



**HITT – 2266 – 102CL
Practicum/RHIT Competency Review
Spring 2022**

Instructor Information: Carol Smith, csmith108@com.edu, 409-933-8386

Student hours and location: Facility sites will be assigned.

Required Textbook/Materials: *Registered Health Information Technician Exam Preparation*, 8th 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. 112 hours will be completed in coding virtually utilizing Vlab and EHRgo and 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*).
2. Completion of a two (2) page written report summarizing your experience at your practicum site.
3. Participate in the Texas Collegiate Practicum (Grand Rounds and Coding RoundTable
4. Completion of Evaluation
5. RHIT Mock Exam

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

Practicum Portfolio	25%
Site Evaluation	25%
Participation in Texas Collegiate Practicum	25%
RHIT Competency Review Mock Test	25%

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.

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.

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: (Describe your academic dishonesty policy and state consequences if it is violated)

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Frieze, Program Director at 409-933-8414/kfrieze@com.edu.

Course outline:

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.

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students 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 accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 1st 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance, when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.