Undergraduate Course Syllabus

HIM 445: Professional Practical Experience

Center: Online

Credits: 3

Course Prerequisites

HIM 200; HIM 215; HIM 350; HIM 360; HIM 400; HIM 422; HIM 440

Course Description

The Professional Practical Experience course provides hands-on experiences for the Bachelor of Science students in Health Information Management. The Professional Practice Experience (PPE) is designed to provide students with a directed preceptor experience, which is externally supervised and evaluated. The PPE provides students with the opportunity to refine developed competencies and skills sets that were introduced in the Health Information Management courses. This course requires a minimum of 40 practical experience hours.

Course Outcomes

- Articulate the impact of knowledge and experience gained through an internship on achieving professional goals
- Apply theoretical knowledge and program competencies for developing recommended solutions to practical, real-world health information management problems
- Communicate ideas, suggestions, or relevant information in a professional manner appropriate for the health care industry
- Critique distinctions between theoretical concepts and real-world practices in professional settings

AHIMA Entry-Level Competencies

Review the American Health Information Management Association (AHIMA) HIM baccalaureate degree entry-level curriculum competencies covered.

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through the SNHU Online Bookstore rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the IT Service Desk, your advisor, and the instructor can provide you with support if you have problems.

The access code for EHR Go can be purchased through the SNHU Online Bookstore. There will be NO REFUNDS available for this purchase. See your course for more information on accessing and using EHR Go.

If this is your first time using EHR Go, review the orientation videos which provide short overviews to the EHR Go tool, including how to login and access the electronic health record. Click on Help, select Videos, and Student Orientation Part 1 and Student Orientation Part 2.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). ISBN: 978-1-4338-3216-1

Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to "embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life."

This may or will be reflected in SNHU's curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the Office of Diversity and Inclusion.

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post grades and feedback (as applicable) within seven days of an assignment's due date, or within seven days of a late submission.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	1	10	10
Internship Details Submission	1	10	10
Internship Time Sheet	1	410	410
Journals	4	20	80
EHR Go Activities	21	15	315
Final Project			
Milestone One	1	50	50
Final Project Submission	1	125	125
			Total Course Points: 1,000

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
A	93–100	4
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2
C-	70–72	1.67
D+	67–69	1.33
D	60–66	1
F	0–59	0
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	
W	Withdrawn	

* Please refer to the policy page for information on the incomplete grade process.

Grading Guides
Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignments and Rubrics section of the course.

Weekly Assignment Schedule
All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

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

Module	Topics and Assignments
1	Getting Started in the Professional Practical Experience

1-1 Discussion: Getting Started

1-2 Access to EHR Go

1-3 EHR Go: HITECH and the History of EHRs

1-4 EHR Go: Introduction to Privacy and Security

1-5 EHR Go: Understanding TJC's Tracer Methodology (BS)

1-6 Internship Details Submission

Time sheet initialed by Supervisor |
| 2 | Examining Current EHR Processes

2-1 EHR Go: SAFER Analysis: Clinician Communication (BS)

2-2 EHR Go: Quality Improvement Utilizing the EHR

2-3 EHR Go: Structured and Unstructured Data

2-4 Journal: Starting Your Internship

Time sheet initialed by Supervisor

[Instructor] Check-In with Supervisor (record in Workplace Contact Log) |
| 3 | Comparing EHR Processes

3-1 EHR Go: Implementing Clinical Decision Support

3-2 EHR Go: Health Information Exchange

3-3 EHR Go: UHDDS and the EHR

3-4 EHR Go: Case Study Review (BS)

Time sheet initialed by Supervisor |
| 4 | Identifying Opportunities for Improvement

4-1 EHR Go: Introduction to Chart Deficiencies (BS)

4-2 Journal: Internship Midpoint

4-3 EHR Go: Retrieval of Data (BS)

4-4 EHR Go: Release of Information (BS)

Time sheet initialed by Supervisor

[Instructor] Check-In with Supervisor (record in Workplace Contact Log) |
| 5 | Articulating Process Improvement Recommendations

5-1 EHR Go Implementation—Part 1

5-2 EHR Go: Cause and Effect: CDS Evaluation (CDS)

5-3 Final Project Milestone One: Process Improvement

Time sheet initialed by Supervisor |
| 6 | Continuing Work

6-1 EHR Go: ROI and Accounting of Disclosures

6-2 EHR Go: Classification and Terminology Systems (BS)

6-3 EHR Go Implementation—Part 2

6-4 EHR Go: Assessing Employee Productivity (BS)

6-5 Journal: Internship Conclusion

Time sheet initialed by Supervisor

[Instructor] Internship Evaluation form provided to Supervisor (due week 7)

[Instructor] Check-In with Supervisor (record in Workplace Contact Log) |

Module	Topics and Assignments
7	Formalizing the Process Improvement Proposal
	7-1 EHR Go: SNOMED CT
	7-2 EHR Go: Introduction to Clinical Reminders (BS)
	7-3 Final Project: Process Improvement and Internship Reflection Presentation
	Time sheet initialed by Supervisor
	[Instructor] Internship Evaluation form completed by Supervisor & returned
	[Instructor] Submit completed Evaluation form to Brightspace
8	Reflecting on the Internship
	8-1 Journal: Proposal Presentation
	8-2 Reminder: Archive Your Final Project (Non-graded)
	8-3 Student Internship Evaluation
	Time sheet initialed by Supervisor
	[Instructor] Time sheet completed by Supervisor & returned
	[Instructor] Submit completed time sheet to Brightspace
	[Instructor] Check-In with Supervisor (record in Workplace Contact Log)
	[Instructor] Submit completed Contact Log to Brightspace

This course also requires you to complete hours at an internship site that has been pre-approved by the SNHU Career Internship Team. Failure to complete all of your internship hours may result in a failing grade.

Course Participation

Course participation is required within the first week of the term for all online courses. *Participation* in this context is defined as completing one graded assignment during the first week of the course. Otherwise, students will be administratively removed for nonparticipation. Students who do not participate during the first week may forfeit their rights to be reinstated into the course. Students who stop attending a course after the first week and who do not officially withdraw will receive a grade calculated based on all submitted and missed graded assignments for the course. Missed assignments will earn a grade of zero. See the course withdrawal policy and the full attendance policy for further information.

Late Assignments

Students who need extra time may submit assignments (excluding discussion board postings) up to one week after the assignment due date. Discussion board submissions will not be accepted for credit after the deadline except in extenuating circumstances.

- A penalty of 10 percent of the total value of the assignment will be applied to the grade achieved on the late assignment regardless of the day of the week on which the work is submitted.
- Students who submit assignments more than one week late will receive a grade of zero on the assignment unless they have made prior arrangements with the instructor.

Students must submit all assignments no later than 11:59 p.m. (in their own time zone) on the last day of the term. No assignments are accepted after the last day of the term unless an incomplete has been submitted. See the incomplete grades policy.

There may be times an instructor makes an exception to the late assignment policy. Instructors may accept late work, including discussion board posts, with or without prior arrangement.

- Exceptions to the late policy on these grounds are left to the instructor's discretion, including whether the late penalty is applied or waived. Students should not assume that they will be allowed to submit assignments after the due dates.
- If an instructor finds that they are unable to determine whether an exception to the late policy would be appropriate without documentation, the collection and review of student documentation should be handled through the Dispute Resolution team in order to protect the student's privacy. In these cases, students should file a Student Concern Dispute form to have the circumstances reviewed.

If a student is experiencing (or knows they will experience) a circumstance, including pregnancy, that is protected under the Americans with Disabilities Act or Title IX, they are encouraged to contact the Online Accessibility Center (OAC) as soon as possible to explore what academic accommodations might be offered. Instructors must honor all deadlines established through the OAC.

Student Handbook

Review the student handbook.

ADA/504 Compliance Statement

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted the ADA/504 Grievances Policy (version 1.2 effective October 16, 2017), providing for prompt and equitable resolution of complaints regarding any action prohibited by Section 504 or the ADA.

For further information on accessibility support and services, visit the Disability and Accessibility Services webpage.

Academic Integrity 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 integrity 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.

Withdrawal Policy

Review the full withdrawal policy.

Southern New Hampshire University Policies

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