MONTGOMERY COLLEGE
Takoma Park/Silver Spring Campus
HINM200 – Professional Practice Experience I
Fall 2018
SYLLABUS

INSTRUCTOR INFORMATION

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COURSE DESCRIPTION:

Supervised practice in a health information management department or virtual setting. The student will perform functions related to the analysis and reporting requirements for health records, the storage and retrieval of health records and the patient admission process.
PREREQUISITE(S)*:* Consent of Program Coordinator. Requires specified (see below) hours of combined supervision on campus and/or in a clinical setting. *1 semester hour.*

COURSE FORMAT:

This course will be conducted with online class meetings as needed. There will be an online Orientation held on Monday, September 10th at 6pm. The Health Information Management student will be under the direct supervision of the facility and/or the Health Information Management faculty.

AHIMA DOMAINS, TASKS, AND SUBTASKS ADDRESSED IN THIS CLASS

The following AHIMA entry-level competencies for health information management at the Associate degree level are assessed in this course:

Domain I. Data Content, Structure and Standards
        Subdomain I.B. Health Record Content and Documentation
            1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.
        Subdomain I.C. Data Governance
            1. Apply policies and procedures to ensure the accuracy and integrity of health data
Domain II. Information Protection: Access, Disclosure, Archival, Privacy and Security
        Subdomain II.B. Data Privacy, Confidentiality and Security
            1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information
Domain III. Informatics, Analytics and Data Use
        Subdomain III.G. Health Information Exchange

1. Explain current trends and future challenges in health information exchange
Domain VI. Leadership
    Subdomain VI.E. Training and Development
       1. Explain the methodology of training and development

COURSE OUTCOMES:
Upon course completion, a student will be able to:
- Perform patient index procedures according to written and/or verbal instruction in both manual and computerized systems, noting differences in each system.
- File records and reports according to written and/or verbal instructions.
- Observe activities related to the admission of patients to a health care facility.
- Analyze health records correctly using a local hospital standard operating procedure.
- Apply a hospital's suspension policy to problem situations and ascertain the correct course of action.
- Prepare an analytical report of the suspension process in a local health facility, including a literature search, bibliography, sample forms collection and interviews with department managers.
- Participate in activities related to the tabulation and reporting of incomplete health records.
- Describe the clinical setting of the placement with a focus on the managerial aspects of maintaining records and new learning's from the experience.
- Prepare a job description for one of the activities covered in the course.
- Analyze charts using a simulated hospital procedure.

REQUIRED MATERIALS:
All PPE (Professional Practice Experience) requirements must be fulfilled (for facility-based and virtual options). These requirements are noted on the Health Sciences application, which was completed for admission to the program. Students will also need access to the AHIMA Virtual Lab to complete the Virtual and Facility-based PPE's.

HINM200 COURSE STRUCTURE AND INSTRUCTIONAL DELIVERY
This online course is divided into two options:
- Virtual PPE **(with 1-2 required onsite clinic visits and/or an alternate project)**
- Facility-based PPE (**40 hours onsite in a facility** with a virtual assignments and post-PPE assignments)

METHOD OF EVALUATION:

FACILITY-BASED PPE
A total of 200 points are available in this course. The following is the distribution of points for the Facility-based PPE:

ACTIVITIES	POINTS

Attendance/Daily Activity Logs	50
Question Inventories/Project	50
Work Process Experience Summary	50
Virtual Module (Assignments)	50

VIRTUAL PPE
A total of 200 points are available in this course. The following is the distribution of points for the Virtual PPE:

ACTIVITIES	POINTS
Module 1 (Case Studies/Application Exercises)	75
Module 2 (Articles/Quizzes)	75
Activity Log (Onsite visit/DCHIMA Volunteer Activity/Project)	50

GRADING SCALE:

  92 – 100 = A
  84 – 91 = B
  78 – 83 = C
  65 – 77 = D
  0 – 69 = F

Students must complete all PPE assignments (facility-based and virtual – including post-PPE assignments [facility-based]) to receive a final grade in this course.

All course content will be delivered in an online fashion. All class meetings (if applicable) will be conducted via Blackboard Collaborate.

FACULTY EXPECTATIONS AND COURSE POLICIES:
Please read the entire syllabus carefully. These policies and expectations are intended to create a productive learning atmosphere for all students. Notify your Instructor of any questions or concerns regarding the Syllabus.

Communication
The accepted modes of communication with your Instructor are the Blackboard course email and your Montgomery College email accounts. It is important that you use these official email accounts to communicate with your Instructor. If you need to communicate with your instructor by phone, use the phone number indicated on the course syllabus. Instructors may also specify time limits for receiving phone calls. Emails will be answered within 24 hours on weekdays and 48 hours on weekends. General questions or personal concerns should be sent through Montgomery College email. Messages that relate to course content, assignment, exams, etc. should be sent through Course Mail for that Blackboard course.

Syllabus and Course Changes
The health information management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. **The Health Information Management Program Faculty reserve the right to modify course syllabus, course content and evaluation procedures as deemed necessary.** Notice of changes will be made by announcement via Blackboard. The revised Syllabus will be posted to Blackboard with the appropriate revision date.

Attendance
The attendance policy published in the current Montgomery College catalog/Student Handbook is the policy for this class. Each student is expected to attend all classes. If a student does not attend a scheduled class, it is his or her responsibility to obtain the material missed and make up the work.

Clinical Attendance
Students are expected to make all scheduled PPE days. If you are not able to be present, it is your responsibility to plan (at the facility's convenience) to make the time up. It will be at the facility's discretion whether missed days can be rescheduled. Attendance will be monitored by the use of daily logs signed by the clinical supervisor at the facility. Failure to meet the attendance requirements may affect the final grade.

Clinical Site and Classroom Conduct
Each and every student is expected to behave in a manner that promotes a teaching and learning atmosphere. Students have the right to learn; however, they do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn. Students will be treated respectfully in return for respectful behavior.

Participation and Contribution Policy
Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course Instructor on the course start date. If the student does not submit assignments as directed, the Instructor has the right to require the student to drop the course or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the Instructor.

Students are expected to regularly participate as directed by the Instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Discussion Board Participation (N/A)
This class will be conducted in an atmosphere of mutual respect. Your active participation is encouraged in class discussions. Differing opinions are encouraged and welcomed. The orderly questioning of the ideas of others, including those of the Instructor, is similarly welcome. However, the Instructor will take the responsibility of managing the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your conduct during class discussions disrupts the atmosphere of mutual respect, you will not be allowed to continue participation in that discussion.

Submission of Course Work
It is the student's responsibility to manage course load and submit assignments in a timely fashion. A course schedule has been developed for this class, which should be used to assist you in managing your time and to help you stay aware of due dates and deadlines. Assignments must be typewritten and submitted via the Assignment Submission box in Blackboard. Tests may NOT be repeated at the student's request to raise a grade.

Final PPE Project/Assignments
All PPE assignments (and post-PPE assignments for facility-based) must be completed in order to receive a passing grade in this course.

IMPORTANT: LATE SUBMISSION POLICY
Out of fairness to learners who work hard to get high-quality work in on time despite all of their personal and professional life challenges, all late work will receive a 15% mandatory deduction daily for no more than 2 days. After 2 days, the work will receive a zero.

While it is understood that there may be unforeseen circumstances, do your best to keep your Instructor notified of any issues that prevent you from submitting work on time. Contact your Instructor immediately if you are unable to adhere to a scheduled unit deadline. Your instructor reserves the right to deduct points for late and missing assignments.

Grade of Incomplete
A student who completes most of the assignments in a course at a passing level but is unable to complete the work on time due to extenuating circumstances, may speak with the Instructor to see if receiving an Incomplete (I) is warranted.
If an Instructor grants an incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

Withdrawal and Refund Policy
It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. To view specific drop deadlines, log into your MyMC account:
1) Click on "My Class Schedule" under Student Quick Links.
2) Select the current term.
3) Click on "View Drop Deadline Dates" at the bottom of the page.

Technical Support
 If a student is having difficulty navigating the course requirements within Blackboard after a thorough review of the course instructions, tutorials and practice assignments, it is the student's responsibility to seek out assistance via the various resources available through Montgomery College:
- Technical Support for Blackboard issues is available at the following website: https://help.edusupportcenter.com/shplite/montgomerycollege/home
- Technical assistance with College-supported IT resources (Montgomery College IT Service Desk) is also available at http://cms.montgomerycollege.edu/itservicedesk/
- One-on-one assistance with Blackboard functions (submitting assignments, etc.) is available from the Medical Learning Center in the Health Sciences Building on the Takoma Park Campus.

- Additional assistance for other course related issues (using Microsoft Word/Office, internet access, test-taking skills, general tutoring, etc.) are available at campus WRLC (Writing, Reading and Language Centers) and Digital Learning Centers
- Students can install Microsoft Office 365 applications on up to five devices and/or access the web version through MyMC. http://mcblogs.montgomerycollege.edu/itprojects/studentemailfaq/
- Students are also responsible for meeting system requirements by using Blackboard compatible browsers and operating systems, as well as appropriate word processing software. Assignments in formats other than Microsoft Word (.doc/.docx) or PDFs will not be accepted. Your instructor reserves the right to deduct points or assign zero points for incorrectly submitted assignments.

Academic Integrity

Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Health Information Management Program Student Handbook for a full policy statement.

Access, Disability and Communication

Any student who needs an accommodation due to a disability should contact the Instructor. In order to receive accommodations, a letter from Disability Support Services (G-SA172; R–CB122; or TP/SS–ST 122) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: www.montgomerycollege.edu/dss

IMPORTANT STUDENT INFORMATION LINK:

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom.
It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions, please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them.

By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies. **http://cms.montgomerycollege.edu/mcsyllabus/**

COURSE SCHEDULE
A PPE orientation will be held on Monday, September 10ᵗʰ from 6:00-7:00pm (via Blackboard Collaborate). A link for this session will be posted on Blackboard under "Class Meetings." This session will be used to provide a PPE Orientation and answer any questions that students may have. Subsequent online (Collaborate) or face-to-face sessions will be held as needed.

Upon submission of clinical requirements (see below), students who have chosen the facility-based PPE will be assigned to a facility to complete forty (40) hours of supervised activities.

Students who choose to complete the Virtual PPE option, will have access to all virtual assignments beginning Monday, September 17, 2018.

CLINICAL REQUIREMENTS FOR HINM200 - FALL 2018 (FACILITY-BASED & VIRTUAL):

Before you start your rotation, all of the following requirements must be met/completed (further information and forms are posted on Blackboard):

- ☐ **Certified Background – Background Check**
- ☐ **Certified Background - Drug Screening**
- ☐ **HIM Medical Form/Physical Exam**
- ☐ **Verification of current Flu Immunization**
- ☐ **CPR Certification (Healthcare Provider/American Heart Association course ONLY)**
- ☐ **Montgomery College Confidentiality Statement**
- ☐ **Holy Cross Hospital HIPAA & Privacy Competency Quiz**
- ☐ **Holy Cross Hospital Safety Quiz**
- ☐ **Montgomery College Insurance Waiver**
- ☐ **Holy Cross Employee Disclosure and Conflict of Interest Form**
- ☐ **Health Sciences Release of Information Form**

PPE Assignments and Requirements for HINM200: (all work should be submitted via the designated Assignment Submission Box in Blackboard):

FACILITY-BASED:

☐ Daily Activity Logs documenting a **minimum of 40 hours** of supervised clinical practice.

☐ **ASSIGNMENT:** Evaluation of Work Process/Experience Evaluation. Template is posted on Blackboard. **Submit via the designated Blackboard assignment submission box on or before 12/14/18.**

☐ **ASSIGNMENT:** Completion of Question Inventories/Onsite Project**.** Question Inventories Assignment is posted on Blackboard. **Submit via the designated Blackboard assignment submission box on or before 12/14/18.**

☐ **ASSIGNMENT:** Completion of Virtual Coursework **(will be available 9/17/18). Submit via the designated Blackboard assignment submission box on or before 12/14/18.**

☐ **Professional Practice Experience Clinical Evaluation:** To be completed by clinical site Manager/Supervisor. Evaluation Form will be forwarded directly to site Manager by Professor Powell.

VIRTUAL*:

☐ **Virtual PPE Assignments (modules) must be completed and submitted via the designated Blackboard assignment submission box on or before 12/14/18. *Facility-based onsite visit and/or alternate project must be completed by 12/7/18 and log sheet submitted.**