

Cooperative Externship II

Congratulations! You are almost done with the Health Information Systems program.

Competency

When you have completed this externship, you will be able to:

- Perform program training related skills demonstrating chart assembly and the use of electronic health records.
- Demonstrate professional skills in a medical clinical setting.

You will use the knowledge and skills you have learned in your program while participating in the externship.

Waiving the Externship

You may wave the externship requirements of the Health Information Systems program. Read the [STUDENT MEDICAL EXTERNSHIPS PROCEDURES](#)

Settings

- [Preview](#)
- [Download](#)
- [Alternative formats](#)

and talk with your Externship Coordinator about possibly waiving this requirement.

Read the [Syllabus](#)

Settings

- [Preview](#)
- [Download](#)
- [Alternative formats](#)

to understand the expectations for this course. The instructor will go through the syllabus with you on your first day of class.

In the left navigation bar is a Course Tools menu. It provides information about what tools you need for the course and how to navigate in Canvas.

Start the course with **Competency Demonstration** below by clicking on the link below.

[Competency Demonstration](#)

[Externship Resources](#)

[Evaluate Your Externship Experience](#)

Externship Resources

Below are some resources that will help you learn more about professionalism in the workplace. You may also want to refer back to your customer service course for additional ideas.

[Extership Presentation](#)

Settings

- [Preview](#)
- [Download](#)
- [Alternative formats](#)

Web links

- [Ten Ways to Be Professional at Work \(Links to an external site.\)Links to an external site.](#)
- [Professionalism: How to Conduct Yourself at Work \(Links to an external site.\)Links to an external site.](#)
- [What Does It Mean to Be a Professional at Work? \(Links to an external site.\)Links to an external site.](#)
- [20 Personal Appearance Tips For The Modern Workplace \(Links to an external site.\)Links to an external site.](#)

Ask your Externship Coordinator for any help you may need.

Competency Demonstration

Your supervisor will report to your Externship Coordinator on how well you have met the externship expectations and course requirements. Review the rubric or checklist to understand how you will be evaluated.

[KMCB 0241 Externship Evaluation Form HIS Final](#)

Settings

- [Preview](#)
- [Download](#)
- [Alternative formats](#)

[Externship Evaluation form for HIS](#) - This will be filled out by your supervisor and entered in by your instructor.

Remember to talk with your externship supervisor about requirements for your externship.

At the end of your externship, you will evaluate your experience. After filling out the form, make sure you submit it to your Externship Coordinator. This will help inform the Externship Coordinator about your externship experience.

On the next page are some resources you can use to improve your professional skills or learn more about how you can be successful with your externship.

Evaluate Your Externship Experience - Required

This part of the evaluation is required in order to complete this course.

Evaluate your [externship experience](#)

Settings

- [Preview](#)
- [Download](#)
- [Alternative formats](#)

Submit your evaluation through Canvas.

Submitting a document assignment:

1. After reading and completing the assignment, click the **Submit Assignment** button.
2. Click the **File tab**, and click the **Browse** button.
3. Navigate to your file and select it.
4. Click **Submit Assignment** button at the bottom.