DISCIPLINE           Health Information Management
COURSE TITLE         Clinical Professional Practice
CR.HR               3
LECT HR.             1
LAB HR.             0
CLIN/INTERN HR.     9
CLOCK HR.           0

CATALOG DESCRIPTION
Students are placed in a didactic supervised learning environment related to the health information management field in both a traditional and non-traditional healthcare setting. Students are expected to perform job responsibilities as supervised by a credentialed HIM professional.

PREREQUISITES
HIM 115, HIM 120, HIM 130, HIM 135

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)
Upon completion of this course, the student will be able to:
1. Apply the work flow in the health information department.
2. Demonstrate registration process to include information verification through the master patient index and apply policies and procedures regarding identity theft.
3. Exhibit qualitative and quantitative analysis to include both concurrent and retrospective review of health records as part of a performance improvement activity.
4. Carry out discharge scanning process and analysis.
5. Calculate department statistics to include; delinquent chart rate and other facility statistics as assigned.
6. Execute data collection for a state-mandated reporting requirement (i.e. birth certificate, death certificate, tumor registry, etc.).
7. Demonstrate release of information practices in accordance with organization policies to include the maintenance of the accounting of disclosure tracking log/system.
8. Contribute in privacy and confidentiality training programs.
9. Participate as a guest in HIM related committees (i.e. Forms Committee).
10. Partake in the investigation of breaches in privacy security relating to protected health information and recommend solutions.
11. Perform an audit verifying compliance with organizational policies and procedures, federal regulations, licensing and accreditation standards.

GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

Outcomes            ESO
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

1. Define health information related leadership roles and apply the fundamentals of team leadership.
2. Apply data collection methodologies to guide organization strategic planning and management.

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Rating of achievement and competencies by clinical supervisor (1-11)
2. Written reports of clinical experiences (1-11)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. 135 hours of directed clinical practice