**Chicago State University**

**College of Health Sciences**

**Health Information Administration Department**

**HIA 3910**

**2020/2021**

**PROFESSIONAL PRACTICE SITE**

**INFORMATION PACKET**

**TECHNICAL PROFESSIONAL PRACTICE EXPERIENCE**



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INTRODUCTION

This Handbook uses the term Professional Practice Experience (PPE) to refer to the internship/ affiliation, or clinical practicum the student participates in throughout their HIM educational program. This Handbook is intended to provide information on the expectations and requirements for the student, the clinical practice sites, and Chicago State University’s Health Information Administration program to partner together to create a meaningful experience for all those involved.

**CASTLEBRANCH REQUIREMENTS**

**As a prerequisite of your PPE, all students must undergo a screening through Castlebranch, (**[**www.castlebranch.com**](about:blank)**), which entails a drug screening and background check. Additionally, a Physical Exam within 1 year of scheduled PPE is required as well as a TB screening and flu shot. Students must undergo a “successful” background and drug screening to be placed in PPE. Not completing these requirements will delay and/or deter PPE placement, which can prohibit completion of the HIA program**

GENERAL RESPONSIBILITIES

It is the expectation that every student adheres to the following requirements:

1. Report to PPE site at specified time in appropriate attire, including white lab coat.
2. Review and discuss the PPE schedule of activities with the PPE site supervisor.
3. Abide by hospital and departmental policies and regulations.
4. Call or text Dr. Tina Holder, CSU faculty PPE coordinator @ cell (708)-351-9975 in the event of illness or emergency. Absences must be made-up and rescheduled with the PPE site supervisor by the CSU PPE coordinator.
5. Abide at all times by the AHIMA Code of Ethics, Federal, and State Confidentiality Laws.
6. Demonstrate professionalism by accepting responsibilities for the completion of all learning activities.

It is the expectation that every site will be responsible for the following:

* Provide an orientation to the facility and to the Health Information Management Department to the student.
* Discuss the student's performance with the student throughout the PPE and during the exit interview
* Notify the PPE coordinator of any illness, emergency, or otherevent that might prevent the student's completion of PPE assignments.
* Complete the appropriate evaluation forms and submit as soon as possible to the PPE coordinator

It is the expectation that the HIA Program’s PPE Coordinator will be responsible for the following:

1. Maintaining appropriate contract/agreements with PPE sites.
2. Provide evidence of insurance coverage for students in PPEs.
3. Remain aware of requirements for onsite students at various organizations (for example,
4. drug, criminal background, or TB testing).
5. Support program advisory committee recommendations.
6. Provide regular contact, visit, and orient practice site managers and employees at the

clinical practice sites.

1. Provide annual recognition of PPEs with letters and CEU log.

**CAHIIM Standard V.E.4.**

All activities required in the program must be educational and students must not be substituted for paid staff. Policies and procedures by which students may perform service work while enrolled in the program should be made known to all students.

**Interpretation V.E.4.**

It is expected that programs include a service work statement in the PPE materials available to both students and clinical supervisors, stating that HIM students must not be substituted for paid staff. This does not prohibit a paid internship or PPE but is designed to ensure students gain experience to reinforce the competencies and skill sets, and are not used simply for backlog work in the absence of appropriate paid staff.

**PPE GUIDELINES**

**Key Responsibilities of an Affiliate Site**

1. Responsibilities prior to the PPE:

a. Review affiliate agreement with human resources, legal counsel, or required departments

b. Review student resume and work experience

c. Prepare student schedule of activities

d. Identify departmental site manager and mentor(s)

e. Prepare written description of any projects (if applicable)

f. Arrange for the following: facility identification, parking instructions, employee orientation (if applicable), information systems access, and any additional facility specific requirements

2. Responsibilities at the beginning of the PPE:

1. Provide an organizational chart of the department and facility
2. Provide departmental policies and procedures
3. Provide a facility and departmental tour
4. Introduce students to all members of the HIM department, including those individuals the student may report to
5. Review expectations—your expectations of the student and the student’s expectations of you
6. Provide supervision and guidance for the student—either directly or through a department mentor(s)

**Important Points about Being an Affiliate Site**

1. The student is taking this experience as an academic course requirement and for a grade. It is essential that the experience is engaging and the student feels there is meaningful work to do.
2. Have a department supervisor available in case of illness or off-site requirements that might take you out of the office. The second supervisor should be introduced to the student on day one, and involved in the PPE plan so they may take over with a minimum of downtime.
3. Adhere to the Student Service Work Policy of CAHIIM Standard V.E.4. “All activities

required in the program must be educational and students must not be substituted for paid staff.” Policies and procedures by which students may perform service work while enrolled in the program should be made known to all students.

1. Remember to complete the student evaluation on the last day of the visit and return it promptly to the program director. Since the student is receiving a grade for the PPE, it is very important that the site supervisor complete the student’s evaluation, since it makes up the bulk of the student’s grade for the course.
2. Encourage all staff to welcome the student even if they won’t be directly working with the student. A student is forming an opinion about HIM as a career and is learning specifics about what it means to work in an HIM department from this PPE.
3. This is a great opportunity to develop your staff’s supervisory or leadership skills by having a particular staff member serve as the department mentor for the overall PPE. Once the student’s PPE ends, meet with the staff member to determine what worked well and what they would have done differently. Count this as part of their annual performance appraisal as a professional development activity.
4. Consider this to be a prolonged job interview. By accepting HIM students to complete PPEs, you give yourself time to see how they interact with existing staff, and what skills they might bring as a future employee. Approximately 45 percent of students receive their first job in HIM either from the affiliate site directly, or from contacts made on-site during the PPE.

**Site Supervisor Responsibilities**

The person assigned as the site supervisor will coordinate the PPE of the students at the clinical practice site.

**Important Tasks for the Site Supervisor**

Before the student comes to the site, in conjunction with the academic program director the site manager must:

1. Identify the total number of hours the student must complete before he or she begins.

2. Obtain a copy of the evaluation to be completed after the PPE period is over.

3. Identify the topics and projects requiring completion and discuss with the school those

topics that cannot be completed at your site.

4. Arrange a schedule for each topic, in coordination with other departments in the

organization as necessary.

5. Identify the department and site mentors for the student and pre-meet with these

individuals to:

a. Coordinate the student’s schedule and project.

b. Discuss or provide the school’s expectations for the student.

c. Review key expectations, including specific expectations for the student to accomplish

during his or her time with the mentor (for example, hands-on skill building versus

completing a project).

1. Identify that five continuing education unit (CEU) will be given to the PPE site supervisor and a credentialed staff that worked with the student during the PPE. This will be validated by the academic program director.

7. Compile basic materials as reference documents for the student:

a. Department organizational charts and other pertinent organizational entities

b. Phone and pager numbers and the e-mail addresses of key resource individuals

c. A schedule with the names and locations of individuals with whom the student will

spend time.

d. Any reference materials related to the student’s project

8. Arrange for temporary access to computer systems, parking, or other security issues as

appropriate to the organization.

9. Identify and reserve space for the student to work.

10. Team Assimilation—allow the student to become part of the team. The student should

attend lunch, breaks, and any meetings with the team.

**The Student’s First Day:**

1. Spend scheduled time with the student for a brief orientation to the department.

2. Provide reference materials.

3. Discuss the schedule for the PPE (Sample list of Activities is attached).

4. Introduce the student to key resource people in the department and other departments.

5. Have student sign confidentiality and security agreements and other required documents.

**Throughout the PPE:**

1. Meet regularly to review the student’s projects and documentation.

2. Meet regularly to verify the PPE is meeting the student’s expectations and that they are

receiving all the necessary references and knowledge on schedule.

3. Review expectations with the student and discuss how they are meeting them at mid-point

or other intervals.

4. Meet with personnel who were scheduled with the student for feedback.

**At the End of the PPE:**

1. Schedule the final evaluation and provide copies to the student and the school as directed

by the academic PPE coordinator.

1. Submit the names of all credential persons involved in the student PPE and fax to the

school for issuance of CEUs report.

**TECHNICAL PROFESSIONAL PRACTICE EXPERIENCE (PPE)**

**STUDENT ACTIVTIES**

**ASSIGNMENT #1: ACTIVITY/ATTENDANCE LOG**

Each student is required to submit a log identifying the activities performed, the staff person assigned to work with. This log is not intended to account for each minute at the site but to identify the activities that were observed or performed during the experience. This log should be typed in the following format.

DATE TIME ACTIVITY STAFF ASSIGNED

5/1/YY 8-10 Orientation to department and facility T. Holder, RHIA

10-12 Reviewed Release of Information Procedure M. Brown, RHIT

1-4 Performed Release of Information M. Brown, RHIT

5/2/YY 8-9 Worked scanning S. Smith

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Site Supervisor Signature Date**

Submit your attendance log via Moodle weekly for those students on sites for two or more days per week. Those students on site only one day per week you are to submit your attendance log every two weeks.

Attendance logs need to be submitted on the last day of PPE. Do not submit without the required signatures. Make sure you upload your document to the correct week.

**ASSIGNMENT #2: FACILITY PROFILE PART B**

**Orientation to the Health Care Facility and the Health Information Department**

This section outlines all the various functions that can be found in a traditional HIM department. The section serves as a guide regarding the type of information you need to focus on and generation of questions to answer while rotating through the various sections. Be aware that some of these tasks might not be done in the facility you are assigned to. In addition, you may encounter other functions that might not be included in this outline.

**I. Health Information Management Department functions**

* 1. Discuss organizational structure of the Health Information Management Department
     1. Discuss organizational structure of the facility

B. Identify and Discuss HIM department functions

1. Identify and discuss the functions of the Health Information Management Department
2. Discuss interdepartmental relationships within the organization

**II. Confidentiality of Patient Information**

1. Review facility policies and procedures for confidentiality of patient

information

B. Attend hospital-wide orientation that addresses patient confidentiality issues

1. Release of Patient Information
   1. Review policies and procedures for release of patient information
      1. Describe policies and procedures for release of information
      2. Describe procedures for responding to a subpoena
      3. Describe the processing of insurance requests
2. Review release of patient information requests from third-party payers and attorneys
3. Photocopy records, enter released information into log, generate bill for

copies, mail copies

D. Accompany HIM personnel to a court appearance, if applicable

E. Observe the preparation of an interrogatory preparation and/or deposition, if applicable

**III. Health Record Maintenance**

1. Transcription
   * + 1. Describe the computer system used
       2. Describe procedures for controls of dictation and transcription
       3. Identify reports
       4. Discuss advantages and disadvantages of outside transcription service, if used

**IV. Record Storage and Retrieval**

A. Review record storage and retrieval policies and procedures

* 1. Record Storage and Retrieval

1. Discuss and describe scanning process
2. Discuss and describe filing and numbering systems use
3. Discuss and describe record requests

B. File/retrieve patient records, “loose sheets” (if applicable)

1. Hospital Information System (HIS)/Master Patient Index (MPI)
2. Identify system used
3. Explain how it is maintained
4. Describe how duplicate numbers are handled
5. Identify information contained in MPI
6. Describe methods of updating and verifying the MPI
7. **Health Record Processing**
   1. Analysis

1. Review of policies/procedures for processing discharged records and

incomplete records, hard copy or within EHR.

2. Assemble and analyze discharged patient records

* + 1. Describe assembly procedures
    2. Evaluate chart order
    3. Identify the record format used

1. Methods used for assisting physician in completing records
2. Discuss policy and procedure for incomplete records
3. Discuss method for delinquent chart tabulation

B. Physician Notification/Suspension

1. Tabulate and notify physicians of delinquent records
2. Work with the medical staff to facilitate completion of records
3. **Coding**
4. Code records using ICD-10-CM and ICD-10-PCS. Students have only had beginning coding.
5. Sequence diagnoses/issues
6. Discuss procedures for DRG assignment

**VII. Hospital Statistics**

1. Review policies/procedure for gathering hospital-based statistics
2. Review and/or prepare statistical reports
3. Review and/or complete vital statistical forms
4. Complete abstracts

B. Completing birth/death certificates (HIM or Other Department)

1. Describe procedure for obtaining birth and death certificate
2. Identify information contained on birth and death certificates
3. Complete a minimum of five (2-5) birth certificates and five (2-5) death

Certificates, if applicable

1. **Health Record Services**

Observe and Review the following functions:

1. Utilization management, case management, and discharge planning
2. Procedure for RAC review, monitoring, and denial follow-up.
3. **Health Information Management Committee Functions**

A. Review purpose of medical staff and hospital committee meetings

B. Assist with committee meeting preparation, attend meeting and prepare minutes,

i.e., prepare committee meetings

1. **Cancer Registry**
2. Describe the data collection and reporting procedures
3. Identify the system used for reporting. Indicate if turnkey, commercial product

with hospital-specific modifications or internally developed system. Specify the

software applications that are available system-wide

1. Describe the functioning of this department if not a part of HIM

1. **Patient Registration Procedures**

A. Observe patient registration procedures

B. Complete handbook questions on patient registration procedures

1. **Hospital Billing Procedures**

A. Observe hospital billing procedures

B. Discuss hospital billing procedures

**ASSIGNMENT #3: ORGANIZATION CHART**

Organizational charts depict groupings of activities and indicate lines of authority and responsibility among these activities. This project will assist you in identifying the functions and organizational relationships within the department.

Construct an organizational chart of the department. Discuss the major divisions and lines of authority.

Refer to Moodle for additional information.

**ASSIGNMENT #4: FLOWCHART**

A key to successful coordination of health information departmental activities is the ability to conceptualize the operations of the department. An aid to such conceptualizing is the flowchart. This assignment will assist you in refining your skill and understanding of flowcharting. Moreover, you will become familiar with the development of a complete medical record and the steps taken for its completion.

Prepare a flowchart illustrating the development of a complete medical record beginning with admissions through final storage/archive. Include all departmental processing. Use a software program, Word, Excel or PowerPoint. You can either download a free copy of a software program or use the Computer Lab. Software programs that can be downloaded are either Microsoft Visio or SmartDraw.

Refer to Moodle for additional information on requirements.

**ASSIGNMENT#5: DISCUSSION FORUMS**

Posting for each week present at the PPE site on Fridays is required by each student. Postings will be done via Moodle. Refer to Moodle for additional information. This initial posting should be a summary of activities you participated in for the two-week period.

Each student is to respond to each person that responds to their post and respond to at least 2 other students initial posts by the following Tuesday.

Any and all posts are to focus on procedures and methods of different technical functions that you rotate through. No specific patient information is to be posted on Moodle. Please refrain from any negative postings regarding your site, personnel, and your encounter and adhere to all aspects of confidentiality.

The CSU PPE coordinator will be monitoring the site to ensure adherence to the above and other requirements of Moodle participation. Refer to rubric for additional information.

**STUDENT REFLECTIVE PPE REPORT**

The PPE I provide the student with an opportunity to apply the knowledge gained in the classroom to the actual work environment. It allows the student to observe and experience medical record functions in the acute care setting as well as an alternative health care setting. This assignment will give the student practice in gathering, organizing, evaluating and presenting information in a logical manner.

Prepare a report of your observations and experiences

* Include any additional information of interest as well as a notation about your contribution

to the environment and how you represented the HIA Program at your PPE site.

* Report should be in narrative form

Your paper will need to be between five and eight pages (excluding any appendices and site evaluation), double spaced, with a 1” margin on all sides, excluding the cover sheet. You will need to follow APA formatting.

Your PPE reflective report will consist of the following elements:

1. Cover Sheet
2. Name of course
3. Your Name
4. Date of Submission
5. Graphic (recommended)
6. Table of Contents
7. Body of Report (12-14 pages)
8. Introduction (½ to 1 page)
9. Reflection of Activities (3-4 pages)

Articulate the differences and similarities between classroom theory and field application of the various HIM and associated functions.

In the body of the report, reflect on the activities that you either observed and or participated in at your site. Include both similarities and differences in any of the activities. Discuss your impressions of the impact of the overall efficiency and effectiveness of the department with supporting documentation (don’t forget APA).

NOTE: Incorporate Assignment 2, Part B into this portion of your paper.

1. Critique (1/2 page)

The effectiveness of your Discussion Forums’ experience as it relates to comparison and contraction of functions at various sites versus your site. DO NOT reprint your forum discussions.

1. Discussion (1 ½ pages)

This section needs to provide your overall assessment of the value of the PPE

activities as it relates to your knowledge and skills, taking into consideration the paper-based versus hybrid status of various medical record environments. This section will also include an updated component regarding your Professional Development and a summary of your attendance at ILHIMA and the sessions you attended.

1. Conclusion (1pages)

This section will highlight recommendations and any other considerations

That you feel will enhance the PPE experience for future students.

1. Appendices (optional for any additional information you want to include)
2. Student Site Evaluation (2 pages)
3. Copy of Thank you note (1 page)
4. Evaluation
5. The report is graded based on the following criteria:
6. Content- must be relevant and complete (50%)
7. Grammar-must show attention to spelling, punctuation, and grammatical rules. 35%)
8. Presentation-shows logical and consistent layout, organization, and neatness. (15%)
9. This report represents 25% of your grade. The other 25% of your grade comes from the site supervisor(s) evaluation.
10. Submission of your PPE report will be as follows:
11. Refer to Moodle for submission dates for Assignment 2-4 due dates. Failure to meet deadlines with result in reduction in point values.
12. Reflective PPE Report will be submitted via Moodle no later than five days from the end of your PPE.
13. Student Site Evaluation must be submitted via Moodle within 24 hours from the last day of your PPE assignment.

**APPENDICES**

CHICAGO STATE UNIVERSITY

HIA TECHNICAL PPE

SAMPLE STUDENT SCHEDULE

15 WEEKS JANUARY –APRIL 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WEEK** | **DATE** | **ACTIVITY 8-HOUR DAY** | **NEEHR PERFECT** | **BLOOM’S** |
| Week 1 | JANUARY 12 | Meet HIM Management  Orientation to HIM Department  Chart pick-up  Chart assembly/scanning process (inpatient) | Registering a Patient | 1-7 |
| Week 2 | JANUARY 19 | HIS (hospital information system/MPI) | Duplicate Resolution | 1-7 |
| Week 3 | JANUARY 26 | Chart assembly/scanning process (outpatient)  Discharge Record Analysis | Introduction to Chart Deficiencies | 1-7 |
| Week 4 | FEBRUARY 2 | Discharge Record Analysis  Processing Incomplete Records | CPRS Analyzing For Chart Deficiencies | 1-7 |
| Week 5 | FEBRUARY 9 | Reception Duties  Release of Information  Subpoena Processing | Release of Information | 1-7 |
| Week 6 | FEBRUARY 16 | Release of Information  Subpoena Processing | ROI Accounting of Disclosures |  |
| Week 7 | FEBRUARY 23 | Transcription |  | 1-7 |
| Week 8 | MARCH 2 | Filing (records and loose sheets) | Cause & Effect | 1-7 |
| Week 9 | MARCH 9 | **SPRING BREAK-NO PPE** |  | 1-7 |
| Week 10 | MARCH 16 | Hospital and Vital Statistics/Reporting  Cancer Registry (optional) | Data Entry | 1-7 |
| Week 11 | MARCH 23 | Visit to Admitting/Registration  Visits to Risk Management  Visit with Privacy Officer  Visit with Compliance Officer  Visit to Quality Management  Visit to Information Systems  **THESE ARE OPTIONAL** |  | 1-7 |
| Week 12 | MARCH 30 | Attendance at ILHIMA Meeting |  |  |
| Week 13 | APRIL 6 | Coding Outpatient/Abstracting | Coding an Outpatient Chart | 1-7 |
| Week 14 | APRIL 13 | Coding Inpatient/Abstracting | Coding an Inpatient Chart | 1-7 |
| Week 15 | APRIL 20 | Student Evaluation | Online Evaluation | 1-7 |

**AHIMA DOMAINS**

Registered Health Information Administrator (RHIA) Exam Content Outline (Effective March 1, 2021) **Domain 1: Information Governance (19%)** Tasks:

1.Evaluate the integrity of health data

2.Apply knowledge necessary to process the required clinical data elements for quality reporting (e.g. facility committees, payers)

3.Understand and apply data dictionary standardization policies

4.Manage data standards based on organizational policy

5.Complete data analysis to inform management

6.Apply knowledge necessary to develop policies and procedures for data management and information governance

7.Manage health record content and documentation

**Domain 2: Compliance with Uses and Disclosures of PHI (26%)**

Tasks:

1.Manage patient access to their health information

2.Apply knowledge necessary to advocate for patients and families in the process of obtaining health information

3.Apply knowledge necessary to process healthcare information requests according to legal and regulatory standards

4.Monitor access to Protected Health Information (PHI) within the organization

5.Apply knowledge necessary to comply with retention and destruction policies for healthcare information

6.Apply knowledge necessary to monitor release of information workflows

7.Follow breach of information protocols

8.Apply knowledge necessary to ensure compliance with privacy initiatives

9.Ensure compliance with security initiatives

10.Monitor organizational compliance with health laws, regulations, or standards

**Domain 3: Data Analytics and Informatics (24%)**

Tasks:

1.Develop productivity reports

2.Prepare to support end users in EHR applications

3.Apply knowledge necessary to create visual representations of data for decision-making

4.Provide summary reports based on trends

5.Apply knowledge necessary to use database management techniques (e.g. data mining)

6.Manage the integrity of the master patient index

7.Apply knowledge necessary to audit documentation using a focused tool (e.g. CDI, quality,safety)

8.Apply knowledge necessary to optimize health information technology to improve workflow

9.Support health information exchange solutions

10.Examine clinical, administrative, and specialty service applications

11.Validate healthcare statistics for organizational stakeholders

**Domain 4: Revenue Management (16%)**

Tasks:

1. Apply knowledge necessary to educate providers on value-based care programs and guidelines

2. Validate coding accuracy

3. Monitor health plan clinical documentation requirements

4. Conduct clinical documentation improvement (CDI)

5. Verify the claims management process

6. Assign diagnoses and procedure codes and groupings according to official guidelines

7. Apply knowledge necessary to conduct revenue integrity activities

8. Apply knowledge necessary to perform fraud prevention

**Domain 5: Management and Leadership (15%)**

Tasks:

1. Apply knowledge necessary to implement strategies to support organizational initiatives

2. Apply knowledge necessary to collaborate on contract management (e.g., vendors, outsourcing)

3. Apply knowledge necessary to perform human resource management activities (e.g., recruiting staff, creating job descriptions, resolving personnel issues)

4. Apply knowledge necessary to perform work design and process improvement activities

5. Apply knowledge necessary to facilitate training and development

6. Apply knowledge necessary to assist with preparation of budgets

7. Assist with entity accreditation, licensing, or certification processes

**Chicago State University**

**HIA 3910 –Technical PPE**

**Clinical Evaluation Instructions**

Dear Site Supervisor:

Please complete the attached evaluation form based on your observations of the student's performance. It has been explained to the student that evaluations can be subjective in nature. None the less, this is an opportunity for the student to have feedback as to how well he or she is perceived in the work place.

You are asked to evaluate the student on a 5 point scale. Described below is a brief explanation for and a letter grade equivalent for each point. This might help to assist you in assigning the point value to the student's performance.

**RATING SCALE**

**5 [superior]** **A** Student demonstrates complete knowledge and ability to

perform the activities; is dependable and competent; requires minimal

supervision; knows when to ask questions and request assistance.

**4 [above average] B** Student is skilled in performance of the activities but requires

occasional supervision.

**3 [average]** **C** Student requires some supervision and occasional assistance to

perform the activities.

**2 [below average]** **D** Student is unable to perform activities without assistance.

**1 [failure]** **F** Student demonstrates at totally unacceptable performance.

**Chicago State University**

**Health Information Administration**

**Health Record Practicum I**

**Clinical Evaluation**

**STUDENT:**

**CLINICAL SITE: DATES OF AFFILIATION:**

Rate the student's performance for each of the activities listed below based on the followingscale:

**5** Superior **4** Commendable **3** Competent **2** Needs Improvement **1** Unsatisfactory

**NA** Not Applicable **DNO** Did Not Observe

In the comment section following each activity, note any aspects that you feel would be useful to the student or that would indicate any problem that a student had in performing that activity. The comment section should also be utilized when a further explanation regarding the activity is required.

**TECHNICAL ACTIVITY**

**I Admissions Procedures**

a. Understood the relationship between the health information department and the

admitting department

5 4 3 2 NA DNO

b. Performed the admitting procedures related to the health information department.

5 4 3 2 NA DNO

c. Performed MPI activities

5 4 3 2 NA DNO

d. Other

5 4 3 2 NA DNO

Comments:

**II.** **Discharge Procedures**

a. Assembled records

5 4 3 2 NA DNO

b. Analyzed record content

5 4 3 2 NA DNO

c. Performed procedures for incomplete record {i.e. suspension lists. incomplete reports

etc.}

1. 5 4 3 2 NA DNO

d. Other

5 4 3 2 NA DNO

Comments:

**III. Coding**  {Reviewed charts to validate coding.}

a. Coded lCD -10-CM diagnoses and procedures

5 4 3 2 NA DNO

b. Other

5 4 3 2 NA DNO

Comments:

**IV. Release of Information**

a. Identified proper authorization for release of information

5 4 3 2 NA DNO

b. Processed requests for information

1. 5 4 3 2 NA DNO

c.. Processed subpoenas

5 4 3 2 NA DNO

d. Other

5 4 3 2 NA DNO

Comments:

**V. Indexing and Abstracting**

a. Performed abstracting procedures

5 4 3 2 NA DNO

b. Understood the indexing system

5 4 3 2 NA DNO

c. Other

5 4 3 2 NA DNO

Comments:

**VI. Filing**

a.. Filed and retrieved records

5 4 3 2 NA DNO

b. Utilized the charge out system properly

5 4 3 2 NA DNO

c. Located lost or misfiled records

5 4 3 2 NA DNO

d. Other

5 4 3 2 NA DNO

Comments:

1. **Other** (This category is to be used for any activity that was performed by the student but not indicated on this form)

a.

5 4 3 2 NA DNO

b.

5 4 3 2 NA DNO

c.

5 4 3 2 NA DNO

d.

5 4 3 2 NA DNO

e.

5 4 3 2 NA DNO

Comments:

**PROFESSIONAL ACTIVITY**

**I. Quality of Work**

a. Performed work accuratelyaccording to established procedures

5 4 3 2 NA DNO

b. Demonstrated good follow through on activities assigned

· 5 4 3 2 NA DNO

Comments:

**II. Productivity**

a. Completed all activities within therequired time frame

5 4 3 2 NA DNO

Comments:

**III. Communication**

a. Verbal communication skills were clear, concise, timely and accurate; communicated

ideas well.

5 4 3 2 NA DNO

b. Listened attentively; asked appropriate questions and provided follow-up communication

regarding activities without being asked.

5 4 3 2 NA DNO

Comments

**IV. Work Initiative**

a. The student was a self-starter; did not require daily guidance.

1. 5 4 3 2 NA DNO

Comments

1. **Professionalism**

a. Student followed department’s policies regarding lunch and breaks.

5 4 3 2 NA DNO

b. Student was always punctual.

5 4 3 2 NA DNO

c. Student exhibited tact and discretion when dealing with others.

5 4 3 2 NA DNO

d. Student was appropriately attired.

5 4 3 2 NA DNO

e. Student displayed professionalism with the department and facility staff.

5 4 3 2 NA DNO

Comments

**VI. Overall Competency**

5 4 3 2 NA DNO

Comments

How would you evaluate this student as a health information management employee in terms of

**Strengths Weaknesses**

Student’s Signature Date

Evaluator’s Signature Title

**Chicago State University**

**Health Information Administration**

**Professional Practice Experience 3910 Student Site Evaluation**

Student Name Clinical Site

Semester of PPE: \_ Fall \_ Spring \_ Summer Year: \_\_\_\_\_\_\_\_ PPE Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please rate the following questions about your PPE using the following scale:***

**5 = Strongly Agree 4 = Agree 3 = Neutral 2 = Disagree 1 = Strongly Disagree NA=Not applicable**

1. This experience gave me a realistic preview of HIM management. 5 4 3 2 1 NA
2. Adequate preparation was made for my PPE by the site supervisor. 5 4 3 2 1 NA
3. I received appropriate supervision during my PPE. 5 4 3 2 1 NA
4. I had opportunity to ask questions. 5 4 3 2 1 NA

1. I received feedback in a constructive and helpful manner. 5 4 3 2 1 NA
2. Directions were given clearly. 5 4 3 2 1 NA
3. I understand the assigned tasks. 5 4 3 2 1 NA
4. The work I performed was challenging and

stimulating. 5 4 3 2 1 NA

1. I felt comfortable enough to express my

knowledge, doubts or related thoughts. 5 4 3 2 1 NA

1. I did not feel that too much was expected of me. 5 4 3 2 1 NA
2. I feel my PPE at this site was valuable. 5 4 3 2 1 NA
3. As a result of my PPE, I have a better understanding

of concepts, theories, and skills in HIM. 5 4 3 2 1 NA

1. Through this internship I had the opportunity to use and develop my:
2. Interpersonal/human relations skills 5 4 3 2 1 N/A
3. Oral Communication/presentation skills 5 4 3 2 1 N/A
4. Creativity 5 4 3 2 1 N/A
5. Problem-solving abilities 5 4 3 2 1 N/A
6. Critical thinking skills 5 4 3 2 1 N/A
7. Writing skills 5 4 3 2 1 N/A
8. I would recommend this facility as a clinical site in the future. 5 4 3 2 1 NA
9. Overall how would you rate this PPE? \_\_\_\_\_\_
   1. Excellent learning experience
   2. Good learning experience
   3. Average learning experience
   4. Below Average learning experience
10. Poor learning experience
11. Other Comments (suggestions and/or recommendations)

Revised 04/06/21