NORTHERN MAINE COMMUNITY COLLEGE

NURSING AND ALLIED HEALTH DEPARTMENT

HEALTH INFORMATION TECHNOLOGY

SEMINAR IN HEALTH INFORMATION TECHNOLOGY

FOURTH SEMESTER

HIT 227 – SEMINAR IN HEALTH INFORMATION TECHNOLOGY

This is a capstone course designed to review professional and practical skills, applying them in an independent project. Students will be expected to develop a project plan; establish goals and objectives; collect and analyze information; and prepare their project to be presented in a formal written report, and deliver an oral presentation. The course will also include preparation activities for the national certification exam and career planning.

**Catalog Description:** This capstone course is designed as a review of the student’s professional and practical skills. The student will apply the knowledge they have learned throughout their program in an independent project of their choosing. The student is expected to develop a project plan; establish goals and objectives; collect and analyze information; and prepare their project in a formal written report which they will also have to deliver in an oral presentation. In addition, students will be required to draw conclusions and make recommendations based upon their findings. The course will also include preparation activities for the national RHIT certification exam and career planning.

**Course Format:** This is a course in which students will be working with a project of their choosing. The student will prepare their project in a formal written report format which they will also present to the instructor and their class mates through an oral presentation. They will meet with the instructor periodically throughout the course for project guidance. There will also be class time spent on preparing the students for the national certification exam and career planning.

**Written Assignments:**

The Formal written report must be presented in the APA format. Information on APA style can be obtained online. Written Report must include the following:

* Title Page
* Table of Contents
* Introduction
* Body of Report
* Conclusions
* Appendices
* Bibliography

**Oral class presentation must include a Power Point presentation.**

**Credit Hours:** 2 Credit Hours

**Prerequisites:** HIT 215, HIT 217, BUS 229

**Co-requisites:** HIT 221, HIT 223, ALS 124 and HIT 225

**Materials Needed:** Internet use is required.

**Course Objectives:** At the end of this course, students will:

1. Have had a review of the professional and practical skills they have acquired throughout the HIT program.
2. Apply these skills in a Health Information Technology project in which they demonstrate their knowledge and understanding of Health Information Technology functions and processes.
3. Review and interpret the project information and convert that into a formal written report in which they will draw conclusions and make recommendations based on their findings.
4. Be able to present your report to the class in an oral presentation.

**Attendance Policy:**  Students must participate in all assignments and class activities as scheduled. Students are expected to notify the instructor of any delays in completing assignments or if unable to attend a scheduled class prior to the class.

**Course Requirements:**

**Textbook:** Students are expected to utilize appropriate textbooks and references as needed to complete their project.

**NMCC Grading System:** Students must receive a 73 or better to successfully complete this course. Letter grades used at Northern Maine Community College to evaluate academic achievement are as follows:

93 – 100 A 4.00 90 – 92 A- 3.67 87 – 89 B+ 3.33

83 – 86 B 3.00 80 – 82 B- 2.67 77 – 79 C+ 2.33

73 – 76 C 2.00 70 – 72 C- 1.67 67 – 69 D+ 1.33

63 – 66 D 1.00 60 – 62 D- 0.67 < 60 F 0.00

**Grading:**

Course Project 80%

Oral Presentation 20%

**Discrimination and Disability:**

This class will not tolerate discrimination against students, instructors, or other participants or affiliates on the basis of age, race, sex, color, national origin, citizenship, handicap, veteran’s status or religious preference. Concerns should be addressed with the program coordinator or the college’s discrimination officer (additional information is available in the student handbook).

**ADA Accommodations:** Any student with a documented disability who would like to request academic accommodations should contact the Director of Counseling at the main campus of Northern Maine Community College.

**Additional Policies:**

Additional policies can be found in the NMCC Student Handbook and the Nursing and Allied Health Department General Policies and Procedures for Nursing, EMS, Medical Assisting and Health Information Technology Programs. This includes policies on professional behavior, class cancellations, grievance procedures, and program costs, etc.

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