**Professional Practice Experience (PPE) Orientations**

**Chicago State University (CSU) Health Information Administration (HIA) Program**

**January 22, 2021: 11:00 a.m.- 12:00 Noon (Juniors: HIA 3910)**

Facilitators: Dr. Tina Holder and Professor Cheryl P. Jackson

**Agenda**

1. **Professional Practice Experience (PPE)**
   1. Defined
   2. Purpose(s)
   3. COVID-19 Impact
      1. Pandemic
      2. Institutional Impact
      3. Educational Impact
         1. Commission on Accreditation for Health Informatics and Information Accreditation Education (CAHIIM)
         2. Bridging the Gaps
         3. Transformative Learning
         4. Advisory Committee Input
         5. PPE Supervisors
         6. Faculty and HIA Program Director
   4. Representation
      1. Whom do you represent?
      2. How to achieve professionalism competencies in a Virtual Space?
      3. Strategies for an excellent PPE
2. **PPE Goals**
   1. Interpersonal
   2. Intrapersonal
   3. Professional goals and engagement
      1. Face-to Face
      2. Virtual
      3. Mixed models
         1. Simulations
         2. Role-playing
         3. Learning analysis and report writing
         4. Professional email writing and responses
3. **PPE Levels**
   1. Technical
   2. Bloom’s Taxonomical Levels
4. **PPE Categories**
   1. Orientation Hours and Communications
   2. Independent vs. Group Work
   3. On-boarding includes emergency contact list, review of PPE manual, completion of health requirements and a criminal background check, sizing for lab coats and **future meeting times**.
   4. Simulations Activities
   5. Externally Supervised Professional Practice Experience (Mid-March through 1st week in May, with a few exceptions. You will need to arrange vacation or personal time if you are employed. Juniors must complete their time for an 8- hour period on Fridays.
   6. Professional and Interprofessional Engagements
      1. IPE Conference Hours
      2. CAHIMA Hours
      3. Other Engagements
   7. Discussion Boards
      1. First Week Reflection
      2. Goals Analysis
      3. E-learning Transition
   8. Virtual Tours
   9. Virtual Cultural Analysis
   10. Flow of the Records
   11. Revenue Cycle Management
   12. Projects
   13. Situation(s-)In-Action
   14. Deliverables
   15. Timeliness and Due Dates
   16. Minimum Hours vs. Academic Content
5. **Documentation, Logging of Activities and Public Engagement**
   1. Log of Activities (quality, timeliness, and accuracy)
   2. Moodle: Assignments and Smarter Measures
   3. Journal and Portfolio
   4. Conferencing Options:
      1. Moodle’s Big Blue Button
      2. GoTo Meeting
      3. Zoom
6. **Question and Answer Period**
   1. **Topic:**
   2. **Topic:**
   3. **Topic:**

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