

HIM-2861: PRACTICUM II

Cuyahoga Community College

Viewing: HIM-2861 : Practicum II

Board of Trustees:

2011-05-26

Academic Term:

2011-08-31

Subject Code

HIM - Health Information Management

Course Number:

2861

Title:

Practicum II

Catalog Description:

Capstone course in Health Information Management. The second of two supervised practicums designed to allow the student to apply technical knowledge and skills learned in the classroom to procedures performed in the health information management department. Assignments will be made to various types of health care facilities to gain exposure to health information practices.

Credit Hour(s):

3

Lecture Hour(s):

1

Other Hour(s):

14

Other Hour Details:

Practicum 14 hours a week; Seminar 1 hour a week

Requisites

Prerequisite and Corequisite

HIM-2130 Coding with CPT (Current Procedural Terminology), and HIM-2160 Coding with ICD-10-CM , and HIM-2312 Quality Assessment and Improvement, and HIM-2851 Practicum I, or departmental approval. .

Outcomes

Objective(s):

1. Review areas not completed in the previous semester.
2. Review areas completed in the clinical Practice I that either the student or the clinical site supervisor feels need strengthening.
3. Using health records, accurately code all diagnoses and procedures relevant to fifteen (15) ER reports; twenty (20) outpatient records; thirty (30) inpatient records, and thirty (30) inpatient surgery records; representing varied diagnoses/procedures, using ICD-9-CM and CPT.
4. Through analysis of the structure and functions of the HIM/MRD, retrieve specified information and list all steps involved in the location and retrieval process.
5. Locate information in the disease, operation and physician databases (indices), compile information, and illustrate the use of the information through effective methods of data display (e.g. tables, graphs, etc.).
6. Abstract or reabstract records that are a part of the Cleveland Health Quality Choice Project.
7. Identify and describe some of the various management functions of the Health Information Services (HIS/MRD) supervisor/manager/director.
8. Complete a layout analysis of the HIS with specific details relating to record retrieval including: a floor plan to scale; graphic display of the flow of documents and personnel; and narrative analysis
9. of problems identified, with recommendations for solution.

10. Communicate effectively in written form; specifically, this includes use of vocabulary appropriate to the topic, clarity of presentation, correct grammar, punctuation and spelling.
 11. Demonstrate professional behavior consistent with the environment of the affiliating institution; specifically, this includes: compliance with all applicable policies, procedures or rules of the HIM/MRD and health care facility, the ethical principles of the HIM profession, and the student code of conduct of the academic institution and/or program; adherence to the specified schedule with regard to start and stop time, lunch and break periods, and promptness in keeping appointments; a cooperative attitude and active participation in all assigned tasks and activities; and courtesy and tact in relations with all individuals a business-like, professional appearance and demeanor.
 12. Demonstrate organization and preparation for each assignments, meeting, or interview.
 13. Demonstrate mature behavior and interpersonal communication appropriate to a professional health information manager.
-

Methods of Evaluation:

1. Participation at clinical sites
2. Evaluation by clinical site supervisor
3. Weekly participation in Tri-C campus classroom session
4. Final presentation by student

Course Content Outline:

1. Review
 - a. Review of areas not completed in previous quarter
 - b. Review of areas completed in first clinical practice that student or supervisor feel need strengthening
2. ICD-9-CM coding
 - a. Accurate coding, using health records, of all diagnoses and procedures relevant to
 - i. 15 ER reports
 - ii. 20 outpatient records
 - iii. 30 inpatient records
 - iv. 30 inpatient surgery records
 - b. ICD-9-CM coding and CPT used to represent varied diagnoses/procedures
3. Communication
 - a. Effective written form
 - b. Specific scenarios
 - c. Proper use of vocabulary appropriate to the topic
 - d. Clarity of presentation
 - e. Correct grammar
 - f. Punctuation
 - g. Spelling
4. Retrieval of information
 - a. Analysis of structure and function of HIM/MRD
 - b. Retrieval of specified information
 - c. Listing all steps involved in the analysis and retrieval process
5. Disease/condition retrieval of information and report
 - a. Locating information on the disease
 - b. Operation and physician databases (indices)
 - c. Compiling information
 - d. Illustrating the use of the information through effective methods of data display
 - i. tables
 - ii. graphs
6. Topic management/supervisory functions: identification and description of some of the various management functions of Health Information Services (HIS/MRD) supervisor/manager/director
7. Layout analysis: completion of layout analysis of HIS/MRD with specific details relating to record retrieval including
 - a. Floor plan to scale
 - b. Graphic display of the flow of documents and personnel
 - c. Narrative analysis of problems identified, with recommendations for solutions

Resources

Merida Johns., PhD., RHIA. *Health Information Technology, An Applied Approach*. 3rd ed. American Health Information Management Association, IL, 2010.

Schnerring, Patricia. *Professional Review Guide for the RHIT and RHIA examinations*. 2011. Clifton Park : Delmar Learning, 2011.

Bower-Jernigan, Patricia. *ICD-9-CM and POA Coding Mentor: A Learning Tool for Interpreting Health Records, Without Answers*. Chicago : American Hospital Association, 2010.

Taber's. *Taber's Cyclopedic Medical Dictionary*. 21st ed. Philadelphia: F.A. Davis, 2006.

Luber, Pamela RHIA, CCS. "Practicum II Handbook" 2011-01-10 00:00:00.0.

American Health Information Management Association. "Journal of American Health Information Management Association (JAHIMA)"

Resources Other

1. Practicum II Handbook

Top of page

Key: 2191