

HINM271
Professional Practice II
Syllabus – Spring 2019
Montgomery College
Health Information Management Program

INSTRUCTOR CONTACT INFORMATION:

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CATALOG DESCRIPTION:

Supervised practice in the following health record functions: release of information, supervision, vital records, coding of medical data, data abstracting, DRG coding and assignment, and cancer registry (or other registry) activities. **PREREQUISITE(S):** HINM 170, HINM 120, HINM 155, and HINM 165, or consent of program coordinator.

COURSE FORMAT:

This course will be conducted entirely online. Active participation in virtual online activities and assignments is required in order to pass this course.

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.A. Classification Systems

1. Apply diagnostic/procedure codes according to current guidelines
2. Evaluate the accuracy of diagnostic and procedural coding
3. Apply diagnostic/procedural groupings
4. Evaluate the accuracy of diagnostic/procedural groupings

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
2. Verify the documentation in the health record is timely, complete and accurate
3. Identify a complete health record according to organizational policies, external regulations and standards

Subdomain I.C. Data Governance

1. Apply policies and procedures to ensure the accuracy and integrity of health data

Subdomain I.D. Data Management

1. Collect and maintain health data

Subdomain I.E. Secondary Data Sources

1. Identify and use secondary data sources
2. Validate the reliability and use secondary data sources

Domain II. Information Protection: Access, Disclosure, Archival, Privacy and Security

Subdomain II.A. Health Law

1. Apply healthcare legal terminology
2. Identify the use of legal documents
3. Apply legal concepts and principles to the practice of HIM

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
2. Apply retention and destruction policies for health information
3. Apply system security policies according to departmental and organizational data/information standards

Subdomain II.C. Release of Information

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information

Domain III. Informatics, Analytics and Data Use

Subdomain III.A. Health Information Technologies

1. Utilize software in the completion of HIM processes

Subdomain III.B. Information Management Strategic Planning

1. Utilize health information to support enterprise wide decision support for strategic planning
2. Apply report generation technologies to facilitate decision-making

Subdomain III.C. Health Care Statistics

2. Analyze data to identify trends

Subdomain III.H. Information Integrity and Data Quality

1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system

Domain IV. Revenue Management

Subdomain IV.A. Revenue Cycle and Reimbursement

1. Apply policies and procedures for the use of data required in healthcare reimbursement
2. Evaluate the revenue cycle management processes

Domain V. Compliance

Subdomain V.A. Regulatory

1. Analyze policies and procedures to ensure organizational compliance with regulations and standards
2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification
3. Adhere to the legal and regulatory requirements related to health information management

Subdomain V.B. Coding

1. Analyze current regulations and established guidelines in clinical classification systems
2. Determine accuracy of computer assisted coding assignment and recommend corrective action

Subdomain V.D. Clinical Documentation Improvement

1. Identify discrepancies between supporting documentation and coded data

2. Develop appropriate physician queries to resolve data and coding discrepancies

Domain VI. Leadership

Subdomain VI.C. Work Design and Process Improvement

1. Utilize tools and techniques to monitor, report and improve processes
2. Identify cost-saving and efficient means of achieving work processes and goals
3. Utilize data for facility-wide outcomes reporting for quality management and performance improvement

Subdomain VI.F. Strategic and Organizational Management

5. Utilize enterprise-wide information assets in support of organizational strategies and objectives

STUDENT LEARNING OUTCOMES:

- Apply facility policies and procedures to ensure accuracy of health data.
- Conduct analysis per facility guidelines to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.
- Summarize and verify timeliness, completeness, accuracy and appropriateness of data and data sources for patient care, management, billing, reports, registries, and/or databases.
- Monitor and apply organization-wide health record documentation guidelines.
- Use and maintain electronic applications and work processes to support clinical classification and coding.
- Assess and ensure accuracy of diagnostic and procedural groupings.
- Validate coding accuracy using clinical information found in the health record.
- Identify and resolve discrepancies between coded data and supporting documentation.
- Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
- Interpret and apply facility policies and procedures for access and disclosure of personal health information.
- Organize and release patient-specific data to authorized users
- Identify and 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 facility policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record, personal health record, public health and other administrative applications.
- Support and participate in the planning, design, evaluation and support for electronic health records.

REQUIRED MATERIALS:

No textbooks are required for HINM271.

HINM271 COURSE STRUCTURE AND INSTRUCTIONAL DELIVERY:

Method of Evaluation – FACILITY-BASED PPE

A total of 350 points are available for the Facility-Based PPE. The distribution of these points is as follows:

ROI Written Procedure	50
Management Report	50
Coding Compliance Analysis	50
Virtual Coding PPE	50
Tumor (or other Registry Report)	50
IT/Specialty Area Report	50
Clinical Area Power Point	50
Facility Evaluation	-0- (Instructor will email directly to Site Manager)
Daily Visit Logs	-0- (submit via Blackboard)
TOTAL	350

FACILITY-BASED: All assignments and logs must be completed and submitted through the designated Blackboard submission boxes on or before Friday, May 10, 2019 (by 11:59pm).

Method of Evaluation – VIRTUAL PPE (ONLINE COURSEWORK ONLY)

A total of 350 points are available for the Virtual PPE. The distribution of these points is as follows:

Release of Information Module	70
Management Module	70
Coding Module	70
Cancer Registry Module	70
Information Technology Module	70
TOTAL	350

VIRTUAL: All Virtual PPE modules must be completed and submitted through the designated Blackboard submission boxes on or before Friday, May 10, 2019 (by 11:59pm).

Grading Scale

92-100%	A
84-91%	B
78-83%	C
65-77%	D
0-64%	F

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.

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 (IF APPLICABLE)

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.

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.

Course Competency Final Project or Examination (N/A to HINM271)

The final project or examination is a measurement of your ability to grasp the concepts presented in this course. A student must receive a "C" (78%) or better in the course **AND** on the course competency final exam (if applicable) to successfully complete this course.

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/>

HINM271 Clinical Requirements Worksheet SP19 (FACILITY-BASED ONLY)

- **Submit daily visit logs at the end of your rotation. Logs should be completed in detail regarding the activities completed and signed by the Site Manager.**
- **There is a total of 80 hours for the FACILITY-BASED clinical:**
 - **You will complete 80 hours onsite (in the facility) and *approximately* 20 hours will be dedicated to completion of assignments for the facility-based clinical. Required assignments are outlined below.**

Content Area	<u>Assignments Required</u>	Notes
Release of Information (ROI)	Identify one job procedure in the ROI area that could be improved or revised to enhance operations. Discuss the current job procedure; explain how it could be improved and the outcome of such improvement. (50 points)	Instructor will provide an example of a job description via Blackboard
Management & Supervision	<ol style="list-style-type: none"> 1. Spend time with a supervisor in the HIM department (or related department) and prepare a report of the findings which should include, but not be limited to the following: management approach, interdepartmental relationships, hiring, discipline, counseling, planning, budgeting, employee morale, and delegation. (50 points) 2. If possible, attend a multi-department meeting as a guest of the HIM manager. Write a one-page summary (reaction) about your experience. 	**Part 2 of the Management Assignment may be "N/A"
Coding	<ol style="list-style-type: none"> 1. Obtain a copy of the facility coding compliance plan. Prepare a written, critical analysis of the plan. Two useful documents on coding compliance plans are posted on Blackboard for your reference. (50 points) 2. Complete the Virtual Coding PPE in Blackboard. (50 points) 	Most sites have remote coding. Complete the Virtual Coding PPE.
Cancer Registry / Trauma Registry / AIDS Registry	Prepare a report about the Registry you visited. Your report should address case identification, abstracting data, coding diseases, and IT/EHR impact on the Registry. (50 points)	IMPORTANT: If you are unable to visit a Registry, there is a substitute virtual Registry assignment in Blackboard.

Content Area	<u>Assignments Required</u>	Notes
<i>Information Technology / Other Specialty Area (approved by Instructor)</i>	Interview and observe the IT activity (or other specialty area) of the facility. Prepare a report that describes the interactions between the IT department (or other area) and the HIM department. Describe any recent IT projects (or projects in other specialty areas) that impact patient data and describe issues surrounding these projects. (50 points)	
<i>Clinical Area Power Point#</i>	Develop a 4-6 slide Power Point presentation on one of the functional areas/activities (that you found of interest) covered in your clinical rotation. (50 points)	
<i>Facility Evaluation</i>	The site manager will submit evaluations on the student.	Instructor will send evaluations to site manager electronically.
<i>PPE Orientation</i>	*Participation only*	1/31/19 at 6:00pm (Online class meeting).

- **# Submit Clinical Area Power Point via Blackboard (not at Clinical Rotation Site)**