

SCHOOL OF HEALTH SCIENCES  
HEALTH INFORMATION TECHNOLOGY

COURSE OUTLINE

I. COURSE DESCRIPTION:

**HM230 HIT Professional Practice Experience**

**C-0, P-8, Cr-3**

This professional practice experience includes online laboratory assignments and projects and the completion of on-site hours in the health information department of a health care agency with adequate facilities to provide varied work opportunities. Students complete on-site hours under the supervision of a qualified Registered Health Information Administrator, Registered Health Information Technician, or other qualified personnel to whom they are assigned. The professional practice experience is designed to enable students to obtain actual work experience in health care agencies. Students will complete a minimum of 100 hours on site, which can be completed a full-time basis or part-time basis.

**No class hours and eight practicum hours weekly.**

**Prerequisites:** HM201 CPT and HCPCS Level II Coding; HM 202 Health Data and Quality Management; HM203 Electronic Health Record Management; HM204 Alternate Care Health Information Systems.

**Corequisites:** HM220 Health Information Management Leadership; HM221 Reimbursement Methodologies.

II. MATERIALS:

**Text and Learning Material:** Carter, Darcy and Patricia Shaw. *Registered Health Information Technician (RHIT) Exam Preparation*. 8<sup>th</sup> Edition. ISBN: 9781584267058. AHIMA Press.

III. EVALUATION METHODS:

**Students will be evaluated in the following manner:**

Written Assignment/Project	25%
Exams	25%
Final Comprehensive Exam	25%
Attendance /Assignments	25%

IV. STUDENT LEARNING OUTCOMES:

**Upon completion of this course the student will be able to:**

1. Describe healthcare organizations from the perspective of key stakeholders.
2. Apply policies, regulations, and standards to the management of information.
3. Determine compliance of health record content within the health organization.
4. Apply privacy strategies to health information.

5. Apply security strategies to health information.
6. Identify compliance requirements throughout the health information life cycle.
7. Describe components of revenue cycle management and clinical documentation improvement.
8. Evaluate revenue cycle processes.
9. Evaluate compliance with regulatory requirements and reimbursement methodologies.
10. Utilize financial management processes.
11. Examine behaviors that embrace cultural diversity.

V. MAJOR TOPICS:

1. Data Content, Structure, and Standards
2. Information Protection: Access, Disclosure, Archival, Privacy, and Security
3. Informatics, Analytics, and Data Use
4. Revenue Management
5. Compliance
6. Leadership