

**HT 2500D
Health Information
Technology Practicum**

**HANDBOOK
AND
REQUIREMENTS
GUIDE**

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INTRODUCTION

This guide summarizes the practicum requirements for the Health Information Technology Program. This document serves as a guide for students, site directors, and faculty to assist in providing a valuable practicum experience.

The Profession

Health Information Technology (HIT) is a rapidly changing field. The direction of the healthcare industry involves advancements in technology, reimbursement operations and regulation. Health information functions are being transformed to a world of eHIM and paperless environments. A graduate of a HIT program must possess the knowledge and theory necessary to understand and adapt to these rapidly changing times. At a minimum, a student should be prepared to deal effectively with:

- Increasing standardization
- Economic impact on health facilities
- Improving information technologies
- Increasing volume and detail of data
- Clinical and business data applications
- Privacy Issues
- Demographic Trends
- Governmental Regulation
- Productivity Challenges
- Shift from paper to hybrid to the EHR

The University

MISSION STATEMENT

National American University welcomes students of diverse interests, cultures and abilities and prepares them for careers in health care, business and business-related fields by providing quality higher education in a caring and supportive environment. The university builds learning partnerships with students and other institutions and organizations locally, nationally and internationally through its private, regionally-accredited system of campuses and education centers offering courses in traditional, accelerated and distance learning formats.

As a comprehensive technical and professional institution of higher learning, the university responds to the changing needs of students, employers, and their communities by providing undergraduate and graduate programs and continuing education opportunities to serve our evolving global society.

CORE VALUES

- Offer high quality instructional programs and services.
- Provide a caring and supportive learning environment.
- Offer technical and professional career programs.

PURPOSES

1. Offer quality technical and professional degree programs, as documented by institutional and academic assessment processes at the associate, bachelor's and graduate level, diplomas, certificates and adult degree completion programs to traditional, adult and international learners.
2. Provide a general education program to build awareness, abilities and interests to empower lifelong learners as knowledgeable citizens of the global community.
3. Provide a collegiate experience through instructional and support services that creates a stimulating, caring and supportive learner-centered environment in which students are encouraged to achieve the educational goals established by the university.
4. Promote a learning and working environment by providing new technologies, methodologies and practices that enhance and extend quality programs and services.
5. Prepare students to provide leadership and services for the employment needs of business, industry and government worldwide.
6. Pursue communication, cooperation and alliances with educational institutions, organizations and associations on a local, regional, national and international basis.
7. Respond to the ever-changing societal demands for personal and professional development and continuing education through flexible scheduling and convenient access via traditional, accelerated and distance delivery methodologies.
8. Assist students in the development of ethical values and behaviors.
9. Foster an environment that encourages involvement by employees in the innovation and solution-seeking processes and provide an opportunity for personal and leadership development.
10. Provide a stable institutional environment where human, financial and physical resources are sufficient to accomplish its educational and institutional goals as a sound basis for continued growth and development.

ACCREDITATION - APPROVALS - AFFILIATIONS

National American University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, www.ncahlc.org, (312) 263-0456.

The Program

National American University Online introduced the Associated of Applied Science in Health Information Technology degree in 2009. NAU's core values including offering technical, professional career, and high quality instructional programs and services. The program also allows students at any NAU campus to seek a career in health information technology.

The Curriculum

The role of National American University is to provide fundamental knowledge, and practice experience needed for adaptive entry-level professional competencies. The HIT program at NAU provides the following curriculum:

Course Code	Course Description	Prerequisite (s)	Credit Hours
GENERAL EDUCATION CORE (45 hours)			
Communications			
EN1150	Composition I	EN0500 / ES2030^	4.5
EN1300	Composition II	EN1150	4.5
EN2100 or EN2150	Interpersonal Professional Communications	EN1150	4.5
General Education			
CS1500	Strategies for Success		4.5
CS2080	Career Management		3
Computer Information Systems			
CI1150	Introduction to CIS or CI elective		4.5
Humanities			
HU2000	Critical Thinking & Problem Solving	EN1300	4.5
Behavioral/Social Science			
	Behavioral / Social Science Elective		4.5
Science			
SCI1221* or SCI1222D	Essentials of Anatomy & Physiology w/Lab or Essentials of Anatomy & Physiology		6
Mathematics			
MA	Algebra Elective	<	4.5
HEALTH INFORMATION TECHNOLOGY MAJOR CORE (54hours)			
ME1150*	Medical Terminology		4
ME2211*	Human Pharmacology	SCI1221 or SC1222D	4
ME2250*	Medical Law & Ethics	HT1100D / EN1300	4
ME2510*	Essentials of Pathophysiology I	ME1150 & SC1221 or SC1222D	4
ME2520*	Essentials of Pathophysiology II	ME2510	3
HA3010DD*	Intro to US Healthcare Delivery		4
HA3220D*	Health Information Systems	HA3010DD	4
HT1100D*	Intro to Health Information Management		3

		HA3010D	
HT2110D*	International Classification of Diseases (ICD) Coding I with Lab	**	3
HT2120D*	International Classification of Diseases (ICD) Coding II with Lab	HT2110D & ME2520 (or co-req)	3
HT2130D*	Current Procedural Terminology Coding (CPT) Coding with Lab	HIT2120 (or co-req)	3
HT2210D*	Healthcare Data Quality & Mgmt	HT1100D & HA3220D	4
HT2230D*	Healthcare Reimbursement	HT2130D (or co-req)	3
HT2240D*	Health Information Mgmt & Supervision	HT2210D (or co-req) & HT2230D	3
HT2500D	Health Information Technology Practicum	***	6
Associate of Science in Health Information Technology			99 Credits

Program Mission

The health information technology program is designed to provide students with a solid foundation in analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students will acquire the essential entry-level competencies to support the principles and management of health information and technologies.

Program Mission

The health information technology occupation is one of the fastest growing professions in one of the fastest growing industries. Health information professionals provide reliable and valid information that drives health care. Health information technicians are specialists in managing medical records, coding and reimbursement, and possess the skills to critically think and problem solve. These professionals play a key role in preparing, analyzing and maintaining health records and are considered experts in assuring the privacy and security of health data. The health information field is increasingly focusing on electronic patient records, database management and information privacy and security. HIT professionals work in a variety of settings, such as hospitals, physician practices, long-term care, home health care, insurance, managed care, health technology firms, and pharmaceutical companies.

Role of the Practicum

NAU recognizes the importance of knowledge and theory, however, also values the need to successfully translate theory into practice. This process is the role of the practicum experience. The practicum facilities classroom theory into practical application and better prepares the student to enter the workforce.

The practicum supports the student's need to demonstrate competencies that contribute to the profession of Health Information Technology. The site director becomes a primary factor in this transition. The site director is a teacher, mentor, and guide. The site director works with NAU to assist the student in developing professionalism and a life of learning.

Program Goals

- Prepare learners to attain university core abilities and program learning outcomes by utilizing performance-based curriculum in a caring and supportive learning environment.
- Measure and assess student learning and implement improvements, as needed, to ensure high quality academic programs and services.
- Prepare learners to create plans for the pursuit of graduate studies and/or continuing professional development activities, membership in professional and community organizations, and a life of learning.
- Confirm that faculty members meet university qualifications guidelines, utilize effective and innovative teaching methods that promote academic excellence, and pursue opportunities for professional development.
- Monitor the needs of the program's community of interest and maintain the currency and relevancy of program curriculum through regular faculty and advisory committee meetings and academic program reviews.
- Achieve and maintain specialized program accreditation.

Student Learning Outcomes

Graduates of the Health Information Technology program will:

- Apply healthcare laws, regulations and ethics in the health information management profession.
- Collect, analyze, and maintain health record content in paper or electronic mediums.
- Assign ICD-9-CM and CPT codes accurately on inpatient and outpatient records.
- Apply healthcare billing and reimbursement processes for inpatient and outpatient encounters.
- Show proficiency in written and oral communication skills.
- Comply with CAHIIM APAR (Annual Program Assessment Report) requirements.
- Score at or above the national average on all RHIT examination competencies.

Accreditation Status

The Health Information Technology program is in candidacy status by the Commission on Accreditation for Health Informatics and Information management Education (CAHIIM). Accreditation will allow program graduates to be eligible to take the certification examination offered by the American Health Information Management Association (AHIMA) to become a Registered Health Information Technician (RHIT). For additional information on current program status, an email can be sent to the Program Coordinator at ssweeney@national.edu.

INTRODUCTION

Practicum Guide

The guide contains the practicum requirements for the Associate of Applied Science Degree at NAU Online. It serves as a handbook for students, site directors, and faculty to provide the best possibly practicum experience.

Course Description

The practicum is designed to allow students to participate in a supervised setting to gain practice experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, student will demonstrate skills in record retrieval, data abstraction and analysis; record retention, release of information, and coding; and observation of supervisory and planning activities. Students will prepare a written report of their practical learning experience.

Prerequisite: Academic advisor approval and completion of, or current enrollment in all other courses in program.

Course Objectives

Upon successful completion of this course, the student will be able to:

1. Apply healthcare laws, regulations and ethics to the process of releasing medical information.

Knowledge and skills leading to the mastery of this competency:

- a. Discuss laws and regulations for the confidentiality of patient information.
- b. Describe common polices and procedures for release of information.
- c. Review a request for health information and fulfill according to process for release.
- d. Describe procedures to fill subpoena request for records.
- e. Prepare a report of release of information policies and procedures.
- f. Apply ethical principles in handling patient information.

2. Apply accurate coding skills.

Knowledge and skills leading to the mastery of this competency:

- a. Use coding conventions to assign principal and secondary diagnoses and

procedures.

- b. Use coding software to assign codes.
- c. Use database to enter information from abstracted records.
- d. Perform an audit of coding accuracy.

3. Apply accreditation and licensing standards.

Knowledge and skills leading to the mastery of this competency:

- a. Identify accreditation standards that apply to health information management.
- b. Perform a compliance audit for accreditation standards.
- c. Discuss the importance of mortality and morbidity statistics in relation to accreditation standards.
- d. Prepare a delinquent record report.

4. Use an electronic record system or imaging technology to enter and retrieve health information.

Knowledge and skills leading to the mastery of this competency:

- a. Perform a review of a health record storage system.
- b. Prepare a report on the status of implementing an electronic health record (EHR) or imaging technology.
- c. Use an electronic record system or imaging technology to process health records.
- d. Discuss the advantages and disadvantages of electronic records and/or document imaging.
- e. Identify components of document imaging technology.
- f. Identify components of an electronic health record.

5. Apply principles of the healthcare billing and reimbursement process.

Knowledge and skills leading to the mastery of this competency:

- a. Outline the steps of billing procedures and claims processing.
- b. Examine payment and billing information.
- c. Identify the role of the health information management in the maintenance of the billing and reimbursement.
- d. Discuss the purpose of the chargemaster.
- e. Use software to support the chargemaster.

6. Apply skills in organizing and supporting administrative activities.

Knowledge and skills leading to the mastery of this competency:

- a. Prepare an agenda.
- b. Use word processing software to prepare meeting minutes.
- c. Outline responsibilities for planning and conducting meetings.
- d. Discuss common meetings that involve health information management.
- e. Identify ways where meetings are used as communication tools.

f. Use presentation software to present on a health information management-related topic.

7. Apply basic skills in quality management and quality assurance activities.

Knowledge and skills leading to the mastery of this competency:

- a. Evaluate compliance with quality standards
- b. Identify ways in which a quality management plans applies to accreditation standards. Explain the relationship between risk management and quality improvement efforts.
- c. Identify roles for health information management professionals in supporting risk management and quality assurance activities.
- d. Identify quality assessment activities and impact on an overall quality improvement plan.
- e. Describe criteria that indicate the need for quality assessment.

8. Use database tools to manage health data and information.

Knowledge and skills leading to the mastery of this competency:

- a. Use a health information database to collect data.
- b. Use a health information database to retrieve records
- c. Use a health information database to generate a report.
- d. List the types of hardware and software systems used in health information management.

9. Apply functions of a master patient index (MPI) and other indices to accurately search and retrieve information.

Knowledge and skills leading to the mastery of this competency:

- a. Identify the types of indexes used in health information management.
- b. Discuss the process of entering information into a master patient index.
- c. Discuss risks for duplicate numbers or duplicate patients in the MPI.
- d. Search the MPI and retrieve information.

Placement and Supervision

Students will work with the Allied Health Program Coordinator and/or Practicum Coordinator to identify an appropriate location for the practicum. The student should take a proactive role in this process and begin thinking about potential sites at least two sessions prior to taking the practicum. A formal letter of agreement between the school and the practicum site, outlining student expectations for the practicum course, must be on file prior to the start of the practicum. The student is responsible for making travel arrangements to get to the site and for related expenses. The student should also anticipate that the practicum will be a nonpaid assignment and cannot substitute as regular employees. At the conclusion of the practicum the site director will be asked to complete an evaluation of the student's performance.

Contact Hours

The student must be scheduled for at least ninety (90) hours of on-site practical activity. The scheduled hours can be arranged by collaborating with the practicum site director, to satisfy the practical exposure. The University allows flexibility in scheduling these hours. The requirements can be met with full days, partial days, or consecutive days as agreed upon with the site director.

In addition to the on-site activities, students are also expected to participate in online course activities, and report regularly on the practice experience. Instructor and student are to be in contact by phone, if needed.

Ethical Behavior

Students are expected to be professional, including appropriate behavior, attire, and communication at all times. Students will adhere to the AHIMA Code of Ethics. The AHIMA Code of Ethics is included in Appendix A.

AHIMA Entry-Level Competencies

This table can be used as a checklist for on-site practicum site activities.

HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES, 2006 and beyond

Domains, Subdomains, and Tasks

I. Domain: Healthcare Data Management	Curriculum Course(s) in Which Task is Covered
A. Subdomain: Health Data Structure, Content and Standards	
1. Collect and maintain health data (such as data elements, data sets, and databases).	HT1100 HT2210 HT2500
2. Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.	HT1100 HT2110 HT2120 HT2130 HT2210 HT2500
3. Apply policies and procedures to ensure the accuracy of health data.	HA3010 HT1100 HT2240
4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.	HA3010 HT2110 HT2120

HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES, 2006 and beyond

Domains, Subdomains, and Tasks

5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.	HA3010 HT1100 HT2210 HT2240 HT2500
<i>B. Subdomain: Healthcare Information Requirements and Standards</i>	
1. Monitor and apply organization-wide health record documentation guidelines.	HA3010 HT1100 ME2250 HT2240
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.	HA3010 ME2250 HT2210 HT2240 HT2500
3. Report compliance findings according to organizational policy.	HA3010 HT1100 HT2110 HT2120 HT2130 HIT2240
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.	HA3010 HT1100 HT2240 HT2500
5. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.	HA3010 ME2250 HT2210 HT2500
<i>C. Subdomain: Clinical Classification Systems</i>	
1. Use and maintain electronic applications and work processes to support clinical classification and coding.	HT2110 HT2120 HT2130 HT2500
2. Apply diagnosis/procedure codes using ICD-9-CM.	HT2110 HT2120 HT2500
3. Apply procedure codes using CPT/HCPCS.	HT2130 HT2500

HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES, 2006 and beyond

Domains, Subdomains, and Tasks

4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.	HT2110 HT2120 HT2500
5. Adhere to current regulations and established guidelines in code assignment.	HT2110 HT2120 HT2130
6. Validate coding accuracy using clinical information found in the health record.	HT2110 HT2120 HT2130 HT2500
7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so on).	HT2110 HT2120
8. Resolve discrepancies between coded data and supporting documentation.	HT2110 HT2120 HT2130
<i>D. Subdomain: Reimbursement Methodologies</i>	
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.	HT2110 HT2120 HT2240 HT2230
2. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.	HT2110 HT2120 HT2130 HT2230 HT2240 HT2500
3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.	HT2110 HT2120 HT2130 HT2230 HT2240
4. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.	HT2110 HT2120 HT2130 HT2230 HT2240 HT2500

HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES, 2006 and beyond

Domains, Subdomains, and Tasks

II. Domain: Health Statistics, Biomedical Research and Quality Management	
<i>A. Subdomain: Healthcare Statistics and Research</i>	
1. Abstract and maintain data for clinical indices/databases/registries.	HT1100 HT2500
2. Collect, organize and present data for quality management, utilization management, risk management, and other related studies.	HA3010 HT2210 HT2500
3. Compute and interpret healthcare statistics.	HT2210
4. Apply Institutional Review Board (IRB) processes and policies.	ME2250 HT2210
5. Use specialized databases to meet specific organization needs such as medical research and disease registries.	HT1100 HT2210
<i>B. Subdomain: Quality Management and Performance Improvement</i>	
1. Abstract and report data for facility-wide quality management and performance improvement programs.	HT1100 HT2210 HT2500
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.	HA3010 HT2210
III. Domain: Health Services Organization and Delivery	
<i>A. Subdomain: Healthcare Delivery Systems</i>	
1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.	HA3010 HT2240
2. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.	HA3010 ME2250 HT2500
3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.	HA3010 HT2240
4. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.	HA3010 HT1100 HT2210

HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES, 2006 and beyond

Domains, Subdomains, and Tasks

<i>B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues</i>	
1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.	HA3010 HT1100 ME2250 HT2500
2. Apply policies and procedures for access and disclosure of personal health information.	HA3010 HIT1100 ME2250 HIT2240 HIT2500
3. Release patient-specific data to authorized users.	HIT1100 ME2250 HIT2240
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.	HIT1100 ME2250 HIT2210
5. Conduct privacy and confidentiality training programs.	HA3010 HIT1100 ME2250
6. Investigate and recommend solutions to privacy issues/problems.	HA3010 HIT1100 ME2250 HU2000
7. Apply and promote ethical standards of practice.	HIT2110 HIT2120 HIT2130 ME2250 HU2000 HIT2500
<i>IV. Domain: Information Technology & Systems</i>	
<i>A. Subdomain: Information and Communication Technologies</i>	
1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.	CI1150 HA3220 HIT1100 HIT2210 HIT2500

HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES, 2006 and beyond

Domains, Subdomains, and Tasks

2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.	HA3220 HIT1100 HIT2210 HIT2500
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.	HIT1100 HIT2110 HIT2120 HIT2130 HIT2240 HIT2500
4. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.	HA3010 HIT1100 HIT2500
<i>B. Subdomain: Data, Information, and File Structures</i>	
1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet departmental needs.	HA3010 HT2210
<i>C. Subdomain: Data Storage and Retrieval</i>	
1. Use appropriate electronic or imaging technology for data/record storage.	HT1100 HT2500
2. Query and generate reports to facilitate information retrieval.	HT2210 HT2500
3. Design and generate reports using appropriate software.	HA3220 HT2210
4. Maintain archival and retrieval systems for patient information stored in multiple formats.	HT1100 HT2210
5. Coordinate, use and maintain systems for document imaging and storage.	HT1100
<i>D. Subdomain: Data Security</i>	
1. Apply confidentiality and security measures to protect electronic health information.	HA3010 ME2250 HT2500
2. Protect data integrity and validity using software or hardware technology.	HA3010 HT1100 HT2110 HT2120

HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES, 2006 and beyond

Domains, Subdomains, and Tasks

3. Apply departmental and organizational data and information system security policies.	HA3010 ME2250 HT2500
4. Use and summarize data compiled from audit train and data quality monitoring programs.	HT2210
5. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.	HA3010 HT1100
<i>E. Subdomain: Healthcare Information Management</i>	
1. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.	HA3010
2. Use the principles of ergonomics and human factors in work process design.	HT1100
V. Domain: Organizational Resources	
<i>A. Subdomain: Human Resources</i>	
1. Apply the fundamentals of team leadership.	HA3010 HT1100 CS1500 HT2230
2. Organize and contribute to work teams and committees.	HA3010 HT1100 HT2210 HT2240 HT2500 HT2230

3. Conduct new staff orientation and training programs.	HA3010 HT1100 ME2250 HT2230
4. Conduct continuing education programs.	HT1100 ME2250 HT2230
5. Monitor staffing levels and productivity standards for health information functions, and provide feedback to management and staff regarding performance.	HT1100 HT2210 HT2230
6. Communicate benchmark staff performance data.	HT1100 HT2210 HT2230
7. Prioritize job functions and activities.	HA3010 HT1100 HT2230
8. Use quality improvement tools and techniques to monitor, report and improve processes.	HT2210 HT2500 HT2230
<i>B. Subdomain: Financial and Physical Resources</i>	
1. Make recommendations for items to include in budgets and contracts.	HA3010 HT1100 HT2230
2. Monitor and order supplies needed for work processes.	HT1100 HT2230
3. Monitor coding and revenue cycle processes.	HT2240 HT2230
4. Recommend cost-saving and efficient means of achieving work processes and goals.	HA3010 HT1100 HT2230
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.	HA3010 HT1100 CS1500 HT2500 HT2230

COURSE REQUIREMENTS

Site Director Evaluation

Upon completion of the practicum, the site director will be responsible for completing an evaluation of the student’s performance. The site director will email the evaluation to the Allied Health Practicum Coordinator at healthinformation@national.edu. The performance evaluation will be based on the

entry-level competencies that correlate to practicum activities. Site directors are encouraged to discuss the evaluation results with the students. Site directors will score students using a rating scale of 0-5 based on his or her observation of the student's application, use, and completion of competency-related tasks. The site director is encouraged to discuss the evaluation with the student during the final week of the practicum experience. The Site Director Evaluation form is included in practicum packet (Appendix B).

Student Evaluation

Upon completion of the practicum, the student will be responsible for completing an evaluation of their experience. Student evaluations will be completed in the online course. Students are expected to discuss evaluation results with the site director. The Student Evaluation form is included in practicum packet (Appendix C).

Time On- Site

Students are expected to complete a minimum of 90 hours on-site during the practicum course. A journal of activities and/or status reports should be completed and submitted in the online classroom.

Presentation

In addition to written summary, a presentation summarizing key points of the practicum experience will be provided by the student, by the final week of the session. The PowerPoint Presentation should be an overview of their activities and experiences with a time limit of 7-10 minutes. Students will use the narration function in Microsoft PowerPoint to narrate the presentation. The presentation grade will be a part of the portfolio.

Portfolio

To further support the learning experience, students will be asked to document their practicum experience in a portfolio. At a minimum, the portfolio should include competency checklist, examples of forms and other activity documents, journal, reports and notes, evaluations, and the presentation. The portfolio should be well organized and submitted electronically to the instructor within the online course.

Alternative Assignments (Online Course)

Alternative assignments will not be graded as a stand-alone assignments, but will be graded as part of the completion of competencies in your journaling and the final portfolio. You will submit all alternative assignments to the **Journal Entry** drop box for that Learning Plan. Although you may have multiple entries for a Journal drop box, the maximum points that can be obtained for that LP's assignment will be 24 points. Remember that the Alternative Assignment/s must be completed if you have not met the core competencies in the course.

ROLES AND RESPONSIBILITIES

Affiliation agreements that outline the roles and responsibilities of the healthcare facility, University and student will be signed prior to the start of the practicum. Below is synopsis of the general roles and responsibilities.

Organizations That Serve as Affiliation Sites

Organizations that serve as affiliation sites vary as many type of employers and facilities employ health information professionals. Possible sites include:

ambulatory clinics
 larger physician practices
 long-term acute care facilities
 skilled nursing facilities
 home health or hospice centers
 consulting companies
 HIM service providers
 software vendors
 insurance companies
 pharmaceutical firms
 outpatient behavioral health centers
 state agencies
 federal agencies

Responsibilities of the University

- Assure students have met all University eligibility requirements.
- Define competencies to be addressed during practicum.
- Provide adequate orientation to students and site directors (as needed).
- Instruct students to abide by site policies and procedures.
- Promptly address issues and concerns, regarding the practicum assignment and student activity.
- Provide evaluation tool to assess student performance.
- Evaluate academic performance of students in the HIT program.

Responsibilities of the Facility

- Cooperate with University to promote success of the practicum.
- Notify University of issues with student on-site practicum activities.
- Instruct students on workplace rules and policies.
- Design suitable experience as noted by University curriculum and entry-level competencies.
- Mentor students in professional development.
- Do not use students to replace paid staff.
- Evaluate student performance using University evaluation tool.

Responsibilities of the Student

- Meet eligibility and course requirements.
- Be familiar with all procedures for practicum experience.
- Meet deadline dates for all activities.
- Abide by facility rules and regulations.
- Conduct him/herself in a professional manner during the practicum assignment.
- Accept instruction from facility personnel as a learning opportunity.
- Maintain communication with the site director and instructor.

Appendix A

AHIMA Code of Ethics

Code of Ethics 2004

Ethical Principles: The following ethical principles are based on the core values of the American Health Information Management Association and apply to all health information management professionals.

Health information management professionals:

- I. Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.***
- II. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.***
- III. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records and other information of a confidential nature, taking into account the applicable statutes and regulations.***
- IV. Refuse to participate in or conceal unethical practices or procedures.***
- V. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.***
- VI. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.***
- VII. Represent the profession accurately to the public.***
- VIII. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.***
- IX. State truthfully and accurately their credentials, professional education, and experiences.***
- X. Facilitate interdisciplinary collaboration in situations supporting health information practice.***
- XI. Respect the inherent dignity and worth of every person.***

Appendix B
Site Director Evaluation

Site Director, please complete this evaluation and email to healthinformation@national.edu.

The site director and student are encouraged to discuss the evaluation report prior to the end of the practicum experience. At a minimum, the site director should meet with the student to discuss their performance at the conclusion of the practicum.

PERFORMANCE EVALUATION REPORT

Student evaluated _____ Date _____

Organization _____ Preceptor _____

Type(s) of practice exposure during term (i.e., acute inpatient, physician office, etc.)

For each of the behaviors and attitudes below, please rate the student on a scale of 1-5, with a score of 5 being excellent; check N/A if “not observed” in this situation. Use the comments section to elaborate or make additional observations.

Behaviors and Attitudes Observed	N/A	1 Poor	2 Below Average	3 Average (Satisfactory)	4 Good	5 Excellent
Adjusted quickly to practicum assignment						
Maintained cooperative relationships within the organization						
Accepted responsibility and demonstrated accountability for actions						
Showed initiative by volunteering to perform tasks or help with projects						
Exhibited poise, professionalism, self-confidence						
Accepted constructive criticism and feedback						
Adhered to organization’s rules, regulations and policies						

Maintained confidentiality of patient and business information						
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Comments: _____

Knowledge, Skills and Abilities: Each of these areas **must be addressed** at some point during the practicum. For each area listed below, please rate the student on a scale of 1-5, with a score of 5 being excellent.

Area of Knowledge, Skill or Ability	1 Poor	2 Below Average	3 Average (Satisfactory)	4 Good	5 Excellent
Collect & maintain health data (such as data elements, data sets, and databases).					
Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patients' progress, clinical findings, and discharge status.					
Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.					
Apply policies and procedures to ensure organizational compliance with regulations and standards.					
Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.					
Assist in preparing the organization for accreditation, licensing, and/or certification					

surveys.					
Use and maintain electronic applications and work processes to support clinical classification and coding.					
Apply diagnosis/procedure codes using ICD-9-CM.					
Apply procedure codes using CPT/HCPCS.					
Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.					
Validate coding accuracy using clinical information found in the health record.					
Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.					
Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.					
Abstract and maintain data for clinical indices/databases/registries.					
Collect, organize and present data for quality management, utilization management, risk management, and other related studies.					
Abstract and report data for facility-wide quality management and performance improvement programs.					
Apply current laws,					

accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.					
Participate in the implementation of legal and regulatory requirements related to health information infrastructure.					
Apply policies and procedures for access and disclosure of personal health information.					
Conduct privacy and confidentiality training programs.					
Apply and promote ethical standards of practice.					
Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.					
Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.					
Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.					
Apply policies and procedures to the use of networks, including intranet and Internet					

applications to facilitate the electronic health records (EHR), personal health record (PHR), public health, and other administrative applications.					
Use appropriate electronic or imaging technology for data/record storage.					
Query and generate reports to facilitate information retrieval.					
Apply confidentiality and security measures to protect electronic health information.					
Apply departmental and organizational data and information system security policies.					
Organize and contribute to work teams and committees.					
Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.					

For each of the communication skill areas below, please rate the student on a scale of 1-5, with a score of 5 being excellent; check N/A if “not observed” in this situation.

Communication and Teamwork skills	N/A	1 Poor	2 Below Average	3 Average (Satisfactory)	4 Good	5 Excellent
Demonstrated effective written communication skills						
Demonstrated effective oral communication skills						
Demonstrated ability to work effectively in a team						

SUMMARY/COMMENTS ON PERFORMANCE:

Will this student be an asset to the HIM profession? Comment on strengths and weaknesses.

If you had an opening in your organization, would you consider this student a potential candidate? Why/why not?

Have you discussed this evaluation with the student? Yes____ No____

Practicum Director

Date

Student

Date

Appendix C
Student Evaluation

STUDENT EVALUATION OF PRACTICUM EXPERIENCE

Student Name _____ Dates of Affiliation _____

Facility _____ Preceptor _____

Instructions:

This form is to be completed at the end of the practicum. This is an opportunity to evaluate the practicum experience and give valuable feedback to the practicum director as well as the university. You are to discuss the evaluation with the practicum director and it is to be signed by both you and the director.

Please make any constructive comments you feel necessary. The original should be placed in your class portfolio; a copy should be given to your instructor.

Please comment on your orientation to the facility and the department (note strengths and weaknesses).

Were you given assignments that you felt were appropriate to this learning experience?
(offer an example, note any concerns)

Were the assignments given with clear, understandable and easy to follow instructions?
(note any concerns)

Were you provided with assistance when necessary? (note any concerns)

Were you treated as part of the team and allowed to ask questions and express opinions?
(explain)

Were you allowed to get involved in situations that were outside of your usual assignments?
(comment, note any concerns)

Given the opportunity, would you take a job in this facility, if one for which you were
qualified were open? (explain why or why not)

Would you recommend this site for other students? (explain)

Do you have any suggestions on how to improve the experience at this site? (outline one or more)

Using the following scale, how would you rate the overall value of your practicum experience compared to your expectations? Please check the appropriate box:

1 Well below expectations	2 Below expectations	3 Exactly as I expected	4 Above expectations	5 Well above expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any additional comments?

Practicum Director

Date

Student

Date