

Common Course Outline
HIIT 171
Practicum I: Electronic Medical Records Applications
1 Credit, 60 hours

The Community College of Baltimore County

Description

Practicum I provides students practice coding health data and analyzing medical records through a supervised and outcomes-based work experience in a medical records setting at two health care facilities. 1 credit. *Minimum 30 hours each at approved acute care and non-acute care practicum sites.* Prerequisite: Successful completion of HIIT 210.

Overall Course Objectives

Upon successful completion of this course, students will be able to:

1. retrieve and code data from electronic medical records;
2. chart the flow of medical information from source to dissemination;
3. identify and explain HIPAA/compliance issues for all practicum activities;
4. perform DRG coding activities;
5. defend rationale of codes used for medical records;
6. analyze medical records for inconsistencies;
7. describe how the parts of a medical records department function together and impact all other areas of the health system;
8. utilize computerized encoder program and compliance software to successfully code medical records;
9. research approved topic and present orally; and
10. reflect upon practicum experience.

Major Topics

The major activities the student and instructor will complete are as follows:

- I. Secure position which meets the definition of Health Information Technician at an approved site.
- II. Work the required number of hours per week.
- III. Complete tasks as assigned by the supervisor to meet the designed educational objectives.
- IV. Submit to instructor weekly progress reports signed by supervisor.
- V. Maintain a weekly journal that reflects on the week's activities.

Course Requirements

Grading: Grading procedures will be determined by the individual faculty member but will include the following:

1. Student progress reports
2. Supervisor evaluation of student's performance and completion of tasks, goals, and objectives
3. Written research paper (minimum 1000 words)
4. Oral presentation
5. Reflection paper (minimum 500 words)