



Course Number and Title: HIM 250 Professional Practicum

Campus Location:

Wilmington

Effective Date:

2018-51

Prerequisite:

HIM 225

Co-Requisites:

HIM 230, HIM 231

Course Credits and Hours:

4.00 credits

1.00 lecture hours/week

8.00 lab hours/week

Course Description:

This is the capstone course for students seeking a degree in health information management (HIM). The components of health information analysis, information management, information systems, organization, and supervision are vital focus areas of this work-based experience in a healthcare facility.

Required Text(s):

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

Additional Materials:

Allied Health/Science Department Program Student Policy Manual Health Information Management Program Student Manual Instructor handouts

Schedule Type:

Classroom Course

Disclaimer:

None

Core Course Performance Objectives (CCPOs):

1. Demonstrate professional behaviors that include self-assessment. (CCC 4; PGC 5, 6)
2. Demonstrate adherence to safety and ethical policies and procedures established by the clinical setting and the American Health Information Management Association (AHIMA). (CCC 2, 4; PGC 5, 6)
3. Use professional judgement, in collaboration with the clinical site supervisor, in performing assigned tasks. (CCC 1, 2, 3; PGC 6)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Demonstrate professional behaviors that include self-assessment.
 1. Actively seek out learning experiences.
 2. Follow supervisory directions and guidelines and use feedback to improve behavior.
 3. Perform self-assessment of skills, techniques, and behaviors and implement plan for improvement.
 4. Handle professional and/or personal problems so that they do not interfere with performance of duties.
 5. Maintain student/professional boundaries with clinical supervisor, staff, family members, patients, and other individuals encountered during the practicum experience.
2. Demonstrate adherence to safety and ethical policies and procedures established by the clinical setting and the American Health Information Management Association (AHIMA).
 1. Adhere to principles of the AHIMA code of ethics and site-specific policies and procedures.
 2. Demonstrate respect for patients' rights and confidentiality as influenced by the Health Insurance Portability and Accountability Act (HIPAA) regulations.
3. Use professional judgement, in collaboration with the clinical site supervisor, in performing assigned tasks.
 1. Demonstrate sensitivity for patients, family members, and site personnel regarding personal space and cultural practices.
 2. Comply with site policies, procedures, and instructions.
 3. Complete and submit all assignments on a timely basis.
 4. Maintain a positive attitude toward the site, site personnel, the HIM program, fellow students, and HIM faculty.
 5. Use time management techniques to complete all assigned tasks and responsibilities.
 6. Communicate effectively with the site supervisor, staff, site personnel, fellow students, and HIM faculty.

Evaluation Criteria/Policies:

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
0	-	74	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

Core Curriculum Competencies (CCCs are the competencies every graduate will develop):

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):

1. Synthesize knowledge of medical sciences, clinical classification systems, vocabularies, and terminologies to effectively use, apply, and interpret health data.
2. Analyze data to identify trends through the use of health information technologies.
3. Apply legal, regulatory, privacy, and security standards to employ policies and procedures for health information collection, access, and disclosure.
4. Synthesize knowledge of health data and payment methodologies to evaluate the efficiency and effectiveness of revenue cycle processes.
5. Interpret regulatory, coding, legal, and clinical documentation standards to develop, implement, and evaluate compliance.
6. Consistently demonstrate leadership through the appropriate interpretation and evaluation of professional behaviors and ethical standards.

Disabilities Support Statement:

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.