

Syllabus

Course Number: HIM 385

Course Title: Directed Practice

Course Description:

Virtual clinical/internship experience allowing hands-on practice with various clinical and health care applications such as abstracting software, Release of Information and coding software and other administrative systems used by health information professionals. Includes planning for the management practicum and identifying a volunteer/service activity to be completed at the end of HIM 485.

Prerequisite Courses:

Completion of all HIM 313, HIM 320, HIM 350 and HIM 430 (or HCA/HIM 423).

Course Outcomes:

Upon completion of this course, learners should be able to:

- Apply classroom knowledge in a virtual health services setting
- Describe various medical record/health information department services and functions
- Perform specific health information department activities including, creating a workflow diagram, creating an organizational chart and performing, deficiency analysis, coding and release of information functions.
- Describe departmental policies and procedures and evaluate their effectiveness.
- Explain the relationship of health records to the facility as a whole.
- View medical record procedures from both technical and managerial standpoints.
- Complete site selection and compliance documentation for HIM485 Management Practicum.

Course Materials:

Required Texts:

Grzybowski, D. (2014). Strategies for electronic document and health record management. Chicago, IL: AHIMA. Product No.: AB113013

Optional Materials:

Abdelhak, M. & Hanken M.A. (2015). Health information: Management of a strategic resource (5th Ed.) ISBN-13 978-0323263481

Technology Tools:

AHIMA Virtual Lab

Pre-Assignment:

Online Format: Sign on to D2L (Home Page) and become familiar with the course navigation of the Web Curriculum.

Course Assignments and Activities:

	Topics	Readings	Activities Assignments and Associated Points
1	HIM Department Overview, EDMS Models and Workflows	Strategies Text: Chapter 1 , Chapter 2 (pages 17-19) & Chapter 4 Virtual HIM Department Profile Virtual Lab Registration	EDMS Model (50) HIM Workflow Chart (50)
2	Data Integrity & Master Patient Index	Strategies Text: Chapter 2 (pages 19-29) AHIMA Article: Managing the Integrity of Patient Identity in Health Information Exchange	Dr Chrono Activity 1 (50) ARGO EMPI Activity (50)
3	Documentation and Deficiency Management	Strategies Text: Chapter 2 (pages 19-29) Example Documentation Requirements Policy Example Suspension Policy	Meditech Activity 1 (50) Dr Chrono Activity 2 (50) HIM 485 Prep (40)
4	Release of Information	Strategies Text: Chapters 3 & 5 AHIMA Articles	CIOX Health ROI (100) Meditech ROI Activity (20)

5	Coding and Reimbursement	CMS Hospital Acquired Infections Video Article: The Here & Now on Present-on-Admissions Indicators	Begin working on Coding & RCM Project due in Week 6
6	Coding and Reimbursement		Coding & RCM Project (100)
7	The HIM Profession	Strategies Text: Chapters 4, 8 & 9 HIM Reimagined White Paper	The Next Steps for HIM (100)
8	Wrap up	Volunteering Presentation	HIM Professional Assoc. Report (40)
			Maximum Points Possible: 700



CC&IS Grading Scale

Letter Grade	Percentage	Grade Point
A	93 to 100	4.00
A–	90 to less than 93	3.67
B+	87 to less than 90	3.33
B	83 to less than 87	3.00
B–	80 to less than 83	2.67
C+	77 to less than 80	2.33
C	73 to less than 77	2.00
C–	70 to less than 73	1.67
D+	67 to less than 70	1.33
D	63 to less than 67	1.00
D-	60 to less than 63	.67
F	Less than 60	0

Additional information about grading can be found in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx>.

CC&IS Policies and Procedures

Each of the following CC&IS Policies & Procedures is incorporated here by reference. Students are expected to review this information each term, and agree to the policies and procedures as identified here and specified in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx> or at the link provided.

- The CC&IS Academic Integrity Policy.
- The Student Honor Code and Student Standards of Conduct.
- Incomplete Grade Policy, Pass / No Pass Grades, Grade Reports.
- The Information Privacy policy and FERPA. For more information regarding FERPA, visit the [U.S. Department of Education](http://www.ed.gov).
- The HIPAA policies for protected health information. The complete Regis University HIPAA Privacy & Security policy can be found here: <http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Auxiliary-Business/HIPAA.aspx>.
- The Human Subjects Institutional Review Board (IRB) procedures. More information about the IRB and its processes can be found here: <http://regis.edu/Academics/Academic-Grants/Proposals/Regis-Information/IRB.aspx>.

The CC&IS Policies & Procedures Syllabus Addendum summarizes additional important policies including, Diversity, Equal Access, Disability Services, and Attendance & Participation that apply to every course offered by the College of Computer & Information Sciences at Regis University. A copy of the CC&IS Policies & Procedures Syllabus Addendum can be found here: <https://in2.regis.edu/sites/ccis/policies/Repository/CCIS%20Syllabus%20Addendum.docx>.

Health Information Management Domains:

This course contains the following domains, subdomains, and learning outcomes recommended in the accreditation guidelines of the Commission on Accreditation for Health Informatics and Information Management Education.

Domain I. Data Content Structure and Standards

Subdomain I.B. Health Record Content and Documentation

1. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status (4)

Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security

Subdomain II.B. Data Privacy, Confidentiality & Security

1. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information (4)

Domain III Informatics, Analytics & Data Use

Subdomain III.A. Health Information Technologies

1. Utilize technology for data collection, storage, analysis, and reporting of information (3)
2. Assess systems capabilities to meet regulatory requirements (5)
6. Create the electronic structure of health data to meet a variety of end user needs (6)

Subdomain III.H. Information Integrity and Data Quality

1. Discover threats to data integrity and validity (3)
4. Perform quality assessment including quality management, data quality, and identification of best practices for health information systems (4)

Domain VI. Leadership

Subdomain VI.C. Work Design and Process Improvement

3. Demonstrate workflow concepts (3)