

HITT 2166 Practicum III
Spring 2019/CRN 17393

PROFESSORS

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 Schedule online appointment thru Calendar of Canvas Tuesdays 4pm-5pm

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Class Time

Hybrid/ Clinicals/Tours

IMPORTANT DATES

January 18th 10am	First class meeting (Coleman College, HITT computer lab - room 538)
GoToMeeting day and time Fridays 11am when not in clinicals	https://attendee.gototraining.com/r/1880198263961324802
March 27th 5pm-8pm	HIP Week on campus celebration
April 1st at 4:30pm	Last day to withdraw
May 10 at 10am	Final Exam (Coleman HITT computer lab room 538)

Course Description

Practical training and clinical experience 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 courses of study.

The student will understand Release of Information policies and procedures. Translation of various diagnoses and operations into coding symbols utilizing the International Classifications of Diseases code books. Student will use various indices and registries in the hospital. Students will use hospital computer procedures and data entry operations.

Course Goals

The purpose of this course is to provide an opportunity for reinforcement and transfer of learning gained in the prerequisite and co-requisite courses, specifically, Coding (ICD-10-CM, ICD-10-PCS),

Indexes and Registers, Statistics, Release of information, and statistics, quality improvement, and utilization management.

Students will experience a work environment where work standards are applied and accuracy is required with occasional interruptions in the above stated competencies.

Course Objectives (AHIMA Competencies)

Subdomain I.A. Classification Systems

1. Apply diagnosis/procedure codes according to current guidelines.
 - a. Principles of Nomenclatures, Terminologies, Clinical Vocabularies, Taxonomies and other data sets (OASIS, HEDIS, UHDDS, and DEEDS) and applications of Classification Systems (ICD/CPT, HCPCS, SNOMED, DSM).
2. Evaluate the accuracy of diagnostic and procedural coding.
 - a. Principles and applications of Classification Systems and Audits.
3. Evaluation the accuracy of diagnostic/procedural groupings.
 - a. Principles and applications of diagnostic and procedural groupings and audits.
4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare.
 - a. Roles and responsibilities of health care providers for health information documentation.
 - b. Administrative (patient registration, ADT, billing, clinical).

Subdomain II. A. Health Law

1. Apply legal concepts and principles to the practice of HIM.
 - a. Maintain a legally defensible health record (subpoenas, depositions, court orders and warrants).

Subdomain II. C. Release of Information

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
 - a. Release patient specific data to authorized users; access and disclosure policies and procedures.

Subdomain IV.A. Revenue Cycle and Reimbursement

1. Apply policies and procedures for the use of data required in healthcare reimbursement.
 - a. Payment methodologies and systems including capitation, Prospective Payment System (PPS), Resource Based Relative Value Scale (RBRVS), case mix, indices, MSDRGs, healthcare insurance policies and Accountable Care Organizations (ACOs).
2. Evaluate the revenue cycle management process.
 - a. Billing processes and procedures (claims, Explanation of Benefits (EOB), Advanced Beneficiary Notice (ABN), Electronic Data Interchange (EDI), coding, Chargemager and bill reconciliation process, in hospital inpatient, outpatient, physician offices, and other delivery settings.

SCAN Competencies

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

EQUAL EDUCATIONAL & EMPLOYMENT OPPORTUNITY

HCCS seeks to provide equal education opportunities without regard to race, color, religion, national origin, sex, age or handicap.

TITLE IX: SEX DISCRIMINATION AND SEXUAL MISCONDUCT

The Houston Community College is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. HCC is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence by employees, students or third parties. Sexual and gender-based misconduct is unprofessional and will not be tolerated and is expressly prohibited. Individuals who engage in such conduct will be subject to disciplinary action.

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. Students who become pregnant during the program should consult with the Program Director as well as the Ability Services Counselor to be sure they understand their rights under Title IX. In situations that involve absence from class, this consultation may include a discussion about receiving Incomplete Grades instead of a full term withdrawal, the ability to voluntarily leave the program based on agreed terms for return, the opportunity to resume enrollment without being subject to a new admission process, and return with restrictions as long as accommodations provided through Ability Services effectively helps the student meet the Program's Essential Functions. Students should contact the Counselor in Ability Services for assistance with requesting and receiving academic accommodations due to pregnancy or parental status.

Students who believe that they have been the victim of misconduct prohibited by these regulations may submit a compliant to initiate College action. More information regarding your rights under Title IX and compliant forms are available online at:

<http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/>

Title IX Coordinator

James David Cross, Director of EEO/Compliance HCC Office of Institutional Equity

3100 Main, Room 702

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ADA STATEMENT

HCCS recognizes its responsibility to not discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376.

HCC COURSE WITHDRAWAL POLICY

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting students to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will "alert" you and counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a counselor or your professor prior to withdrawing (dropping) the class and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. **Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal**

options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

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.

EXPANDED ONLINE TUTORING

Onsite tutor is available upon application at the Academic Success Center of Coleman Campus. Online tutoring is offered to students in MATH, BIOL, CHEM, PHYS, ENGL, PSYC, and for papers in all subjects. Students may self-register with any e-mail address, choosing their own user names and passwords. As always, students may submit work 24 / 7/ 365 and will get responses within 24 hours -- and usually much faster than that. For more information or for an electronic version of the registration and information flyer, contact deborah.hardwick@hccs.edu.

EARLY ALERT SYLLABUS STATEMENT

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student's academic performance. The possible problem (s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors will then contact students to discuss the issues and possible solutions to their academic difficulties.

ATTENDANCE POLICY

Students taking Online courses complete weekly assignments at their own computers and communicate with their instructor by electronic mail and other provided web-based technologies. Students must logon at least once per week to be considered present for class. Students complete assignments, take tests, and complete all other coursework just as they would in an on-campus class. Instructor will have weekly on-line chats with students. Course work will be submitted via the internet. Students must be in attendance on campus for appointed times and major exams. Off campus clinical assignments and tours may be included in this course.

Campus Carry

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>."

TEXAS HB1508

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

ONLINE STUDENT HANDBOOK

The HCC Online Student Handbook (may be found at www.hccs.edu/online) contains rules and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information such as contacts, links to policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars.

CLASS REQUIREMENTS

1. Complete module assignments.
2. Have necessary material to complete course work.
3. Participate in the Canvas on-line class activities as scheduled.
4. Participate in weekly GoToMeetings, Clinical Assignments, Tours and Out-briefing.

GRADING POLICY

Student Performance Appraisal	15%
Behavioral Rating Scale	15%
Student's Evaluation (Signed by Preceptor)	2%
Assignment I (Report on Practicum Experience)	10%
Assignment II (Activity Log)	2%
Assignment II (Student Time Card)	2%
Assignment III (Student's Position)	2%
Virtual Assignments (articles, VLab, NorthStar, etc)	15%
Test/Quizzes	15%
Comprehensive Final Exam	22%

The percentage of each activity will weight in the final grade regardless if the student participated in the activity or test.

Academic dishonesty will not be tolerated. Exams and assignments are individual assignments. Academic dishonesty will be handled in accordance with established HCCS college policy. Do not copy the work of others.

GRADING SCALE

90 - 100	A
80 - 89	B
75 - 79	C
74 and below	F (No Ds will be given)

EXAMS

Exams are multiple choice, true/false, matching, fill-in-the blanks, and essay. Quizzes/tests need to be completed by the due date. The final exam will be taken at the Coleman College on the assigned date.

Exams will be taken in Respondus Lock-down Browser. To avoid loss of work, save test questions after you answer them. Do not go in and out of lock down browser because it may shut down.

Once you open an exam, complete it by answering every question. Review your test for completion prior to submitting. Exams cannot be retaken after a student has logged into the exam for any reason. To assure you are using a computer with up to date software, students may use the Coleman Tower open computer lab.

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

ASSIGNMENTS

Assignments:

Students will complete assignments which includes activities from AHIMA Virtual Lab, NorthStar and article reviews.

Tours:

When available, tours will be conducted at area health care facilities.

Practicum Assignment:

Students will be assigned to a Practicum Site for approximately 7 weeks.

CLASS SCHEDULE

Week 1	Introduction
Week 2	The Coding Professional
Week 3	Medical Terminology and A&P Reviews
Week 4	Quantitative Analysis and Record Reviews
Weeks 5 - 8	Manual Coding (Outpatient, Inpatient, ER, and Mental Health)
Weeks 9 - 10	Computer Assisted Coding (Outpatient, Inpatient, ER, and Mental Health)
Week 11	Reimbursement
Week 12	Release of Information and Health Care Statistics
Week 13-14	Cancer Data Management
Weeks 15	Final Exam and Out-briefing 11am on Coleman College campus HITT lab room 538