

**HOUSTON COMMUNITY COLLEGE SYSTEMS
HEALTH INFORMATION TECHNOLOGY PROGRAM
HEALTH INFORMATION PRACTICUM II**

HITT 1167 (8 clinical hours/1credit)

Clinical Location - Fridays 8am-5pm

Fall 2012/CRN: 27544

Instructor: Dr. Carla Tyson-Howard, RHIA
Telephone Number: 713-718-7347
Office: Suite 334
Office Hours: office hours: Mon-Thr 2pm-4pm
Skype: carla.tyson.howard Thr 4-5pm

Clinical Coordinator

Mailing Address: Houston Community College Systems
Coleman College (Health and Science Center)
1900 Pressler Street, Houston, Tx 77030
Attn: Carolyn Stariha
Health Information Department
carolyn.stariha@hccs.edu

Course Description

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study

Students will understand admitting and discharge procedures, filing and numbering systems; perform record assembly, quantitative analysis, & filing and retrieval of health records. This practicum will take the student to acute and non-acute settings.

Course Purpose

The purpose of this course is to provide an opportunity for reinforcement and transfer of learning gained in the prerequisite and core requisite courses. The experiences will provide learning by performance and by association with personnel at both the technician and professional level. In addition, it will provide the opportunity to reference the theory and philosophy of Health Information science as it relates to the practical aspects of the Health

Information Department. The student activities will include but are not limited to: Filing, retrieval, analysis (quantitative), assemble records, the admitting process, and clinical research activities.

Course Goals and SCANS Competencies

Students will be able to observe employee relationships, define and apply the techniques necessary to assure adequate documentation of health data, and identify the appropriate technology to assist in quality processes.

SCANS: C5- Acquires and Evaluates Information
C6- Organizes and Maintains Information
C8- Uses Computers to Process Information
C9- Participates as a member of the team

Course Objectives

1. Review and/or develop quality procedures for documentation of patient records (Task # 1.d.2)
2. Evaluate documentation to support diagnoses, tests, and treatment modalities
(1.a.2)
3. Collect and report data on incomplete records and timeliness of record completion (1.b.4)
4. Design and apply surveillance checks to monitor accuracy of data
5. Maintain integrity of patient numbering system (2.3)
6. Maintain record storage (2.4)
7. Determine equipment and supply needs for department (3.a.1)
8. Design form displays for collection of data (1.b.3)

Houston Community College System seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or handicap. This policy extends to employment, admission, and all programs and activities supported by the college.

ADA STATEMENT

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability support services office. If you have any questions, please contact the disability counselor Donna Price at (713) 718-5165."

NOTICE: Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

ACCIDENTS OR INJURIES

All students should report accidents or injuries to Ms. Stariha at (713) 718-7349 immediately.

Physical Examination, Criminal Background, and Drug Test:

Must be completed prior to the student going to the practical site.

Academic Dishonesty will not be tolerated. Exams and assignments are individual assignments. Plagiarized and copied papers will be handled in accordance with established HCCS college policy.

Attendance Policy:

Students who are absent more than two class sessions (practicum) will be administratively dropped from the course without notification.

Compensation: Students will not be compensated for work or time completed at their practicum. The student is compensated with the knowledge and the time that the preceptors gives.

Clinical Orientation- This is a mandatory meeting. 20 points will be deducted from your final grade if the student is not in attendance. No student will be allowed to leave early. 20 points will be deducted from the final grade if a student arrives late or leaves early. All students need to be prompt.

Clinical Out-briefing- This is a mandatory meeting. 20 points will be deducted from your final grade if you are not in attendance. No student will be allowed to leave early. 20 points will be deducted from the final grade if a student arrives late or leaves early. All students need to be prompt.

Assignments- All assignments are due at the out-briefing. Assignments need to be turned in at the beginning of the class. Late assignments will not be accepted.

Tardiness to Clinical Site- If the student is tardy two or more times, 15 points will be deducted from your final grade. After 2 tardies, 10 points will be deducted for every tardy. Also, all students must notify their Clinical Preceptor and Ms. Stariha that they will be tardy. All tardy time must be made-up. No excuses.

Absences- All students are allowed to miss only 2 days of practicum. If a student misses more than 2 days then the student will be administratively withdrawn from the practicum. A student will receive an “F” if they do not make-up the 1 or 2 days that they have missed. Students are required to contact Ms. Stariha and their clinical preceptor if they will miss a day of practicum. If a student fails to do this, 20 points will be deducted from their final grade. 20 points counts for each occurrence.

Professional Behavior/Professional Dress- All students need to be responsible for their behavior. Any complaint about a student not maintaining professional behavior and/or dress will result in the student having 30 points deducted from their final grade. Students will be dismissed from their practicum and administratively withdrawn if they display unprofessional behavior and warrants the preceptor not wanting the student to return to the clinical site. No horse playing, gossiping, and any other unprofessional behavior will be tolerated.

Practicum Exam- After the out-briefing, students will be taking a comprehensive final exam over their assigned practicum objectives. **Not taking the exam will result in a “F”.** All students need to be familiar with the objectives in their practicum. Each student will need to study the required information in the following books(Johns & Abdelhak).

Grading Scale

100-90= A

89-80= B

79-70= C

69 and below= F

No D's are issued in this course.

HITT 1167: Grading Weight

Student Performance Appraisal-----	25%
Behavioral Rating Scale-----	25%
Student's Evaluation (Signed By Preceptor)-----	2%
Assignment I (Report on Practicum Experience)----	20%
Assignment II (Activity Log)-----	2%
Assignment II (Student Time Card)-----	2%
Assignment III (Student's Position)-----	2%
Comprehensive Final Exam-----	22%

Clinical Site Supervisors Responsibilities

1. Orient Hospital and department employees to their role in the student's affiliation.
2. Orient student to the facility and department
3. Provide a planned schedule of activities for the student.
4. Plan educational tours for specific areas of study (i.e., admissions department, forms design committee)
5. Provide instruction for assignments
6. Meet with student regularly to review progress and expectations of affiliation activities.

7. Verify student experiences by signing the Activity Log in the supervisors signature box.

8. Evaluate the student's performance of the rotation, with the student on the last day of affiliation (see attached Clinical Supervisor's Evaluation of Student)

Mail or send in sealed envelope to Clinical Coordinator:

Houston Community College Systems

Coleman College (Health Science Center)

1900 Pressler Street

Houston, Tx. 77030

Carolyn Stariha

Health Information Technology Program

or Fax to (713) 718-7208

Please evaluate the student's performance at least two weeks in advance (see attached Student Performance Appraisal) of the practicum ending. This evaluation does not need to be shared with the student. **It is confidential.**

See Student Activities for suggested learning activities.

Student Activities List

The following is a list of suggested preceptorship activities. Some of the activities are not available at every site. Students will document performed activities on the attached Activities Log.

A. Required Activities

Orientation

Orientation to Department and Hospital

Meet department heads

Tour department and meet employees

Tour Hospital

Read personnel policies for department

Review policies and procedures for assigned work areas

Complete Student Evaluation of Preceptorship at the end of the rotation (see attached)

B. Student Activities (Areas of clinical practice)

I. The Admitting Process

Student should be exposed to the admitting process or provided with an explanation of the procedures with actual hands-on experience (interview patient, enter patient number,) if feasible.

The student can perform the following functions in the admitting office:

Interview Patient

Complete Admission Summary

Data Entry

Generate a Medical Record Number/Hospital number

Make an identification bracelet and addressograph card

The student should gain understanding of the following:

The pre-registration process

Room assignment process

Who supervises personnel in the admitting office

How are infants admitted

How and if, the admitting office determines insurance coverage and/or makes financial arrangements

Is there a roster of physicians with categories of their privileges kept in the admitting department, If so how is it used by the admitting clerk

What other departments are closely affiliated with the admissions department

II. HEALTH CARE DATA MANAGEMENT

Accurately assemble records according to facility chart order

Perform quantitative analysis and complete deficiency sheet

Generate incomplete and delinquent record reports

Assist in the notification process to physicians

Update records in the chart tracking system

Generate Bar Codes

Conduct concurrent review (if applicable)

Know what time medical records from the previous days discharges are required to be in medical records

Know how records arrive in medical records

Perform quality check s prior to records being filed in permanent storage

Participate in forms design committee meeting or collect information on committee's process and functions

III. INFORMATION STORAGE, RETENTION, & RETRIEVAL

Sort and file health records with appropriate speed and accuracy

File according to facility filing system

Retrieve records from permanent storage for readmits, clinic visits, emergency visits, research, etc.

Update location of records on facility charge-out/chart tracking system

Sort and file loose lab reports

Process request for records

Retrieve records from microfilm, off-site storage, or optical disk if applicable

Identify materials and equipment needed for file room

Identify materials and equipment for microfilming process or optical imaging process

Explore facilities plan for the Computerized Paperless Record

Identify current stage of facility to facilitate the process of computerized record

Assist with the purging process

Inquire about facilities record destruction process

IV. CLINICAL RESEARCH ACTIVITIES

Students are to collect information (brochures, policies and procedures, strategic plans, handouts etc) on the following:

Computer Applications

Systems applications

Hardware

Software

In-house computer capabilities

Goals for future implementations

Areas that are automated

V. ELECTRONIC HEALTH RECORD

Prep and Scan Records

External Requirements and Standards for

JCAHO

HCFA (Medicaid and Medicare)

State

Other

OUTLINE OF STUDENT RESPONSIBILITIES

Letter of Introduction:

At least one week prior to the first day at the site, the student is to send a letter of introduction to the site supervisor. They are to include their objectives and areas of interest related to the specific clinical site.

They will also be requesting a conference with the site supervisor to be held during the first two days of attendance. The purpose of this conference is to review their objectives to be sure they are appropriate for the site and to identify ways to achieve their objectives.

Hours/Schedule/Tardiness/Illness:

The student is to report to the site supervisor by 8:00 a.m. on the first day unless a different time has been assigned. From then until the end of the Clinical, they are responsible for following the schedule and completing the assignments as specified by the site supervisor or their designee. The student must promptly notify their Clinical Preceptor and their Clinical Coordinator if they will be late. Absences due to any reason must also be promptly reported to the Clinical Preceptor and their Clinical Coordinator.

The student is expected to be at their clinical practicum during their assigned time. All tardiness and/or absences are to be made-up. The make-up time is to be coordinated between the student and the site preceptor at the site preceptor's convenience.

Requirements:

Students are responsible for maintaining and completing the following for each site:

- *Clinical Orientation
- *Report on Practicum
- *Weekly Journal/Log and Student Time Card
- *Student Position Report
- *Student's Evaluation of Preceptorship Experience
- *Outbriefing

Conferences

The students are required to request a conference with the site supervisor during the first two days they are in attendance at the site. This is to review their objectives to assure they are appropriate for the site, to identify ways to achieve the objectives and to discuss their

schedule.

Attire

While at each practicum site, the student is to dress in a professional manner and to comply with facility dress codes. They are required to wear a lab jacket with the Health Science Patch on the right sleeve.

Behavior

Students are to behave professionally at all times. No bad conduct will be tolerated.

Incident Reporting

Any incident in which the student is involved and where there is a potential compensable event must be reported immediately to the clinical preceptor and clinical coordinator.

At the end of the rotation, Students will submit the following to the Clinical Coordinator:

Student Evaluation of Preceptor

Assignment I:

Report on Practicum:

The student will type and submit a written report which will be five or more pages in length. Please include the following information in your paper:

- (1) Culture of site environment.
- (2) Summary of above listed activities.
- (3) Results of clinical research.

- (4) Discuss other activities performed.
- (5) Critical Thinking and Problem-solving:
- (6) a. How would you improve processes or systems you were exposed to?
- b. What problem did you assist in resolving?
- c. What technology could assist this facility?
- (7) Discuss the learning experience that you gained the most from as well as the one you gained the least from.

Report should include a cover page. Report must be turned into clinical coordinator in a folder.

Evaluation: Paper will be evaluated on correct grammar usage, all questions addressed, and the answers are based upon correct HIM theories.

Minimum 5 pages (not to include cover page). ** If this report is not at least 5 pages in length, 20 points will be deducted from your final grade or one letter grade.**

Assignment II: Weekly Journal/Log

Students will keep a weekly journal of activities performed in assigned areas.

Example: June 7, 1996-I reviewed the department's organization structure. I was introduced to department heads and employees in other areas that interact with health information. I attended a QI meeting with the supervisor and participated in preparing for the meeting. Etc..... Students must also keep a log on all activities performed. Supervisor must sign to attest activities were completed in

a satisfactory manner. See attached Log.

Evaluation: Weekly journal/log will be evaluated on completeness and that the journal/log was signed by the preceptor weekly.

Assignment III:

Student Position on Paper

Student will write a one page position paper in regards to their personal opinion about the assigned areas and its impact on health care today and tomorrow. The student will state what they felt about their practical experience and if they would consider working in this facility.

Evaluation: Paper will be evaluated on correct grammar usage, all questions addressed, and the answers are based upon correct HIM theories.

All assignments and evaluations must be submitted to the clinical coordinator with the exception of the mail-in evaluations. Late assignments will not be accepted. Also, be sure that typed assignments are the exact number of pages required using 12 font, 1 inch margins, and Times New Roman type.

Preceptor Evaluation Part II

Instructions: Please complete this evaluation for each student. This is confidential and is to be shared only with program faculty.

Comments that would be helpful to us in evaluating and counseling the student.

Before making a final decision regarding your evaluation of the student's performance during preceptorship, consider the following question:

If a position were vacant, would you consider this person for employment on your staff?
_____ Yes _____ No If no, state why.

Clinical Supervisor's Signature

Date

STUDENT'S EVALUATION OF PRECEPTORSHIP EXPERIENCE

Student Name _____ Dates of
Affiliation _____ TO _____

Clinical Practice Site Instructor's Name _____

Name of Facility _____ City _____

Instructions:

Please evaluate your Preceptorship experience at the facility identified above by placing a check mark in the appropriate column. If your response to any of the questions is “To some degree” or “No”, use the space provided and, if necessary the bottom of page 2, to explain. At the exit interview, you are to discuss this evaluation with the clinical supervisor. This form must be signed by you and the clinical practice supervisor. Please give a copy to your clinical practice site supervisor. Place the original and one copy in your preceptorship notebook.

		Yes	To some degree	No
1.	Was your orientation the facility adequate?			
	Comments: _____ _____	_____	_____	_____
2.	Was your orientation to the department adequate?			
	Comments: _____ _____	_____	_____	_____
3.	Did the preceptor assign appropriate learning? experience?			
	Comments: _____ _____	_____	_____	_____
4.	Did the preceptor take advantage of unusual situations as they arose to broaden your experience?			
	Comments: _____ _____	_____	_____	_____
5.	Were the comments and instructions by the preceptor/supervisor (s) clear?	<u>YES</u>	To some <u>degree</u>	<u>No</u>
	Comments: _____ _____	_____	_____	_____
6.	Did the preceptor provide assistance when needed?			
	Comments: _____ _____	_____	_____	_____
7.	Did you feel free to ask the preceptor questions, express opinions?			

Comments: _____

8. Was the length of time you were assigned to this facility reasonable/realistic to allow you to accomplish the objectives and projects?

Comments: _____

Additional Comments:

Student's Evaluator's Signature Date

I have had the opportunity to review this evaluation and discuss it with the student.

Clinical Supervisor's Signature Date

ACTIVITY LOG

ACTIVITY PERFORMED	DATE COMPLETED	SUPERVISORS SIGNATURE*

*-Supervisor is attesting to students completing activity in a satisfactory manner