

Practicum II (HITT 2267)



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

Prerequisite: HITT 2266, HITT 1441 with “C” or better.

Co-requisite: HITT 2435

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. Blackboard access code (if required)

Course Objectives

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

1. Demonstrate appropriate medical record preparation practices including the electronic health record.
(SCANS: C1, C3, C5, C6, C7, C8, C9, C11, C18, C19, C20, F1, F2,F5, F6, F7, F8, F9,F10, F11, F13, F14, F15,F16, F17)
2. Process release of information requests
(SCANS: C1, C3, C5, C6, C7, C8, C9, C11, C18, C19, C20, F1, F2,F5, F6, F7, F8, F9,F10, F11, F13, F14, F15,F16, F17)
3. Code the medical record correctly
(SCANS: C1, C3, C5, C6, C7, C8, C9, C11, C18, C19, C20, F1, F2,F5, F6, F7, F8, F9,F10, F11, F13, F14, F15,F16, F17)
4. Work with the cancer registry software
(SCANS: C1, C3, C5, C6, C7, C8, C9, C11, C18, C19, C20, F1, F2,F5, F6, F7, F8, F9,F10, F11, F13, F14, F15,F16, F17)
5. Complete a cancer abstract
(SCANS: C1, C3, C5, C6, C7, C8, C9, C11, C18, C19, C20, F1, F2,F5, F6, F7, F8, F9,F10, F11, F13, F14, F15,F16, F17)

SCANS Skills and Competencies

Beginning in the late 1980’s, the U.S. Department of Labor Secretary’s Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that “workplace know-how” consists of two elements: foundation skills and workplace competencies.

Course Outline

- A. Medical Record Preparation:
 - 1. Chart assembly
 - 2. Prepping and Scanning
 - 3. Deficiency Management
 - 4. Filing
 - 5. Thinning of records
 - 6. Purging of records
- B. Release of Information:
 - 1. HIPAA
 - 2. State laws
 - 3. Processing requests
 - 4. Subpoenas
 - 5. Off-site storage
- C. Coding:
 - 1. Acute
 - 2. Outpatient
 - 3. Long Term Care
 - 4. Concurrent
- D. Cancer Registry:
 - 1. Casefinding
 - 2. Abstracts
 - 3. Follow-up
 - 4. Review reports
 - 5. Software
 - 6. Performance Improvement
 - 7. ICD-O Coding

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 Requirements

1. Complete tasks within the medical record
2. Work with the electronic health record
3. Release of Information requests
4. Code the medical record correctly
5. Work with the cancer registry software
6. Complete a cancer abstract

Course Policies

1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. All electronic devices must be turned off. Absolutely no phones calls, text messaging or other telephone communications during class times.
3. Absolutely no food, drinks, or gum.
4. Students must respect one another and all faculty.

5. No children or other family members or friends are allowed to attend class with student.
6. Students are expected to attend class. There are no “excused absences.” Daily attendance will be taken.
7. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS.**
8. All assignments are due when stated at the beginning of class including Blackboard assignments. Late assignments are not accepted.
9. Additional course policies are outlined in “Classroom Policies” provided at the beginning of the semester.
10. Students are expected to following the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
11. Any violation of classroom policies may result in student being asked to leave class and result in an absence.

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 office in Student Services, Cecil Beeson Building

Course Schedule

Week of Semester	Topic	Textbook Reference
Week 1	Orientation; Medical Record Preparation	n/a
Week 2	Medical Record Preparation	n/a
Week 3	Medical Record Preparation	n/a
Week 4	Release of Information	n/a
Week 5	Release of Information	n/a
Week 6	Release of Information	n/a
Week 7	Coding: Acute/Concurrent	n/a
Week 8	Coding: Acute/Concurrent	n/a
Week 9	Coding: Acute/Concurrent	n/a
Week 10	Coding: Outpatient/Long Term	n/a
Week 11	Coding: Outpatient/ Long Term	n/a
Week 12	Coding: Outpatient/ Long Term	n/a
Week 13	Cancer Registry	n/a
Week 14	Cancer Registry	n/a
Week 15	Cancer Registry	n/a
Week 16	Cancer Registry; Semester Review	n/a