



**HITT-2266-102C3**  
**Practicum - Reg Health Info Tech I**  
**Spring 2025**  
**Internet Course**

**Instructor Information:** Carol Smith, csmith108@com.edu

**Student hours and location:** Facility sites will be assigned.

**Required Textbook/Materials:** *Registered Health Information Technician Exam Preparation*, 9<sup>th</sup> edition, Author: Carter, Darcy & Shaw, Patricia

**Course Description:** Practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student.

**Course requirements:**

This Professional Practice Experience consists of 224 hours; 112 hours will be completed at a Practicum site which will be assigned within 4 weeks of the practicum by the Program Director or Instructor or an assigned group project/. 112 hours will be completed by attending the Texas- Wide Intercollegiate HIM Practicum Grand Rounds and Coding Round Table.

1. Completion of the Internship Workbook (don't forget the *Function Analysis*). If assigned to an alternative HIM site, please gather the same information for that organization.
2. Completion of a two (2) page written report summarizing your experience at your assigned site.
3. Participate in the Texas Collegiate Practicum (Grand Rounds and Coding RoundTable); attend and submit coding results via "Assignments" in Brightspace and participate in the discussion thread for the Grand Rounds. (All discussion and coding completed by May1)
4. Completion of Evaluation
5. Practice RHIT Mock Exam (Exam open April 24-May 1)

## **STUDENT WEEKLY GRAND ROUNDS AND CODING ROUND TABLE VIRTUAL MEETINGS:**

Virtual Grand Round meetings will be held weekly at 6:00 pm. There will be four virtual Coding Round Table meetings held on Fridays at 12:00 noon.

- Students should attend one meeting a week and join no more than 15 minutes after the meeting begins.
- The meeting will be audio and video recorded. Recordings will be emailed to the colleges/universities within the virtual HIM PPE and loaded onto learning management system (LMS) of college/universities and used for educational purposes only. Students should view and NOT download or share the videos of the recorded meetings.
- There is a discussion board set up for each Grand Round Session and each Coding Roundtable.
- Students are to create one discussion post for each Grand Round session summarizing the key takeaways from the speaker's presentation. Coding Roundtable coding assignments are posted to Assignments.

## **PROFESSIONAL ETIQUETTE EXPECTATIONS DURING VIRTUAL MEETINGS:**

- Access Zoom meeting via link on computer/laptop/tablet/phone.
- Dress in business casual
- No eating during meeting
- Mute mic when not talking
- No distractions during meeting including cell phones during meeting
- Use the audio and video feature when possible
- Respect others' opinions do not interrupt those always speaking and speak in a professional manner.
- State your name and what organization you are from when speaking.
- Discuss your project and its progress.
- Listen to the guest speakers and ask questions as appropriate.

All coursework is to be completed by May 1 and submitted.

### ***Notice to Students Regarding Licensing***

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements ([www.ahima.org](http://www.ahima.org)).*

*Should you wish to request a review of the impact of criminal history on your potential (RHIT) prior to or during your quest for a degree you can visit [this link](http://www.ahima.org) and request a “Criminal History Evaluation”: ([www.ahima.org](http://www.ahima.org)).*

*This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above regardless of whether or not the person has been convicted of a criminal offense. Additionally HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice. The following website provides links to information about the licensing process and requirements: [www.tdlr.texas.gov](http://www.tdlr.texas.gov).*

**Determination of Course Grade/Detailed Grading Formula: You must make a “C” (75%) or better to pass the class.**

Practicum Portfolio	25%	Virtual Practicum Project
Site Evaluation	25%	
Participation in Texas Collegiate Practicum – Grand Rounds and Coding Roundtable	25%	
RHIT Competency Review Mock Test	25%	

*\* Students may be assigned to the virtual practicum project instead of a practicum site; see separate addendum for more information*

**Late Work, Make-Up, and Extra-Credit Policy:**

In case of illness, contact the Director one hour (if possible) prior to reporting time and the HIM Program Director or Instructor.

**Attendance Policy:** Regular attendance is required. No no-shows will be permitted.

In case of illness, contact the Director one hour (if possible) prior to reporting time and the HIM Program Director or Instructor.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Perform self-assessment of HIT competencies	Critical Thinking	RHIT Mock Exam Practicum
2. Resolve learning gaps.	Critical Thinking	RHIT Mock Exam Practicum

**Academic Dishonesty:**

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

<http://www.com.edu/studentservices/student-handbook.php> OWL Purdue

Plagiarism: <https://owl.english.purdue.edu/owl/resource/589/01/>

**Use of Artificial Intelligence (AI):** Any assignment containing material generated by Artificial Intelligence (AI) will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

\*\*The Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Technical Vocational Building, Room 1306, the center provides face-to-face and online tutoring sessions in a welcoming environment.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact the instructor using the contact information previously provided. If, after discussing your concern, and you continue to have questions, please contact the Department Chair/Program Director, Kay Carrier, at [409-933-8414](tel:409-933-8414)/[kcarrier3@com.edu](mailto:kcarrier3@com.edu).

**Course outline:** (include calendar with lecture topics, due dates)

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A supervised professional experience in the health information management department of a hospital with adequate facilities to provide varied work opportunities in introductory aspects of health information management. Students will work under the supervision of qualified Registered Health Information Administrator/Registered Health Information Technician or other qualified personnel to whom they are assigned. Students will also receive college faculty consultation. The professional practice experience is designed to enable students to obtain actual work experience in theoretical and application-based procedures previously studied.

Once you have been assigned to a facility it is the responsibility of the student to contact the PPE site coordinator to determine the days/time of the practicum.

A schedule will be provided of the Texas Intercollegiate Practicum as soon as it is received.

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## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students with the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

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