Practicum II (HITT 2167)

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

Prerequisite: HITT 2266

Co-requisite: HITT 2335 and HITT 2246

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, pen, Clinical Binder

Course Objectives:
Upon completion of the course, the student should be able to:
1. Review coding department policies and procedures
2. Use CPT books proficiently
3. Utilize an encoder to assign codes
4. Select appropriate principle and secondary diagnosis and procedure codes.
5. Code records using CPT with 90% accuracy
6. Attend coding in-service meetings (if available)

Refer to the AHIMA Entry-Level Competency Matrix appended to the syllabi for a list of Domains and Competencies met within the HIT curriculum.

Course Outline:
A. CPT Coding Book to Assign Codes:
B. Encoder to Assign Codes:
C. Select Principle and Secondary Diagnosis Codes
D. Select Principle and Secondary Procedure Codes
E. Code Records
    a. Inpatient
    b. Outpatient
    c. Ancillary
    d. Rehabilitation
    e. Physician's Office
    f. Emergency
    g. Day Surgery
    h. Rural
    i. Critical Access

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Course Syllabus

Grade Scale:		Course Evaluation:	
		Final grades will be calculated according to the following criteria:	
90 - 100	A	Weekly Journals	15%
80 - 89	B	Time Cards	25%
70 - 79	C	Objective Sheets	20%
60 - 69	D	Student Evaluation	10%
0 - 59	F	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, NO photos/selfies are to be taken 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.**

Attendance Policy:

1. For students in the HIT program to acquire the necessary clinical competency outlined in our curriculum, it is necessary that students complete all assigned clinical hours. Therefore, students missing any clinical hours will be required to make up hours missed, preferably in the same rotation. The make-up time will be

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at the convenience of the clinical site and their availability. Students not completing make-up time before the grades are due for the semester or making other arrangements, will receive an "F" in the clinical course HITT 2267.

2. Students who have tardy time totaling at least one (1) hour will be required to make up all the missed time by the end of the rotation. If a student leaves clinic early for any reason, it will be added to the total tardy time.

3. Students who miss a total of 24 hours during a Fall or Spring semester will receive a warning with the Disciplinary Action Form (DAF). When a fourth day is missed a DAF will be filled out and the Student's clinical grade will be lowered one full letter grade. Each subsequent absence may result in dropping of a letter grade pending a review by department committee.

4. Students who exhibit excessive tardiness will receive a warning with the DAF. Further tardies will result in disciplinary action which may include an attendance contract and/or lowering of the student's clinical grade.

5. Extenuating circumstances will be taken into account. Extenuating circumstances include funeral of immediate family, maternity, hospitalizations etc.

6. **Students who fail to follow proper call in procedures when unable to attend clinic will have their clinic grade lowered one full letter grade for EACH day they fail to follow proper call in procedure.**

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
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 or obtained in print upon request at the Student Services Office.

Course Schedule:

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This course requires 16 hours per week in the assigned clinical facility. Weekly rotations can be found on the clinical schedule distributed by the Clinical Coordinator and posted in the Blackboard course HITT 2266.

Starfish:

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

> **Commented [WS1]:** This is a new section I added to min after seeing it on another program's syllabus.

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