



Undergraduate Course Syllabus

HCM 445: Professional Practical Experience (PPE)

Center: Online

Credits: 3

Course Prerequisites

Completion of 30 credits in HCM (Professional Practice candidates only)

Course Description

This course provides hands-on experiences for the Bachelor of Science students in Health Information Management. The Professional Practical Experience (PPE) is designed to provide students with a directed preceptor experience, which is supervised and evaluated at professional practice site(s). The PPE provides students with the opportunity to refine developed competencies and skill sets that were introduced in the Health Information Management courses. This course is available only to Professional Practice candidates.

Course Outcomes

- Apply health data structure, standards, and regulations to manage clinical classification systems and reimbursement
- Analyze the uses, risks, and management of health statistics and biomedical research data and their support to performance improvement programs
- Interpret and apply current laws, regulations, policies, and healthcare ethics as they relate to decision making in healthcare delivery and systems
- Implement and manage hardware and software technologies to ensure effective data collection, storage, analysis, and reporting of information
- Evaluate information system applications (databases, selection processes, service applications, etc.) for their capacity to meet the needs of healthcare organizations
- Using current management principles and recognizing limits on human and financial resources, propose solutions and develop project management plans to solve organizational challenges

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, [MBS Direct](#), rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC. ISBN: 9781433805615

Instructor Availability and Response Time

Your class interaction with your instructor and your classmates will take place in Blackboard on a regular, ongoing basis. Your instructor will be active in Blackboard at least five days a week, and you will normally communicate with your instructor in the open Blackboard discussion forum so that your questions and the instructor's answers benefit the entire class. You should send emails directly to your instructor only when you need to discuss something of a personal or sensitive nature, and in those cases your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	2	30	60
Journals	5	75	375
Final Project			
Milestone One	1	75	75
Milestone Two	1	150	150
Final Submission	1	340	340
		Total Course Points:	1000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

Grade	Numerical Equivalent	Points	<i>Total Points. 1,000</i>	
			Points Equivalent	
			<i>Lower</i>	<i>Upper</i>
A	93-100	4	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2	730	769
C-	70-72	1.67	700	729
D+	67-69	1.33	670	699
D	60-66	1	600	669
F	0-59	0	0	599
I	Incomplete			
IF	Incomplete/Failure*			
IP	In Progress (past end of term)			
W	Withdrawn			

*Incomplete and Incomplete/Failure: Any student requesting an "I" grade must complete a Student Petition and Contract for a Grade of Incomplete and submit it to the proper offices prior to the final day of the term/semester. The petition will specify a deadline by which the coursework must be completed. The incomplete automatically becomes an "IF" if work has not been completed and a grade has not been submitted by the specific deadline.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Course Information area in the Assignment Guidelines and Rubrics folder.

Weekly Assignment Schedule

The Learning Modules area in Blackboard contains one module folder for each week of the course. All reading and assignment information can be found in the folders. All assignments are due by 11:59 p.m. Eastern Time on the last day of the module week.

In addition to the textbook readings that are listed, there may be additional required resources within each module in Blackboard.

Module	Topics and Assignments
1	Course Introduction 1-1 Discussion: Introduction 1-2 Final Project Review 1-3 Final Project Milestone One: Portfolio Outline
2	Clinical Classification Systems and Reimbursement 2-1 Journal: CCS and Reimbursement 2-2 Final Project Milestone Two: Begin Work
3	Health Statistics and Biomedical Research Data 3-1 Journal: Health Statistics 3-2 Final Project Milestone Two: Continue Work
4	Laws, Regulations, Policies, and Healthcare Ethics 4-1 Journal: Regulations and Ethics 4-2 Final Project Milestone Two: Continue Work
5	Data Collection, Storage, Analysis, and Reporting 5-1 Journal: Health IT Systems 5-2 Final Project Milestone Two: Portfolio Draft
6	Information System Applications and Management Principles 6-1 Journal: Information Systems and Management 6-2 Final Project: Continue Work
7	Health Information Management Portfolio 7-1 Final Project Submission: Health Information Management Portfolio
8	Course Reflection 8-1 Discussion: Course Reflection

Attendance Policy

Online students are required to post to the Blackboard discussion board during the first week of class. If a student does not submit a posting to the discussion board during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Guide to Student Success

Review the [guide to student success](#).

Diversity and Disability Statement

The College of Online and Continuing Education (COCE) at SNHU values diversity and inclusion. SNHU strives to create inclusive and welcoming academic environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion, please notify the Disability Resource Center (DRC) as soon as possible. We will work with you and your instructor to address needs and concerns.

We encourage all students with known or suspected physical, medical, sensory, psychiatric, and/or learning disabilities to register with the Disability Resource Center (DRC) in order to assess learning needs and take advantage of available academic accommodations and support services. We look forward to hearing from you. Our contact information is below.

Disability Resource Center (DRC)

(877) 591-4723 (select option 4)

(877) 520-8916 (fax)

drc@snhu.edu

We welcome COCE students, faculty, and staff to consult with the Disability Resource Center (DRC) on disability-related questions or concerns.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).