State Fair Community College

Health Information Technology
PPE Course Packet

PPE Course Checklist

Use this checklist to insure all documents are turned in at the appropriate time.

Prior to PPE placement

- ☐ Student Information Sheet
- ☐ Health Sciences Drug Testing Acknowledgement
- ☐ Castle Branch Registration
- ☐ Acknowledgement of receipt of student guide
- ☐ Criminal Background Check
- ☐ Drug Screening
- ☐ Immunizations and TB test documentation
- ☐ Confidentially Agreement
- ☐ Consent and Release
- ☐ Student resume of educational and employment experience

Upon completion of PPE experience

- ☐ First Day Agreement
- ☐ Daily Log
- ☐ PPE Questions
- ☐ Site Supervisor Student Evaluation
- ☐ Student Evaluation of Practicum Experience
- ☐ Work Portfolio Presentation
- ☐ Thank you note sent to site supervisor.
- ☐ RHIT Exam Results

Upon completion of PPE Course

- ☐ Obtain a passing grade of a "C"
- ☐ Grading criteria as outlined in the course syllabus.

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Introduction

The Professional Practice Experience (PPE) is an academic course requirement for an Associate in Applied Science Degree in Health Information Technology. This course is designed to provide students the opportunity to merge classroom theory with real world practice by allowing them to observe, participate in and evaluate day to day health information operations. The PPE is an 80-120 hour clinical internship. These hours may be obtained through a mutually agreed upon schedule between the student and the clinical site. Employment experience (prior or current) may not be substituted for the PPE requirements.

Completing professional practice experience is a vital part of your education. The goal of this guidebook is to provide information to ensure the PPE will be a meaningful experience for everyone involved.

Students will also be required to sit for the RHIT Exam prior to completion of the course.

Course Description

HIT 275 –Professional Practice Experience
Course provides the student with field based Professional Practice Experience in a hospital, physician's office, clinic or other health care setting with directed projects common to the HIT professional on the job. Students will be assigned specific professional practice projects to be completed at the site and will participate in management and administrative activities. This is an unpaid work experience requiring a minimum of 80 hours of participation.

Prerequisites: The PPE is designed as the capstone course for the Associate in Applied Science Degree in Health Information Technology. To be eligible for a PPE placement, the student must have completed (with a grade of C or better) all required coursework for the Associate in Applied Science Degree in Health Information Technology or be concurrently enrolled in required courses with the permission of the HIT program coordinator.

Additional Requirements: No student will be allowed to register for HIT 275 Professional Practice Experience without completing ALL of the following requirements:

- **Acknowledgement of Student Guide**
- **Resume**
- **Background Check Policy**

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As required by clinical facilities contracted by State Fair Community College, all Health Sciences program students that are enrolled in a clinical course must submit to a criminal background check from the state or states in which they have resided over the past year.

Students are responsible for the payment of their background investigation, and Castle Branch must conduct the investigation.

All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. Failure to complete a background check will prohibit student from participating in clinical education and admission to all State Fair Community College Allied Health programs.

Students with criminal histories who desire licensure or registration in Health Science Professions are urged to consult the laws governing licensure or certification in the state they intend to license/certify prior to application to the respective allied health program.

The following searches are required for students attending facilities for clinical through State Fair Community College:

1. Missouri Statewide Criminal History Record Search
2. Federal Criminal History Record Search
3. Social Security Number Trace (residential history, state and date issued)
4. National Sex Offender Registry
5. Office of Inspector General Sanction Report
6. General Services Administration
7. Missouri Department of Social Services Request for Child Abuse or Neglect
8. Senior Care Registry (EDL)

9. Family Care Registry
10. Residential History Search
11. U.S. Treasury Department Office of Foreign Asset Control List of Specially Designation Nations

➢ Substance Abuse/Drug Testing Policy for Health Sciences Programs

Students will be subject to drug testing per the SFCC Health Sciences and Nursing policy on a scheduled, random, or for reasonable suspicion basis. A copy was provided to each student at the beginning of the program. Please reference the policy for further information.

➢ Immunizations

State Fair Community College Health Sciences students are required to provide proof of immunization against a variety of diseases. Proof includes: evidence of vaccination on an official record, school records, or positive titer results. Students not meeting immunization requirements will be prohibited from participating in clinical education and therefore, will be dismissed from the program. You should have received most of these immunizations during your childhood, but others need to be more recent. These immunizations and tests may be obtained for a nominal fee at your local county health department.

The required immunizations include:

- Measles, Mumps & Rubella (MMR) Vaccine
    - Laboratory evidence of immunity
        - Laboratory confirmation of rubella, mumps or measles disease OR
    - Birth before 1957 does not require immunization
    - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
    - Laboratory evidence of immunity OR

    - Document of vaccination with 2 doses of varicella vaccine
        - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
    - Verification of annual flu vaccine (fall)
- Hepatitis B
    - Laboratory confirmation of Hepatitis B immunity OR
    - Series of 3 doses of Engerix B or Recombivax HB over a 6-month period OR
        - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
    - Series of 2 doses of Heplisav-B
        - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
    - Documentation of having received a booster within the last 10 years
- Tuberculosis
    - If no TB test completed in last 24 months, must have 2 step Tuberculin Skin Test **within three months of the beginning of the program**
        - 2 tuberculin skin tests completed within 1-3 weeks of each other
            - Step 1 – Tuberculin Skin Test and result read within 2-3 days
            - Step 2 - Tuberculin Skin Test 1-3 weeks after step 1 and result read within 2-3 days.
    - If TB test has been in last 24 months, one step TB test is required within 3 months of beginning the program
    - TB test (1 step) is required annually

- Positive TB skin test must have a documented negative chest x-ray from any time AND an annual negative TB questionnaire.

Prior to admission to the HIT 275 class, students must submit proof of immunizations. Proof includes: evidence of vaccination on an official record, school records, or positive titer results. Documentation and results **must be** upload to Castle Branch before enrollment in the HIT 275 class.

- **Confidentiality Agreement**

Failure to abide by the confidentiality policy will result in failure of the course and/or suspension from the college. So, be ethical and maintain patient confidentiality. When in doubt, do not discuss the patient or release information. It is your responsibility to help protect the privacy of all patients in the facility. No privileged information is to be repeated or disseminated inappropriately. The Confidentiality Agreement can be downloaded on the Castle Branch website. Please read and sign the document titled "Confidentiality Agreement" then resubmit the completed document to the Castle Branch website. An additional agreement may be required by the clinical site.

- **Consent and Release**

The Consent and Release form authorizes State Fair Community College to release background results, required identifiers, drug testing, and health reports to the clinical facilities and training sites to which the student is assigned. The Consent and Release document can be downloaded on the Castle Branch website. Please read, print name, date and sign document titled "Consent and Release" then resubmit the completed document to the Castle Branch website.

All of these items must be completed using Castle Branch. You will receive an instruction sheet with the registration process. When you register on their website you will be required to pay for the background check, drug test, and the document tracker.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

1. Health Data Structure, Content, and Standards
   - Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
   - Apply policies and procedures to ensure the accuracy of health data.
   - Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

2. Healthcare Information Requirements and Standards
   - Monitor and apply organization-wide health record documentation guidelines.
   - Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.

3. Clinical Classification Systems
   - Use and maintain electronic applications and work processes to support clinical classification and coding.
   - Apply diagnosis/procedure codes according to current nomenclature.
   - Validate coding accuracy using clinical information found in the health record.
   - Resolve discrepancies between coded data and supporting documentation.

4. Reimbursement Methodologies
   - Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
   - Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.

5. Healthcare Statistics and Research
   - Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.
   - Comprehend basic descriptive, institutional, and healthcare vital statistics.

6. Healthcare Delivery Systems
   - Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

7. Healthcare Privacy, Confidentiality, Legal, and Ethical Issues

- Adhere to the legal and regulatory requirements related to the health information infrastructure.
- Apply policies and procedures for access and disclosure of personal health information.
- Release patient-specific data to authorized users.
- Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
- Apply and promote ethical standards of practice.

8. Information and Communication Technologies
    - Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
    - Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
    - Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
    - Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.

9. Date Storage and Retrieval
    - Use appropriate electronic or imaging technology for data/record storage.
    - Query and generate reports to facilitate information retrieval using appropriate software.
    - Apply retention and destruction policies for health information. (NEW)

10. Data Security and Healthcare Information Systems
    - Apply confidentiality and security measures to protect electronic health information.
    - Protect data integrity and validity using software or hardware technology.
    - Apply departmental and organizational data and information system security policies.

11. Human Resources
    - Apply the fundamentals of team leadership.
    - Participate in and work in teams and committees.

Clinical Site Expectations

Every effort will be made to place you in the facility of your choice. There may times when that is not possible. At that point we will begin searching for other facilities in your area. Students will be assigned to a clinical site by the Coordinator and Instructor and are **non-negotiable**. We will do everything in our power that each student will not have to travel for more than 60 miles one way to their clinic site. However, be aware that in order to find a site willing to accommodate our educational needs, you may have to travel. You need to realize that within your community there may not be the job opportunities and commuting might become a reality once you enter the work force.

You were advised of this when you signed the "Student Information Sheet." If you choose to not attend your assigned clinical location, you will not successfully complete the course. Completion of your Professional Practice Experience with a grade of Satisfactory from your Site Supervisor is a requirement for passing the course. Failure to complete your clinical hours as outlined in the First Day Agreement or a grade of Unsatisfactory for the Site Supervisor will result in failing the course.

RHIT Exam

Each student is required to take the RHIT Exam during the last few weeks of the semester. RHIT Exam results must be submitted to Canvas prior to the end of the semester. Failure to take the exam before the completion of the semester will result in a grade of "Incomplete", if the student fails to provide the instructor with test results during the following semester the student will receive a failing grade for the course.

Prior to PPE placement the student will:

1) Review and acknowledge receipt of the PPE guidebook and course syllabus. The student is required to know all the information and follow all requirements in these documents. Any questions should be directed to the PPE coordinator before the placement or as soon as possible.

2) Complete all additional requirements (*stated above in course description)*
    a. Criminal background check and drug test <See Castle Branch instruction sheet>
    b. All immunization documentation
    c. Confidentiality agreement

3) Prepare a resume of educational and employment experience to be reviewed by the PPE sites. Include contact information (phone number and e-mail address.)

4) Attend interviews with PPE site managers, if requested.

5) Meet with PPE coordinator to verify placement and completion of pre-placement requirements.

6) Attend orientation session at the PPE site, if requested. Complete all PPE site orientation requirements.

<u>During PPE placement the student will</u>:

1. Adhere to SFCC and PPE site attendance policies
   Absenteeism and tardiness are considered unprofessional and undesirable traits. While there may be times when you may be absent due to illness or other valid reasons, it is your responsibility to make up the time; working in conjunction with the PPE site manager.
   - If you are unable to work on a specified day, it is your responsibility to notify and make arrangements to make up the missed time with the PPE site manager.
   - If you are running late, they must contact the PPE site manager and give him or her an estimated arrival time.
   - Do not ask to leave early—You are expected to complete a certain number of hours in the field to fulfill your PPE experience. If you must depart early, be sure the arrangement is agreed to by your PPE site manager, and that a later visit is arranged to make up missed hours.
   - Excessive absenteeism and tardiness adversely affect your grade for the PPE course

2. Present a professional appearance
   - Adhere to the facility/department dress code, if applicable. In general, clothes should be clean, pressed and well fitting. For example, women should wear blouses and skirts, dresses, or dress slacks with hose or socks. Men should wear dress shirts, ties, and dress slacks with socks. Avoid wearing jeans, shorts, t-shirts, tank tops, sweatshirts, hoodies, sandals, or athletic shoes. Avoid extremes in jewelry, hairstyles, and make-up. Visible body piercing (including tongue) will be limited to earrings. Tattoos must be covered. Show respect for co-workers by being aware of personal hygiene, tobacco odors, and use of scented products.

- Wear your identification badge at all times if issued one at the PPE site.
- If questions arise regarding proper attire and appearance, consult your academic PPE advisor. (Beverly Marquez or Jennifer Norton)

3. Demonstrate a professional conduct throughout the PPE experience
    - Demonstrate initiative by completing activities as assigned.
    - Make use of down time. Interview staff, maintain PPE log of activity, review policy manuals, etc.
    - DO NOT: use your cell phone during working hours (this includes texting), surf the Web (including checking e-mail), eating outside designated eating areas
    - Demonstrate a professional attitude. The PPE site has agreed to have you as a guest in their office. Show you appreciate them by being respectful and grateful for any information/experience they pass your way.
    - Avoid gossiping or complaining about your PPE site.
    - As a professional you are expected to handle minor difficulties that arise on your own. However, if attempts to solve the situation have been unsuccessful, these matters should be brought to the attention of the PPE site manager and the academic PPE coordinator.
4. Adhere to ethical guidelines set forth by AHIMA, the school's Code of Student Conduct, facility policies and procedures, and HIPAA rules.

5. Necessary emergency medical care for each student while assigned to the PPE Site will be arranged at the student's expenses. Initial exposure to potential communicable disease will be processed through the PPE Site's policies and procedures, as amended from time to time, and will be reported to the Academic PPE Site Coordinator, the College Program Coordinator and the PPE Site's Supervisor.

Upon completion of PPE experience the student will:

1. Submit required documentation.
    - PPE Site Supervisor Student Evaluation
    - Student Evaluation of Practicum Experience
    - Daily Log
    - PPE Questions
    - PPE Work Portfolio Presentation
      This will consist of a Power Point presentation outlining your experience while at the PPE site. Utilize your daily journal and departmental questions as resources.
    - Thank You card to PPE Site

The final grade for the course will be based upon your timely submission of all required documentation, including timely submission of your PPE supervisor's evaluation, your presentation, RHIT exam results, and completion of all online course requirements. After review by the course instructor and HIT Program Coordinator, a grade will be assigned.

Successful completion of a PPE within the16-week course totaling 80-120 site hours is required for graduation with an Associate's Degree in Applied Science in Health Information Technology. The PPE may not be repeated or made-up unless the HIT Program Coordinator determines it is necessary due to extraordinary circumstances beyond the student's control.

If a student is unable to complete the requirements of the PPE, they must:

- Withdraw from the course by the deadline stated in the course syllabus, or
- Request an "incomplete" for the course by contacting the HIT Program Coordinator.

NOTE: If the student fails to withdraw by the deadline or is deemed ineligible for a grade of incomplete, the student will receive a failing grade for the course.

NOTE: Even if the student withdraws or receives an "incomplete" for the course, there is no guarantee the student will receive a second PPE placement.

State Fair Community College
HIT 275 PPE Student Guide

Acknowledgement of Receipt

By signing below, I indicate that I have received a copy of the State Fair Community College HIT 275 PPE Student Guide and have reviewed its contents.

_____

Student Signature

_____

Please print name legibly

_____

Date

April 7, 2021