

<b>Course &amp; Title:</b>	<b>HIM 495: Capstone Professional Practice Experience</b>
<b>Instructor:</b>	Darnez Pope, MS, RHIT Academic Complex 411E Phone: 270-745-6561 Darnez.pope@wku.edu
<b>Contact Information:</b>	The best way to contact me is either through email at <a href="mailto:darnez.pope@wku.edu">darnez.pope@wku.edu</a> during my posted office hours, which can be located under “Instructor Information” on Blackboard. If contacting me by email, I will make every effort to respond within 24 hours. Calling me at 270-745-6561 is an option as well.
<b>Credit Hours:</b>	Three (3) semester credit hours or Six (6) semester credit hours
<b>Prerequisites:</b>	HIM 252, HIM 350, CIT 310, CIT 332, CIT 350, CIT 492, HCA 342, HCA 401 or 445, PH 383
<b>Course Description:</b>	Professional practice experience in a health-related setting. Students are responsible for their own travel.
<b>Introduction:</b>	<p>As the final course in the curriculum, the HIM student will complete three (3) credit hours or six (6) credit hours of professional practice experience (PPE). HIM 495 Capstone PPE is the final course in a series of courses related to health records and the latest trends in healthcare delivery and their effect on health information management and supervision and a final opportunity to practice all the cognitive psychomotor and affective theory, skill and behavior in an extended field experience. The hybrid format of the PPE allows students to complete a faculty-directed project, followed by 80 hours or 160 hours of focused field experience and project completion in an approved healthcare setting. The student must also successfully complete a mock examination to show entry-level proficiency.</p> <p>Professional practical experience is a vital and necessary link in the student’s health information education. It allows the students to relate their theoretical background to actual experiences in healthcare facilities. Practical experience should be provided of sufficient quality and scope to prepare the student for active participation in the managerial responsibilities of a health information management or related department. This activity is a planned project-focused student learning experience and should not be regarded as strictly work experience; it is expected that HIM students will not be substituted for paid employee.</p> <p>The PPE may be completed at a site in which the student is currently employed in the health information management or related department. However, the PPE should occur in a department other than the one employing the student and cannot be the daily work of that employee. The PPE is a planned student learning experience and should not be regarded as strictly work experience. Unless approved in writing by the HIM program director, there will be no compensation paid to the student by the facility.</p> <p>The HIM 495 Capstone PPE Handbook outlines the details of the field experience and the project assignment and completion.</p>
<b>Textbooks:</b>	<p>Books can be obtained from the <a href="http://www.wku.edu/bookstore/">WKU Bookstore</a> or appropriate publisher (AHIMA Press: <a href="http://www.ahima.org/">http://www.ahima.org/</a>)</p> <p>Mandatory Textbook(s): Shaw and Carter: Registered Health Information Administrator (RHIA) Exam Preparation, 9<sup>th</sup> Ed., ISBN: 978-1-58426-816-1; AHIMA Press</p> <p>Additional Textbook(s): Textbooks you previously used in while in the HIM program. Textbooks may have been Sayles “Health Information Management An Applied Approach”, Sayles “Health Information Management Concepts, Principles and Practice” or other similar textbooks.</p>

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#### Additional Course

#### Resources Available:

- AHIMA Body of Knowledge
- Cms.hhs.gov Website
- Kentucky Legal Guide
- Joint Commission E-dition Manual
- Other resources, as needed

#### Evaluation:

The final grade will be derived from the following:

Assignments/Projects	% of Final Grade
Written (Typed) Report of HIS Project	30%
Faculty-Directed Management Project	20%
PPE Site Supervisor's Evaluation of Student	15%
RHIA Mock Exam*	10%
Written (Typed) Descriptive Report of PPE Field Experience Site	5%
Data Collection Tool for HIS Project	5%
Daily or Weekly Activities Summaries	5%
Professional Development Plan	5%
Evaluations of Faculty Projects & PPE Site	5%

\*The student must complete and achieve a minimum score of 80% (a minimum of 104 out of a possible 130 points is required) on the RHIA Mock Exam. A score of 79% or lower will result in a grade assignment of 0%. Multiple attempts are allowed. The highest grade will be assigned a grade if the grade is higher than 80%.

If necessary, a grade of "Incomplete" may be assigned until this requirement is met; students will be referred to appropriate resources for additional study. The RHIA Mock Exam will be administered through the course site on Blackboard.

The following grading system will be used:

100-90%	A	Outstanding
89-80%	B	Above Average
79-70%	C	Average
69-60%	D	Below Average
Below 60%	F	Failing

#### Attendance Policy:

Students are expected to act in a professional manner at all times, respecting work hours as arranged with the professional practice site.

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#### Course Objectives:

The overall objectives of HIM 495 Capstone Professional Practice Experience are as follows:

1. To reinforce the learning experience obtained through lectures and laboratory assignments.
2. To enable the student to better understand the actual daily work of a health information management department and/or understand the actual daily work of managing health information.
3. To enable the student to practice project management skills related to a healthcare setting.
4. To assist the student in the application of the principles and theories of health information management.
5. To enable the student to observe employee relationships.
6. To provide the student with an opportunity to interact with professionals in health care.

#### Disability Accommodations:

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Once accessibility services/accommodations have been granted and initiated, please contact me with any questions or concerns. Also, if you believe that you are not receiving the disability services to which you are entitled, please address this concern with me immediately so discussion and/or adjustments can occur.

**Syllabus Changes:** Course and Exam Schedules are Subject to Change.

Created 05/2021

**2018 CAHIIM HIM Baccalaureate Degree Curriculum Requirements:**

	<b>2018 CAHIIM Curricula Competencies</b>	<b>Guidance</b>	<b>Assignments</b>
	<b>Domain I. Data Structure, Content, and Info Governance</b>		
4	I.2. Analyze strategies for the management of information.	IG Strategies, Policy Strategies, Organizational Strategies	HIS Project
	<b>Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security</b>		
5	II.1. Recommend privacy strategies for health information.	Privacy Standards & Regulation, Privacy Mgmt.	HIS Project
5	II.2. Recommend security strategies for health information.	Security Standards & Regulation, Security Mgmt., Security Risk Analysis	HIS Project
4	II.3. Analyze compliance requirements throughout the health information life cycle.	Health Info Life Cycle, Standards	HIS Project
	<b>Domain III. Informatics, Analytics, and Data Use</b>		
4	III.1. Examine health informatics concepts for the management of health information.	Utilization of Technology, Systems Development Life Cycle, Clinical Informatics in the Delivery of Healthcare	HIS Project
4	III.2. Analyze technologies for health information management.	Data Analysis	HIS Project
5	III.6. Manage data within a database management system.	Database Management	HIS Project
	<b>Domain V. Health Law &amp; Compliance</b>		

5	V.2. Evaluate compliance external forces.	Organizational Compliance (Accreditation, licensing, and Certification; HIPAA), External Compliance	HIS Project
	<b>Domain VI. Organizational Management &amp; Leadership</b>		
4	VI.1. Facilitate fundamental leadership skills.	Leadership Skills, Personal Leadership Skills, Team Leadership	HIS Project
4	VI.3. Analyze human resource strategies for organizational best practices.	Change Management, Work Optimization (Re-engineering, Workflow, Organizational design	Management Project HIS Project
4	VI.6. Examine behaviors that embrace cultural diversity.	Diversity Topics, Managing Cultural Diversity	HIS Project
5	VI.10. Compare project management methodologies to meet intended outcomes.	Project Management (project planning and life cycle, team group dynamics), Project Management Tools (Gantt Chart, dashboards, project reports), Project management software (Excel, Smartsheet, Workzone), Communication tools (reports)	HIS Project

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**Course Content:**

**Course Objectives:**

Created XX/XXXX