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| **Course: HIM 2242 WEB/MHW Course Code: 5509 & 5506****Semester: Spring 2014****Course Meets Online and PPE SitesCourse Time: Online and PPE Sites as AssignedCourse Location: Online and PPE Sites – Virtual meetings by appointment*****Instructor: Deborah Schultze, MS, RHIA******Office: AC 133AOffice Hours: By Appointment – call Claudine Ilko at 636-584-6598Phone: 636-584-6129******Cell: 636-358-7980Email: dschultze@eastcentral.edu******Disclaimer: SYLLABI MAY BE MODIFIED AT ANY TIME WITHOUT PRIOR NOTICE*** |

**Course Description**

This is a 90 clock hour, hands-on supervised learning experience (PPE) with affiliated facilities designed to give students a clinical experience in (if available) assembly, analysis, filing of health records, master patient index, introduction to coding, data entry and abstracting, record storage and retrieval, birth certification, tracking systems, cancer registry, ambulatory, long term care, mental health records, medical staff/hospital committee functions, legal aspects, quality and risk management, utilization review, management and supervision, ICD-9-CM coding and DRG assignment, healthcare statistics, electronic health records, billing and insurance.

3-4 face-to-face campus meetings are required and will be posted as course announcement as dates are scheduled.

**Course Prerequisites**

Students must have completed all Semester 1 Courses as listed on current HIM Fact Sheet in addition to **HIM 1000**, HIM 1003, [HS 1113](http://www.eastcentral.edu/programs/catalog/index.php?dept=HS#HS1113) and [BI 1804](http://www.eastcentral.edu/programs/catalog/index.php?dept=BI#BI1804) or [BI 2104](http://www.eastcentral.edu/programs/catalog/index.php?dept=BI#BI2104) with a minimum grade of "C prior to attempting this course.

**Required Textbook & Course Materials (available in the bookstore)**

Case studies in Health Information Management. 2nd Edition. McCuen, C., Saykles, N., Schnering, P.

2-3 inch binder

25-50 clear page protectors

Divider tabs for notebook

Spiral Notebook for notes

Printer paper

Flash drive

Textbooks from previous course work may be helpful resources

**Technology**

Microsoft Office (MS Word, Excel, Power Point), Adobe Connect, AHIMA V-Lab

This course is supplemented using the Moodle course management system. To be successful, students need to have access to high-speed internet to participate in class and complete course assignments/homework. See list above for the technology used in the coursework.

If for some unforeseen circumstance the Moodle system should not be functioning or available please look for a message on the East Central homepage. If you do not see a message please call the ECC IT Helpdesk at (636) 584-6738 or the Moodle Helpdesk at (636) 584-6609 for assistance. If Moodle should go offline for a period of time there will be a message from your instructor in an email outside of Moodle or in the resource block of the course detailing modifications to the current assignment or schedule which will allow students additional time to complete work.

The best way to communicate with your instructor is through the Moodle course. If you send your instructor an email and you haven’t heard back from him/her within two days assume the instructor did not receive the email. Please call him/her at the phone number at the top of this syllabus.

**Competencies and Objectives**

**East Central College- Common Learning Objectives:**

1. **Ethics/Social Responsibility**
2. **Communication**
3. **Creative/Critical Thinking**

**This course does not meet the criteria of the ECC CLOs**

**Course Objectives**

**Upon completion of the course the student will be able to:**

 1.   Explain the job duties of various medical record personnel.

  2.   Read and interpret a policy and procedures manual.

  3.   Assemble a medical record per PPE site standards.

  4.   Analyze a medical record for completeness.

  5.   Compile a physician delinquent list.

  6.   Process a medical record through a department.

  7.   Read and interpret medical record documentation for accuracy.

  8.   Demonstrate knowledge of ICD-9 and CPT coding.

  9.   Demonstrate knowledge of DRGs, APCs, and RBRVS.

  10.   Complete release of information documentation.

  11.   Abstract information from a medical record.

  12.   Research missing information for a medical record.

  13.   Archive medical records.

  14.   Utilize accepted ethical standards to make decisions.

  15.   Explain the operational guidelines used to make decisions.

  16.   Select the appropriate person to seek information from.

  17.   Enter clinical data on a computer system.

**This course addresses the following AHIMA Domains, Subdomains, and Tasks (Knowledge Clusters):**

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| **I. Domain: Health Data Management****I.A. Subdomain: Health Data Structure,** **Content, and Standards**

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| 1. **Collect and maintain health data**

**(such as data elements, data sets, and databases).** |
| 1. **Conduct analysis to ensure that documentation**

 **in the health record supports the diagnosis and** **reflects the patient’s progress, clinical findings, and** **discharge status.** |
| 1. **Apply policies and procedures to ensure the**

**accuracy of health data.** |
| 1. **Verify timeliness, completeness, accuracy, and**

**appropriateness of data and data sources for patient** **care, management, billing reports, registries,** **and/or databases.** |

 | **Health Data Structure, Content, and Standards*** **Data versus information (Analyzing, 4)**
* **Health information media (such as paper, computer, web-based) (Analyzing, 4)**
* **Structure and use of health information (individual, comparative, aggregate) (Analyzing, 4)**
* **Health record data collection tools (forms, screens, etc.) (Analyzing, 4)**
* **Data sources (primary/secondary) (Analyzing, 4)**
* **Data storage and retrieval (Analyzing, 4)**
* **Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (Understanding, 2)**
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| **I.B. Subdomain: Healthcare Information** **Requirements and Standards**

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| 1. **Monitor and apply organization-wide**

**health record documentation guidelines.** |
| 1. **2. Apply policies and procedures to ensure**

**organizational compliance with regulations** **and standards.** |
| 1. **Maintain the accuracy and completeness**

**of the patient record as defined by organizational** **policy and external regulations and standards.** |
| 1. **Assist in preparing the organization for**

**accreditation, licensing, and/or certification surveys.** |

 | **Healthcare Information Requirements and Standards*** **Type and content of health record (paper, electronic, computer-based, e-health-personal, web-based) (Evaluating, 5)**
* **Health record documentation requirements (such as accreditation, certification, licensure) (Evaluating, 5)**
* **Data quality and integrity (Analyzing, 4)**
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| **I.C. Subdomain: Clinical Classification Systems**1. **Use and maintain electronic applications**

**and work processes to support clinical classification** **and coding.** 1. **Apply diagnosis/procedure codes**

**according to current nomenclature.**1. **Ensure accuracy of diagnostic/procedural**

 **groupings such as DRG, MSDRG, APC, and so on.**1. **Adhere to current regulations and established**

**guidelines in code assignment.**1. **Validate coding accuracy using clinical**

**information found in the health record.** 1. **Use and maintain applications and processes**

**to support other clinical classification and** **nomenclature systems (ex. DSM IV, SNOMED-CT).**1. **Resolve discrepancies between coded data**

**and supporting documentation.** | **Clinical Classification Systems*** **Classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies such as SNOMED-CT (Analyzing, 4)**
* **Principles and applications of coding systems (such as ICD, CPT, DSM) (Evaluating, 5)**
* **Diagnostic and procedural groupings (such as DRG, APC, RUGs) (Evaluating, 5)**
* **Case mix analysis and indexes (Analyzing, 4)**
* **Severity of illness systems (Analyzing, 4)**
* **Coding compliance strategies, auditing, and reporting (such as CCI, plans) (Evaluating, 5)**
* **Coding quality monitors and reporting (Evaluating, 5)**
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|  **III.B.  Subdomain: Healthcare Privacy, Confidentiality,** **Legal, and Ethical Issues**

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| 1. **Adhere to the legal and regulatory requirements**

**related to the health information infrastructure.** |
| 1. **Apply policies and procedures for access and**

 **disclosure of personal health information.** |
| 1. **Release patient-specific data to authorized users.**
2. **Maintain user access logs/systems to track access**

**to and disclosure of identifiable patient data.** |
| **5. Apply and promote ethical standards of practice.** |
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 | **Healthcare Privacy, Confidentiality, Legal, and Ethical Issues*** **Legislative and regulatory processes (Applying, 3)**
* **Legal terminology (Applying, 3)**
* **Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy) (Evaluating, 5)**
* **Confidentiality, privacy, and security policies, procedures, and monitoring (Evaluating, 5)**
* **Release of information policies and procedures (Evaluating, 5)**
* **Professional and practice-related ethical issues (Evaluating, 5)**
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| **IV.C. Subdomain: Data Storage and Retrieval**

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| 1. **Use appropriate electronic or imaging technology**

**for data/record storage.** |
| 1. **Query and generate reports to facilitate information**

**retrieval using appropriate software.** |
| 1. **Apply retention and destruction policies for health**

**information.** |

 | **Date Storage and Retrieval*** **Document archival, retrieval, and imaging systems (Analyzing, 4)**
* **Maintenance and monitoring of data storage systems (Analyzing, 4)**
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| **IV.D. Subdomain: Data Security**

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| 1. **Apply confidentiality and security measures to**

 **protect electronic health information.** |
| 1. **Protect data integrity and validity using software**

**or hardware technology.** |
| 1. **Apply departmental and organizational data and**

**information system security policies.** |
| 1. **Use and summarize data compiled from audit trails**

 **and data quality monitoring programs.** |

 | **Data Security and Healthcare Information Systems*** **System architecture and design (Applying, 3)**
* **Screen design (Analyzing, 4)**
* **Data retrieval and maintenance (Analyzing, 4)**
* **Data security concepts (Applying, 3)**
* **Data integrity concepts (Analyzing, 4)**
* **Data integrity and security processes and monitoring (Applying, 3)**
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**Assessment**

The student learning assessments are designed to correlate directly to each learning outcome.

1. Instructor evaluation of student progress obtained through scheduled meetings with   student during PPE.
2. Preceptors evaluation of student progress obtained through direct observation during PPE.
3. **Participation and completion of case studies/discussion forums as assigned.**

**General Education Information**

**This course does not meet East Central College’s general education requirements.**

**Managing Information:**

To develop students’ abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.

Competencies:

* access and/or generate information from a variety of sources, including the most contemporary technological information services
* evaluate information for its currency, usefulness, truthfulness and accuracy
* organize, store and retrieve information efficiently
* present information clearly and concisely, using traditional and contemporary technologies

 **Classroom Conduct and Behavior**

**Student conduct in any classroom, laboratory, PPE site or studio should adhere to the**

**East Central College Student Conduct Policy and the Academic Honor Code.**

**Classroom misconduct which may lead to your removal from class includes, but**

**is not limited to, forgery or misrepresentation of class attendance,**

**obstruction, disruption or interruption of teaching, failure to turn off a**

**cell phone which disrupts teaching, playing games or otherwise misusing a**

**laptop or desktop computer during class time, any physical abuse or safety**

**threat directed toward faculty, staff or other students, theft, property**

**damage, disruptive, lewd or obscene conduct, abuse or misuse of computer**

**time, repeated failure to attend class as required, repeated failure to**

**participate or respond in class as required and any flagrant or**

**disrespectful actions or words directed to the faculty or other students.**

**Faculty may request your removal from class for any such misconduct or**

**excessive absences.  The instructor may then report a grade of record for**

**such class as indicated within the course syllabus; the grade of record for**

**the course is at the sole discretion of the faculty member.  East Central**

**College supports intellectual inquiry and diversity and respects the rights**

**to students to academic freedom.  Students with concerns regarding the**

**quality of instruction in this course may direct those concerns to the**

**appropriate division chair, Mary Beth Huxel,  or the Vice President of**

**Instruction, Jean McCann or the Vice President of Student Development.  Further, all**

**students may use the electronic course and faculty evaluation tools to**

**submit an evaluation of this instructor and this course.**

**Notice of Non-Discrimination**

**East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status.  Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Ina Hays, Vice President of Student Development, 131 Buescher Hall, 1964 Prairie Dell Road, Union, MO  63084, (636) 584-6565 or** **stnotice@eastcentral.edu****.**

**Learning Centers**

**Need help? Visit the Learning Center at the Union, Sullivan, or Rolla campus for additional help with your coursework.  Tutoring is generally available for computer questions, algebra and writing at all three centers.  Help with science courses is available in Union and Rolla.  Assistance with other subjects can be arranged on an as-needed basis.  Group study sessions may also be arranged.  Student ID’s are required to use any of the Learning Center facilities. For hours or additional information, contact the site nearest you:**

**Union:  636-584-6688 or email:** **general\_tutoring@eastcentral.edu**

**Southwest Area Center (Sullivan):  573-468-8287, ext. 14**

**Rolla:  573-458-0165 or email: rollacampus@eastcentral.edu**

**Access Services for Students with a Disability:**

**Any student in this class who has a health concern or other disability that prevents the fullest expression of academic abilities should contact the instructor as soon as possible to discuss course requirements.**

**If you have a health condition or other disability, which may require an accommodation in order for you to effectively participate in class, please make an appointment with the Access Counselor by contacting the Counseling and Career Services department secretary; located at Buescher Hall Office 153, phone (636) 584-6576 or TDD (636) 583-4851.**

**An appointment should be made as soon as possible to ensure that accommodations are arranged in a timely manner. Information about your disability will be held in strict confidence. Disabilities covered through the Access accommodations include, but are not limited to: learning disorders, ADD/ADHD, dyslexia, hearing or visual impairments, and physical challenges.**

 **Class Format**This is a 90 clock hour Professional Practice Experience. Students will complete this course in a combined industry/case study/virtual lab (if available) setting. The course information, requirements and other important documents will be housed in the Moodle course site. **Students will be required to maintain a log of activities and hours of completion at each PPE site and case study/V-Lab Activities.**

The course is designed in a weekly module format. The first module of the course is considered the resource module. It contains information that you will need throughout the semester. Each subsequent module will contain information/activities you are responsible to read or complete throughout the semester. Regular Discussion postings will be required for this course. Detailed instructions will be posted within the Moodle site.

**Attendance**

Attendance is necessary to succeed in any course and is particularly important when working in a Professional Practice Experience site. ***Students must be on time and in attendance for every scheduled work session***. **If a student is going to be late or absence, it is the student’s responsibility to notify the PPE Site Director or Designee in addition to the Instructor. You may not be late more than ONE time and only ONE absence is allowed through the semester. Additional tardies or absences will result in the student being administratively withdrawn from the course for excessive absence. This is non-negotiable!** Your scheduled time working at a PPE site is scheduled to best suit the PPE facility. They agree to take students at considerable cost in terms of workforce/supervision/planning for each student. Tardiness and absence is disrespectful to the PPE workforce and cannot be tolerated.

**Conduct**

**Code of Conduct:**Students will be expected to follow the Student Code of Conduct that is outlined in the ECC Student Handbook. **In addition**, students will behave in a highly professional manner at all times. You are representing ECC and you are making an impression with possible future employers. You must be well groomed appropriately attired. Each student will sign a conduct/appearance/professionalism acknowledgement prior to the first visit to a PPE site.

Online Learning Agreement

All students are expected to comply with the [ECC Online Learning Agreemen](http://www.eastcentral.edu/instructional_technology/ready_for_an_online_course.html)t which can be found in the Student Resources section on the login page of Moodle.

**Academic Honesty and Plagiarism Policy**

You are expected to conduct yourself honestly in all academic endeavors. Any act of academic dishonesty is a violation of the Honor Code. Please familiarize yourself with the college's policy of Academic honesty found in the student handbook. See this link or your student planner handbook for complete information. <http://www.eastcentral.edu/stuserv/handbook/StudentHandbook10.html>

Academic honesty includes the following:

* Documenting all proprietary information that is received from outside sources, including books, articles, web sites, lectures, interviews, television, radio, etc.
* Putting quotation marks around the words that were written or spoken by someone other than oneself.
* Applying this standard to all assignments (papers, take home exams, presentations, etc.).

Plagiarism:

To present someone else’s work or ideas as one’s own is plagiarism. A student commits plagiarism by

* copying, word for word, someone else’s writing without putting that passage in quotation marks and identifying the source.
* taking someone else’s writing, changing some of the words, and not identifying the source;
* taking someone else’s ideas or organization of ideas, putting them into his/her own words and not identifying the source;
* having someone else change the student’s writing—a tutor, friend, or relative, for instance—and creating the impression that this is the student’s own work; or
* purchasing or downloading papers or passages from the Web.

An instance of plagiarism may result in a grade of "0" for the assignment and all related assignments (in the case of an essay, all drafts and prewriting would also receive a zero).

**Method of Student Evaluation**

**This grading scale may be modified throughout the semester. Any modifications will be posted on the MOODLE site and sent to students as an email notification.**

**Students will be required to maintain a log of activities and hours of completion at each PPE site and V-Lab Activities.**

The student learning outcomes will be measured by the instructor and the preceptor at the clinical site.   The final course grade will be based on the following:

  Grading Percentages:   Grading Scale

Attended Orientation 25 pts
Completed Notebook     150 points
Complete Questions 100 points
Discussion Board     125 points
**Preceptors' Evaluation 100 points**
**Total 500 points**

450-500 A
400-449 B
350-399 C
300-349 D
0-299 F

**Below 350 points = Repeat the Course**

  \*     Instructor will meet with student throughout the semester to review PPE progress.   Student   will present Instructor with projects completed and rotations undertaken.   Instructor will question student over various aspects of PPE.

  \*\*     At conclusion of PPE Instructor will review preceptors' evaluation of student form.

**A 90-100% B 80-89% C 70-79% D 60-69% F 0-59%**

**Course Breakdown**

Between the first and last official day of classes for the semester, students will complete 90 hours of assigned work at a combination of PPE sites, assigned case studies and Virtual Lab (if available). This averages approximately 5 ½ hours per week for spring/fall 16 week semesters or 11 ¼ hours for an 8 week summer semester.

Learning Activities/ Course Outline/ Course Calendar

.   **DIRECTED PPE PRACTICE PARTICIPANT ACTIVITIES Weeks 1-16:**

  1.   Orientation to facility and the Health Information Center.

  2.   A conference with affiliation supervisor or designate at least 2 times per week for questions and answers and review of student progress.

  3.   Participate in departmental staff meetings when appropriate.

  4.   Analyze Health Information Center service functions.

  5.   Analyze forms used by the facility.

  6.   Review policies, procedures, budgets, and job descriptions of Health Information Department.

  7.   Retrieve and file medical records.

  8.   Participate in the coding function where appropriate.

  9.   Participate in the analysis function where appropriate.

  10.   Participate in the abstracting function where appropriate.

  11.   Participate in the Release of Information function where appropriate.

  12.   Participate in the transcription function where appropriate.

  13.   Become familiar with the various types of electronic equipment used within the department.

  14.   Become familiar with the activities relating to medical staff functions.

  15.   Become familiar with involvement and interaction with HMOs, PPOs and other alternate health care delivery systems.

  16.   Become familiar with departments which interact closely with the Health Information center.

  17. Become familiar with various reimbursement systems available.

**PPE SUPERVISOR RESPONSIBILITIES:**

  At all clinical sites, the clinical Supervisor is requested to:

 1.   Plan a clinical experience which would comply with the purpose and objectives of the Directed Clinical Practice, and provide the student with optimal exposure to the Health Information Department.

  2.   Orient the student to the facility and to the department.

  3.   Introduce the student to appropriate facility staff.

  4.   Provide a schedule of activities for the student.

  5.   Arrange, whenever possible, for student visits to specialty departments or services within the facility that would enhance the learning experience.

  6.   Schedule time for regular conferences with the student.

  7.   Complete all informational forms needed by the education program for accreditation.

 8.   Evaluate and review with the student his/her performance and achievement during the clinical practice assignment.

 9. Conduct an "Exit Interview" with the student prior to the completion of the clinical practice.

**STUDENT INFORMATION, POLICIES, AND RESPONSIBILITIES:**

  Policies regarding Practicum:

  1.   Placement is made at the discretion of the ECC Program PPE Instructor.

  2.   Facilities accept students as a courtesy to the profession and to the college.

  3.   Professional decorum is expected of students at all times.

  a.   Dress in a professional manner.   No visible body piercing is allowed.

  b.   Be courteous, diplomatic, and tactful when dealing with clinical site staff.

  c.   Be punctual and observe assigned work schedules.

  d.   Set a good professional example for departmental employees.

 4.   Observe professional ethics at all times.   Confidentiality of what is heard or observed during this educational experience must be maintained.

  5.   Students must abide by protocol, policies and procedures of the facility concerning work h ours, break periods, parking, etc.

  6.   Absence is allowed only in cases of emergency or illness.   In case of absence, contact the Clinical Supervisor and your Program Instructor at least one hour prior to the reporting time.  This is to be noted and highlighted in your Activities Log. ***See Attendance Policy in this Syllabus***

  7.   Directed Practice is a learning experience.   Students should maximize the opportunities given to them.

  8.   Always remember that you are setting the style and level of professional competency evaluation of ECC students to be based on your outstanding performance.

**Violations of any of the above policies and responsibilities could result in disciplinary action. Depending on the severity of the violation, disciplinary action could be any one or any combination of the following:**

**1.   Dismissal from PPE site and relocation to a new site.**

**2.   Dismissal from clinical site and a failing grade (F) for this clinical session.**

**3.   Dismissal from the Health Information Management Program.**

  **STUDENTS ARE REQUIRED TO:**

  1. Write a letter of introduction to the PPE Supervisors.   Present the letters to the ECC  PPE Instructor for review. Do not mail letter to clinical site without reviewing them the approval of the ECC PPE Instructor.   The Department will make a copy of each letter for the office PPE file. This letter should be presented to the PPE Supervisor on your first scheduled  work day. You MUST contact your PPE Supervisor prior to your first scheduled work day. Some facilities require an orientation prior to any student beginning any work in the HIM department.

  2.   Complete all assignments given you by the PPE supervisor.

  3.   Maintain an "Activities Log" during your PPE listing your daily experiences.

  4.   Complete the "Student's Evaluation of PPE" form attached.

  5.   Review the "Student's Evaluation of PPE Form" with the PPE supervisor at the exit interview.

  6.   Contact the ECC PPE Instructor, if a problem arises during the affiliation.

  7.   Send a follow-up letter to each PPE site in appreciation for the PPE experience. Keep a copy of this letter for your notebook.

1. Complete a notebook that includes evaluations, activities log, letters, completion of the required questionnaire, and any other documentation you feel that will substantiate your learning experiences during your clinical. This notebook will be required to be turned into your Program Instruction at the completion of your clinical.



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