



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2006-2007

NEXT REVIEW: 2011-2012

STATUS: A

COURSE TITLE: Professional Practice I

COMMON COURSE NUMBER: HIM 1800

CREDIT HOURS: 2

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:
(Voc. Course ONLY)

Lecture: 0

Lab: 0

Clinic: 64

Other: 0

PREREQUISITE(S): HIM 1250, HIM 1260

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION: *(750 characters, maximum)*

This is an introductory level course giving the students their initial supervised Professional Practice experience in health information management department. Emphasis is on record assembly, analysis, filing, admission and discharge procedures. Basic doing will be addressed. Upon completion, the student shall have an understanding of the daily functional operations of a health information management department. Each student will be responsible for completion of a Professional Practice I Workbook.

UNIT TITLES

1. Entry Level Competence



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UNITS

Unit 1: Entry-Level Competence

General Outcome:

1.00 Students should be able to demonstrate entry-level competence in the assigned tasks and professional behaviors

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

1.01 Filing Systems

1.01.1 file at least 10 records each on inpatients, outpatients, and Emergency Room

1.01.2 retrieve at least 10 records on inpatient, outpatients, and Emergency Room

1.01.3 sort and file loose reports into charts

1.02 Admission / Registration

1.02.1 observe the inpatient admission process and assist with at least 10 records

1.02.2 observe the outpatient/emergency room registration process and assist with at least 10 records

1.02.3 demonstrate awareness of the importance of admission/registration to data quality.

1.03 Assembly / Analysis

1.03.1 assembly and analyze at least 10 records

1.03.2 assist in the physician's incomplete area

1.03.3 perform final chart check (re-analysis) on at least 10 records

1.03.4 abstract data from at least 10 records

1.04 Abstracting / Indexing

1.04.1 abstract data from at least 10 records

1.04.2 retrieve information from indexes.

1.05 Flow Chart

1.05.1 Prepare a flow chart to illustrate the movement of the record from admission through permanent filing.

1.06 Outpatient Coding

1.06.1 code at least 10 outpatient records

1.06.2 code at least 10 emergency room records

1.07 Business Office / Billing

1.07.1 observe the billing function performed in the business office

1.07.2 demonstrate awareness of the importance of health information coding to the billing function



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1.08 Confidentiality and Release of Information

- 1.08.1 Demonstrate a conscientious attitude toward confidentiality.
- 1.08.2 Process 2 requests for information.

1.09 Foundations of Health Records

- 1.09.1 Express comfort with health record concepts at a basic level
- 1.09.2 Demonstrate a conscientious attitude toward confidentiality
- 1.09.3 Be aware of the role of the health information manager with the organization
- 1.09.4 Be aware of the healthcare delivery system in general

1.10 Professional Behaviors

- 1.110.1 Perform the previous tasks demonstrating professional behaviors
- 1.10.2 Follow AHIMA Code of Ethics and Ethics of Clinical Coding