

# **Common Course Outline**

## **HIIT 271**

### **Practicum II: Quality Management and Performance Improvement**

**1 Credit**

## **Community College of Baltimore County**

### **Description**

**HIIT 271 – Practicum II: Quality Management and Performance Improvement** provides students with 30 hours' practice abstracting and retrieving health data, interpreting data, and presenting data through a supervised and outcomes-based work experience in a management setting of a healthcare facility. Students identify trends in data that affect quality management and participate in performance improvement planning initiatives.

**1 Credit:** 1 lecture hour; 2 lab hours

**Prerequisites:** HIIT 171, HIIT 220, HIIT 221, CSIT 241, and approval of program coordinator

### **Overall Course Objectives**

Upon completion of this course students will be able to:

1. compile data and perform data quality reviews;
2. abstract and report data for facility management and performance improvement;
3. develop reports on audit findings;
4. apply current laws, accreditation licensure, and certification standards related to health information initiatives from national, state, local, and facility levels;
5. apply and promote ethical standards of practice;
6. apply confidentiality and security measures to protect health information;
7. utilize technology to collect, store, analyze, and report data;
8. apply knowledge of database architecture and design;
9. protect data integrity and validity;
10. participate in work teams and on committees;
11. contribute to work plans, policies and procedures, and resource acquisition;
12. utilize tools and techniques to monitor, report on, and improve processes;
13. evaluate the revenue cycle management process; and
14. review standards for national registry exam.

### **Major Topics**

- I. Quality Assessment and Performance Improvement
- II. Data Selection, Interpretation, and Presentation
- III. Reimbursement Monitoring and Reporting
- IV. Electronic Health Record
- V. Databases and Data Registries
- VI. Billing Processes and Procedures

- VII. Healthcare Privacy and Confidentiality
- VIII. Legal and Ethical Standards
- IX. Facility Structure and Operation
- X. Collaboration in an Employment Setting
- XI. Registered Health Information Technician National Certification Exam

### **Course Requirements**

Grading procedures will be determined by the individual faculty member but will include the following:

### **Grading/exams**

- Completion of 30 hours in a quality management department of a healthcare facility
- Daily activity journal
- Written reflection of practicum experience, minimum 750 words
- Portfolio/project completion report
- Registered Health Information Technician certification practice exam

Date Revised: 05/04/2017