Winter 2018

Course: HI290 Health Information Professional Practice Experience
Credit: 4 Quarter Hours
Method of Delivery: eLearning (E)

Course Description: The Health Information program student will perform procedures in a healthcare facility under the direction of a health information professional. This experience will provide the student with hands-on experience in applying their knowledge to technical procedures in health information systems, the opportunity to gain insight into the role of the health information professional, and the opportunity to become competent and confident in interactions with other professionals and consumers in the healthcare field. Experiences include admission and discharge procedures, collection of health and vital statistics information, coding and abstracting, following up on incomplete records, tumor registry, release of information, utilization review, patient care evaluation procedures. This experience may be located in one or more facilities such as long-term care, hospital, ambulatory care, psychiatric and/or drug rehabilitation. The student will take a mock Registered Health Information Technologist (RHIT) exam which will constitute part of the course grade.
Prerequisite: Satisfactory completion of major courses.

Text(s) & Manual(s): Registered Health Information Technician (RHIT) Exam Preparation, 7th Ed.
ISBN: 9781584265795
Publisher: AHIMA

Text(s) & Manual(s): Professionalism in Health Care: A Primer for Career Success, 5th Ed.
ISBN: 9780134415673
Publisher: Pearson

Text(s) & Manual(s): Case Studies for Health Information Management, 3rd Edition
ISBN: 9781305955332
Publisher: Cengage Learning

Materials needed for this course:
    Additional Supplies: None
    Hardware/Software and Equipment: None

Topics:
1. Current events and issues in healthcare
2. Developing a professional network
3. Professional organizations
4. Preparation for certification

Learning Objectives: Upon completion of this course, the student will be able to:
1. Demonstrate competence in AHIMA entry-level competencies to scenarios encountered within the healthcare delivery system.
2. Explore benefits of professional organization membership.
3. Network with working healthcare professionals to build a professional network.
4. Demonstrate professionalism in healthcare.

AHIMA Entry Level Competencies (2014)

Associate Competencies	Baccalaureate Competencies	Assessment Item
II.A.3. Apply legal concepts and principles to the practice of HIM.		Cases 4-4 and 4-6
V.A.1. Analyze policies and procedures to ensure organizational compliance with regulations and standards.		
	III.E.2. Plan adherence to Institutional Review Board (IRB) processes and policies.	National Institutes of Health (NIH) Office of Extramural Research has a web-based free training course, "Protecting Human Research Participants." Go to https://phrp.nihtraining.com/users/login.php and complete the training module. Submit a screen shot of the certificate as proof of completion.

Midstate Grading scale:
 90 - 100   A
 80 - 89   B
 70 - 79   C
 60 - 69   D
  0 - 59   F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:
- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Leah A. Grebner, PhD, RHIA, CCS, FAHIMA   **Room/phone:** 234/309-692-4092
Midstate email: lgrebner@midstate.edu   **Office Hour(s):** posted on website

Policies and Procedures:
1. All work is to be submitted on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material following the seven day grace period. Late work will NOT be accepted without prior approval from the instructor. This includes homework and quizzes. Discussion forums, assignment drop boxes, and quizzes will not be available after 7:59 a.m. Monday at the end of each week.
2. Academic dishonesty is never tolerated and will be referred to the Dean.
3. All work is to be typed for presentation to the instructor.

Participation Requirements:
1. Students are required to make at least two meaningful posts each week, plus the weekly summary. Attendance is expected, not suggested. Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is 3 or more weeks of online classes.
2. The policy for eLearning is that course materials are available to students at noon each Monday and that students have until 7:59 a.m. Monday morning to complete the

previous week's material. However, students are advised against waiting until the last minute or last day to submit their work for a variety of reasons. If you work on your eLearning course early in the week and experience computer problems, you have more time to find an alternate computer. Also, the discussion forums can be very beneficial learning tools in eLearning if utilized to their greatest potential. It is difficult to have an effective and meaningful "discussion" if nobody posts until the last minute.

Examination Information: The exam preparation text for this course includes two RHIT mock examinations. The first mock examination will be completed for the midterm examination and second mock examination will be completed for the final examination. Students will have a choice to either take the mock examination again or take the actual Registered Health Information Technologist (RHIT) exam through AHIMA for the final examination. A decision regarding which examination will be taken for the final must be made by week three in order to have AHIMA process the examination application in time and for any financial aid to be utilized. Regardless of exam score, the grade for completing each of the examinations will be 100% and the grade for failure to complete will be 0%. Late submissions will not be allowed.

Methods of evaluating student performance: All assignments, journals, discussions, summaries, thank you notes, assessments, midterm and final examinations must be completed. If all required elements are not done, the student will not pass this course. A course average grade of C or better is required to be considered passing for this course.

Reflections	10%
Discussions	20%
Thank You Note	5%
Midterm & Final Exam	5%
Professionalism & Evaluations	10%
Case Studies	25%
Projects	25%
Total	**100%**

Instructor's Grading Scale:

DISCUSSION QUESTION GRADING GUIDELINES	

Initial posting
   • Answers the minimal requirements of the question without supporting evidence = 1 point
   • Minimal posting with supporting evidence = 2 points
   • Complete posting with supporting evidence = 3 points
	30 points

Response to posting of a classmate
   • Posting the minimal requirements without supporting evidence = 1 point
   • Minimal posting with supporting evidence = 2 points
   • Complete posting with supporting evidence = 3 points
	30 points

Correct spelling in postings for the week	20 points
Correct grammar in postings for the week	20 points
Total points per weekly discussion	100 points

WEEKLY REFLECTION GRADING GUIDELINES	
Inclusion of dates & times for each activity	5 points
Identification of each activity performed	5 points
Identification of learning experience for each activity performed	10 points
Provision of detail for each activity performed	20 points
Correct spelling in postings for the week	30 points
Correct grammar in postings for the week	30 points
Total points per weekly reflection	100 points

WRITING ASSIGNMENT GRADING GUIDELINES			
	-20	**-10**	**-0**
Introduction	Does not state objectives clearly	States objectives clearly, plus includes thesis statement	Also includes necessary info for reader's understanding of topic
Paragraph Development	Paragraphs are not well developed, not using minimum number of sentences nor complex sentences	Paragraphs are somewhat developed, using simple sentences, and with the minimum number of sentences	Paragraphs are fully developed, using multiple, complex and compound sentences
Content	Does not cover content appropriately	Major areas of content are included, but lacking sufficient detail	All pertinent content is covered
Mechanics	More than 3 errors	Between 1-3 errors	No errors
Spelling	More than 3 misspelled words	Between 1-3 misspelled words	No misspelled words

Course Outline

Case Studies in Health Information Management Workbook Assignments			
Page	**Case**	**Topic**	**Week**
2	1-1	SOAP Statements and the POMR	1
3-4	1-2	POMR Format	
5-6	1-3	MPI and Duplicate Medical Record Number Assignment	
7	1-4	E-MPI (Level 1)	
10-11	1-6	Patient Demographic Data Entry Screen Design and Data Quality	
12-13	1-7	Encounter Abstract Screen Design and Data Quality	
14-15	1-8	Coding Abstract Screen Design and Data Quality	
16	1-9	Designing a Report for Radiology and Imaging Service Examinations	
17	1-10	Documentation Requirements for H&P	2
19	1-12	Data Collection in LTC: MDS 3.0 (level 1)	
21-32	1-14	Birth Certificate Reporting Project	
36	1-17	Joint Commission Mock Survey	
39	1-20	Case Finding for Tumor Registry	
40-41	1-21	Face Validity of QI Study on Births	
45	1-25	Personal Health Record Education	
49	2-2	Alteration of Patient Record	3
50-51	2-3	Reporting Communicable Diseases	
52	2-4	ROI Staff Privacy and Privacy Rule Training Test	

54	2-6	ROI and the Legal Health Record	
55-60	2-7	Authorization for ROI	
61-63	2-8	Processing a Request for ROI	
64	2-9	E-Discovery	
66	2-11	Processing Requests for Information	
67	2-12	Valid Authorization for Requests for ROI	
69-72	2-14	Validate Subpoenas for Release of Information	
84	2-24	Security Measures for Access to PHI	
86	2-26	Mobile Security	
89	2-29	Access to Health Information for Treatment	4
92	2-32	Evaluating Records for Destruction	
100-104	2-40	Audit Trail Analysis	
105	2-41	Password Management	
108	2-44	Medical Identity Theft	
111	3-1	System Conversion	
113	3-2	System Integration	
114	3-3	Data Relationships	
116	3-5	Database Development	
120	3-9	System Life Cycle	
121	3-10	Data Collection Questionnaire and Interview Questions for systems Analysis	5
122	3-11	Developing a Data Collection Plan for Systems Analysis	
130	3-15	System Testing Plan	
134-135	3-19	Conversion of Admission Discharge Transfer System	
136	3-20	Admission Report Design	
137	3-21	Choosing Software Packages	
138	3-22	Selecting an Internet-Based Personal Health Record	
139	3-23	Data Warehouse Development	
143	3-26	Intranet Functionality	
145	3-28	Voice Recognition Editing	
146	3-29	Single Vendor or Best of Breed	
148	3-31	Electronic Signatures	6
149	3-32	Health Information Exchange	
150	3-33	Public Health	
151	3-34	HL7 HER System Functional Model	
152	3-35	Data Mining	
154	3-37	Encoder Functional Requirements	
158	4-1	Qualification for Insurance	
159	4-2	Medicare Coverage	7
160	4-3	Medicare Part D	

161	4-4	Calculating Commercial Insurance Reimbursement	
162	4-5	Explanation of Benefits	
163-164	4-6	Official Coding Resource	
165	4-7	Capitation Profit	
166	4-8	Selecting Coding Classification Systems	
167-168	4-9	Estimated MS-DRG Payments	
169	4-10	Case Mix Index Trends	
170-229	4-11	Top 10 MS-DRGs	
230-231	4-12	Case Mix Index Investigation	
232	4-13	Case Mix Index Analysis	
233-269	4-14	Medicare Provider Analysis and Review and Review Data Analysis	
270	4-15	Ambulatory Payment Classification	
271-272	4-16	Discharged Not Final Billed Reduction	
273	4-17	Chargemaster Audit	
274	4-18	Chargemaster Maintenance	
279	5-1	Hospital-Acquired Conditions	8
280-281	5-2	Coding Quality in ICD-10-CM	
282	5-3	Developing a Coding Quality Plan	
283	5-4	High-Risk MS-DRGs	
284	5-5	MS-DRG Changes	
285	5-6	Documentation Support for Principal Diagnosis	
286	5-7	Improving Coding Quality	
287-288	5-8	Physician Query Policy	
289-293	5-9	Physician Query Evaluation	
294	5-10	Physician Orders for Outpatient Testing	
296-297	5-12	Potential Compliance Issue	
298	5-13	Documentation Improvement	
300	5-15	National Coverage Determination	
301	5-16	Local Care Determination	
302-303	5-17	Medical Necessity	
304	5-18	Corrective Action Plan	
305	5-19	Comprehensive Error Rate Testing Benchmarking	
312	6-3	Work Measurement Study	9
319	6-9	Developing a Training Plan	
320	6-10	Department Coverage	
321	6-11	Decision Making	
326-327	6-14	Time Management	
328-329	6-15	Interdepartmental Communications	
330	6-16	Merit Raise	
331-334	6-17	Incentive-Based Compensation Programs	

340-343	6-20	Calculating Salary Increases	
344	6-21	Planning for Electronic Record Retention	
353-357	6-27	Developing the Health Information Management Department Budget	
358	6-28	Updating Depatment Organizational Chart	
359	6-29	Job Description Analysis	
360	6-30	Productivity Study	
361-362	6-31	Performance and Quality Improvement in a Coding Deparment	
363	6-32	Instituting Productivity and Quality Standards for Imaging or Scanning Records	10
372	6-37	Defining a Project	
392	6-46	Planning Release of Information Department Functions for a New Facility	
393	6-47	AHIMA Code of Ethics	
396	6-50	Health Information Management Staff and Confidentiality	
398-399	7-1	Inpatient Service Days	
400	7-2	Average Daily Census	
401-402	7-3	Length of Stay	
403-404	7-4	Average Length of Stay	
406-406	7-5	Percentage of Occupancy for Month	
407	7-6	Percentage of Occupancy for Year with Change in Bed Count	11
408	7-7	Percentage of Occupancy by Unit	
409	7-8	Consultation Rate	
410	7-9	Infection Rates	
411	7-10	Prevalence and Incidence Rates	
412	7-11	Comparative Health Data: Hospital Mortality Statistics	
419-420	7-18	Calculating Obstetrics Statistics	
424	7-21	Benchmarks for Leading Causes of Death	
427	7-24	MS-DRGs and Revenue	
434	7-31	Septicemic Hospitalization as Principal Diagnosis vs. Secondary Diagnosis	
435	7-32	Pain Assessment Study	
436-437	7-33	Coronary Artery Bypass Graft Postoperative Length of Stay	
438	7-34	Skyview Hospital Monthly Statistical Report	12

Week	Topic	Chapter
**Professionalism Text Assignments**		
1	Chapter 7 The Practicum Experience	Read chapter 7 and complete Chapter Review questions 1, 2, 4, 5, 6, and 7 on pages 201 and What If? Scenarios 2, 3, 4, 6, 7, and 8 on pages 201-202.
2	No professionalism assignment this week.	
3	Chapter 1 The Healthcare Industry and Your Role	Read Chapter 1 and complete Chapter Review questions 1-14 on pages 28-29 and What If? Scenarios 1, 2, 3, and 6 on page 29.
4	Chapter 2 Your Work Ethic and Performance	Read Chapter 2 and complete Chapter Review questions 1-14 on pages 55-56 and What If? Scenarios 1-4, 6, 8, and 9 on pages 56-57.
5	No professionalism assignment this week.	
6	Chapter 3 Personal Traits of the Healthcare Professional	Read Chapter 3 and complete Chapter Review questions 1-17 on pages 82-83 and What If? Scenarios 1-4, 6-8, and 11 on pages 83-84.
7	No professionalism assignment this week.	
8	Chapter 4 Relationships, Teamwork, and Communication Skills	Read Chapter 4 and complete Chapter Review questions 1-20 on pages 121-122 and What If? Scenarios 1-10 and 12 on pages 122-123.
9	No professionalism assignment this week.	
10	Chapter 5 Cultural Competence and Patient Care	Read Chapter 5 and complete Chapter Review questions 1-10 on page 155 and What If? Scenarios 3, 4, and 5 on page 155.
11	Chapter 6 Professionalism and Your Personal Life	Read Chapter 6 and complete Chapter Review questions 1-14 on pages 180-181 and What If? Scenarios 1-6, 8, and 9 on pages 181-182.
12	Chapter 8 Employment, Leadership, and Career Development	Read Chapter 8 and complete Chapter Review questions 1-13 on page 237 and What If? Scenarios 1-4 and 6-10 on pages 237-238.

PROFESSIONAL PRACTICE EXPERIENCE WEEKLY REFLECTION

A journal entry should be made for each day that work is done on case studies or site visits. The structure of the journal may be in any format that the student chooses to use. List the date, amount of time spent and a description of the activities performed. Each entry should include the following:

- The student's name and name of the site or activity.
- The date with starting and ending time spent on each activity.
- Title of the activity performed and/or observed.
- Name, credential, and title of the employee the student worked with on the activity.
- Ability of the employee to explain the procedure and answer questions.
- Problems encountered by the student, if any.
- Each day, answer the question: "What did I learn today?" If your first answer is nothing, keep asking until you come up with what you learned. Every experience is a learning experience.

The weekly journals should address learning experiences related to research on discussion topics, information about what the student is doing to prepare for certification testing, or anything else that may be pertinent that the student has learned or experienced during the week as it may be related to the career field.

PROFESSIONAL PRACTICE EXPERIENCE ASSIGNMENTS

Instructions: As you complete your professional practice experience site visits and/or interviews, you will either observe or have experience in many areas. Briefly answer each question. **Boldface** each question to facilitate evaluation by the instructor. Your responses may be obtained through a site at which you are placed or through your own contacts with health information management professionals. It may be necessary for you to network with more than one professional in order to complete all of the assigned questions. Use this opportunity to build your professional network.

Domain I. Data Content, Structure, & Standards

DEFINITION: Academic content related to diagnostic and procedural classification and terminologies; health record documentation requirements; characteristics of the healthcare system; data accuracy and integrity; data integration and interoperability; respond to customer data needs; data management policies and procedures; information standards.

- Assign codes for records that have already been coded, then compare to previously assigned codes. Write a summary of the differences as if performing an audit on your codes and those already assigned.   Be sure to also address quality of documentation. (I.A.1, I.A.2, I.A.3, I.A.4)
- Review policies and procedures for coding and incomplete record management and complete tasks in both areas. Provide suggestions for improvement based on observations.

Domain II. Information Protection: Access, Disclosure, Archival, Privacy, and Security

DEFINITION: Understand healthcare law (theory of all healthcare law to exclude application of law covered in Domain V); develop privacy, security, and confidentiality policies, procedures and infrastructure; educate staff on health information protection methods; risk assessment; access and disclosure management.

- Review the policy and procedure manual for release of information and complete tasks in the release of information process.

Domain III. Informatics, Analytics and Data Use

Definition: Creation and use of Business health intelligence; select, implement, use and manage technology solutions; system and data architecture; interface considerations; information management planning; data modeling; system testing; technology benefit realization; analytics and decision support; data visualization techniques; trend analysis; administrative reports; descriptive, inferential and advanced statistical protocols and analysis; IRB; research; patient-centered health information technologies; health information exchange; data quality.

- Find out what kind of statistics are maintained by the facility and who is responsible for maintaining and analyzing each.
- Interview an individual working with healthcare research to learn about data collection, protection of information, and protection of subjects. Summarize your findings and evaluate how HIM principles are applied in the research setting.
- Shadow or interview an HIM professional who uses reports for decision support purposes. Summarize your findings. Identify which reports or statistical data are used by that professional. Discuss how the information is used by the individual.
- National Institutes of Health (NIH) Office of Extramural Research has a web-based free training course, "Protecting Human Research Participants." Go to https://phrp.nihtraining.com/users/login.php and complete the training module. Submit a screen shot of the certificate as proof of completion.

Domain IV. Revenue Management

Definition: Healthcare reimbursement; revenue cycle; chargemaster; DOES NOT INCLUDE COMPLIANCE regulations and activities related to revenue management (coding compliance initiatives, fraud and abuse, etc.) AS THESE ARE COVERED IN DOMAIN V.

- Review chargemaster to identify the following items:
  - Find a line item that has a CPT code appended with a modifier.
  - Find a line item that does not have a CPT code assigned. Why do you think there is no code assigned?
  - Find a line item with a CPT code assigned that has a description that could potentially have more than one different code assigned.
- Review the DNFB report and identify ways to reduce days in A/R.
- Shadow an employee working in CDI.

Domain V. Compliance

Definition: COMPLIANCE activities and methods for all health information topics. For example, how to comply with HIPAA, Stark Laws, Fraud and Abuse, etc.; coding auditing; severity of illness; data analytics; fraud surveillance; clinical documentation improvement.

- Review the organization and/or department HIPAA compliance manual. Summarize your findings and identify areas that should be addressed more thoroughly in the manual, along with identifying any observed processes that may not be compliant.
- Review the organization's bylaws that pertain to record completion.
- Interview or shadow a coding or billing professional. Identify measures taken to ensure prevention of fraud and abuse. Find out how frequently audits are performed and who is responsible for the audits.

Domain VI. Leadership
Definition: Leadership models, theories, and skills; critical thinking; change management; workflow analysis, design, tools and techniques; human resource management; training and development theory and process; strategic planning; financial management; ethics and project management

- Interview somebody who volunteers with CIHIMA, ILHIMA, or AHIMA to find out why they got involved, what kind of work they do with their position, what they enjoy most about their volunteer position, and how they feel that their work contributes to the HIM profession, the HIM community, and the healthcare consumer community.
- Create a professionalism policy for an HIM department and an accompanying orientation process with a checklist. The policy must include, but does not need to be limited to:
    - Attendance
    - Dress code
    - Attitude
    - Confidentiality
    - Teamwork

FINAL PROJECT
Create a PowerPoint presentation to summarize your observations of policies, procedures, and staff in each of the six domains. The presentation must provide at least two suggestions for improvement in each domain. Review the list of AHIMA Entry-Level Competencies as you compile your presentation to make sure you have addressed all of the required domains as completely as possible.   Use the notes area of PowerPoint to provide what you would say with each slide. (I.D.2)

THANK YOU LETTERS

A thank you letter should be written and mailed to any individuals interviewed or sites visited for the PPE assignment. If site visits were part of your experience, a thank you letter should also be sent to each Professional Practice Experience supervisor, one per site, shortly after the conclusion of the activity. A copy of at least one of your letters should be submitted to the drop box for grading.

WEEKLY OVERVIEW

Week One
Objectives
Upon completion of this week's assignments, the student will be able to:

1. Start to develop and/or strengthen network with other students as preparation to transition from student to practicing professional.
2. Define professionalism.

Assignments – Due before midnight on Sunday, Day 7.
1. **Discussion:** The first paragraph shall be an introduction of yourself to your classmates. What is your major? Discuss your expectations for your PPE. Are you excited, nervous, or just ready to get it over and graduate? What are your fears? How do you feel you may benefit from networking with your peers in this class?

    The second paragraph should address backup plans. Since this class is online, it is important to have access to a reliable computer. What is your backup plan in the case that you experience computer or internet access problems? It is good to have more than one alternative in case you may need it.

    Be sure to respond to at least one of your classmates' postings with questions, comments, or additional information. Plan ahead and do not wait until 11:00 Sunday night to work on your homework. All of your assignments are outlined in the syllabus and all of the weeks are left open so that you may access the materials early. Poor planning does not constitute an emergency.   The weekly summary and responses are due by Sunday, Day 7 of this week.

2. **Case Study Workbook:** See table for assigned cases.
3. **Professionalism Text:** Read chapter 7 and complete Chapter Review questions 1, 2, 4, 5, 6, and 7 on page 201 and What If? Scenarios 2, 3, 4, 6, 7, and 8 on pages 201-202.

4. **Pretest**
5. **Weekly Reflection**

Week Two
Objectives
Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.

2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** This week discussion pertains to professional organization membership. Have you joined any professional organizations (AHIMA, HIMSS, etc.) as a student member? If so, what organization(s) did you join? What benefits of membership have you found to be most valuable? Are there any membership benefits about which you are unsure?

    If you have not joined as a student member, what are your reasons for not joining? Since this is your final quarter before graduation, this marks your last chance for discounted membership as a student. If you join now, you can appreciate a year of membership benefits for the low rate. You can also use student loan and other financial aid to purchase your membership if you do not have the money at this time. If you don't join until after graduation, it is very expensive. Some workplaces will pay for your annual membership dues, but not all do. When you interview for jobs, that is a very good question to ask about, along with whether or not they pay for continuing education.

2. **Case Study Workbook**: See table for assigned cases.
3. **Professionalism Text:** No assignment this week
4. **Weekly Reflection**

Week Three
Objectives:
Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** Complete the Questionnaire on Career Goals activity on page 1 of the AHIMA Career Prep Workbook, found in the online classroom. Answer the questions following the long-term vision exercise. What job description or title would you like to have in five years? What about ten years down the road? What type of problems do you hope to solve in the future? Think big! What do you want people to say about you when you're gone? What legacy do you want to leave behind?
2. **Case Study Workbook:** See table for assigned cases.
3. **Professionalism Text:** Read Chapter 1 and complete Chapter Review questions 1-14 on pages 28-29 and What If? Scenarios 1, 2, 3, and 6 on page 29.

4. **Weekly Reflection**

Week Four
Objectives
Upon completion of this week's assignments, the student will be able to:
1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** Have you already looked ahead to see what the continuing education requirements are for the credentials specific to your field of work? Explore what options for continuing education are available and discuss what plans you have for continuing education once you graduate and become certified. Some of you may wish to wait a while after graduation before taking a certification test. Do not consider this waiting period as time out from education. Discuss the importance of continuing education in your field of work.

2. **Case Study Workbook:** See table for assigned cases.
3. **Professionalism Text:** Read chapter 2 and complete Chapter Review questions 1-14 on pages 55-56 and What If? Scenarios 1-4, 6, 8, and 9 on pages 56-57.
4. **Weekly Reflection**

Week Five
Objectives
Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** Now that you have had a couple of weeks to think a little more about professional organization membership, let's address things at a higher level. Most people join their respective professional organizations simply for credential reasons or just because "that's what you do." Some are so apathetic that they have no clue, not only being unaware of the benefits they are entitled to as members, but more so, they are unaware of the importance of volunteers in the organization and the roles of volunteers in leadership positions. Discuss ways that you may be interested in serving

your profession as a volunteer. Have you or would you ever consider running for a leadership position at a regional, state, or national level? Why or why not? Is there anything you would like to learn about volunteering or pursuing a leadership position?
2. **Case Study Workbook:** See table for assigned cases.
3. **Professionalism Text:** No assignment this week
4. **Weekly Reflection**

Week Six
Objectives
Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** This is the week that you will be completing your practice test using the online access code to take the mock examination in the RHIT Exam Preparation textbook. The one thing that I want you to remember is that this test is for you to practice and find your weak areas. Do NOT use any references, as you will not be allowed any when you take your certification tests. This will be a pass/fail test. If you take the practice test and turn it in, you get full points. If you do not do it this week, you will get no points. Prior to taking the practice test, discuss what your fears are.

   After taking the practice test, share your feelings and what you plan to do in order to better prepare for the real thing. Most important this week - do NOT be discouraged by your practice test scores. In fact, expect them to be low, especially the first time you take it. You will be doing this again for the final exam and this first one should provide a good indication of what you will need to review. Trust me, this first time taking the practice test will be a real eye-opener for all of you. You will be amazed at some of the seemingly minor things that you learned in class, but will be on the test.
2. **Case Study Workbook**: See table for assigned cases.
3. **PPE Interview**
4. **Thank you note**
5. **Midterm exam**
6. **Professionalism Text:** Read chapter 3 and complete Chapter Review questions 1-17 on pages 82-83 and What If? Scenarios 1-4, 6-8, and 11 on pages 83-84.
7. **Weekly Reflection**

Week Seven
Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** You should have completed at least part of your PPE interview and shadowing project assignments by now. What did you learn? Were there any surprises?   Share your findings and discuss differences with the findings of your classmates.
2. **Case Study Workbook:** See table for assigned cases.
3. **Professionalism Text:** No assignment this week
4. **Weekly Reflection**

Week Eight
Objectives
Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** Review page 16 of the AHIMA Career Prep Workbook about finding the perfect job. Search online for HIM-related positions using a wide variety of career search tools, including facility websites and large search engines. Find five positions which interest you and complete the activity on page 17 for each of them.
2. **Case Study Workbook:** See table for assigned cases.
3. **Professionalism Text:** Read chapter 4 and complete Chapter Review questions 1-20 on pages 121-122 and What If? Scenarios 1-10 and 12 on pages 122-123.
4. **Weekly Reflection**

Week Nine
Objectives
Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership

3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** This week, I would like each of you to share something that you learned in your professional practice experience that was new information that you do not remember learning in your coursework. Do not feel the need to limit this to one item. If you learned more, then I encourage you to share with your classmates.
2. **Case Study Workbook**: See table for assigned cases.
3. **Professionalism Text:** No assignment this week
4. **Weekly Reflection**

Week Ten
Objectives
Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** As we are approaching the end of this quarter and the point at which you transition from being a student to becoming a professional, you need to be aware of the fact that not all workplaces do things "according to the books." Some of you may have noticed in your PPE assignment that the facility does certain tasks different than how you learned it should be. It could be a simple shortcut, but it could be something significantly different and possibly non-compliant with what you learned regarding legal and ethical issues. You may have also noticed things done differently when you have visited healthcare providers. Discuss an experience with a healthcare provider, or something from your PPE assignment, that differs from what you have learned in school.

   I generally encourage coding students to get some experience under their belts prior to taking certification examinations. However, students graduating from the Health Information Technology program are strongly encouraged to take the RHIT exam as soon as possible following graduation. Sometimes, facility policies are very different from what the professional standards are, which could be confusing when taking the exam, as there is confusion between remembering learning something one way in school, but doing it completely different in the workplace.
2. **Case Study Workbook:** See table for assigned cases.
3. **Professionalism Text:** Read chapter 5 and complete Chapter Review questions 1-10 on page 155 and What If? Scenarios 3, 4, and 5 on page 155.
4. **Weekly Reflection**

Week Eleven
Objectives
Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Discussion:** I encourage all of you to start working on the practice tests for the final exam this week, rather than waiting until the last minute next week. Have you done any studying based on the findings from the practice tests when you took them at midterm? Be sure to read the study tips at the beginning of your textbook. One thing that is recommended for doing the practice tests is to set aside a large block of time and take them all in one sitting. While this may be a difficult task for you to block out about four hours, it will give you a more accurate idea of what to expect when you take the real thing. How soon following graduation do you plan to take your certification test?
2. **Case Study Workbook:** See table for assigned cases.
3. **Professionalism Text:** Read chapter 6 and complete Chapter Review questions 1-14 on pages 180-181 and What If? Scenarios 1-6, 8, and 9 on pages 181-182.
4. **Weekly Reflection**

Week Twelve
Objectives
Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7
1. **Case Study Workbook:** No assignment this week
2. **Professionalism Text:** Read chapter 8 and complete Chapter Review questions 1-13 on page 237 and What If? Scenarios 1-4 and 6-10 on pages 237-238.

3. **Final Exam**
4. **Final Course Reflection:** Each student must submit a 2 – 3 paragraph report to the Final Course Reflection drop box. The report shall summarize the learning concepts from the material covered this quarter. Please devote the last paragraph to at least two concepts

that you found to be most personally important and/or valuable from course material this quarter.   Also share information regarding what you liked best about the course, what you liked least about the course, and any comments or suggestions for improvement.