

New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit Graduate credit Professional credit

- 1. School/Division Informatics 2. Academic Subject Code HIA-M
- 3. Course Number 443 (must be cleared with University Enrollment Services) 4. Instructor TBA
- 5. Course Title Professional Practicum in Health Information Management I.

Recommended Abbreviation (Optional) Prof Practicum HIM I
(Limited to 32 Characters including spaces)

- 6. First time this course is to be offered (Semester/ Year): Fall 2010
- 7. Credit Hours: Fixed at 8 or Variable from _____ to _____
- 8. Is this course to be graded S-F (only) Yes No
- 9. Is variable title approval being requested? Yes No
- 10. Course description (not to exceed 50 words) for Bulletin publication: This course is designed to provide professional practice experience in an approved clinical site under the direction of an HIA faculty member and an onsite clinical instructor. Students also receive didactic and practicum experience in the classroom. Emphasis on clinical science, health information management, business administration and information systems.
- 11. Lecture Contact Hours: Fixed at 8 or Variable from _____ to _____
- 12. Non-Lecture Contact Hours: Fixed at _____ or Variable from _____ to _____
- 13. Estimated enrollment: 35 of which 0 percent are expected to be graduate students.
- 14. Frequency of scheduling: Fall Will this course be required for majors? Yes
- 15. Justification for new course: Restructure of professional practice experience for HIA majors to include clinical practice in a healthcare facility as well as practicum experience in the classroom
- 16. Are the necessary reading materials currently available in the appropriate library? Yes
- 17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
- 18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
- 19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

Approved by:

Selma M. Stewart
Department Chairman/Division Director

Date 11-2-09

[Signature]
Dean

Date _____

Date _____
Dean of Graduate School (when required)

Chancellor/Vice-President

Date _____

University Enrollment Services

Date _____

HIA - M443
Professional Practicum in Health Information Management 1
Fall 2010
8 Credit Hours

Instructors: Beverly Walker, RHIA, CCS,
Ruth Walker, MIS, RHIA, CPHQ
Lindsey Scrivner, MBA, RHIA

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Office Hours:
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IUPUI Mission

The mission of IUPUI is to provide for its constituents excellence in

Teaching and Learning
Research, Scholarship, and Creative Activity
Civic Engagement

With each of these core activities characterized by
Collaboration within and across disciplines and with the community
A commitment to ensuring diversity, and
Pursuit of best practices

IUPUI's mission is derived from and aligned with the principal components –
Communities of Learning, Responsibilities of Excellence, Accountability and Best
Practices – of Indiana University's Strategic Directions Charter.

IUPUI Statement of Values

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community; both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

Required Text:

Course Description

This course is designed to provide professional practice experience in an approved clinical site under the direction of an HIA faculty member and an onsite clinical instructor. Students also receive didactic and practicum experience in the classroom. Emphasis on clinical science, health information management, business administration and information systems.

Course Outcomes

1. Application of the technical and administrative skills necessary to function in health information services area.
2. Application of common health information management techniques and practices in actual clinical setting.
3. Application of common quality improvement techniques and practices in simulated settings.
4. Use of effective writing techniques on assignments.
5. Ability to quantitatively analyze data which are commonly utilized by the health information profession.

Practicum Experience in the Classroom

Apply didactic theoretical knowledge in the following areas of Health Information Management (HIM):

1. Management of Health Data including interpretation, verification, monitoring and planning phases (I.A.1);
2. Maintain and create HIM departmental processes, policies and procedures regarding the accuracy and integrity of health data (I.A.5);
3. Preserve and sustain organizational compliance with all current healthcare federal state and local laws and accreditation standards including federal, state and local agencies (I.B.2 & 3);
4. Management of Clinical Classification Systems including information system updating and employee retention (I.C. 2), (V.A.1);
5. Develop and maintain processes and procedures regarding revenue cycle, claims management, and chargemaster functionality including departmental financial decision making processes (I.D.2);
6. Analyze and present data in all areas of healthcare including quality, utilization and risk management (II.2.2);
7. Support departmental and organizational wide information systems including data security, storage, reporting and implementation of new systems (IV. C. 1), (IV.E.3);
8. Reinforce database architecture through planning, designing, and verification of database management (IV,B.1).

Professional Practice Outcomes

1. Ability to apply didactic knowledge in the professional practice setting in the following areas; CPT coding, quality improvement, hospital planning and systems, computer applications, seminar and in-service, long term care, alternate delivery systems, healthcare reimbursement and psychiatric record systems.
2. Application of common health information techniques and practices in simulated settings.
3. Application of the technical and administrative skills necessary to function in a health information services area.
4. Ability to communicate clearly and effectively with diverse populations, including students, practitioners and clinical instructors.
5. Ability to quantitatively analyze data which are commonly utilized by the health information profession.

Professional Practice Competencies

1. Ability to participate in activities which affect social and professional policies through attendance at professional association board meetings and educational sessions.
2. Use of effective writing techniques on all assignments.
3. Willingness to participate effectively in health information services activities through attendance at tours and meetings with clinical site personnel.
4. Ability to communicate clearly and effectively with diverse populations, including employees; clinical instructors; professional, administrative and medical staff.
5. Willingness to be flexible by accommodating changes in plans and managing multiple concurrent assignments.
6. Incorporation of ethical decision-making into practice.
7. Commitment to abiding by the ethical standards of the health information profession.
8. Ability to communicate clearly and effectively to diverse populations when making speaker introductions at professional meetings; presenting reports to employees and committees at the professional practice site.
9. Ability to recognize and define problems, develop multiple hypotheses and choose effective strategies/correct solutions at the professional practice site.
10. Ability to communicate clearly and effectively to diverse populations by planning, organizing, conducting and evaluating health information seminars and in-service education programs.
11. Knowledge of health information management systems and design concepts in the selection of a new system and/or renovation of a health information service department.

Expectations/Guidelines/Policies

Incomplete

An "I" **Incomplete** will not be given unless extreme circumstances. Not for "bogged down" or "behind". A student must have 75% of coursework and the incomplete form filed by assistant dean to the Student Services Office.

Attendance:

The student will report to the practicum site at the assigned time. Any time lost from the clinical site will be made up by making arrangements with the clinical instructor and the faculty. Unscheduled time at the clinical site must be arranged through the clinical instructor. The student will report at the assigned time and place for all laboratory classes. All absences will be made up by making arrangements with the instructor.

Reports

All reports are to be in typed format. When appropriate, reports will be double-spaced, and include APA style formatting for in-text and bibliography citations a title page, and a table of contents. Memos and letters are to be single-spaced. Please refer to each unit syllabus for a schedule of reports.

Assignments

- Complete laboratory assignments made by faculty
- Complete clinical assignments as outlined in the **Manual for Professional Practice** as assigned by clinical instructor.
- Prepare summaries of clinical experiences according to instructions in the **Manual for Professional Practice**.

Late Assignments

Late assignments will not be accepted. Any extensions to a due date requires advance arrangements with the instructor. Please refer to the syllabus for a schedule of assignments.

Evaluation

- Clinical assignments will be reviewed by both the clinical instructor and faculty. Faculty will assign grades.
- Faculty will grade laboratory assignments according to the Health Information Administration Program grading scale.

Grades

Progress in the course will be reported periodically with copies of the computer grade sheet (example attached). Check it for accuracy and report any discrepancies.

The grade scale is:

A+	97-100	C+	82-84
A	93-96	C	80-81
A-	91-92	C-	78-79
B+	89-90	D+	77
B	88	D	76

B- 85-87

D- 75
F 74 or less

Publications

The student shall obtain prior written approval from both the faculty and the Practicum instructor before publishing any material relating to experiences at the clinical site.

Professional Behavior

The student will follow administrative policies, standards and practices established by the University, the Practicum site and the AHIMA profession. Any problems related to the practicum experience will be brought to the attention of the HIA faculty.

Transportation

The student will arrange for transportation to and from both the in-class and facility sites.

Health Examination

The student is responsible to meet all health requirements of the facility and the University.

Persons with Disabilities

Individuals who need auxiliary aids for effective communication should call 274-3241, two weeks prior to the event. This educational material can be made available in alternative formats. For assistance, contact the Program Director.

Principles of Undergraduate Learning (PUL)

1. Core communication and quantitative skills
2. Ability to express ideas and facts in effective written and oral mechanisms
3. Ability to present information within presentations
4. Ability to quantitatively analyze information
5. Critical thinking
6. Ability to analyze issues and apply logic to information and ideas
7. Ability to synthesize information from didactic learning into future endeavors
8. Integration and application of knowledge
9. Use information and concepts from professional practice in professional life
10. Intellectual depth, breadth, and adaptive ness
11. Ability to demonstrate substantial knowledge and understanding of all aspects of the Health Information concepts and information so as to apply at other professional settings
12. Values and ethics
13. Apply Professional ethics and values in professional practice setting

Academic Standard

If an HIA student of senior standing fails to receive a minimum grade of C in any program course, he/she will be dismissed from the program.

Cheating

Cheating is dishonesty of any kind with respect to course assignments, alteration of records, or examinations. It is the student's responsibility not only to abstain from cheating, but also to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student cheat is as guilty of cheating as the student assisted. The student also should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.

Plagiarism

Plagiarism is assuming credit for someone else's work, words, or ideas – whether or not the ideas are expressed in the borrower's own words. Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Plagiarism includes language or ideas taken from isolated formulas, sentences, or paragraphs; entire articles copied from books, periodicals, speeches; the writings or created works of other students; and materials assembled or collected by others in acknowledgement.

Code of Student Rights

All students are responsible for reading the Code of Student Rights, Responsibilities and Conduct of IUPUI.

Course Schedule

Week	Activity/Domain
1	Practicum site visit
2	I. Health Data Management
3	Practicum site visit
4	V. Organization and Management
5	Practicum site visit
6	II. Health Statistics, Biomedical Research and Quality Management
7	Practicum site visit
8	III. Health Services Organization and Delivery
9	Practicum site visit
10	IV. Information Technology and Systems

11	Practicum site visit
12	IV. Information Technology and Systems
13	Practicum site visit
14	IV. Information Technology and Systems
15	Practicum site visit