JEFFERSON COLLEGE

COURSE SYLLABUS

HIT 260
Health Information Technology Professional Practice
3 Credit Hours

Prepared by:
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HIT 260 Health Information Technology Professional Practice

I. CATALOGUE DESCRIPTION

A. Prerequisite: HIT 200 with a grade of “C” or better, HIT 210 with a grade of “C” or better and HIT 220 with a grade of “C” or better.

B. Credit hour award: 3

C. Description: The course is designed to help the student gain the entry-level competencies as set forth by the American Health Information Management Association (AHIMA). The student can utilize health information technology experiences both in acute care facilities and alternate health care settings, such as nursing homes, ambulatory clinics, physician offices, and hospice agencies. The Jefferson College HIT Faculty and the health care facility staff will guide the students during this offsite learning experience. All students will participate in a mandatory orientation provided by the Jefferson College HIT Faculty before beginning their coursework outside the college. During the course, a review regarding the components for the Registered Health Information Technician Exam will be covered. (S)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

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<tr>
<th>Expected Learning Outcomes</th>
<th>Assessment Measures</th>
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<tr>
<td>Review professional dress attire.</td>
<td>Site Director Evaluation Postings to Stars Discussion Board Professional Practice Notebook</td>
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<tr>
<td>Review the development of the HIT Profession.</td>
<td>Site Director Evaluation Postings to Stars Discussion Board Professional Practice Notebook</td>
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<tr>
<td>Identify the requirements for initial and continuing Certification within the HIT profession.</td>
<td>Site Director Evaluation Postings to Stars Discussion Board Professional Practice Notebook</td>
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<tr>
<td>Apply knowledge and technical skills in the performance of Professional Practice Experience activities related to health information technology in acute care facilities and alternative health care settings.</td>
<td>Site Director Evaluation Postings to Stars Discussion Board Professional Practice Notebook</td>
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<tr>
<td>Observe and apply skills related to health information technology roles in other disciplines, such as, performance improvement, medical staff credentialing, utilization review, risk management, physician clinics, hospice and skilled nursing facilities.</td>
<td>Site Director Evaluation Postings to Stars Discussion Board Professional Practice Notebook</td>
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<td>Describe some of the existing and emerging roles in the HIT Profession.</td>
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<td>Investigate entry-level competencies in selected areas related to the Domains, Subdomains and Competency Tasks of the American Health Information Management Association (AHIMA).</td>
<td>Site Director Evaluation Postings to Stars Discussion Board Professional Practice Notebook</td>
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<td>Discover emerging technology, regulations, and advances in the Health Information Management profession.</td>
<td>Site Director Evaluation Postings to Stars Discussion Board Professional Practice Notebook</td>
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III. OUTLINE OF TOPICS
(Supervised Fieldwork Experience in a Clinical or Community Setting)

A. Self-directed Professional Development Activities
B. Applying the HIT Curriculum Model during fieldwork
C. Integration of skills, abilities and attitudes learned in the classroom
D. Midterm fieldwork performance evaluation
E. Student midterm feedback form
F. Readings
G. Assignments
H. Professional behaviors evaluation
I. HIT fieldwork performance form

IV. METHOD(S) OF INSTRUCTION

A. Posting to Stars Discussion Board
B. Supplemental handouts

V. REQUIRED TEXTBOOKS- N/A

Recommended Textbook:

VI. REQUIRED MATERIALS

A. A computer with internet access (available through the Jefferson College Labs)
B. Paper, notebooks, pens, pencils with erasers
C. Professional attire

VII. SUPPLEMENTAL REFERENCES

A. Class handouts
B. Current internet resources
   1. On-line reference materials
VIII. METHOD OF EVALUATION

A. Site Director Evaluation will equal 60% of total course grade. This includes attendance at the clinical site.

B. Postings to Stars Discussion Board will equal 20% of total course grade

C. Completion of Professional Practice Notebook will equal 20% of total course grade.

D. Grading Scale:
   A = 90-100%
   B = 80-89.9%
   C = 70-79.9%
   D = 60-69.9%
   F = 0-59.9%

IX. ADA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library: phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook. Any student who cheats or plagiarizes will be subject to dismissal from the Health Information Technology program and will be referred to the college for disciplinary action. (See College website, http://www.jeffco.edu).

XI. OUTSIDE OF CLASS ACADEMICALLY-RELATED ACTIVITIES

The US Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically-related activities such as reading, studying, and completing assignments. Specifically, time spent on academically-related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.