REGIS UNIVERSITY
HEALTH INFORMATION MANAGEMENT PROGRAM

HIM VIRTUAL PRACTICUM SYLLABUS
HIM385

COURSE INFORMATION

The mission of the Health Information Management Program is to promote excellence and leadership in health information management. The HIM Directed Practice is an important aspect of the students program insofar as they provide a means for classroom knowledge and practical experience to come together in a unique learning experience.

HIM 385 - Directed Practice (2 credit hours)

Course Description: An internship of 120 site hours following completion of the junior year. Provides an overview of health information services and hands-on experience with technical skills in an online environment designed to simulate the activities that would be completed in an HIM department setting.

Prerequisites: Completion of all lower division HIM courses (specifically HIM 313, 320, 350, 415 and 423).

Course Objectives:
Upon completion of the directed practice, the student should be able to:
1. Apply classroom knowledge in an actual health services setting
2. Describe various medical record/health information department services and functions
3. Perform specific medical record/health information department activities including, assembly, analysis, document imaging, coding and release of information.
4. Describe departmental policies and procedures and evaluate their effectiveness.
5. Explain the relationship of health records to the facility as a whole.
6. View medical record procedures from both technical and managerial standpoints.
7. Identify and complete a site survey of two health care organizations for the HIM485 Management Practicum.

GRADING SCALE

Grade	Points	Percentage	Description
A	4.00	93-100%	Outstanding Scholarship
A-	3.67	90-92%	
B+	3.33	88-89%	Superior Work
B	3.00	83-87%	
B-	2.67	80-82%	
C+	2.33	78-79%	Satisfactory Work
C	2.00	73-77%	
C-	1.67	70-72%	
D+	1.33	68-69%	Unsatisfactory work of lowest passing quality
D	1.00	63-67%	
D-	0.67	60-62%	
F	0.00	Below 60%	Failure (No Credit
I/F		Incomplete. The F will become permanent if work is not completed by the end of the following semester. A written request and consultation with the instructor is required.	

ACTIVITIES FOR THE DIRECTED PRACTICE

The primary objective of the Directed Practice is to provide the student with hands-on experience in the day-to-day tasks and operations of a health records/information department. The Directed Practice is the first practicum course required in the HIM program for the students. Therefore, this training should have a technical focus. However, it is not feasible for a student to become technically proficient in all activities during such a brief time frame. The process should include:

1. Charting the flow of a record through the department or following electronic workflows
2. Determining interdepartmental and intra-departmental organizational relations, and
3. Discussing the technical operations of each section in conjunction with the overall management of the department.
4. Understanding how the HIM department is organized, fits into the overall facility structure and the functions of each area.
5. Understanding of how Information Technology, Admissions, Patient Accounting and other critical departments interface with the HIM department.

GRADING CRITERIA/COURSE EVALUATION

Activity	Points
Patient Registration	75
HIM Dept. Org Chart & Flowchart	75
Deficiency Analysis	100
Meaningful Use Review	100
Site Profile Selection	0
ROI Requests	100
ROI Report Functionality Review	50
ROI Process Flowchart	50
ROI Correspondence Letters & Invoices	50
Coding Activity I	100
Encoder Review	50
Coding Activity II	100
Case Mix Index Analysis	50
Service Learning Activity	50
HIM 485 Site Profile	50
Total Points	1000

COURSE OUTLINE

All activities are due on Sunday of the corresponding week.

Week	Reading/Resources	Activities
One HIM Dept Overview & Documentation Guidelines	Review Instructions for Site Profile due in Week 8 Virtual HIM Dept Profile AHIMA Articles	Virtual Lab ID Registration/Verification Patient Registration HIM Department Org Chart & Workflow chart
Two Documentation & Analysis	Health Information Management of a Strategic Resource, 4th Edition: Chapter 2 Health Data Concepts, pages106 - 131 Example Documentation Requirements Policy Example Suspension Policy	Deficiency Analysis
Three EHR Functionality	EHR Technology Overview Meaningful Use Stage 2 Overview Stage 2 Criteria Table AMA Meaningful Use Criteria Table HIM485 Syllabus	Meaningful Use Review Site Profile Selections
Four ROI Part I	AHIMA ROI Articles Solcom User Guide & Tutorial eSmartLog User Guide & Tutorial	ROI Request Spreadsheet ROI Correspondence Letters
Five ROI Part II	AHIMA ROI Articles Solcom User Guide & Tutorial eSmartLog User Guide & Tutorial	ROI Report Functionality Review ROI Process Flowchart ROI Invoices
Six Coding Part I	3M Encoder Manual Quadramed Encoder Tutorial	Coding Activity I Encoder Review
Seven Coding Part II	3M Encoder Manual Case Mix Presentation Case Mix Article	Coding Activity II Case Mix Index Analysis
Eight The HIM Professional	HIM485 Syllabus Volunteering Presentation	Service Learning Activity HIM485 Site Profile

APPENDIX A

COMPETENCIES FOR HEALTH INFORMATION MANAGEMENT STUDENTS

The Directed Practice and Management Practicum, in combination, include at least the following domains, subdomains, tasks, and knowledge/skill categories as recommended in the accreditation guidelines of the American Health Information Management Association. The extent to which specific items and/or additional items are addressed will vary by course and site.

DOMAINS, SUBDOMAINS, AND TASK COMPETENCIES FOR REGISTERED HEALTH INFORMATION ADMINISTRATORS - 2005

I. Domain: **Health Data Management**

Subdomain I.A:	Health Data Structure, Content and Standards	Curriculum Course(s) Addressing Element
I.A.1.	Manage health data (such as data elements, data sets, and databases).	HIM 313, HIM 415, HIM 350, HIM 351, HIM 460, HIM 480
I.A.2.	Ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.	HIM 313, HIM 350, HIM 351, HIM 385, HIM 415, HIM 480
I.A.3.	Maintain processes, policies, and procedures to ensure the accuracy of coded data.	HIM 313, HIM 350/1, HIM 480
I.A.4.	Monitor use of clinical vocabularies and terminologies used in the organization's health information systems.	HIM 351, HIM 450, HIM 455

Subdomain I.B.	Healthcare Information Requirements and Standards	
I.B.I.	Develop organization-wide health record documentation guidelines.	HIM 313, HIM 415, HIM 480
I.B.2.	Maintain organizational compliance with regulations and standards.	HIM 423, HIM 480
I.B.3.	Ensure Organizational survey readiness for accreditation. licensing and/or certification processes.	HIM 313, HIM 480

Subdomain I.C. Clinical Classification Systems

I.C.1.	Select electronic applications for clinical classification and coding.	HIM 350, HIM 415, HIM 480
I.C.2.	Implement and manage applications and processes for clinical classification and coding.	HIM 350, HIM 351, HIM 415, HIM 480

Subdomain I.D:	Reimbursement Methodologies	Curriculum Course(s) Addressing Element
1.D.1	Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery.	HIM 351, HIM 415, HIM 460,HIM 480
I.D.2	Manage the use of clinical data required in other	HIM 351, HIM 415, HIM 460, HIM 480

reimbursement systems in healthcare delivery.

1.D.3	Participate in selection and development of applications and processes for chargemaster and claims management	HIM 415, HIM 450, HIM 480
I.D.4.	Implement and manage processes for compliance and reporting such as the National Correct Coding Initiative	HIM 350/1, HIM 480

Domain II. Health Statistics, Biomedical Research and QualityManagement

Subdomain II. A: Healthcare Statistics and Research		**Curriculum Course(s) Addressing Element**
II.A. 1.	Manage clinical indices/databases/registries	HIM 313, HIM 416, HIM 460
II.A.2.	Analyze and present data for quality management, utilization management, risk management, and other related studies.	HIM 313, HIM 415, HIM 460, HIM 480
II.A.3.	Utilize statistical software	MT 274, HIM 425, HIM 460
II.A.4	Ensure adherence to the Institutional Review Board (IRB) process and policies	HIM 460, HIM 480

Subdomain II.B:	**Quality Management and Performance Improvement**	**Curriculum Course(s) Addressing Element**
II.B.1.	Organize and coordinate facility wide quality management and performance improvement programs.	HIM 425, HIM 480
II.B.2	Analyze clinical data to identify trends.	HIM 313, HIM 350/1, HIM 415, HIM 385, HIM 460
II.B.3.	Analyze and present data for healthcare decision-making (such as demonstrating quality, safety and effectiveness of healthcare).	HIM 313, HIM 350/1, HIM 415, HIM 385, HIM 460, HIM 480, HIM 485

III Domain: Health Services Organization and Delivery

Subdomain III.A:	**Healthcare Delivery Systems**	**Curriculum Course(s) Addressing Element**
III.A.1.	Monitor the impact of national health information initiatives on the healthcare delivery system for application to information system policies and procedures.	HSC 250, HIM 313, HIM 450/5, HIM 480, HIM 485
III.A.2.	Interpret, communicate, and apply current laws, accreditation, licensure and certification standards related to health information initiatives at the national, state, and local and facility levels.	HIM 313, HIM 385, HIM 415, HIM 423, HIM 480, HIM 485
III.A.3.	Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services.	HIM 313, HIM 415, HIM 460, HIM 455, HIM 480 & HIM 485

III.A.4.	Revise policies and procedures to comply with changing health information regulations.	HIM 313, HIM 480, HIM 485
III.A.5.	Translate and interpret health information for consumers and advocates.	HIM 313,HIM 415, Him 423, HIM 480

Subdomain III.B:	**Healthcare Privacy, Confidentiality, Legal and Ethical Issues**	**Curriculum Course(s) Addressing Element**
III.B.1.	Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure.	HIM 423, HIM 480, HIM 485
III.B.2.	Manage access and disclosure of personal health information.	HIM 313, HIM 423, HIM 485
III.B.3.	Develop and implement organization-wide confidentiality policies and procedures.	HIM 313, HIM 415, HIM 423, HIM 480, HIM 485
III.B.4.	Develop and implement privacy training programs.	HIM 313, HIM 423, HIM 480, HIM 485
III.B.5.	Resolve privacy issues/problems.	HIM 423, HIM 480, HIM 485
III.B.6.	Apply and promote ethical standards of practice.	HIM 313, 415, 350, 351, HIM 455, HIM 480, HCE 430

IV Domain: Information Technology & Systems

Subdomain IV.A:	**Information and Communication Technologies**	**Curriculum Course(s) Addressing Element**
IV.A.1.	Implement and manage use of technology, including hardware and software, to ensure data collection, storage, analysis and reporting information.	HIM 415, HIM 450/5, HIM 480, HIM 485
IV.A.2.	Contribute to the development of networks, including intranet and internet applications to facilitate the electronic health record (EHR), personal health record, public health and other administrative applications.	HIM 415, HIM 450 HIM 455, HIM 480
IV.A.3.	Interpret the derivation and use of standards to achieve interoperability of healthcare information systems.	HIM 415, HIM 450/5

Subdomain IV.B:	**Data, Information, and File Structures**	**Curriculum Course(s) Addressing Element**
IV.B.1.	Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing etc.) to meet organizational needs.	HIM 415, HIM 450/5

Subdomain IV.C:	**Data Storage and Retrieval**	**Curriculum Course(s) Addressing Element**
IV.C.1.	Apply appropriate electronic or imaging technology for data/record storage.	HIM 385, HIM 415, HIM 450/5, HIM 480, HIM 485
IV.C.2.	Apply knowledge of database querying and data mining techniques to facilitate information retrieval.	HIM 415, HIM 450 HIM 455, HIM 480

IV.C.3.	Implement and manage knowledge-based applications to meet end-user information requirements.	HIM 415, HIM 450/5
V.A.4.	Design and generate administrative reports using appropriate software.	HIM 313, HIM 415, HIM 425, HIM 460, HIM 480

Subdomain IV.D: Data Security
IV.D.1.

	Enforce confidentiality and security measures to protect electronic health information.	HIM 415, HIM 450/5, HIM 480, HIM 485
IV.D.2.	Protect data integrity and validity using software or hardware technology.	HIM 415, HIM 450 HIM 455, HIM 480
IV.D.3.	Implement and monitor department and organizational data and information system security policies.	HIM 415, HIM 450/5
IV.D.4.	Recommend elements that must be included in the design of audit trail and data quality monitoring programs.	HIM 313, HIM 415, HIM 450/5HIM 480
IV.D.5	Recommend elements that should be included in the design and implementation of risk assessment, contingency planning, and data recovery procedures.	HIM 415, HIM 450/5

Subdomain IV.E: Health Care Information Systems		**Curriculum Course(s) Addressing Element**
IV.E.1.		
	Compare and contrast the various clinical, administrative, and specialty service applications used in healthcare organizations.	HIM 313, HIM 415, HIM 450/5, HIM 480, HIM 485
IV.E.2.	Apply appropriate systems life cycle concepts, including systems analysis, design, implementation, evaluation and maintenance to the selection of healthcare information systems.	HIM 450 HIM 455, HIM 480
IV.E.3.	Facilitate project management by integrating work efforts, as well as planning and executing project tasks and activities.	HIM 458, HIM 480, HIM 485
IV.E.4.	Formulate planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.	HIM 450/5, HIM 458, HIM 480
IV.E.5	Apply ergonomic and human factors in interface design.	HIM 450, HIM 455

DOMAIN V: Organization and Management		**Curriculum Course(s) Addressing Element**
Subdomain A. Human Resource Management		
V.A.1.		
	Manage human resources to facilitate staff recruitment, retention and supervision.	HIM 452, HIM 480, HIM 485

V.A.2.	Ensure compliance with employment laws.	HIM 452
V.A.3.	Develop and implement staff orientation and training programs.	HIM 425, HIM 480, HIM 485
V.A.4.	Develop and implement continuing education programs.	HIM 452, HIM 480, HIM 485
V.A.5.	Develop productivity standards for health information functions.	HIM 313, HIM 415, HIM 480
V.A.6.	Monitor staffing levels and productivity, and provide feedback to staff regarding performance.	HIM 432 (?), HIM 452, HIM 480
V.A.7.	Benchmark staff performance data.	HIM 425, HIM 452, HIM 480
V.A.8.	Develop, motivate and support work teams.	HIM 432, HIM 425

Subdomain V.B:	**Financial and Resource Management**	**Curriculum Course(s) Addressing Element**
V.B.1.	Demonstrate knowledge of financial management and accounting principles.	ACC 320, HCA 465
V.B.2	Prepare and monitor budgets and contracts.	HCA 465, HIM 480
V.B.3.	Demonstrate and apply knowledge of cost-benefit analysis techniques to justify resource needs.	HCA 465, HIM 480
V.B.4.	Manage organization-wide coding and revenue cycle processes.	HIM 351, HCA 465, HIM 480

Subdomain V.C:	**Strategic Planning and Organizational Development**	**Curriculum Course(s) Addressing Element**
V.C.1.	Develop strategic and operational plans for facility-wide information systems.	HIM 450, HCA 458, HIM 480
V.C.2	Assess organization-wide information needs.	HIM 415, HIM 450, HCA 458, HIM 480
V.C.3.	Facilitate retrieval, interpretation, and presentation of data/information appropriate to user needs	Him 415, HIM 460, HIM 480
V.C.4.	Demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management.	HIM 432, HIM 425, HCA 458, HIM 480

Subdomain V.D:	**Project and Operations Management**	**Curriculum Course(s) Addressing Element**
V.D.1.	Apply general principles of management in the administration of health information services.	HIM 432, HIM 480
V.D.2	Assign projects and tasks to appropriate staff.	HIM 432, HCA 458, HIM 480
V.D.3.	Implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.	HCA 425, HCA 458, HIM 480