

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: HIM 2820

COURSE TITLE: Professional Practice Experience III

PREREQUISITE(S): HIM 2810 and HIM 2214

COREQUISITE(S): None

CREDIT HOURS: 2

CONTACT HOURS/WEEK: 6

CONTACT HOUR BREAKDOWN:

Lecture/Discussion:

Laboratory:

Other Health Care Facility: 6

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 advanced functions of quality improvement, legal aspects, department management, and organizational life.

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, 2004 (20051)
Fall Term, 2008 (20091) - Outline Review Process 2007

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. HIM Department Orientation	10
A. Brief Introduction and Overview of the Course	
B. Overview of the Facility	
1. Ownership	
2. Size and Services	
3. Accreditation	
4. Organization Chart	
a. HIM Chain of Command within the Organization	
b. Relationship of the HIM Department to other Departments	
C. Overview of the HIM Department	
1. Hours of Operation	
2. Department Organization Chart	
a. Identify Chain of Command	
3. Employees	
a. Number of Employees	
b. Job Descriptions	
4. Create a Diagram of the Department Work Flow	
5. Departmental Policies and Procedures	
a. Confidentiality	
b. Dress Code	
c. Others	
7. Learn Computer Systems (as available):	
a. Logon and Security, Password Controls	
b. Main Department Functions/Screens	
II. Review and Practice of Basic and Intermediate Record Functions As Appropriate to this Facility	20
A. Identify/Follow Applicable Policies and Procedures	
B. Telephone Systems	
C. Equipment Location, Demonstration, and Use	
D. Orientation to the Health Record	
E. Data Access and Retention	
F. Admission and Discharge Processing	
G. Record Retrieval and Assembly	
H. Record Analysis and Incomplete Records	
I. Data Quality	
J. Information Systems	
K. Statistics	
L. Registries	
M. Coding and Reimbursement	

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
<p>III. Legal Aspects of HIM</p> <p>A. Correspondence Processing for Requests for Release of Information from (as available):</p> <ol style="list-style-type: none"> 1. Within the Hospital 2. Other Facilities 3. Physicians 4. Attorneys 5. Third-Party Payers 6. Social Agencies 7. Patients 8. Friends and Relatives <p>B. Preparation of Charts for Court in Response to a Subpoena or Court Order</p> <ol style="list-style-type: none"> 1. Record Subpoenas/Court Orders in Appropriate Log 2. Prepare Records for Disposition 3. Attend a Court Appearance with Director or Designee to Observe Courtroom Procedures If not possible, it would benefit the student to participate in a "Mock Court" appearance 	15
<p>IV. Quality Management</p> <p>A. Introduction to the Quality Management Department</p> <ol style="list-style-type: none"> 1. Discuss Quality Management and the QI Plan 2. Read and Interpret QI Reports (if possible) <p>B. Introduction to the Utilization Management Department</p> <ol style="list-style-type: none"> 1. Discuss Utilization Management and the UM Plan 2. Perform Admission and Continued Stay Review <ol style="list-style-type: none"> a. Categorize Admissions b. Determine Length of Stay c. Maintain Tickler Files 3. Process Correspondence Concerning Patient Length of Stay (if possible) 4. Discuss Discharge Planning with Social Services Department 5. Assist with the Compilation of Utilization Review Statistical Reports <p>C. Introduction to the Risk Management Department</p> <ol style="list-style-type: none"> 1. Discuss Risk Management 2. Process Incident Reports (if possible) <p>D. Introduction to Medical Staff Services</p> <ol style="list-style-type: none"> 1. Discuss Medical Staff Services 2. Process Credentialing Documents (if possible) 3. Read and Discuss the Medical Staff Bylaws, Rules and Regulations <p>E. Review and Discuss the HIM QI Plan</p> <ol style="list-style-type: none"> 1. Discuss with HIM Director and Identified or Suspected Problem and Monitor or Study the Problem Utilizing the following steps: <ol style="list-style-type: none"> 1. Define Problem 2. Develop Study Methodology 3. Develop Criteria 	20

CONTACT HOURS
PER TOPIC

COURSE TOPICS (continued)

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| <ul style="list-style-type: none"> <li style="margin-left: 40px;">4. Develop Work Sheets for Data Collection <li style="margin-left: 40px;">5. Retrieve Data <li style="margin-left: 40px;">6. Utilize Indices, If Appropriate <li style="margin-left: 40px;">7. Compile and Analyze Data <li style="margin-left: 40px;">8. Summarize Data <li style="margin-left: 40px;">9. Make Recommendations F. Attend Committee Meetings (possible) | 25 |
| <ul style="list-style-type: none"> V. Department Management <ul style="list-style-type: none"> A. Identify the Following Outpatient Service Areas and Learn Filing and Numbering Systems <ul style="list-style-type: none"> 1. Outpatient Surgery 2. Laboratory 3. Pathology 4. Radiology 5. Respiratory Therapy (Cardiopulmonary) 6. Physical Therapy B. Describe Filing Differences, Records Requirements, and Record Retention Policies Among Departments C. Study and Prepare a Chart of the Department Work Flow Including Any Recommendations for Improvement D. Study and Prepare a Diagram of the Physical Space of the Department Including Any Recommendations for Improvement E. Supervisory Techniques <ul style="list-style-type: none"> 1. Write an HIM Department Policy and Procedure 2. Develop/Update Dress Code 3. Develop/Revise a Job Description 4. Develop/Revise a Departmental Organization Chart 5. Discuss Motivational Techniques with the Director F. Employability Skills <ul style="list-style-type: none"> 1. Participate with the Director in a Mock Interview <ul style="list-style-type: none"> a. Present Resume and Cover Letter b. Dress Professionally c. Write Thank You Letter 2. Discuss Employment Alternatives 3. Discuss Continuing Education 4. Discuss Participation in Professional Organizations | |

PROGRAM TITLE: Health Information Management
COURSE TITLE: Professional Practice Experience III
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.

14.0 DEMONSTRATE EMPLOYABILITY SKILLS -- The student will be able to:

- 14.01 Conduct a job search.
- 14.02 Secure information about a job.
- 14.03 Identify documents that may be required when applying for a job.
- 14.04 Complete a job application.
- 14.05 Demonstrate competence in job interview techniques.
- 14.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 14.07 Identify acceptable work habits.
- 14.08 Demonstrate knowledge of how to make job changes appropriately.
- 14.09 Demonstrate acceptable employee health habits.

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.

LIST PERFORMANCE STANDARD ADDRESSED: (continued)

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 2820	SEMESTER CREDIT HOURS: 2
COURSE TITLE: HProfessional Practice Experience III	

<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 checked="" 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
•	Abstract and maintain data for clinical indices/databases/registries.	Written reports and demonstration of competency in the field
•	Compute and interpret healthcare statistics	Written reports and demonstration of competency in the field
•	Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.	Written reports and demonstration of competency in the field
•	Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.	Written reports and demonstration of competency in the field
•	Demonstrate employability skills	Written reports and demonstration of competency in the field

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