HITT 2361 – Clinical-Health Information Technology/Technician

Catalog Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: HITT 1361
Pre-requisite or Co-requisites: HITT 2343, HITT 2346

Semester Credit Hours: 3
Lecture Hours per Week: 1
Lab Hours per Week: 8
Practicum Hours: 144
Contact Hours per Semester: 144
State Approval Code: 51.0707

Class section meeting time: Online—students are expected to spend at least 9 hours per week reading, reviewing, and participating in assigned activities for successful completion of this course.

Alternate Operations During Campus Closure: In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

Instructional Goals and Purposes: The purpose of this course is to reinforce the learning experiences obtained from lectures and laboratory assignments. Students will participate in a virtual HIM simulation that will require application of concepts learned in previous courses including health information management functions, health care statistics, advanced coding and reimbursement procedures, quality assessment, and management and supervision. Students will prepare themselves to enter the workforce upon graduation by preparing for and taking their RHIT certification exam (early exam qualification), completing job preparation assignments, prepare and present a research project, and create an online portfolio of their work. This course provides the capstone experience for Health Information Technology students.

Learning Outcomes:
General learning objectives the student should master include the following:
1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.

2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
3. Apply class knowledge to virtual scenarios.
4. Display professionalism by presenting a professional appearance and conducting one's self in a professional manner.
5. Demonstrate initiative, responsibility, maturity, punctuality, confidence, and professional communication.

Specific Course Objectives (includes SCANS):
After studying all materials and resources presented in the course, the student will be able to:
Upon completion of this course the student will have performed the following tasks:

1. **Simulation Objectives: (1a-i, 1a-ii, 1a-iii, 1a-iv, 1a-v, 1b-i, 1b-ii, 1b-iii, 1b-iv, 1b-v, 1c-i, 1c-ii, 1c-iii, 1c-iv, 1c-v, 2a-i, 2a-ii, 2a-iii, 2a-iv, 2v-i, 2b-iii, 2b-iv, 2b-v, 2b-vi, 2c-i, 2c-ii, 2c-iii, 2c-iv, 2d-i, 2d-ii, 2d-iii, 2e-i, 2e-ii, 2e-iii**
   a. Apply diagnosis/procedure codes according to current guidelines (I.A.1)
   b. Evaluate the accuracy of diagnostic and procedural coding (I.A.2)
   c. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. (I.B.1)
   d. Verify the documentation in the health record is timely, complete, and accurate. (I.B.2)
   e. Identify a complete health record according to organizational policies, external regulations, and standards. (I.B.3)
   f. Apply policies and procedures to ensure the accuracy and integrity of health data. (I.C.1)
   g. Collect and maintain health data. (I.D.1)
   h. Identify and use secondary data presentations. (I.E.1)
   i. Apply healthcare legal terminology. (II.A.1)
   j. Identify use of legal documents. (II.A.2)
   k. Apply legal concepts and principles of practice to HIM (II.A.3)
   l. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information. (II.B.1)
   m. Apply retention and destruction policies for health information (II.B.2)
   n. Apply system security policies according to departmental and organizational data/information standards. (II.B.3)
   o. Apply policies and procedures surrounding issues of access and disclosure of protected health information. (II.C.1)
   p. Utilize software in the completion of HIM processes. (III.A.1)
   q. Explain the process used in the selection and implementation of health information management. (III.B.1)
   r. Explain analytics and decision support. (III.C.1)
   s. Apply report generation technologies to facilitate decision-making. (III.C.2)
   t. Explain current trends and future challenges in health information exchange (III.G.1)
   u. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system. (III.H.1)
   v. Apply policies and procedures for the use of data required in healthcare reimbursement (IV.A.1)
   w. Analyze policies and procedures to ensure organizational compliance with regulations and standards (V.A.1)
   x. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification (V.A.2)
   y. Analyze current regulation and established guidelines in clinical classification systems. (V.B.1)
   z. Identify discrepancies between supporting documentation and coded data. (V.D.1)
   aa. Develop appropriate physician queries to resolve date and coding discrepancies (V.D.2)
   bb. Organize and facilitate meetings (VI.A.3)
   cc. Report staffing levels and productivity standards for health information functions. (V.D.1)

dd. Understand the importance of healthcare policy making as it relates to the healthcare delivery system. (VI.F.2)
ee. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system. (VI.F.3)
ff. Apply information and data strategies in support of information governance initiatives. (VI.F.4)
gg. 5. Utilize enterprise-wide information assets in support of organizational strategies and objectives. (VI.F.5)
hh. Plan budgets. (VI.G.1)
ii. Explain accounting methodologies. (VI.G.2)
jj. Apply knowledge of database architecture and design. (VI.K.1)

2. **Job Preparation (1a-i,ii,iv,v; 1b-i,ii,iv,vi; 1c-i,ii,iii,iv,v; 2a-i; 2b-v,vi; 2c-i; 2d-iii; 2e-i,iii)**
   a. Construct a (ONE PAGE) resume using the rules and an appropriate format and content: Name, residential address, phone number, email address, Career objective, Educational qualifications, Work experience, Military experience (if applicable), Certification(s), Professional memberships, honors, activities, Volunteer work (if applicable), Proficiency in another language.
   b. Define professionalism, ethics
   c. Define the purpose of the resume.
   d. State the vital purposes of a job description.
   e. List the items that should be included in a job description.
   f. State the employer's and candidate's purposes regarding the interview.
   g. Identify ways a candidate might prepare for the interview.
   h. Identify candidate actions that are considered appropriate during the interview.
   i. Discuss appropriate dress for an interview.
   j. Identify subject areas of illegal interview questions.

3. **RHIT Exam and Prep Objectives (1a-i,ii,iii;1b-ii,iii,iv,v,vi; 1c-i,ii,iv,v; 2a-i; 2c-i,ii,iii,iv)**
   a. Identify the agency that credentials HIT professionals
   b. Summarize the requirements to take the RHIT exam.
   c. Define the process for applying to take your certification exam.
   d. Discuss the requirements to maintain certification.

4. **Research and Project Presentation (1a-i,ii,iii,iv,v; 2a-i,ii,iii,iv,v,vi; 2b-iii; 2c-i,ii,iii,iv; 2e-i,ii)**
   a. Obtain "Information Literacy Certification" through Panola library.
   b. Research and Present HIT project in accordance with instructions.
   c. Properly cite all sources.

5. **Online Portfolio (1a-i,ii,iii; 1b-i,ii,iii,iv,v,vi; 1c-iv,v; 2a-c; 2c-i,ii,iii,iv; 2d-i,ii,iii; 2e-i,ii,iii)**
   a. Create online Canvas student portfolio.
   b. Update and maintain portfolio as instructed.

Course Content:
A general description of lecture/discussion topics included in this course are listed in the Learning Objectives / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:
1. Prep and take RHIT exam
2. Complete simulation assignments
3. Complete Job Prep Assignments
4. Create and online portfolio
5. Research and present a project to instructors and peers

Methods of Instruction/Course Format/Delivery:

Students will apply knowledge from previous courses, simulation and on-site clinical exercises.

Students use knowledge of health information technology skills learned in the classroom and by observation to study for and take RHIT exam.

Students will complete job preparation assignments to prepare to enter the workforce.

Students will create an online portfolio.

Students will research and present a project to peers and instructors. of the facility.

Major Assignments / Assessments:
The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

Assessment(s):
1. RHIT mock exam(s)/RHIT Exam
2. Neehr Perfect Simulations exercises
3. Job Prep exercises
4. Online Portfolio
5. Research project
6. VLAB Simulation exercises
7. Onsite clinical hours

**FAILURE TO COMPLETE ONE OR MORE OF THE ASSIGNMENT/ASSESSMENT AREAS ABOVE WILL RESULT IN AN AUTOMATIC "F" IN THE COURSE. COMPLETION OF ALL PARTS IS REQUIRED FOR SUCCESSFUL COMPLETION OF THIS COURSE.

Course Grade:
The grading scale for this course is as follows:
- RHIT exam and mock exam 30%
- Job Prep 5%
- Neehr Perfect Simulations 20%
- VLAB Simulations 20%
- Online Portfolio 5%
- Research Project 10%
- Onsite clinical 10%

Texts, Materials, and Supplies:
- *Professional Review Guide for the RHIA and RHIT Examinations*, 2021 Edition, Cengage Learning, Access code only
- Neehr Perfect Access code
- VLAB Access code

Required Readings:

Other:
- For current texts and materials, use the following link to access bookstore listings: http://www.panolacollegestore.com
- For testing services, use the following link: http://www.panola.edu/elearning/testing.html
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building or go to http://www.panola.edu/student-success/disability-support-services/ for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder:* http://www.panola.edu/student-success/documents/pathfinder.pdf

SCANS CRITERIA

1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**

   a) **Basic Skills**: A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
      i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
      ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
      iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
      iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
      v) Speaking: Organize ideas and communicate orally.

   b) **Thinking Skills**: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
      i) Creative Thinking: generate new ideas.
      ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
      iii) Problem Solving: recognize problems and devise and implement plan of action.
      iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
      v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
      vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

   c) **Personal Qualities**: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
      i) Responsibility: exert a high level of effort and persevere toward goal attainment.
      ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
      iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
      iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
      v) Integrity and Honesty: choose ethical courses of action.

2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

   a) **Resources**: A worker must identify, organize, plan, and allocate resources effectively.
      i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
      ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
      iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently.
      Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.

   b) **Interpersonal Skills**: A worker must work with others effectively.
      i) Participate as a Member of a Team: contribute to group effort.
      ii) Teach Others New Skills.
      iii) Serve Clients/Customers: work to satisfy customer's expectations.

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iv) Exercise Leadership: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.

v) Negotiate: work toward agreements involving exchange of resources, resolve divergent interests.

vi) Work with Diversity: work well with men and women from diverse backgrounds.

Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

c) **Information**: A worker must be able to acquire and use information.

  i) Acquire and Evaluate Information.

  ii) Organize and Maintain Information.

  iii) Interpret and Communicate Information.

  iv) Use Computers to Process Information.

Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

d) **Systems**: A worker must understand complex interrelationships.

  i) Understand Systems: know how social, organizational, and technological systems work and operate effectively with them.

  ii) Monitor and Correct Performance: distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.

  iii) Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

e) **Technology**: A worker must be able to work with a variety of technologies.

  i) Select Technology: choose procedures, tools or equipment including computers and related technologies.

  ii) Apply Technologies to Task: understand overall intent and proper procedures for setup and operation of equipment.

  iii) Maintain and Troubleshoot Equipment: Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.