Managing Professional Practice and Practicum

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SAKAI LEARNING WILL BE USED IN THIS COURSE:
This course will have an online component, which can be accessed through Sakai, OHSU’s online course management system. For any technical questions or if you need help logging in, please contact the Sakai Help Desk.

Hours: Sakai Help Desk is available Mon – Fri, 8 am – 9 pm and weekends and holidays 12 pm – 5 pm (closed on official OHSU holidays).
Contact Information:
(Toll-free) 877-972-5249
(Web) http://atech.ohsu.edu/help
(Email) sakai@ohsu.edu

CREDITS: 3

GRADING: Pass/Fail
In order to pass this course you must:
1. Complete the practicum at a satisfactory level (as noted by practicum supervisor’s evaluation).
2. Complete all of the quizzes and AHIMA exams at 80% or above (includes re-take) unless otherwise noted.
3. Complete other assignments as noted in course materials. (There is a significant amount of assignments related to the Operational Management of HM)
4. Complete a paper summarizing the practicum experience.
5. Complete all evaluation forms as required by department (Diane Doctor will inform you of this process)
6. Complete all other paper work and documentation required by the department and as outlined by Diane Doctor.
7. Complete all of the forums.

Graduate Studies in the OHSU School of Medicine is committed to providing grades to students in a timely manner. Course instructors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including but not limited to evaluation criteria, expected time needed to grade individual student examinations and type of feedback they will provide.
Class grades are due to the Registrar by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure shall be followed:

1) The Department\(^1\) /Program Coordinator\(^2\) will immediately contact the Instructor requesting the missing grade, with a copy to the Program Director and Registrar.

2) If the grade is still overdue by the end of next week, the Department\(^1\) /Program Coordinator\(^2\) will email the Department Chair directly, with a copy to the Instructor and Program Director requesting resolution of the missing grade.

3) If, after an additional week the grade is still outstanding, the student or Department\(^1\) /Program Coordinator\(^2\) may petition the Office of Graduate students for final resolution.

\^1\ For courses that are run by a specific department.

\^2\ For the conjoined courses (course number is preceded by CON_ that are run by Graduate Studies.

**REQUIRED RESOURCES:**
Resources for this course are the textbooks that you have been using throughout your courses in the HIM program AND


Here are some other review manuals recommended by former students


**COURSE DESCRIPTION:**
This course provides the student with opportunities to synthesize the coursework learned in this program and to prepare for the transition from student to practicing professional at the Health Information Administrator level. Requirements for this course include a 40 hour minimum professional practice experience (PPE) including a written summary of the professional practice experience as well as multiple course assignments and quizzes.

**OBJECTIVES FOR COURSE:**
1. Apply your knowledge through a Professional Practice Experience (PPE) also known as Practicum at a satisfactory level as determined by your practicum supervisor.
2. Write a paper that summarizes the practicum experience.
3. Apply your knowledge through management assignments.
4. Prepare for the national certification examination (RHIA) through quizzes and online AHIMA exams.

**Additional information:**
1. Read the course syllabus.
2. Whenever possible, the student will be responsible for finding a practicum site that is easily accessible to them. Once you find a site, notify the DMICE internship coordinator.
with the name of the facility and a contact person. DMICE staff will be responsible for setting up any contractual agreements that are necessary.

3. All HIM students will follow the OHSU Certificate/Practicum Plan. A detailed project plan is required the quarter before the practicum. Complete all paperwork related to the practicum and as expected by the OHSU Certificate/Practicum Plan.

4. By the end of the term, complete a general report on your site visit describing activities performed. You may want to utilize outside references to augment your report. If doing so, use the NLM style guide (Vancouver) that is posted on this course site.

5. Evaluations will be periodic throughout the practicum. You must complete the work at a satisfactory level according to the practicum supervisor. You will be asked to evaluate your experience as well. Information on this will be sent by Diane Doctor.

6. Throughout the course, you will need to take quizzes that will be based on the test item bank of the textbook by LaTour, Eichenwald-Maki, and Oachs: Health Information Management, concepts, Principles, and practice, fourth edition. AHIMA Press. These quizzes will help you to prepare for the national certification exam. You must pass the quizzes at 80% and you will be able to re-take the quizzes if necessary. In addition, you will take the AHIMA online exams that are a part of your textbook for this course.

7. Complete assignments as outlined in the course materials.

8. You will be asked to join in on student forums throughout the term although this will not be weekly.

This course will foster the following outcomes:

1. Critical thinking skills
2. Communication
3. Customer service orientation
4. Sensitivity to health care delivery environment
5. Leadership and collaboration
6. Professional behavior:
   - Because this course includes work at a professional site, the student will need to be available day time hours to complete the field work.
   - Additional Information: The contracts for HIM students will state that students may not be substituted for paid staff. Contact Diane Doctor or Joanne Valerius if you feel this is being violated.
   - Evaluation of your work at the practicum site is the responsibility of the practicum supervisor and your instructor will not be involved. However, if you disagree with the evaluation, you may write the program director with your concerns.
   - You have the responsibility of also evaluating the practicum experience, and that evaluation will be shared with the practicum supervisor.
   - During the practicum, you should contact the internship coordinator, first, and your program director second if there are any issues.
   - All expenses related to completing the experience (i.e. lodging, meals, medical insurance, transportation, parking, etc) are the responsibility of the student.
   - Represent yourself according to the Code of Ethics of the American Health Information Management Association, and of OHSU.
Note on Taking Exams: I would recommend that the first time you take each exam that you take it without studying the chapters in the textbook for two reasons: 1. this will truly tell you what you need to concentrate on for studying for the national exam; 2. If you try to re-read each chapter it will be extremely time consuming and I believe very stressful.

COPYRIGHT INFORMATION
Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.
To comply with the fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time as you will have no further access to your courses.

STUDENT ACCESS
OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008. If you have a disability or think you may have a disability (physical, sensory, chronic health, psychological, learning, or other) please contact the Office for Student Access at (503) 494-0082 or studentaccess@ohsu.edu to discuss eligibility for academic accommodations. Information is also available at www.ohsu.edu/student-access. Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible. All information regarding a student’s disability is kept in accordance with relevant state and federal laws.

ACADEMIC HONESTY
Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. See http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT_rank=1# for information on code of conduct for OHSU and http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/index.cfm for more information on citing sources and recognizing plagiarism.

DMICE COMMUNICATION POLICY
1. If the syllabus directs the student to contact the TA before contacting the instructor, the student should do so. Otherwise, the student should contact the instructor and allow 2 business days (not including weekends) for a response.
2. If the student does not receive a response from the instructor within 2 business days, s/he should contact the TA (if there is one). When contacting the TA s/he should cc the instructor and Diane Doctor at doctord@ohsu.edu.
3. If a student does not receive a response from the TA within 1 business day (not including weekends), s/he should contact Diane Doctor at doctord@ohsu.edu and cc the instructor and the TA.
4. If Diane does not reply within 1 business day (not including weekends), the student should contact Andrea Ilg at ilgan@ohsu.edu.

5. Students having difficulties with Sakai should contact the Sakai Help Desk at sakai@ohsu.edu or at (877) 972-5249. Sakai help is available M-F from 8am to 9pm and weekends from Noon to 5pm (closed on official OHSU holidays). Do not contact the instructor.

**SCHEDULE FOR QUIZZES, FORUM DISCUSSIONS, and ASSIGNMENTS**

1. The quizzes are open from the beginning of the term. It is recommended you complete 1-3 quizzes a week in case you need to re-take any.

2. You are required to take the first online AHIMA test which corresponds with the review book required for this course. This MUST be done by week 3. You need to send the instructor the results of the exam as soon as possible. If there are particular weak areas, the instructor and student will make a plan of action to improve weak areas.

3. By the last week of the term you are required to complete the 2nd AHIMA exam and turn in results to the instructor.

4. If there are more than one student taking BMI588 in a term, there will be 2-3 forum questions throughout the term.

5. There is significant new theory about operational management of an HIM department that student’s need to complete weekly.