MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. HIMC                        COURSE NUMBER:  2130

NUMBER OF CREDITS:  2

COURSE TITLE:  HIT Capstone

CATALOG DESCRIPTION : This course will provide students with practical real-life applications of theories learned in their health information technology courses. Students will work under the supervision of a certified health information technician professional to gain professional practices experiences. Students will be required to undergo evaluations and meet the goals and objectives of the course.

AUDIENCE : Health Information Technology students as well as students who satisfy the prerequisite requirements and are interested in gaining more knowledge in this area.

FULFILLS MN TRANSFER CURRICULUM AREA(S) N/A

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: HIMC 2100 Computer Health Information, and HIMC, 2110 Management & Supervision of Health Information.

LENGTH OF COURSE : 1 semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☐  fall ☐  spring ☑  summer ☐  undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are to provide students with the practical, real-life experiences of a health information technician while under the supervision of a certified health information technician.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through the use of critical thinking and problem-solving skills to complete tasks assigned by their supervising health information technician.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
a. Participation in online discussions.
b. Cooperative attitude with other students and instructor and health care facility facilitator.
c. Ability to communicate via D2L, through email, discussion groups, and classroom materials.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Understanding the need to communicate with a diverse population.
   b. Gaining a self-awareness regarding the feelings toward people regardless of culture, values, or socioeconomic status.

TOPICS TO BE COVERED: Students will learn the practical application of various health information systems and the practical applications of the theories learned from previous coursework under tutelage of a certified health information technician.

LIST OF EXPECTED COURSE OUTCOMES:
   a. Observe and practice health information systems functions.
   b. Exhibit knowledge and practice of HIPPA policies and procedures.
   c. Exhibit and practice ethical standards.
   d. Demonstrate knowledge of coding procedures.
   e. Apply legal guidelines to quality assurance and confidentiality.
   f. Demonstrate knowledge of medical terminology including anatomical, pharmaceutical, diagnostic, and procedural terms.
   g. Demonstrate work ethic and meet expectations of a professional health information technologist.
   h. Complete assigned work projects with an accuracy.
   i. Verify that the students work performance meets the designated standards.

LEARNING/TEACHING TECHNIQUES used in the course are:
   ✔ Collaborative Learning
   ✔ Student Presentations
   ✔ Creative Projects
   ✔ Lecture
   ✔ Demonstrations
   ✔ Lab
   ✔ Problem Solving
   ✔ Interactive Lectures
   ✔ Individual Coaching
   ✔ Films/Videos/Slides
   ✔ Other (describe below)

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
   ✔ Reading
   ✔ Oral Presentations
   ✔ Textbook Problems
   ✔ Group Problems
   ✔ Other (describe below)
   ✔ Tests
   ✔ Worksheets
   ✔ Papers
   ✔ Portfolio
   ✔ Individual Projects
   ✔ Collaborative Projects
   ✔ Term Paper

EXPECTED STUDENT LEARNING OUTCOMES: Achieve expected course outcomes and a percentage score acceptable to the respective program. Students should be prepared to take the RHIT exam through AHIMA following completion of their health information technology courses.
The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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