Walters State Community College Course Syllabus

Course Information

Course Number and Name: HIMT 2307 Professional Practice Exp I
Section ID: 80508.202380
Semester and Year: Fall 2023
Credit Hours: 3
Start Date: August 21, 2023
End Date: December 08, 2023
Course Format: WEB - Web Classes
Catalog Course Description: This course provides opportunities for students to relate classroom theory to actual functions of health information, such as assembly and record analysis, medico legal procedures, information retention, filing and retrieval, and the use of technology. Students will meet objectives through assig through the use of virtual simulation projects. Prerequisite Course(s): BIOL 2010, BIOL 2011, BIOL 2020, BIOL 2021, HIMT 1202, HIMT 1401, HIMT 2304 Pre/Corequisite(s): HIMT 2302, HIMT 2303, HIMT 2309. **F**
Meeting Details: TBD
Course Drop Deadline: October 27, 2023

Instructor Information

Name: Gail Winkler, MHIIM, RHIA
Office Location: TECH 118A (Morristown Campus)
Office Hours: Available by appointment Monday - Thursday
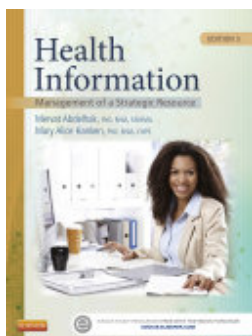**Office Phone:** 423-585-6990
Email: Gail.Winkler@ws.edu
Supervisor Name: Sheila Williams, PhD, APN-BC, RN-BC, Interim Dean Health Programs
Supervisor Phone: 423-585-6981
Secretary Phone: 423-585-6981

Required Textbook(s) and Materials

Health Information Management of a Strategic Resource
Authors: Mervat Abdelhak, Sara Grostick, Mary Alice Hanken
Publisher: Elsevier Health Sciences
Edition: 5th
Additional Information
Students should have kept this book from HIMT 2304 class.

Health Information Management Technology An Applied Approach
Authors: Nanette Sayles
Publisher: AHIMA Press
Edition: 6th Edition
Additional Information
Students should have already purchased this for HIMT 1301 class.

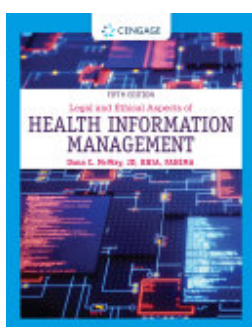**Introduction to Information Systems for Health Information Technology, Fourth Edition**
Authors: Nanette Sayles, Lauralyn Kavanaugh-Burke
Publisher: AHIMA Press
Edition: 4th Edition
Additional Information
Students should have already purchased this book for HIMT 1305 class.

Legal and Ethical Aspects of Health Information Management
Authors: Dana C. McWay
Publisher: Cengage Learning
Additional Information
Students should have purchased this book for HIMT 1202 class.

Health Information Management Case Studies
Authors: Foley
Publisher: AHIMA Press

Edition: 2nd Edition

Additional Information

This is the only book students should have to purchase for this course. Students should already have the other textbooks listed from previous courses.

Supplemental or Optional Materials

• Supplementary or Optional Materials	Online course management software otherwise known as eLearn (D2L) requires either Internet Explorer 8.0 or 9.0, Mozilla Firefox 25.0 or higher, or Chrome 30.0 or higher as the interface. You can use earlier versions but some features will not be available and you will most likely get errors. We recommend you us Internet Explorer 9.0. If you have Windows 8 you will not be able to use anything less than Internet Explorer 10.0, therefore we recommend Mozilla Firefox 25.0 or higher or Chrome 30.0 or higher. PPE Handbook 2022 (uploaded in Getting Started Module)
Prerequisite knowledge/competencies required for course	Students must be able to create Microsoft Words documents and/or save Word files to Rich Text Format (RTF); and create PowerPoint presentations, and create and utilize Excel spreadsheets. Students must also be able to use Internet and computer to navigate course content. Students must have clear oral and written communication skills.
Optional: Suggested apps for this course, list the apps and the platform	None
General Education Course Designation	None

Student Learning Outcomes/Objectives

- Course Outcomes

Course Outcomes

Student Learning Outcomes:
Students will be able to:

1. Develop and/or apply policies and procedure to the management of assigned tasks within a health information management department.
2. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.
3. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.

Student Learning Objectives:
Students will be able to:

1. utilize textbooks, videos and lab assignments to review and preparation for the professional practicum projects.
2. perform quantitative analysis by working with an health information technician to evaluate compliance with chart completion standards and take part in the medical staff suspension process.
3. identify duplicate patient records and merging of records with a minimum of 75% accuracy
4. retrieve and release health information records adhering to all state and federal guidelines with a minimum of 75% accuracy
5. prepare, scan and index paper charts for EHR
6. observe EHR in a long term care facility and compare differences/similarities of long term care facility records with acute care records.
7. observe coders and use encoder and grouper at a minimum of 75% accuracy rate
8. tour an acute care facility including a health information department and veterinary hospital including a health information and compare the two.
9. network at a local HIMA association Business Meeting and/or Coding Roundtable

10. perform an interview with a Health Information Director, coding manager, CDI manager regarding supervisory responsibilities and leadership roles.

11. organize and perform particular team member roles to create a presentation for the local health information management association spring semester at a minimum score of 75

AHIMA Entry Level Competencies for Health Information Management (HIM) Associate Degree Level

All HIM Associate Degree Curriculum competencies could be applicable in this course, because students are utilizing the competencies learned in other courses. The following competency is met in this course with team project to create a presentation for the local health information management association.

VI.1. Demonstrate fundamental leadership skills (Bloom's Level 3)

Instructional Approach and Methods

Instructional and Evaluation Methods:

1. Reading Assignments
2. Review previous assignments from previous courses in preparation for site visits
3. Professional Practicum Experience in healthcare settings
4. Written reports
5. Professional Practicum Site Evaluations
6. Team Project – Create Presentation for KAHIMA
7. Membership in local HIM association – attend 2 meetings

Assessment, Evaluation and Testing Procedures

Testing Procedures

No tests in this class.

Assessment of Points by Type

PPE Assignments	Value	Points
HIPAA Compliance Report	100	100
Tumor Registry Report	100	100
Prepping/Scanning/Archiving/Indexing Report	100	100
Release of Information/Legal Report	100	100
Revenue Cycle Report	100	100
Long Term Care Facility Report	100	100
CDI Report	100	100
Inpatient Coding Report	100	100
Outpatient Coding Report	100	100
UT College of Veterinary Medicine Hospital Report	100	100
Chart Analysis/Regulatory Report	100	100
Participation/Attendance local HIM Association (attend 2 meetings)	12.5	25
Student Evaluation Points for PPE	Average	100
Presentation to Present at Local HIM Association		
Documents Pertaining to Team Meetings for HIM Presentation	100	100
Discussion for Group Presentation Development for Local HIM Association	35	35
Weekly Discussions (12)	10	120
Total Points		**1480**

Professional Practice Evaluation by Sites

Average of all Student Evaluations for PPE

Average of 5.0	100 points
Average 4.5 - 4.9	96 points
Average 4.0 - 4.4	92 points
Average 3.7 - 3.9	91 points
Average 3.4 - 3.6	85 points
Average 3.2 -	80 points

3.3	
Average 3.0 - 3.1	75 points
Average 2.0 - 2.9	70 points
Average 1.9 or less	69 points

Grading Scale

	A	1362 - 1480 points
	B	1258 - 1361 points
	C	1110 - 1257 points
	D	1036 - 1109 points
	F	1035 points or less

Assignments

Class Schedule

The class schedule for each student in this course will be different. The class schedule is dependent on the dates for site visits established by each clinical site. Each facility requires students to complete site specific orientation for that facility before students are allowed to attend clinical sites.

HIM functions requested for student clinicals

Contact Hours	HIM Function
4 hours	Tumor Registry
6 hours	U.T. College of Veterinary Medicine Hospital
6 hours	Long Term Care Facility
4 hours	HIPAA Compliance
3 hours	Prepping/Scanning/Archiving/Indexing
3 hours	Revenue Cycle
3 hours	Release of Information/Legal
6 hours	CDI
6 hours	Inpatient Coding

6 hours	Outpatient Coding
6 hours	Chart Analysis/Deficiency Management

Sample Student Schedule after clinical site visits are arranged (dates vary from year-to-year). Instructor does provide student contact information to sites, and provides site contact information to the students.

HIMT 2307 PPE Detailed Schedule Fall 2022

Date	PPE Function	Time	Attendees
9/28/xx (Wed)	NHC Ft. Sanders	6 hrs (7:30 am)	Student 1
9/29/xx (Thur)	HIPAA Complaince	4 hrs (8 am - 12 pm)	Student 1 Student 2 Student 3 Student 4
10/12/xx (Thur)	NHC Holston Health & Rehab	6 hrs	Student 4
10/12/xx (Fri)	NHC Farragut	6 hrs	Student 2
10/21/xx (Fri)	CDI - Cov Hlth	8:30 am - 3:30 pm (6 hrs)	Student 1 Student 2 Student 4
10/25/xx (Tues)	ROI Cov Hlth	9 am - 12 pm (3 hrs)	Student 1 Student 2 Student 4
11/2/xx (Wed)	Prepping/Scanning/Archiving/ Indexing - Cov HLth	9 am - 12 pm (3 hrs)	Student 1 Student 2 Student 4
11/9/xx (Wed)	UT Veterinary Hospital	6 hrs	Student 1 Student 2 Student 4
11/11/xx (Fri)	IP & OP Coding Cov Hlth	9 am - 4 pm (6 hrs)	Student 1 Student 2 Student 4
11/15/xx (Tues)	Susan Hughes - Cov Hlth (Chart Analysis or Regulatory)	8:30 - 11:30 am (3 hrs)	Student 1 Student 2 Student 4
11/15/xx (Tues)	IP or OP Coding Cov Hlth	1 - 4 (3 hrs)	Student 1 Student 2 Student 4
11/17/xx (Thur)	Susan Hughes - Cov Hlth	8:30 - 11:30 am (3	Student 1

	(Chart Analysis or Regulatory)	hrs)	Student 2 Student 4
11/17/xx (Thur)	IP or OP Coding Cov Hlth	1 - 4 pm (3 hrs)	Student 1 Student 2 Student 4

Class Participation

Weekly online participation must be demonstrated through completion of assignments and schedule set by clinical sites.

Course and Class Policies/Procedures

Professional Practice Experience Contact Hours

Each student must complete 48 contact hours of externally supervised professional practice experience on site at various facilities during the semester. Students cannot leave site visit early. Clinical sites cannot end site visits early.

Program Specific Policies

Students must have completed the PPE I Packet and fulfill all requirements before they can begin their practicum assignments. Student will be given calendar of established PPE dates and mandatory attendance is required. There are no make-up opportunities if a site visit is missed. Points will be deducted for missed assignments.

All reports will be submitted using Arial font, size 12, double spaced. When uploading projects/assignments in elearn if reports are not saved in Microsoft Word or in rich text format students will lose homework points for that assignment because the instructor will not be able to read or open the file depending on the software used by the student.

Cheating is construed as attempting to deceive or mislead which includes, but is not limited to:

1. Utilizing old tests, lab reports, or projects, notes or written papers, etc.
2. Copying and pasting someone else's homework into your file and putting your name on their work

3. Providing information to a fellow student during an exam

4. Procuring information in an unacceptable manner during an exam (crib-sheet, verbal exchange, looking at another person's paper, utilizing headphones, using your textbook when the quiz/test is not an open book test/quiz, etc.)

5. Consulting with a classmate or anyone else when taking a computerized test

6. Disregarding other specific policies and procedures outlined for a particular class

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:

   a. Using cut/paste tool from original document with no references given.

   b. Copying another student's work and submitting it as one's own.

   c. Forging or otherwise altering signatures.

   d. Giving or falsifying academic documents or materials.

2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:

   a. Utilizing old tests, projects, notes or written papers.

   b. Providing unauthorized information to a fellow student about exam content.

   c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.

   d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).

   e. Consulting with a classmate or others when taking a computerized test.

   f. Disregarding other specific policies and procedures outlined for a particular class.

g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).

h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.

3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

  [Walters State English Learning Lab (opens in new window)](ws.edu/academics/humanities/writing-lab)
  ws.edu/academics/humanities/writing-lab

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

  [Walters State Mathematics Learning Lab (opens in new window)](ws.edu/academics/mathematics/learning-lab)
  ws.edu/academics/mathematics/learning-lab

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services (opens in new window)](https://ws.edu/student-services/disability/)
ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog (opens in new window)](https://catalog.ws.edu/)
catalog.ws.edu/

[Walters State Timetable of Classes (opens in new window)](https://ws.edu/admissions/registration/)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.

- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.

- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.

- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.

- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a

student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage (opens in new window)](ws.edu/home/)
ws.edu/home/

[Walters State Facebook page (opens in new window)](https://www.facebook.com/WaltersState/)
https://www.facebook.com/WaltersState/

[Walters State Twitter page (opens in new window)](https://twitter.com/waltersstate)
https://twitter.com/waltersstate

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System (opens in new window)](ws.edu/set/)
ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard (opens in new window)]

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy (opens in new window)](#)