

**HINM272**  
**Professional Practice III Syllabus**  
**Montgomery College**  
**Health Information Management Program**  
**Spring 2019**

**INSTRUCTOR CONTACT INFORMATION:**

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**COURSE DESCRIPTION**

This course provides preparation for the Registered Health Information Technician (RHIT) examination, which can be taken in the final semester of study. The course focuses on review of all competency categories known as domains as outlined by the American Health Information Management Association (AHIMA). Students will be encouraged to sit for the AHIMA Registered Health Information Technician (RHIT) certification examination and take a Mock RHIT Examination.

**PREREQUISITES:** HINM210 and HINM215, or consent of the Program Coordinator.

**PRE- or COREQUISITE:** HINM271 or consent of the Program Coordinator.

**REQUIRED MATERIALS/TEXTBOOK**

Registered Health Information Technician Examination Preparation, **7<sup>th</sup> Edition** (Darcy Carter, DHSc, MHA, RHIA & Patricia Shaw, EdD(c), RHIA, FAHIMA

**If purchasing from AHIMA:**

Product #: **AB105016**

ISBN #: **9781584265795**

Publisher: **AHIMA Press**

**\*The seventh edition aligns with the RHIT exam refresh beginning 1/2/2018.**

**AHIMA DOMAINS, SUBDOMAINS, AND TASKS**

At the conclusion of this course, students should be able to perform tasks and subtasks as described in the AHIMA Associate Level Competencies and Student Learning Outcomes. This document is available on the Health Information Management Program website <http://www.montgomerycollege.edu/him> and in the Health Information Management Student Handbook.

**STUDENT LEARNING OUTCOMES**

**Upon successful completion of this course, the student should be able to:**

<b>1</b>	Identify concepts and principles of Data Analysis and Management through the analysis and summation of health record data; the organization of data into a useable format; the abstraction of data found in health records; and the maintenance of data dictionaries. <b>(Domain 1, Domain 3)</b>
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<b>2</b>	Demonstrate correct application of concepts and principles of Coding by applying all official current coding guidelines; assigning diagnostic and procedure codes based on health record documentation; sequencing codes; developing and managing a physician query process; and reviewing the accuracy of abstracted data. <b>(Domain 1, Domain 4)</b>
<b>3</b>	Describe concepts and principles of Compliance to ensure health record documentation meets federal and state regulations; validate compliance with privacy and security guidelines (HIPAA); monitor documentation for completeness; manage release of information; and evaluate medical necessity. <b>(Domain 2, Domain 5)</b>
<b>4</b>	Apply concepts and principles of Information Technology by evaluating the functionality of applications; maintaining databases; creating data dictionaries; and participating in vendor selection. <b>(Domain 3)</b>
<b>5</b>	Identify concepts and principles of Quality by applying standards, guidelines, and/or regulations to health records; defining National Patient Safety Goals (TJC); designing efficient work flow processes; and performing data collection for quality reporting. <b>(Domain 5)</b>
<b>6</b>	Apply concepts and principles of legal aspects by ensuring confidentiality of health records (paper and electronic); demonstrating (and promoting) legal and ethical standards of practice; maintaining integrity of health records; following state and mandated record retention policies; and identifying potential health record-related risk management issues. <b>(Domain 1, Domain 6)</b>
<b>7</b>	Explain concepts and principles of Revenue Cycle by participating in clinical documentation improvement; identifying fraud and abuse; monitoring claim denials and determining potential revenue impact; and maintaining the chargemaster. <b>(Domain 4)</b>
<b>8</b>	Demonstrate effective study and test-taking skills.

**METHOD OF EVALUATION:**

**A total of 260 points is available for this course. Course delivery will be structured as follows:**

**COMPREHENSIVE STUDY PLAN (100 points):**

- Students will create an individual, comprehensive study plan, which will guide their study efforts throughout the semester **(in preparation for the RHIT Examination in May 2019 – if applicable)**. Samples of study plans will be provided on Blackboard after the first online class meeting (1/31/19).

### HINM272 METHOD OF EVALUATION

ACTIVITY	TOTAL POINTS POSSIBLE (Assignments)
Comprehensive Study Plan	100
Mock RHIT Exam	100
Domain Quizzes (6)	60 (10 points each)
<b>TOTAL POINTS</b>	<b>260</b>

#### GRADING SCALE:

92–100%	=	A
84– 91%	=	B
78– 83%	=	C
65– 77%	=	D
0– 64%	=	F

A student must receive a "C" or better to successfully complete this course. If a student finds that he/she is unable to continue the class, it is his/her responsibility to officially drop or withdraw from the class on or before the last day for such procedures as announced by and posted in the Records Office. If a student does not officially drop or withdraw, he/she will receive a grade of "F" for the course.

#### FACULTY EXPECTATIONS AND COURSE POLICIES:

**Please read the entire syllabus carefully. These policies and expectations are intended to create a productive learning atmosphere for all students. Notify your Instructor of any questions or concerns regarding the Syllabus.**

#### COMMUNICATION

The accepted modes of communication with your Instructor are the Blackboard course email and your Montgomery College email accounts. It is important that you use these official email accounts to communicate with your Instructor. If you need to communicate with your instructor by phone, use the phone number indicated on the course syllabus. Instructors may also specify time limits for receiving phone calls. Emails will be answered within 24 hours on weekdays and 48 hours on weekends. General questions or personal concerns should be sent through Montgomery College email. Messages that relate to course content, assignment, exams, etc. should be sent through Course Mail for that Blackboard course.

#### SYLLABUS AND COURSE CHANGES

The health information management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. **The Health Information Management Program Faculty reserve the right to modify course syllabus, course content and evaluation procedures as deemed necessary.** Notice of changes will be made by announcement via Blackboard. The revised Syllabus will be posted to Blackboard with the appropriate revision date.

## **ATTENDANCE**

The attendance policy published in the current Montgomery College catalog/Student Handbook is the policy for this class. Each student is expected to attend all classes. If a student does not attend a scheduled class, it is his or her responsibility to obtain the material missed and make up the work.

## **PARTICIPATION AND CONTRIBUTION POLICY**

Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course Instructor on the course start date. If the student does not submit assignments as directed, the Instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the Instructor.

Students are expected to regularly participate as directed by the Instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

## **DISCUSSION BOARD PARTICIPATION (if applicable)**

This class will be conducted in an atmosphere of mutual respect. Your active participation is encouraged in class discussions. Differing opinions are encouraged and welcomed. The orderly questioning of the ideas of others, including those of the Instructor, is similarly welcome. However, the Instructor will take the responsibility of managing the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your conduct during class discussions disrupts the atmosphere of mutual respect, you will not be allowed to continue participation in that discussion.

## **SUBMISSION OF COURSE WORK**

It is the student's responsibility to manage course load and submit assignments in a timely fashion. A course schedule has been developed for this class, which should be used to assist you in managing your time and to help you stay aware of due dates and deadlines.

Assignments must be typewritten and submitted via the Assignment Submission box in Blackboard. Tests may NOT be repeated at the student's request to raise a grade. While it is understood that there may be unforeseen circumstances, do your best to keep your Instructor notified of any issues that prevent you from submitting work on time. Contact your Instructor immediately if you are unable to adhere to a scheduled unit deadline. Your instructor reserves the right to deduct points for late and missing assignments.

### **IMPORTANT: LATE SUBMISSION POLICY**

**Out of fairness to learners who work hard to get high-quality work in on time despite all of their personal and professional life challenges, all late work will receive a 15% mandatory deduction daily for no more than 2 days. After 2 days, the work will receive a zero. While it is understood that there may be unforeseen circumstances, do your best to keep your Instructor notified of any issues that prevent you from submitting work on time. Contact your Instructor immediately if you are unable to adhere to a scheduled unit deadline. Your instructor reserves the right to deduct points for late and missing assignments.**

### **GRADE OF INCOMPLETE**

A student who completes most of the assignments in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the Instructor to see if receiving an Incomplete (I) is warranted. If an Instructor grants an incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

### **WITHDRAWAL AND REFUND DATES**

To view specific drop deadlines, log into your MyMC account:

- 1) Click on "My Class Schedule" under Student Quick Links
- 2) Select the current term
- 3) Click on "View Drop Deadline Dates" at the bottom of the page"

### **COURSE COMPETENCY FINAL PROJECT OR EXAMINATION**

The final project or examination is a measurement of your ability to grasp the concepts presented in this course. A student must receive a "C" (78%) or better in the course **AND** on the course competency final exam to successfully complete this course.

### **TECHNICAL SUPPORT**

If a student is having difficulty navigating the course requirements within Blackboard after a thorough review of the course instructions, tutorials and practice assignments, it is the student's responsibility to seek out assistance via the various resources available through Montgomery College:

- Technical Support for Blackboard issues is available at the following website:  
<https://help.edusupportcenter.com/shplite/montgomerycollege/home>
- Technical assistance with College-supported IT resources (Montgomery College IT Service Desk) is also available at <http://cms.montgomerycollege.edu/itservicedesk/>
- One-on-one assistance with Blackboard functions (submitting assignments, etc.) is available from the [Medical Learning Center](#) in the Health Sciences Building on the Takoma Park Campus.
- Additional assistance for other course related issues (using Microsoft Word/Office, internet access, test-taking skills, general tutoring, etc.) are available at campus [WRLC \(Writing, Reading and Language Centers\)](#) and [Digital Learning Centers](#)
- Students can install Microsoft Office 365 applications on up to five devices and/or access the web version through MyMC.  
<http://mcblogs.montgomerycollege.edu/itprojects/studentemailfaq/>

- Students are also responsible for meeting system requirements by using [Blackboard compatible browsers and operating systems](#), as well as appropriate word processing software. Assignments in formats other than Microsoft Word (.doc/.docx) or PDFs will not be accepted. Your instructor reserves the right to deduct points or assign zero points for incorrectly submitted assignments.

### **ACADEMIC INTEGRITY**

Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Health Information Management Program Student Handbook for a full policy statement.

### **ACCESS, DISABILITY AND COMMUNICATION**

Any student who needs an accommodation due to a disability should contact the Instructor. In order to receive accommodations, a letter from Disability Support Services (G-SA172; R-CB122; or TP/SS-ST 122) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at:

[www.montgomerycollege.edu/dss](http://www.montgomerycollege.edu/dss)

### **IMPORTANT STUDENT INFORMATION LINK:**

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College Alert System, and finally, how closings and delays can impact your classes.

If you have any questions, please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies. <http://cms.montgomerycollege.edu/mcsyllabus/>

**HINM272**  
**Spring 2019 Course Schedule**  
**(IMPORTANT: DATES ARE SUBJECT TO REVISION)**

This course will be conducted in an online format. All class meetings will be recorded.

<b>Class Meeting Date (Thursdays)</b>	<b>Activity</b>
<b>1/31/19</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Review Syllabus</li> <li>• Course Overview(s)</li> </ul>
<b>2/7/19</b>	<ul style="list-style-type: none"> <li>• Mini Lecture (Domain 1/Part 1 – Data Content, Structure, and Information Governance)</li> </ul>
<b>2/21/19</b>	<ul style="list-style-type: none"> <li>• Mini Lecture (Domain 1/Part 2 – Data Content, Structure, and Information Governance)</li> <li>• Domain 1 Quiz</li> </ul>
<b>3/7/19</b>	<ul style="list-style-type: none"> <li>• Mini Lecture (Domain 2 – Access, Disclosure, Privacy, and Security)</li> <li>• Domain 2 Quiz</li> </ul>
<b>3/21/19</b>	<ul style="list-style-type: none"> <li>• Mini Lecture (Domain 3 – Data Analytics and Use)</li> <li>• Domain 3 Quiz</li> </ul>
<b>4/4/19</b>	<ul style="list-style-type: none"> <li>• Mini Lecture (Domain 4 – Revenue Cycle Management)</li> <li>• Domain 4 Quiz</li> </ul>
<b>4/18/19</b>	<ul style="list-style-type: none"> <li>• Mini Lecture (Domain 5 - Compliance)</li> <li>• Domain 5 Quiz</li> </ul>
<b>5/2/19</b>	<ul style="list-style-type: none"> <li>• Mini Lecture (Domain 6 - Leadership)</li> <li>• Domain 6 Quiz</li> <li>• Test Taking Tips, Test Anxiety (recorded)</li> </ul>

<b>Important Due Dates/Deadlines</b>	<b>Item</b>
<b>2/4-2/8/19</b>	Take Practice Mock RHIT Exam
<b>2/10/19</b>	Submit Comprehensive Study Plan
<b>4/22-4/26/19</b>	Take RHIT Mock Exam <b>(Take Mock Exam in Medical Learning Center)</b>
<b>May 2019-June 2019</b>	<b>**Take RHIT Exam (if applicable)**</b>