HIT 222
PROFESSIONAL PRACTICE EXPERIENCE III

COURSE DESCRIPTION:

Prerequisites: HIT 122 and HIT 211 or HIT 212
Corequisites: HIT 124

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: Clinical, 6. Semester Hours Credit, 2.

Note: Students must pass all Health Information Technologies (HIT) courses with a C (77% or better) to graduate from the program. No course is considered passed unless a C (77% or better) is obtained.

OUTLINE OF AHIMA KNOWLEDGE CLUSTERS COVERED IN THIS COURSE:

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

a. To facilitate the application of concepts, theories and principles taught within the second academic year of the Health Information Technology program.
b. Analyze clinical data to identify trends that demonstrate quality, safety and effectiveness of healthcare.
c. Participate and work in teams and committees. Conduct or participate in orientation and training programs.
d. Support accurate billing through coding, charge master, claims management and bill reconciliation process.
e. Use established guidelines to comply with reimbursement and reporting requirements.
f. Compile patient data and perform data quality review to validate code assignment and compliance with reporting requirements.
g. Apply and promote AHIMA's code of ethics and standards of practice.
h. Assist with the design and implementation of business continuity, information integrity, and risk management plans for Health Information functions.
i. Develop the functional requirements for data retrieval and analysis and create a simple computer-based data collection application using Microsoft Access (or other applicable software).
j. Perform a quantitative and qualitative audit on New Admit and/or Return patient records.
k. Create training manuals/material for employee use of the EHR system.
I. Create employee training, orientation and updates material for proper organization HIPAA compliance.

m. Determine coding accuracy rate, identify problematic or frequent coding errors provide coding bulletins/training to increase accurate coding

n. Collect, compile, and present data for delinquent record/chart rate

o. Assist with the maintenance of charge master (code mapping, education, NCCI, OCE, Medicare compliance, etc.)

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 on the plan of study. This is the final preparation for employment in which the student pulls together skills and related knowledge in a working situation within a local facility. The student is required to complete the required hours at the facility in which they are placed.

Outline of preparation for intern:

A. Meet with the prospective intern at the beginning of the semester.
B. The student(s) complete the initial placement form and return it to the coordinator,
C. 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.
D. The students are required to complete weekly time sheets-listing hours worked and tasks performed.

Responsibilities of internship coordinator:

A. Correspond in writing with all employers listing requirements of program and submitting evaluation form.
B. Be available throughout the semester for consultation if needed.
C. 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
D. During the last week, the coordinator will set up conferences with intern to discuss his/her evaluation form.
E. The coordinator, as a finishing touch, should write to each employer expressing appreciation for participation and hopes for future participation