



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2006-2007

NEXT REVIEW: 2011-2012

STATUS: A

COURSE TITLE: Professional Practice II

COMMON COURSE NUMBER: HIM 2810

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 1800, HIM 2232, HIM 2012

COREQUISITE(S): HIM 2234

PRE/COREQUISITE(S):

COURSE DESCRIPTION: *(750 characters, maximum)*

Thus class is a continuation of the supervised professional practice experience in a health information management department. Emphasis is on health information systems, coding, and law and ethics. Upon completion, students should be able to apply health information theory to practice. Each student will be responsible for completion of a Professional Practice II Workbook.

UNIT TITLES

1. Entry-Level Competency



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UNITS

Unit 1: Entry-Level Competency

General Outcome:

1.00 The 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 Record Content and Structure

- 1.01.1 rapidly acclimates to the facility's record content and structure
- 1.01.2 assemble and analyze at least 10 records

1.02 Record Filing

- 1.02.1 rapidly acclimates to the facility's filing system
- 1.02.2 file and retrieve at least 10 records

1.03 Record Processing Flow Chart

- 1.03.1 using a flow chart, document the department's processing of the health record from discharge to permanent file.

1.04 Indexing and Retrieval

- 1.04.1 retrieve a minimum of 30 records including a set of at least 10 from each of the following, physicians, diagnosis, and procedure index.

1.05 Information Systems

- 1.05.1 observe the information systems department and describe the policies and procedures, as well as reports routinely used by the department.

1.06 Release of Information

- 1.06.1 process records for release of information from patients, providers, attorneys, and others.

1.07 Advanced Coding

- 1.07.1 code a minimum of 10 inpatient charts, including demonstrating awareness of reimbursement issues such as prospective payment.
- 1.07.1 demonstrate the ability to use available encoder/grouper software
- 1.07.2 demonstrate awareness of the advantages and disadvantages of such programs

1.08 Department Floor Plan & Work Flow

- 1.08.1 using a floor plan, diagram the department's facility and illustrate the work flow



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1.09 Supervision: Staffing

- 1.09.1 prepare an organization chart of the department including to whom it reports.
- 1.09.2 describe the staffing including job title, job responsibilities, educational requirements, and number of individuals

1.10 Foundations in Health Records

- 1.10.1 expresses comfort in health record concepts at the level of an advanced student (entry-level professional)
- 1.10.2 demonstrate a conscientious attitude toward confidentiality
- 1.10.3 is aware of the role of the health information manager within the organization
- 1.10.4 is aware of the healthcare delivery system in general

1.11 Professional Behaviors

- 1.11.1 Demonstrates professional behaviors.
- 1.11.2 Follow the Code of Ethics and Standards of Ethical Coding of AHIMA