



INSTRUCTIONAL PACKAGE

HIM264

Clinical Practice IV

Effective Term
Spring 2022

INSTRUCTIONAL PACKAGE

Part I: Course Information

R Effective Term: 202120

COURSE PREFIX: HIM264

COURSE TITLE: Clinical Practice IV

CONTACT HOURS: 12

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

This course provides clinical practice in the application of health information system theory in selected health care facilities

COURSE DESCRIPTION:

This course provides clinical practice in the application of health information system theory in selected health care facilities

PREREQUISITES/CO-REQUISITES:

Credit level HIM 130 Minimum Grade of C or Credit level HIM 130 Minimum Grade of TC) and (Credit level HIM 135 Minimum Grade of C or Credit level HIM 135 Minimum Grade of TC) and (Credit level HIM 140 Minimum Grade of C or Credit level HIM 140 Minimum Grade of TC) and (Credit level HIM 216 Minimum Grade of C or Credit level HIM 216 Minimum Grade of TC) and (Credit level HIM 141 Minimum Grade of C or Credit level HIM 141 Minimum Grade of TC) and (Credit level HIM 225 Minimum Grade of C or Credit level HIM 225 Minimum Grade of TC) and (Credit level HIM 153 Minimum Grade of C or Credit level HIM 153 Minimum Grade of TC) and Background Check Form 1 and (Credit level CPT 101 Minimum Grade of C or Credit level CPT 101 Minimum Grade of TC or Credit level CPT 170 Minimum Grade of C or Credit level CPT 170 Minimum Grade of TC or Credit level AOT 105 Minimum Grade of C or READI Test Score 1). Must be enrolled in or completed HIM250

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***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

2021-2022

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
[myHGTC](#) and [college](#) email access.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Learning Outcomes for each module.

- * Students will be coding real medical records that encompasses 14 modules.
- * Students may have the opportunity to attend AAPC meetings for networking and learning.
- * Students will complete a project related to the Medical Billing and Coding Field.
- * Students are encouraged to work with the Career Resource Center to fine tune resume' & job search.

Assessments:

- * Students will be required to accurately code real cases from workbook.
- * Students will be required to do a special project.
- * Students will be required to participate in weekly discussions.
- * Students will be required to complete assignments related to the medical billing and coding.
- * Students will be required to complete final exam.

****Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

MODULE 1:

SYMPTOMS, SIGNS, AND ILL-DEFINED CONDITIONS

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

- Demonstrate the ability to code real life cases and understand the rationale behind the code assignments
- Discuss the weekly cases with class giving your tips and challenges

Module 2:

Infectious and Parasitic Diseases:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND

ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 3

Endocrine, Nutritional and Metabolic Diseases

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenge

Module 4

Mental Disorders:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 5

Diseases of the Blood and Blood-forming Organs and Certain Disorders Involving the Immune Mechanism:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 6

Diseases of the Nervous System and Sense Organs

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenge

Module 7

Diseases of the Respiratory System:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 8

Diseases of the Digestive System:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 9

Diseases of the Genitourinary System:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 10

Diseases of the Skin and Subcutaneous Tissues:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 11

Diseases of the Musculoskeletal and Connective Tissue:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 12

Complications of Pregnancy, Childbirth and the Puerperium:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 13

Abortion and Ectopic Pregnancy:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 14

Congenital Anomalies:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 15

Perinatal Conditions:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 16

Diseases of the Circulatory System:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 17

Neoplasms:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .
Discuss the weekly cases with class giving your tips and challenges

Module 18

Injuries:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .

Discuss the weekly cases with class giving your tips and challenges

Module 19

Burns:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .

Discuss the weekly cases with class giving your tips and challenges

Module 20

Poisoning, Toxic Effects, Adverse Effects and Underdosing of Drugs:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .

Discuss the weekly cases with class giving your tips and challenges

Module 21

Complication of Surgery and Medical Care:

ASSESSMENTS: INPATIENT HOSPITAL CASE CODING FROM WORKBOOK USING: ICD-10-CM AND ICD-10-PCS BOOKS

Demonstrate the ability to code real life cases and understand the rationale .

Discuss the weekly cases with class giving your tips and challenges

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Homework	20%
Class Discussion	20%
Special Project	10%
Final Exam	50%
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	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale

100%-90%	A
80%-89%	B
70%-79%	C
60%-69%	D
59% or less	F

You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

CLINICAL PRACTICE IV GRADING POLICY

Your grade for this course will be determined solely based on the criteria outlined in this syllabus. Students will not be allowed to substitute other activities (reports, homework, etc.) to count in place of any of the stated criteria. (This means there will be NO extra credit offered.) Also, since the tests/exams given in this course are designed to measure the extent to which you have mastered course materials, students should not expect there to be any "curving" of grades

ACADEMIC DISHONESTY

All forms of academic dishonesty, as outlined in the Student Code in the HGTC catalog, will NOT be tolerated and will result in disciplinary action. Anyone caught cheating, committing plagiarism (Defined in the code as: "The appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit") **or giving any ICD-9-CM answers will be given a grade of a zero for that assignment.** A second offense will result in charges being filed with the Chief Student Services Officer.

The student is expected to:

1. Attend class regularly (80%)
2. Complete homework assignments in a timely manner in the dropbox (late work will be accepted with 2 point per day reduction)
3. Exhibit knowledge of each module by successfully completing homework and special project. Students are expected to participate in all discussions
4. Final Exam is to be completed online in the Respondus browser. There is NO makeup.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment, **financial aid, registration, and payment plan support!**

2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in [Desire2Learn, Student Portal, Degree Works, and Office 365](#).
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), [Option #2](#).

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu