

## **Practicum I (HITT 1266)**



**Credit** 2 semester credit hours (0 hours lecture, 16 hours lab)

**Prerequisite:** HITT 1305, HITT 1345, HITT 1301, COSC 1301

**Co-requisite:** HITT 1211, HITT 1253

### **Course Description**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **Required Textbook and Materials**

1. Computer with internet access
2. Malpractice insurance
3. Khaki polo shirt with LIT/HIT logo.
4. Black pants or skirt
5. Black socks
6. Solid black shoes
7. LIT Clinical Badge
8. White lab coat (optional)
9. Allied Health Patch (to be purchased if wearing lab coat)
10. Note pad and pen

### **Course Objectives**

Upon completion of the course, the student should be able to:

1. Register patients into EHR system
2. Check-out patients
3. Prepare insurance claims and referrals
4. Demonstrate appropriate medical record preparation practices including the electronic health record.
5. Process release of information requests

### **Course Outline**

- |  |  |
|--|--|
| <p>A. Medical Record Preparation:</p> <ol style="list-style-type: none"><li>1. Chart assembly</li><li>2. Prepping and Scanning</li><li>3. Index and store electronic records</li><li>4. Deficiency Management</li><li>5. Filing</li><li>6. Thinning of records</li><li>7. Purging of records</li></ol> <p>B. Release of Information:</p> <ol style="list-style-type: none"><li>1. HIPAA</li><li>2. State laws</li><li>3. Processing requests</li></ol> | <ol style="list-style-type: none"><li>4. Subpoenas</li><li>5. Off-site storage</li><li>6. Copy chart for ROI request</li></ol> <p>C. Electronic Health Record (EHR)</p> <p>Software:</p> <ol style="list-style-type: none"><li>1. Register patient</li><li>2. Verify patient in MPI</li><li>3. Check out patient</li><li>4. Post payment</li><li>5. Generate bill</li></ol> <p>D. Insurance:</p> |
|--|--|

HITT 1266  
Course Syllabus

1. Prepare insurance claims electronically vs. manually
2. Verify insurance
3. Generate referral

### Grade Scale

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

### Course Evaluation

Final grades will be calculated according to the following criteria:

Weekly Journals	15%
Time Cards	25%
Objective Sheets	20%
Student Evaluation	10%
Site Supervisor/Instructor Evaluation	30%

### Course Policies

1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes/clinical sites.
2. All electronic devices must be turned off. Absolutely no phones calls, text messaging or other telephone communications during clinical times.
3. Absolutely no food, drinks, or gum while at the clinical site.
4. Students must respect one another, all faculty and all clinical site personnel.
5. No children or other family members or friends are allowed to attend class/clinicals with student.
6. Students are expected to attend class/clinicals. Any time missed **MUST** be made up at the convenience of the clinical site and their availability, preferably within the same rotation. Daily attendance will be taken.
7. Students are expected to bring coding textbooks with them to the clinical sites.
8. Students are expected to take notes.
9. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS.**
10. All assignments are due when stated at the beginning of class including Blackboard assignments. Late assignments are not accepted.
11. Additional course policies are outlined in "Classroom Policies" provided at the beginning of the semester.
12. Students are expected to following the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
13. Any violation of classroom/clinical/site policies may result in student being asked to leave class/clinical site and result in an absence.
14. **If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an "F" grade for the course.**

### Technical Requirements

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

<http://kb.blackboard.com/pages/viewpage.action?pageId=25368512>

HITT 1266  
Course Syllabus

A functional internet connection, such as DSL, cable, 3G, 4G, WiMAX, WiFi, satellite, or other broadband access is necessary to maximize the use of the online technology and resources.

### **Disabilities Statement**

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the online resource:

<http://www.lit.edu/depts/stuserv/special/defaults.aspx>

### **Student Code of Conduct Statement**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu) or obtained in print upon request at the Student Services Office.