



Western Technical College

10530196 Professional Practice

Course Outcome Summary

Course Information

Description	Applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. Student may participate in a supervised clinical experience in healthcare facilities.
Career Cluster	Health Science
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	162

Pre/Corequisites

Pre/Corequisite	10530161 Health Quality Management
Pre/Corequisite	10530167 Management of HIM Resources
Prerequisite	10530184 CPT Coding

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.

Registered Health Information Technician Bundle: Exam and Prep Book. 9th Edition. Copyright 2024. Carter, Darcy and Patricia Shaw. Publisher: American Health Information Management Association. **ISBN-13:** 978-1-58426-899-4. 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: Develop Resilience
5. Live Responsibly: Embrace Sustainability
6. Live Responsibly: Foster Accountability
7. Refine Professionalism: Act Ethically
8. Refine Professionalism: Improve Critical Thinking
9. Refine Professionalism: Participate Collaboratively
10. Refine Professionalism: Practice Effective Communication

High Impact Practices

1. Work-Based Learning: this course applies your learning to your desired profession by working in industry placements such as internships, practicums, clinicals, or co-ops.

Program Outcomes

1. HIT - Model professional behaviors and ethics
2. HIT - Apply organizational management techniques

Course Competencies

1. **APPLY data governance principles to ensure the quality of health data**

Assessment Strategies

- 1.1. Clinical practicum (practicum site and/or simulated experience)
- 1.2. Preceptor feedback
- 1.3. Oral, written or skill assessment

Criteria

- 1.1. you collect and maintain health data
- 1.2. you apply policies and procedures to ensure accuracy, timeliness and completeness of health data in accordance with current regulations and standards
- 1.3. you apply policies and procedures regarding the use, disclosure, and exchange of primary and secondary health data

Learning Objectives

- 1.a. Examine facility policies and procedures for compliance with legal and regulatory requirements (eg privacy and security of patient information).
- 1.b. Identify accrediting or licensing standards applicable to the setting.
- 1.c. Use systems to process health information (chart tracking, retrieval, deficiency analysis, incomplete record control, storage and retention).
- 1.d. Take part in data collection for reporting, research, benchmarking and other performance improvement activities.
- 1.e. Summarize the flow of health information throughout the facility and the HIM department.

- 1.f. Perform self-assessments of knowledge, skills and abilities related to data governance.

2. APPLY coding and reimbursement systems

Assessment Strategies

- 2.1. Clinical practicum (practicum site and/or simulated experience)
- 2.2. Preceptor feedback
- 2.3. Oral, written or skill assessment

Criteria

- 2.1. you assign ICD diagnosis and procedure codes using current regulations and established guidelines
- 2.2. you assign CPT and HCPCS codes using current regulations and established guidelines
- 2.3. you initiate compliant physician queries to improve clinical documentation
- 2.4. you apply reimbursement systems for a variety of healthcare settings (e.g. MS-DRG, APC, RBRVS etc.)
- 2.5. you monitor coding and revenue cycle processes

Learning Objectives

- 2.a. Apply ICD and CPT/HCPCS codes for the purpose of data collection and billing.
- 2.b. Identify reimbursement methodology and code sets used by the professional practice site for data reporting and billing.
- 2.c. Examine the role of the HIM professional in the maintenance and use of the Charge Description Master.
- 2.d. Apply reimbursement group appropriate for setting.
- 2.e. Take part in composing compliant physician queries.
- 2.f. Perform a self-evaluation of knowledge, skills and abilities related to coding and reimbursement.

3. MODEL professional behaviors and ethics

Assessment Strategies

- 3.1. Clinical practicum (practicum site and/or simulated experience)
- 3.2. Preceptor feedback
- 3.3. Oral, written or skill assessment

Criteria

- 3.1. you adhere to security, privacy, and confidentiality policies, laws and regulations in the execution of work processes
- 3.2. you apply and promote professional ethical standards of practice
- 3.3. you demonstrate reliability, dependability, and initiative

Learning Objectives

- 3.a. Adhere to the AHIMA Code of Ethics.
- 3.b. Adhere to the AHIMA Standards of Ethical Coding.
- 3.c. Model employ-ability skills (attendance and punctuality, appearance and hygiene, observation of facility dress code, ethical behavior, positive working relationships, etc.).
- 3.d. Comply with practices to maintain confidentiality of patient information.
- 3.e. Perform self-assessments of behaviors.

4. APPLY informatics and analytics in data use

Assessment Strategies

- 4.1. Clinical practicum (practicum site and/or simulated experience)
- 4.2. Preceptor feedback
- 4.3. Oral, written or skill assessment

Criteria

- 4.1. you utilize a variety of technology tools in the execution of work processes
- 4.2. you support implementation, use and maintenance of health information systems
- 4.3. you examine how information systems policies and procedures are used to protect and maintain electronic health data
- 4.4. you examine the design, integration and use of healthcare databases
- 4.5. you conduct data analytic activities, including retrieval, analysis, display and reporting of health data
- 4.6. you examine how informatics and analytics are utilized for operations, monitoring, and strategic management
- 4.7. you examine industry trends and future challenges associated with health informatics and data analytics

Learning Objectives

- 4.a. Identify facility policies and procedures related to collection and use of statistical data.
- 4.b. Identify and use technology to support the maintenance and protection of patient health information.
- 4.c. Use indexes, databases and registries to retrieve and report information (disease, operative, physician's, Master Patient Index, tumor registry, trauma registry, external databases, etc.).
- 4.d. Use software tools to summarize and communicate information (e-mail, word processing, spreadsheet, database, presentation software, data visualization, etc.).
- 4.e. Identify industry trends associated with data analytics and informatics.
- 4.f. Perform self-assessments of knowledge, skills and abilities related to informatics and analytics.

5. APPLY organizational management techniques

Assessment Strategies

- 5.1. Clinical practicum (practicum site and/or simulated experience)
- 5.2. Preceptor feedback
- 5.3. Oral, written or skill assessment

Criteria

- 5.1. you apply leadership fundamentals in a collaborative team environment
- 5.2. you contribute to supervisory management functions including but not limited to training, staffing, performance improvement, budgeting, strategic planning and project management
- 5.3. you conduct activities to ensure compliance with industry rules, regulations, legislation, accreditation, licensure, and certification standards
- 5.4. you assess coding and revenue cycle processes for efficiency, accuracy, and compliance with regulatory guidance and standards
- 5.5. you promote a culture of diversity through personal actions and by contributing to development of policies and programs

Learning Objectives

- 5.a. Examine the organizational structure of the professional practice facility.
- 5.b. Describe work teams and committees in place in the professional practice site (identify purpose/mission membership, reporting structure, decision-making authority, etc.).
- 5.c. Interpret new employee orientation policies and procedures (facility and department specific).
- 5.d. Examine in-service and continuing education requirements and offerings for the department.
- 5.e. Examine job descriptions for the HIM department.
- 5.f. Take part in determining staffing levels for the HIM department functions.
- 5.g. Summarize the budget process for the HIM department.
- 5.h. Perform a self-evaluation of knowledge, skills and abilities related to organizational management.