



**HITT – 2266 – 102CL
Practicum/RHIT Competency Review
Spring 2023**

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

Student hours and location: Facility sites are assigned. Meetings with Instructor by appointment.

Required Textbook/Materials: *Registered Health Information Technician Exam Preparation*, 8th edition, Author: Carter, Darcy & Shaw, Patricia, 3M Encoder

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. 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*).
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 Round Table); attend and submit coding results in assignments and post your discussion on the discussion board for the assigned and participate in the discussion thread for the Grand Rounds. (All discussion and coding completed by May1)
4. Completion of Evaluation
5. RHIT Mock Exam (Exam open April 25-May 1)

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

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 HIMProgram 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 ExamPracticum
2. Resolve learning gaps.	Critical Thinking	RHIT Mock ExamPracticum

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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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 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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the 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 1st 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

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 or communityresources@com.edu.