

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: HIM 1800

COURSE TITLE: Professional Practice Experience I

PREREQUISITE(S): HIM 1224

COREQUISITE(S): None

CREDIT HOURS: 2

CONTACT HOURS/WEEK: 5

CONTACT HOUR BREAKDOWN:
 Lecture/Discussion:
 Laboratory:
 Other Health Care Facility: 5

FACULTY WORKLOAD POINTS: by formula

STANDARDIZED CLASS
 SIZE ALLOCATION: 24

CATALOG COURSE DESCRIPTION:

This course will provide students with a supervised experience in a Health Information Management Department. Emphasis will be placed on the primary functions of record content, assembly and analysis, filing and retention of records, coding of outpatient records, and use of office equipment.

SUGGESTED TEXT(S): Abdelhak, et al. Health Information: Management of a Strategic Resources, text and workbook. Philadelphia, PA: W.B. Saunders, current edition.

IMPLEMENTATION DATE: Fall Term, 2002

REVIEW OR MODIFICATION DATE: Fall Term, 2002 (20031)
 Spring Term, 2006 (20062)
 Fall Term, 2008 (20091) - Outline Review Process 2007

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. HIM Department Orientation	8
<ul style="list-style-type: none"> A. Brief Introduction and Overview of the Course B. Overview of the Facility <ul style="list-style-type: none"> 1. Ownership 2. Size and Services 3. Accreditation 4. Organization Chart <ul style="list-style-type: none"> a. HIM Chain of Command within the Organization b. Relationship of the HIM Department to other Departments C. Overview of the HIM Department <ul style="list-style-type: none"> 1. Hours of Operation 2. Department Organization Chart <ul style="list-style-type: none"> a. Identify Chain of Command 3. Employees <ul style="list-style-type: none"> a. Number of Employees b. Job Descriptions 4. Create a Diagram of the Department Work Flow 5. Departmental Policies and Procedures <ul style="list-style-type: none"> a. Confidentiality b. Dress Code c. Others 6. Learn Telephone Systems for: <ul style="list-style-type: none"> a. Appropriate Caller and Receiver Identification b. Transferring Calls, Holding, Intercom, and Conference Calls c. Telephone Manners and Conclusion of a Call d. Taking and Leaving Telephone Messages 7. Learn Computer Systems (as available): <ul style="list-style-type: none"> a. Logon and Security, Password Controls b. Main Department Functions/Screens 	
II. Equipment Location and Use	8
<ul style="list-style-type: none"> A. Demonstration of Equipment B. Hands-on Experience of Equipment (if possible) <ul style="list-style-type: none"> 1. Copier 2. Typewriter 3. Computer System 4. Computerized Master Patient Index (MPI) 5. Transcription System 6. Calculator 7. Electronic Filing Systems 8. Microfilm Reader/Printer 9. Microfilm Camera 10. Optical Imaging 	

COURSE TOPICS (continued)	<u>CONTACT HOURS PER TOPIC</u>
III. Orientation to the Health Record <ul style="list-style-type: none"> A. Identify/Follow Applicable Policies and Procedures B. Identify Patient Numbering System i.e., Serial, Unit, Serial Unit C. Identify Record Forms and Format Type D. Become Familiar with the Chart Order(s) E. Identify File Folder Features including Color Coding F. Identify Parallel Computer-Based Record Features 	4
IV. Data Access and Retention <ul style="list-style-type: none"> A. Identify/Follow Applicable Policies and Procedures B. Learn Alphabetic and/or Phonetic Filing System through Use of the Master Patient Index (MPI) C. Paper-Based Records <ul style="list-style-type: none"> 1. Identify File System Used <ul style="list-style-type: none"> a. Active Files Centralized or Decentralized b. Any Additional Storage Areas c. Type of Filing, i.e., Terminal Digit 2. Learn Folder Color Coding System and Preparation of File Folders 3. Learn Chart Location/Tracking System 4. File and Retrieve Records 5. Learn to Receive, Sort, and File Loose Reports 6. Learn How and When Records are Destroyed D. Computer-Based Records <ul style="list-style-type: none"> 1. Identify Computer System Used - Hardware, Software, Network, etc. E. Image-Based Records <ul style="list-style-type: none"> 1. Identify Image-Based Systems <ul style="list-style-type: none"> a. Microfilm, Microfiche b. Optical Imaging 2. Learn to Prepare a Record for Microfilming - Validate the Readability of Microfilm 3. Learn to Retrieve, Print and Re-file Records F. Identify whether Contract Services Are Used 	6
V. Admission and Discharge Processing <ul style="list-style-type: none"> A. Identify/Follow Applicable Policies and Procedures B. Admissions/Registration Processing <ul style="list-style-type: none"> 1. Inpatient 2. Outpatient including Emergency Department 3. Birth Certificates C. Discharge Processing 	6

COURSE TOPICS (continued)	<u>CONTACT HOURS PER TOPIC</u>
<ul style="list-style-type: none"> 1. Inpatient 2. Outpatient including Emergency Department 	
VI. Record Retrieval and Assembly	8
<ul style="list-style-type: none"> A. Identify/Follow Applicable Policies and Procedures B. Learn to Identify Discharged Patients <ul style="list-style-type: none"> 1. Inpatients from Nursing Units 2. Outpatients and Emergency Department Patients C. Retrieve Records of Discharged Patients D. Learn Facility Chart Order(s) E. Assemble Discharged Records F. Add Reports to Permanent File Folders 	
VII. Record Analysis and Incomplete Records	10
<ul style="list-style-type: none"> A. Identify/Follow Applicable Policies and Procedures B. Identify Record Deficiencies <ul style="list-style-type: none"> 1. Missing Signatures 2. Missing Reports (H&P, Discharge Summary, etc.) C. Flag Deficiencies for Each Physician/Department D. Document Deficiencies Manually or on Computer E. Route Records to Permanent or Incomplete File F. Delinquent Chart System <ul style="list-style-type: none"> 1. File and Retrieve Delinquent Records 2. Document Record Completion Manually or on Computer 2. Calculate the Delinquent Chart Count 3. Notify Physicians/Departments of Delinquent Charts 	
VIII. Data Quality	10
<ul style="list-style-type: none"> A. Identify/Follow Applicable Policies and Procedures B. Identify Computer System Features <ul style="list-style-type: none"> 1. Hardware and Data Entry Devices 2. Software, including Databases - Edits and Validation Checks 3. Output and Output Devices C. Review Records for Data Quality - Perform Clinical Pertinence Reviews D. Design/Re-design a Form or View 	
IX. ICD-9-CM and CPT4 Coding and Reimbursement	12
<ul style="list-style-type: none"> A. Identify/Follow Applicable Policies and Procedures B. Learn the Outpatient Coding Process <ul style="list-style-type: none"> 1. Review Coding Ethics 2. Review Causes of Coding Errors C. Identify and Use Available Coding Resources D. Code Outpatient Records 	

COURSE TOPICS (continued)	CONTACT HOURS <u>PER TOPIC</u>
E. Code Emergency Department Records F. Participate in Coding Validation G. Discuss the Impact of Computers on the Coding Process H. Reimbursement 1. Identify Major Payers for the Facility 2. Discuss Reimbursement Issues I. Discuss Use of Contract Services	
X. Registers and Indexes	3
A. Retrieve data from index /database 1. Diagnosis 2. Procedure 3. Physician B. Identify the following registers: 1. Admission 2. Discharged 3. Death	

PROGRAM TITLE: Health Information Management
 COURSE TITLE: Professional Practice Experience I
 AS HIM CIP NUMBER: 0317.050600

LIST PERFORMANCE STANDARD ADDRESSED: (continued)

NUMBER(S): TITLES(S):

- 12.0 DESCRIBE MANAGEMENT FUNCTIONS OF HEALTH INFORMATION SERVICES--The student will be able to:
- 12.01 Assist in preparing reports, which reflect the status of a health information service.
 - 12.02 Apply policies and procedures of a health information service.
 - 12.03 Maintain quality and quantity of work performed in a health information service using established standards.
 - 12.04 Maintain a systematic work flow for a health information service.
 - 12.05 Retrieve information and prepare reports for the administrative and professional staff.
 - 12.06 Define the role of the health information technician as a manager.
- 16.0 FOLLOW PROCEDURES TO ASSURE ADEQUATE DOCUMENTATION OF HEALTH CARE--The student will be able to:
- 16.01 Follow procedures for quantitative and qualitative analysis of health records.
 - 16.02 Identify purposes and uses of health records.
 - 16.03 Identify basic health record forms and required content.
 - 16.04 Assemble and analyze a health record.
 - 16.05 Follow procedures for the retention of health information.
 - 16.06 Follow procedures designed to control the flow of health care data.
 - 16.07 Follow procedures for the destruction of health records.
 - 16.08 Identify health information imaging techniques and equipment.
- 17.0 FILE, MAINTAIN AND RETRIEVE HEALTH INFORMATION--The student will be able to:
- 17.01 Identify and describe admission numbering systems and their advantages and disadvantages.
 - 17.02 Identify and describe filing systems and their advantages and disadvantages.
 - 17.03 File and retrieve health information.
 - 17.04 Retrieve health information from manual or automated systems.
- 20.0 USE CLASSIFICATION SYSTEMS FOR HEALTH CARE INFORMATION--The student will be able to:
- 20.01 Trace the development of nomenclatures and classification systems.
 - 20.02 Identify conventions and characters used in classification systems.
 - 20.03 Follow existing procedures to code diagnoses and procedures (CPT and ICD-9-CM).
 - 20.04 Perform DRG assignment.

LIST PERFORMANCE STANDARD ADDRESSED: (continued)

NUMBER(S): TITLES(S):

15.0 DEMONSTRATE PROFICIENCY IN USE OF ICD AND CPT CODING SYSTEMS, BOTH MANUAL AND AUTOMATED--The student will be able to:

- 15.01 Outline the development of nomenclatures and classification systems.
- 15.02 Identify conventions and characteristics used in coding.
- 15.03 Analyze and code diagnoses, procedures, and symptoms.
- 15.04 Demonstrate ability to code, classify, and sequence.
- 15.05 Explain the relationship of Diagnosis Related Groups (DRGs) and Ambulatory Patient Groups (APGs).
- 15.06 Identify the various external regulating agencies and their impact on the coding systems.
- 15.07 Use procedures for ensuring data quality.
- 15.08 Describe the process to annually update coding resources.

16.0 UTILIZE MEDICAL CODING REFERENCES--The student will be able to:

- 16.01 Use medical dictionaries.
- 16.02 Identify and use trade generic and chemical drug names utilizing reference sources.
- 16.03 Identify and use diagnostic test terminology.

17.0 EXPLAIN THE BASICS OF HEALTH INFORMATION SERVICES—The student will be able to:

- 17.01 Describe origin, history and definition of medical records.
- 17.02 Describe the functions of the medical record department, i.e., data collecting, filing, retrieving, coding, indexing, etc.
- 17.03 Explain the classification and functions of health information management personnel and chain of command.
- 17.04 State reasons medical records are important in the health care delivery system.
- 17.05 Explain different filing systems used in health care institutions.
- 17.06 Describe the development of the medical record.
- 17.07 Explain the importance of the medical record in relation to state and federal agencies, accrediting and licensing agencies.
- 17.08 Demonstrate the use of a master patient index (MPI) system.



**Florida State College
At Jacksonville**

Course Learning Outcomes & Assessment

NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<i>Section 1</i>	
COURSE PREFIX AND NUMBER: IM 1800	SEMESTER CREDIT HOURS: 2
COURSE TITLE: Professional practice Experience I	

<i>Section 2</i>	
TYPE OF COURSE: (Click on the box to check all that apply)	
<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course
<input type="checkbox"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)	<input type="checkbox"/> College Prep
	<input checked="" type="checkbox"/> Technical Certificate
	<input type="checkbox"/> Apprenticeship

<i>Section 3 (If applicable)</i>	
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:	
<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities
	<input type="checkbox"/> Mathematics

<i>Section 4</i>	
INTELLECTUAL COMPETENCIES:	
<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking
<input checked="" type="checkbox"/> Critical Analysis	<input checked="" type="checkbox"/> Quantitative Skills
<input checked="" type="checkbox"/> Writing	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Ethical Judgment
<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Working Collaboratively

<i>Section 5</i>	
LEARNING OUTCOMES	METHOD OF ASSESSMENT
• Ensure confidentiality of health information	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Maintain security of computerized information	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Review charts for deficiencies	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Perform incomplete chart analysis according to facilities policies and procedures and notify physicians of incomplete charts	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Tabulate incomplete and delinquent record rates	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Assist the physicians in the completion of their record	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Log out the requests meeting the HIPAA requirements	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Identify methods to meet the new HIPAA requirements in relation to Release of Information	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Scan documents via optical disc storage	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Audit data base for errors	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field

<i>Section 6</i>	
Name of Person Completing This Form: Eudelia S. Thomas	Date: 11/15/2007