

**HIT 124**  
**PROFESSIONAL PRACTICE EXPERIENCE II**

**COURSE DESCRIPTION:**

Prerequisites: Enrollment in the Health Information Technology program and permission of the program director

Corequisites: None

This course provides supervised clinical experience in health care settings. Emphasis is on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices. The majority of clinical sites are offered during the day. Course Hours Per Week: Class, 1. Clinical, 3. Semester Hours Credit, 2.

**OUTLINE OF AHIMA KNOWLEDGE CLUSTERS COVERED IN THIS COURSE:**

Upon completion of this course, the student will be able to:

- a. Use effective written and oral communications
- b. Read and interpret medical record document to identify all diagnoses, procedures, conditions or problems which should be coded
- c. Demonstrate use of E codes
- d. Demonstrate use of M codes
- e. Demonstrate use of ICD-9-CM procedure codes and supplemental codes
- f. Demonstrate knowledge of DRGs and how they affect the reimbursement process
- g. Demonstrate proper use of CPT codes and HCPCs codes
- h. Demonstrate use of evaluation and management codes
- i. Demonstrate use of surgical procedures codes
- j. Demonstrate use of ancillary services codes
- k. Demonstrate use of new coding guidelines and their impact on reimbursement structures
- l. Use correct office procedures
- m. Demonstrate knowledge of the legal aspects of a medical office
- n. Apply ethics in the medical environment
- o. Develop and maintain professional image
- p. Demonstrate proper use of office machines and information processing equipment
- q. Utilize correct filing procedures
- r. Demonstrate knowledge of various insurance programs including the completion and usage of insurance forms

## **OUTLINE OF INSTRUCTION:**

### **General information:**

The directed practice is offered to provide the health information coding students who have successfully completed all the requirements for the previous semesters of study as listed in the catalog. This is the final preparation for employment in which the student pulls together skills and related knowledge in a working situation within a local coding facility.

The student is required to complete the required hours in a local coding facility. One hour per week the student will report to a seminar with the instructor.

### **Outline of preparation for intern:**

1. Meet with the prospective intern at the beginning of the semester.
2. The student(s) completes the initial placement form and returns it to the coordinator.
3. The students are shown a copy of the "Evaluation Form" which will be used by the employers at the end of the quarter for grading purposes. This is seen as a courtesy to the student-an opportunity to view the expectations
4. The students are required to complete weekly time sheets; listing hours worked and tasks performed.

### **Responsibilities of internship coordinator:**

1. Correspond in writing with all employers listing requirements of program and submitting evaluation form.
2. Be available throughout the semester for consultation if needed.
3. Make appointment with employer for visitation. At this time, the evaluation form will be discussed and if possible the coordinator will look at work completed by the intern
4. During the last week, the coordinator will set up conferences with intern to discuss his/her evaluation form.
5. The coordinator, as a finishing touch, should write to each employer expressing appreciation for participation and hopes for future participation

### **Seminar activities:**

1. Oral reports from interns on past week's work experiences
2. Submission of weekly time sheet
3. Case studies
4. Guest speaker(s)
5. Field trip(s)

**TEXTBOOKS AND MATERIALS:**

Johns, Merida. Health Information Management Technology. 2<sup>nd</sup> ed.

CPT Assistant newsletters

AHA Coding Clinic subscription

**STATEMENT OF STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.