

| Course Objectives  | Competencies   |
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| <p>To provide the student with an on-site experience in HIM or other healthcare related departments in various healthcare facilities and settings.</p> | <ul style="list-style-type: none"> <li>• Understand a facility orientation process and functions of various healthcare facilities and HIM operations.</li> <li>• Build communication and presentation skills.</li> <li>• Compare and contrast the working relationship amongst departments in the healthcare organization.</li> <li>• Recognize health information documentation flow in a healthcare setting.</li> <li>• Perform functions in a health information department.</li> <li>• Perform HIM related functions to include coding, retrieval, filing, assembly, analysis, and other functions while maintaining confidentiality of protected health information.</li> <li>• Develop a presentation on a HIT related topic from your professional practice experience.</li> <li>• Prepare handouts and material for the presentation.</li> <li>• Record experiences on a daily basis, reflecting on concepts/procedures learned.</li> <li>• Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings and discharge status (I.B.1)</li> <li>• Verify the documentation in the health record is timely, complete and accurate (I.B.2)</li> <li>• Identify a complete health record according to organizational policies, external regulations and standards (I.B.3)</li> <li>• Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of care (I.B.4)</li> <li>• Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information (II.B.1)</li> <li>• Utilize software in the completion of HIM process (III.A.1)</li> <li>• Explain current trends and future challenges in health information exchange (III.G.1)</li> <li>• Develop appropriate physician queries to resolve data and coding discrepancies (V.D.2)</li> </ul> |