

NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS

COURSE IDENTIFICATION

Course Code/Number: ALHT 200

Course Title: Professional Practice Experience in Data Management

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

Credit Hour(s): One (1)

Effective Date: Fall 2019

Assessment Goal Per Outcome: 80%

COURSE DESCRIPTION

During this 45-clock hour, hands-on supervised learning experience, students will be assigned to the health information management department at an affiliated clinical setting, designed to give students real world experience in the day-to-day operations of the health information management department, and necessary functions within this operational area with assigned projects and/or coursework for RHIT exam preparation.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

ALHT 215, 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>

RECOMMENDED MATERIALS

Coding Certification Exam Applications and membership

## 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. Apply ethical standards of practice.
2. Apply policies and procedures for access and disclosure of personal health information.
3. Differentiate the roles and responsibilities of various healthcare roles and disciplines.
4. Prioritize job functions and activities.

## AHIMA DOMAINS

Domain I. Data Structure, Content, and Information Governance

I.2. Apply policies, regulations, and standards to the management of information. (3)

Domain III. Informatics, Analytics, and Data Use

III.2. Utilize technologies for health information management. (3)

## MINIMUM COURSE CONTENT

Students will participate in this healthcare internship (PPE) for the minimum required hours. Students shall perform services for patients only when under the supervision of a member of the health care organization staff that the student is teamed with or assigned to. Students shall complete assignments and participate in ward rounds, clinics, staff meetings and/or in-service educational programs at the discretion of their supervisor(s) as designated by the healthcare organization.

The course content is defined in the outcomes and PPE Handbook.

The health care organization will provide adequate staff to assure it fulfills its patient care responsibilities without reliance upon students providing services. At no time shall any NCCC student replace a health care organization staff member.

- Participation-Site Mentor Evaluation
- Online Assignments, Projects and/or Portfolios
- Student Evaluation of professional practice experience

## STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The Site Coordinator has been asked to periodically discuss the status of expectations, needs, and interests with the student; this should serve to keep all parties on the right track. The Site Coordinator will be requested to submit an evaluation at the conclusion of the PPE/internship experience. All completed evaluations will be sent to the instructor. Additional evaluations may be requested if student progress is unsatisfactory. Upon request, a copy will be provided to the student.

\*An unsatisfactory evaluation could result in an academic warning. Under severe circumstances, the student may be removed from the internship experience and/or fail the course. Refer to the PPE Handbook for additional details.

A cumulative point system is used. Your class assignments may include: reading, review questions, written reports, case studies, website research, projects, practice exercises, discussion questions, chapter quizzes and examinations. 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 success in this course. Total points accumulated during the semester will be calculated into a percent and graded on the scale below.

### 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

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

## **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.
4. See additional attendance requirements in the PPE Handbook.

## **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. See the PPE Handbook for additional electronic device expectations during clinical rotation.

## **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 the supplemental syllabus in the online course. This syllabus is a broad outline of subject matter to be covered, it does not 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. Students must participate in all activities, as well as accurately complete any assignments or 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