departments.

**Course Learning Outcomes**

* Examine the flow of patient care data within the institution to assure receipt in the HIM department.
* Apply coding entry level competencies.
* Demonstrate quantitative analysis of health records.
* Ensure timely completion of health records.
* Examine the major functions and activities, with special attention to their relationship to the medical records department.
* Demonstrate processes for inpatient, outpatient, and ER records.
* Communicate effectively in written form, this includes use of vocabulary appropriate to the topic, clarity of presentation, correct grammar, punctuation and spelling.
* Knowledgeable of the number of physician’s incomplete records for designated medical and administrative staff.
* Follow the flow of patient care data within the institution to assure receipt in the HIM department.
* Demonstrate professional behavior consistent with the environment of the affiliating institution.
* Ensure the filing and maintenance of active and inactive records.
* Comply with existing policies for retrieval of health information.

**AHIMA Domains:**

Domain I. Data Content, Structure & Standards

Domain II Information Protection: Access, Disclosure, Archival, Privacy & Security

Domain III Informatics, Analytics and Data Use

Domain IV Revenue Management

Domain V Compliance

Domain VI Leadership

**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 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.

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://valenciacc.edu/calendar/)

**Summary of dates:**

|  |  |
| --- | --- |
| **Classes Begin** | January 6, 2020 |
| Drop/Refund Deadline | January 13, 2020 |
| Withdrawal deadline | March 20, 2020 |
| Final Exam | April 20, 2020 |
| College Closed (Credit Classes Do Not Meet) | January 20, 2020, February 14, 2020, March 9-15, 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 outside of scheduled class time please email me (include your name & name of course in the subject line) and allow me at least 24 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.*

**Safe Assign**

All written assignments are subject to submission through plagiarism detection software as deemed necessary by the instructor. If you are unsure of what exactly constitutes plagiarism, it is your responsibility to access appropriate resources such as the college writing center.

In this course I will utilize Safe Assign, to monitor your written work. This is an automated system which instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. After the assignment is processed, as an instructor I receive a report from Safe Assign that states if and how another author's work was used in the assignment

**Late Policy**

There will be no credit given for late submissions. Submissions include quizzes, annotated bibliographies, and projects.

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

Professional Practice Supervisor Evaluation 100

Power Point Presentation 100

Journals (13 journals @10points ea.) 130

Portfolio 100

GRADING SCALE

93 - 100 = A

85 - 92 = B

75 - 84 = C

68 - 74 = D

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

**Written Assignments**

**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.**

**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.

**SUGGESTED ACTIVITY SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic(s)/Exam and Projects due** | **Readings and Assignments** |
| **1** | IntroductionsReview syllabus, course objectives, gradingDiscuss Professional Practice expectations | Call your practicum site supervisor to discuss your student’s schedule once given the information from your instructor. |
| **2** | First week at PPE site•Orientation to Healthcare Facility | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **3** | Second week at PPE site* Complete Lessons 1
* Submit Lessons to Site Supervisor
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **4** | Third week at PPE site* Complete Lesson 2
* Submit Lessons to Site Supervisor
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above.  |
| **5** | Fourth week at PPE site* Complete Lesson 3
* Submit Lessons to Site Supervisor
 |  Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **6** | Fifth week at PPE site* Complete Lesson 4
* Submit Lessons to Site Supervisor
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **7** | Sixth week at PPE site* Complete Lesson 5
* Submit Lessons to Site Supervisor
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **8** | Seventh week at PPE site* Complete Lesson 6
* Submit Lesson to Site Supervisor
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **9** | Eighth week at PPE site* Complete Lesson 7
* Submit Lesson to Site Supervisor
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **10** |  Ninth week at PPE site* Complete Lesson 8
* Submit Lessons to Site Supervisor
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **11** | Tenth week at PPE site* Complete Lesson 9
* Submit to Site Supervisor
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **12** | Eleventh week at PPE site* Complete Lesson 10
* Submit to Site Supervisor
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **13** | Twelfth week at PPE site* Wrap up any lessons remaining
 |  Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **14** | Thirteenth * Wrap up any lessons remaining
 | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **15** | Fourteenth Final Week at Practicum Site | Read text Chapters that apply to area of activity.Submit weekly journal via Blackboard, as outlined above. |
| **16** | **Submit virtual portfolio & power point presentation no later than Thursday, April 27th.** |  |

***\*\*\*Note to PPE Supervisor: This schedule is only a suggested outline. Please review the lessons to determine if this schedule will work for your department. It is important that a schedule of activities is established on the first day in order to communicate expectations to student.\*\*\****