

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
HIM 252 – CLINICAL PRACTICE II (3 CR.)**

Course Description

Prepares the Health Information Management student to perform all functions commonly allocated to health record services. Gives practice in various settings under the supervision of a clinical practice supervisor. Clinical practice at various facilities 6 hours per week.

General Course Purpose

The purposes of the clinical experiences provided in the course are to expose the student to the work place setting and to permit the student to demonstrate entry-level competencies in various health record services settings.

Course Prerequisites/Co-requisites

Students must be able to read and write at a college level, and have a willingness to learn.

Course Objectives

Upon successful completion of the course, the student will demonstrate entry-level competencies in the following areas:

- Patient databases and records management
- Patient scheduling
- Record completion management
- Correspondence management
- Coding and case mix management
- Meeting of committee preparation/attendance
- Quality/performance management
- Utilization/clinical pathways
- Peer review organization and operation
- Current peer review information projects
- Quality/performance improvement for acute care facilities
- Educational services offered by PROs
- Patient identification, referral and admission

Major Topics to be Included

- a. Ambulatory care
- b. Specialty care
- c. Research center health record services
- d. HIPAA Compliance
- e. HIM support services
- f. HIM non-profit/public businesses
- g. HIM peer review organizations