

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: HIM 2810

COURSE TITLE: Professional Practice Experience II

PREREQUISITE(S): HIM 1800

COREQUISITE(S): None

CREDIT HOURS: 2

CONTACT HOURS/WEEK: 5

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

FACULTY WORKLOAD POINTS: Calculated on the # of students in the internship

STANDARDIZED CLASS SIZE ALLOCATION: 24

CATALOG COURSE DESCRIPTION:

This course will provide students with a supervised experience in a Health Information Management Department. Review of basic department functions. Emphasis will be placed on intermediate functions of advanced coding of inpatient records, health care statistics, cancer registries and information systems.

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)
 Fall Term, 2008 (20091) - Outline Review Process 2007

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
<ul style="list-style-type: none"> I. HIM Department Orientation <li style="padding-left: 20px;">A. Brief Introduction and Overview of the Course <li style="padding-left: 20px;">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 <li style="padding-left: 20px;">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 7. Learn Computer Systems (as available): <ul style="list-style-type: none"> a. Logon and Security, Password Controls b. Main Department Functions/Screens 	5
<ul style="list-style-type: none"> II. Review and Practice of Basic Record Functions As Appropriate to this Facility <li style="padding-left: 20px;">A. Identify/Follow Applicable Policies and Procedures <li style="padding-left: 20px;">B. Telephone Systems <li style="padding-left: 20px;">C. Equipment Location, Demonstration, and Use <li style="padding-left: 20px;">D. Orientation to the Health Record <li style="padding-left: 20px;">E. Data Access and Retention <li style="padding-left: 20px;">F. Admission and Discharge Processing <li style="padding-left: 20px;">G. Record Retrieval and Assembly <li style="padding-left: 20px;">H. Record Analysis and Incomplete Records <li style="padding-left: 20px;">I. Data Quality 	10
<ul style="list-style-type: none"> III. Information Systems & Reporting <li style="padding-left: 20px;">A. Identify/Follow Applicable Policies and Procedures <li style="padding-left: 20px;">B. Describe HIM Department Information Technology <ul style="list-style-type: none"> 1. Hardware and Software 2. Networked and Stand-alone Systems 3. Security and Control Measures <ul style="list-style-type: none"> a. Personnel Security b. Physical Security 	15

COURSE TOPICS

CONTACT HOURS
PER TOPIC

- c. Hardware Security
 - d. Software Security
 - e. Communications Security
- 4. Backup Systems Used
- 5. Main Screens Available to Employees
- C. Discuss HIM Department Applications
 - 1. Master Patient Index
 - 2. Chart Location and Tracking
 - 3. Abstracting
 - 4. Census and Statistics Program
 - 5. Encoding, Case Mix Reporting
 - 6. Word Processing/Transcription
 - 7. Incomplete Record Control
 - 8. Correspondence Control
 - 9. Birth Certificates
- D. Describe and Read HIM Data Reports
 - 1. Routine Reports (i.e. daily, weekly, monthly)
 - 2. Ad Hoc Reporting
 - 3. Participate In Reporting As Appropriate
 - 4. Participate in Report Distribution As Appropriate
- E. EHR: Electronic Health Record
 - 1. Current Progress in the Facility
 - 2. Future Plans
 - 3. Discussion of Transition Issues
- F. Describe the Role of the Information Systems
 - 1. Visit the IS Department
 - 2. Physical and System Security
 - 3. Backup Systems Used
 - 4. Information Systems Used by Other Departments
- G. Discuss The Relationship of HIM and the HIM Professional With Each of the Following:
 - 1. Information Systems
 - 2. Other Departments and Their Information Systems
 - 3. Vendors

IV. Statistics

15

- A. Identify and Discuss the Monthly Statistical Reports Generated as Appropriate to the Facility
- B. Assist in the Compilation of Monthly Statistical Reports, such as:
 - 1. Monthly Statistics
 - 2. Reports to Administration
 - 3. Health Planning Council Reports
- C. Calculation of Statistics
 - 1. Average Daily Census
 - 2. Occupancy Rate
 - 3. Average Length of Stay

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
<ul style="list-style-type: none"> 4. Death Rate 5. Autopsy Rate 6. Statistics by Service 	
C. Review Final Data Processing Reports and Release to Qualified Recipients	
V. Registries	15
<ul style="list-style-type: none"> A. Identify/Follow Applicable Policies and Procedures B. Identify and Discuss Registries Maintained (Visits registries as available.) C. Cancer Registry <ul style="list-style-type: none"> 1. Discuss Role and Responsibilities of Registrar 2. Process a Tumor Abstract and Update Appropriate Registers 2. Assist in the Compilation of Monthly Statistical Reports 	
IV. Advanced Coding and Reimbursement	15
<ul style="list-style-type: none"> A. Identify/Follow Applicable Policies and Procedures B. Review Process and Code Outpatient Records Using ICD-9-CM and CPT-4 C. Learn the Inpatient Coding Process <ul style="list-style-type: none"> 1. Review Coding Ethics 2. Review Causes of Coding Errors D. Identify and Use Available Coding Resources E. Code Inpatient Records Using ICD-9-CM <ul style="list-style-type: none"> 1. Code Diseases, Operations and Other Reasons for Admission with Accuracy 2. Sequence Diagnoses and Procedures with Accuracy F. Participate in Coding Validation G. Discuss the Impact of Computers on the Coding Process H. Reimbursement <ul style="list-style-type: none"> 1. Identify Major Payers for the Facility 2. Discuss Reimbursement Issues I. Discuss Use of Contract Services J. Code Records Utilizing Other Classification Systems as Appropriate, including DSM-IV and ICD-0. 	

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

LIST PERFORMANCE STANDARD ADDRESSED:

- 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 workflow 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.



**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: HIM 2810	SEMESTER CREDIT HOURS: 2
COURSE TITLE: Professional Practice Experience II	

<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"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

<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"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

<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 type="checkbox"/> Scientific Method of Inquiry	
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively	

<i>Section 5</i>	LEARNING OUTCOMES	METHOD OF ASSESSMENT
	Apply diagnostic and procedure codes using ICD-9-CM.	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
	Apply diagnostic and procedure codes using CPT.	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
	Ensure accuracy of coding and DRG/APC assignment.	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
	Support accurate billing though coding, charge master, claims management and bill reconciliation processes.	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
	Adhere to current regulations and established guidelines in code assignment.	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field

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