

NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS

COURSE IDENTIFICATION

Course Code/Number: ALHT 200

Course Title: HIT Clinical Affiliation I

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Three (3)

Effective Date: Fall 2018

Assessment Goal Per Outcome: 80%

COURSE DESCRIPTION

Course purpose: To provide the student with hands-on supervised practice of specific health record activities in the clinical setting.

This is a 90 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in analysis, scanning of medical records, electronic health records, master patient index, record storage and retrieval, birth certification, tracking systems, cancer registry, ambulatory, long term care, mental health records, legal aspects and medical staff/hospital committee functions and RHIT examination simulation.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

ALHE 105, 122, NURS 230, ALHT 110, 210, 170, 205, 225. Or by Program Director permission

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

1. Differentiate the roles and responsibilities of various healthcare providers and disciplines, to support documentation requirements, throughout the continuum of healthcare.
2. Apply healthcare legal terminology.
3. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information.
4. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
5. Explain the process used in the selection and implementation of the health information management systems.
6. Analyze policies and procedures to ensure the organization is in regulatory compliance and standards.
7. Collaborate with staff in preparing the HIM department or organization for accreditation, re-accreditation, licensure, and/or certification.
8. Apply knowledge of database architecture and design.

AHIMA DOMAINS

Domain: Domain I. Data Content Structure and Standards

Subdomain I.B. Health Record Content and Documentation

2. I.B. 4. Differentiate the roles and responsibilities of various providers and Disciplines, to support documentation requirements, throughout the continuum of healthcare (5) evaluation

Domain II. Information Protection: Access Disclosure Archival Privacy and Security

Subdomain II.A. Health Law

1. II.A.1 Apply healthcare legal terminology (3) application

Subdomain II.B. Data Privacy Confidentiality and Security

1. II.B. 1. Apply confidentiality, privacy and security measures and policies and procedures

for internal and external use and exchange to protect electronic health information (3) application

Subdomain II.C. Release of Information

1. II.C. 1. Apply policies and procedures surrounding issues of access and disclosure of protected health information (3) application

Domain III. Informatics, Analytics and Data Use

Subdomain III.B. Information Management Strategic Planning

1. III.B. 1. Explain the process used in the selection and implementation of health information management systems (2) comprehension

Domain V. Compliance

Subdomain V.A. Regulatory

V.A.1 – Analyze policies and procedures to ensure organizational compliance with regulations and standards (4) analysis

V.A. 2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification (4) analysis

V.A. 3. Adhere to the legal and regulatory requirements related to the health information management (3) application

Domain VI. Leadership

Subdomain VI.K. Enterprise Information Management

1. VI.K. 1. Apply knowledge of database architecture and design (3) application

MINIMUM COURSE CONTENT

The course content is defined in the outcomes and HIT Clinical Handbook I.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

A cumulative point system is used. Your class assignments will include reading, review questions, written reports, case studies, Website research, projects, practice exercises, discussion questions, chapter quizzes and examinations. The chapter examinations will be a part of each learning unit and are completed after the unit assignments, and prior to starting the next unit. Possible points for written reports, case studies, projects, and exams will vary and tracking of your total points for each assignment or exam will be available on the course Website. Class assignments will be evaluated for accuracy, content, form, knowledge of subject matter, application of knowledge and ability to communicate effectively. Class participation and completion of assignments by the due date are essential elements to your success in this course. Total points accumulated during the semester will be calculated into a percent and graded on the scale below.

STUDENT REQUIREMENTS

Students must participate in all activities, as well as accurately complete assignments and examinations within the internet platform in a timely manner.

Therefore, it is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course

GRADING SCALE

The letter grade is based on the percentage of the total points earned throughout the semester based on the following scale:

A = 90 to 100%

B = 80 to 89%

C = 70 to 79%

D = 60 to 69%

F = 59% and below

ASSESSMENT OF STUDENT GAIN

Student gain will be determined by student improvement in each of competencies.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NOTE:

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES:

See supplemental syllabus inside course

This syllabus is a broad outline of subject matter to be covered, nor does it limit the content of the class to the material described. For the completion of the HIT Program a C or better is required in this course to continue in the program.