Practicum I HITT 2266 7B1

INSTRUCTOR CONTACT INFORMATION

Instructor:	Tena Cobb, RHIT
Email:	tmcobb@lit.edu
Office Phone:	409-247-0328
Office Location:	Multipurpose Center (MPC) 248
Office Hours:	Monday – Thursday 8:00 am-3:00 pm, Friday 8:00 am – 10:00 am

CREDIT

2 Semester Credit Hours (0 hours lecture, 10 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

HITT 1266, HITT 1301, HITT 1253, BIOL 2301, BIOL 2302 and completion of all requirements of TSI

COURSE DESCRIPTION

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

COURSE OBJECTIVES

Upon completion of this course, the student will be able to
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
6. Complete deficiency management practices
7. Complete birth certificate (if available)
8. Complete tasks within the medical record
9. Work with the electronic health record
10. Release of Information requests

11. Code the medical record correctly (if available)
12. Work with the cancer registry software (if available)
13. Complete a cancer abstract (if available)
14. This course is Web Enhanced. All students will be required to login to Blackboard at least once a week to check e-mail and complete assignments. Assignments will be posted throughout the semester. It is your responsibility to meet the deadlines.
15. *Late work will not be accepted. If you are unable to meet a deadline in this course send an e-mail and we will discuss your options.*

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

REQUIRED TEXTBOOK AND MATERIALS
No textbook

ATTENDANCE POLICY
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 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 2266.

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.**

7. **VIRTUAL & SITE CLINICAL GUIDELINES:**
   - **Week 1-16 objectives are available every week**
   - **Weekly objective assignments are due and submitted thru Blackboard every Thursday by 11:59 pm**

- **You are required to join the weekly Collaborate meeting every Wednesday 12:00-1:00 pm. You must turn on your cameras during the meeting.**
- **You must turn in your weekly journal every Sunday by 11:59 pm**
- **Grand Round Project (Virtual only) each student MUST participate in the group project in order to receive your clinical hours.**

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. No cheating or plagiarism.
10. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS.**
11. All assignments are due when stated at the beginning of class including Blackboard assignments. Late assignments will be accepted with a penalty of -11 points.
12. Additional course policies are outlined in "Classroom Policies" provided at the beginning of the semester.
13. Students are expected to following the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
14. Any violation of classroom/clinical/site policies may result in student being asked to leave class/clinical site and result in an absence.
15. If you miss any Thursday collaborate sessions you must listen to the recordings by Friday.
16. If you miss any Grand Round sessions you must listen to the recording within 2 days of the link posting.
17. **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.**

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE	TOPIC	ASSIGNMENTS	JOURNALS
WEEK 1	**THURSDAYS** Due 1/23 Collaborate 12:00 noon Orientation	**WEDNESDAYS** Due 1/22 HIPAA Assignment	**SUNDAYS** Journal 1/26
WEEK 2	Due 1/30 Collaborate 12:00 noon	Due 1/29 Assignment Project: Topic due	Journal 2/2
WEEK 3	Due 2/6 Collaborate 12:00 noon	Due 2/5 Assignment	Journal 2/9
WEEK 4	Due 2/13 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 2/12 Assignment Project: Outline due	Journal 2/16
WEEK 5	Due 2/20 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 2/19 Assignment Project: start PowerPoint	Journal 2/23
WEEK 6	Due 2/27 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 2/26 Assignment Project: work on PowerPoint	Journal 3/2
WEEK 7	Due 3/6 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 3/5 Assignment Project: PowerPoint with script due	Journal 3/9
SPRING BREAK	**4/10-14 No clinical**	**No clinical**	No clinical
Week 9	Due 3/20 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 3/19 Assignment Project: PowerPoint with voiceover due	Journal 3/23
WEEK 10	Due 3/27 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 3/26 Assignment Project: practice	Journal 3/30

WEEK 11	Due 4/3 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 4/2 Assignment Project: practice	Journal 4/6
WEEK 12	Due 4/10 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 4/9 Assignment Project: practice	Journal 4/13
WEEK 13	Due 4/17 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 4/16 Project: practice	Journal 4/20
WEEK 14	Due 4/24 Collaborate 12:00 noon Grand Round 6:00-7:00	Due 4/23 Assignment Project: practice	Journal 4/27
WEEK 15	Due 5/1 Collaborate 12:00 noon	Due 4/30 Assignment	Journal 5/4
WEEK 16	Due 5/8 No collaborate or Assignment		
NOTE:	**Dates, Times and Assignments are subject to change.**		

COURSE EVALUATION
Final grades will be calculated according to the following criteria:
- List course categories (ie. Tests, assignments, etc.) and their % of the overall grade. CORE courses must show Common Assignment with a value of 20-25% of the total grade. Course evaluation must be uniform across all sections of a course.

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

LIT does not use +/- grading scales

ACADEMIC DISHONESTY
Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

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. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

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.

ADDITIONAL COURSE POLICIES/INFORMATION
Insert additional course policies/information specific to your section here. Example: Instructor Response Time, Participation Requirement, Late Work