



**LAMAR INSTITUTE  
OF TECHNOLOGY**

## Practicum I HITT 2266 7A1

### **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, 16 hours lab)

### **MODE OF INSTRUCTION**

Online and Site

### **PREREQUISITE/CO-REQUISITE:**

HITT 2266, 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. Code the medical record correctly (if available)

11. Work with the cancer registry software (if available)
12. Complete a cancer abstract (if available)
13. 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.
14. 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 Sunday by 11:59 pm**

- You are required to join the weekly Collaborate meeting every Thursday 3:00-4:00 pm. You must turn your camera on during the meeting.
- Attend weekly Grand Round on Thursday evenings 6:00 -7:00 pm
- You must turn in your weekly journal every Sunday by 11:59 pm
- Grand Round project (Virtual only) each student MUST to participate in the group project in order to receive clinical hours.

### 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

|        | <b>Weekly Collaborate sessions &amp; Grand Rounds<br/>(Due EVERY THURSDAY)</b> | <b>Weekly Assignments/Journals<br/>(Due EVERY SUNDAY)</b> |  |
|--------|--|---|--|
| WEEK 1 | Due 1/19<br>Collaborate 3:00-4:00<br>Orientation                               | Due 1/22<br>Assignment & Journal                          |  |
| WEEK 2 | Due 1/26<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00                     | Due 1/29<br>Assignment & Journal                          |  |
| WEEK 3 | Due 2/2<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00                      | Due 2/5<br>Assignment & Journal                           |  |
| WEEK 4 | Due 2/9<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00                      | Due 2/12<br>Assignment & Journal                          |  |
| WEEK 5 | Due 2/16<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00                     | Due 2/19<br>Assignment & Journal                          |  |
| WEEK 6 | Due 2/23<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00                     | Due 2/26<br>Assignment & Journal                          |  |

|                           |  |                                  |  |
|---------------------------|--|----------------------------------|--|
| WEEK 7                    | Due 3/2<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00  | Due 3/5<br>Assignment & Journal  |  |
| WEEK 8                    | Due 3/9<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00  | Due 3/12<br>Assignment & Journal |  |
| WEEK 9<br>SPRING<br>BREAK | <b>4/13</b><br><b>No clinical</b>                          | <b>No clinical</b>               |  |
| WEEK 10                   | Due 3/23<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00 | Due 3/26<br>Assignment & Journal |  |
| WEEK 11                   | Due 3/30<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00 | Due 4/2<br>Assignment & Journal  |  |
| WEEK 12                   | Due 4/6<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00  | Due 4/9<br>Assignment & Journal  |  |
| WEEK 13                   | Due 4/13<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00 | Due 4/16<br>Assignment & Journal |  |
| WEEK 14                   | Due 4/20<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00 | Due 4/23<br>Assignment & Journal |  |
| WEEK 15                   | Due 4/27<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00 | Due 4/30<br>Assignment & Journal |  |
| WEEK 16                   | Due 5/4<br>Collaborate 3:00-4:00<br>Grand Round 6:00-7:00  | Due 5/5<br>Assignment & Journal  |  |

### **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- Weekly journals 20%
- Weekly Collaborate Sessions/Grand Round Participation 40%
- Assignments 30%
- Supervisor Evaluation 10%

### **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](mailto: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](http://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**

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/clinical with student.
6. Students are expected to bring coding textbooks with them to the clinical sites.
7. Students are expected to take notes.
8. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS.**
9. All assignments are due when stated at the beginning of class including Blackboard assignments. Late assignments are not accepted.
10. Additional course policies are outlined in "Classroom Policies" provided at the beginning of the semester.
11. Students are expected to following the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
12. Any violation of classroom/clinical/site policies may result in student being asked to leave class/clinical site and result in an absence.