



Western Technical College

10530166 HIT Capstone

Course Outcome Summary

Course Information

Description	Explore technical skills and professional attributes desired for the HIM profession, and conduct activities to assess one's own readiness to enter the health information industry.
Career Cluster	Health Science
Instructional Level	Associate Degree Courses
Total Credits	1
Total Hours	18

Textbooks

Health Information Management Technology: An Applied Approach with Student Member Package - Bundled with AHIMA/WHIMA Membership. 6th Edition. Copyright 2020. Sayles, Nanette B. Publisher: American Health Information Management Association. **ISBN-13**: 978-1-58426-774-4. Required.

Learner Supplies

Internet and E-mail access, Microsoft Office (Word, PowerPoint, Access, Excel). Free access with Western student email address from <https://login.microsoftonline.com/>. **Vendor**: To be discussed in class. Required.

Success Abilities

1. Cultivate Passion: Enhance Personal Connections
2. Cultivate Passion: Expand a Growth-Mindset
3. Cultivate Passion: Increase Self-Awareness
4. Live Responsibly: Foster Accountability
5. Refine Professionalism: Improve Critical Thinking
6. Refine Professionalism: Participate Collaboratively

Program Outcomes

1. HIT - Model professional behaviors and ethics
2. HIT - Apply informatics and analytics in data use
3. HIT - Apply organizational management techniques

Course Competencies

1. Explore the technical skills and professional attributes for your HIM career pathway

Assessment Strategies

- 1.1. Oral, written or graphic assessment

Criteria

- 1.1. you articulate the technical skills identified by the industry
- 1.2. you articulate the professional attributes identified by the industry

Learning Objectives

- 1.a. Describe technical skills performed by health information professionals in various settings.
- 1.b. Examine emerging roles in the HIM profession.
- 1.c. Identify desired professional attributes for the HIM profession.

2. Demonstrate technical HIM skills

Assessment Strategies

- 2.1. Oral, written or graphic assessment

Criteria

- 2.1. you articulate or demonstrate your level of technical HIM skills
- 2.2. you provide factual information or evidence to support your assessment
- 2.3. you make a plan for improving your technical HIM skills as necessary

Learning Objectives

- 2.a. Assess one's own competence in HIM knowledge and skills.
- 2.b. Summarize current issues impacting the HIM field (legal, technology, medical, management, reimbursement).
- 2.c. Identify areas of competence needing additional study to meet entry level competencies.
- 2.d. Design a career plan that incorporates continuing education requirements for a selected HIM position.

3. Demonstrate professional employability attributes

Assessment Strategies

- 3.1. Oral, written or graphic assessment

Criteria

- 3.1. you articulate or demonstrate your level of employability attributes
- 3.2. you provide factual information or evidence to support your assessment
- 3.3. you make a plan for improving your professional employability attributes as necessary

Learning Objectives

- 3.a. Take part in the interview process.
- 3.b. Create a resume and cover letter for an HIM position.
- 3.c. Critique interview performance against criteria.
- 3.d. Model professionalism in appearance, communication, ethical behavior, attendance and punctuality.