



# **INSTRUCTIONAL PACKAGE**

HIM 264

Clinical Practice IV

Effective Term  
Fall 2025/Spring 2026/Summer 2026

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

COURSE PREFIX: HIM 264

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 [Distance Learning Orientation Video](#) prior to enrolling in an online course.

### REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for the most current textbook information.

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

## TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

## 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 encompass 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 the 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 medical billing and coding.
- \* Students will be required to complete final exams.

***\*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 the 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 the 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 the class, giving your tips and challenges

**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 the 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 the 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 the class, giving your tips and challenges

**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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the class, giving your tips and challenges

## **Module 21**

### **Complications 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 the class, giving your tips and challenges

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

## **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%
	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: A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

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

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 the 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 work offered for credit"), **or giving any ICD-9-CM answers will be given a grade of 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 [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto:sstc@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.



### HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

### STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

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

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

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. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at [disabilityservices@hgtc.edu](mailto:disabilityservices@hgtc.edu) or 843-796-8818 (call or text).

### **COUNSELING SERVICES:**

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to [counseling@hgtc.edu](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

### **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status,

pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

## **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, Title VII, 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, Section 504, and Title II Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto: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**

*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)

## **TITLE IX REQUIREMENTS:**

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement\*.

\*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

**Student and prospective student** inquiries concerning Title IX and its 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, Section 504, and Title II Coordinator*  
Building 1100, Room 107A, Conway Campus  
PO Box 261966, Conway, SC 29528-6066  
843-349-5228  
[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Title IX and its application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*  
Building 200, Room 205B, Conway Campus  
PO Box 261966, Conway, SC 29528-6066  
843-349-5212  
[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)

## **PREGNANCY ACCOMMODATIONS**

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).