City College of San Francisco
Health Information Management

HIT 77B – PROFESSIONAL PRACTICE EXPERIENCE II
Spring 2020
Tuesday (T) 9:00 – 11:50; Thursday (R) 9:00 – 2:50
John Adams Center, 1860 Hayes Street
Room 308

Instructor: Wanda T. Ziemba, EJD MFA BA RHIT CCS CHCO/CHCC CPC CHC
Approved AHIMA ICD10/PCS Educator
Certificate in Project Management

Contact: wziemba@ccsf.edu or wandatziemba@gmail.com

JAD 309 415-561-1818

Office Hours: **Monday: 09:00 – 12:00**
Tuesday: By arrangement
Wednesday: 10:00 – 4:00
Thursday: 03:00 – 06:00

John Adams Campus, 3rd Floor, Rm 309. Contact instructor for special arrangements if unable to meet during posted office hours.

COURSE DESCRIPTION
Professional Practice II is designed to provide students with advanced, specialty professional practice experience in performing specific activities in the HIM setting. Emphasis on legal aspects, quality and risk management, utilization review, management and supervision, CPT and ICD coding, DRG assignment, healthcare statistics and electronic health records. Preparation and review for national certification examination.

PREREQUISITES: HIT 77A

RECOMMENDED CO-REQUISITES: None

TEXTBOOKS
1. The Complete RHIT and RHIA Prep - most recent edition; Payel Bhattacharya Madero, Jones & Bartlett
(required)
,
2. Registered Health Information Technology (RHIT) Exam Preparation Most Recent Edition (required)

3. Health Information Management Technology, An Applied Approach, Nanette Sayles, AHIMA Press, Most recent edition
(required)

4. Pocket Glossary of Health Information Management Technology, AHIMA Press, ISBN #9781584265832
(recommended)

5. EHRGo Student EHR Required

HOURS AND UNITS 5 units, 3 hour lecture, 6 hours lab

HANDOUTS:

CCSF HIT Program Student Handbook
CCSF Professional Practice Experience (PPE) Handbook
TBD and as needed

STUDENT LEARNING OBJECTIVES

Upon completion of this course, a student will be able to:

A. Communicate and interact with clinical staff and patients according to the standards of the healthcare profession.
B. Model professionalism and ethical behavior as a health information professional in a clinical setting.
C. Perform procedures that ensure patient confidentiality of health information for hardcopy, hybrid, and electronic forms.
D. Apply coding principles for patient diagnosis, symptoms, and clinical procedures from health records utilizing official International Classification of Diseases (ICD) coding guidelines and Uniform Hospital Discharge Data Set (UHDDS) reporting requirements.
E. Create defensible solutions to complex Health Information Technology (HIT) issues in a variety of healthcare settings.

HIM ASSOCIATE DEGREE COMPETENCIES

AHIMA Curriculum Requirements – AHIMA 2014 Curriculum Entry-Level Competencies and Knowledge Clusters for Health Information Management (HIM) Education at the Associate Degree Level (Student Learning Outcomes)
http://www.cahiim.org/him/curriculumrequirements.html

Domain I. Data Content, Structure & Standards		
Subdomain VI.H. Ethics	***Bloom's Level***	***Curricular Considerations – example of topics that may be used to guide students to achieve competency****
1. Comply with ethical standards of practice	5	*Professional and practice-related ethical issues: AHIMA Code of Ethics
2. Assess how cultural issues affect health, healthcare quality, cost and HIM	5	*Breach of healthcare ethics
3. Create programs and policies that support a culture of diversity	6	*Diversity awareness training programs: age, race, sexual orientation, education, work experinec, geographic location and disability * Regulations such as Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (EEOC)

Taxonomy Level	Category	Definition	Verbs
1	Remember	Recall facts, terms, basic concepts of previously learned material	Choose, define, find
2	Understand	Determine meaning and demonstrate clarity of facts and ideas	Collect, depict, describe, explain, illustrate, recognize, summarize
3	Apply	Use differing methods, techniques and information to acquire knowledge and/or solve problems	Adhere to, apply, demonstrate, discover, elucidate, identify, implement, model, organize, plan, promote, protect, report, utilize
4	Analyze	Contribute to the examination of information ion part or aggregate to identify motives and causes.	Analyze, benchmark, collaborate, examine, facilitate, format, map, perform, take part in, verify
5	Evaluate	Make judgements in support of established criteria and/or standards	Advocate, appraise, assess, compare, comply, contrast, determine, differentiate, engage, ensure, evaluate, interpret, leverage, manage, mitigate, oversee, recommend
6	Create	Generate new knowledge through innovation and assimilation of data and information	Build, compile, conduct, construct, create, design, develop, forecast, formulate, govern integrate, lead, master, propose

Professional Practice Experience

PPE experiences may be included in the curriculum as separate courses, incorporated within course(s) and/or achieved through the following:

1. Lectures with assignments performed on campus which simulate functions in a HIM department

1. Field experiences, in which PPE students perform tasks and are accompanied by the PPE instructor.

3. Placements at acute care hospitals or alternative sites.

Course Contents

A. Introduction to professional practice experience
    1. Requirements
    2. Expectations
    3. Health care facility guidelines
    4. American Health Information Management Association (AHIMA) entry-level competencies
        a. Tasks
        b. Functions
        c. Activities
    5. Performance evaluations
B. Health data management

1. Data versus information
2. Health information media
3. Structure and use of health information
4. Data collection tools
5. Data sources
6. Data storage and retrieval
7. Healthcare data sets

C. Healthcare information requirements and standards
    1. Type and content of health record
    2. Health record documentation requirements
    3. Data quality and integrity

D. Clinical classification systems
    1. Classifications
    2. Taxonomies
    3. Nomenclatures
    4. Terminologies
    5. Clinical vocabularies
    6. Principles and applications of coding systems
        a. International Classification of Diseases (ICD)
        b. Current Procedure Terminology (CPT)
        c. Diagnostic and Statistical Manual (DSM)
    7. Diagnostic and procedural groupings
        a. Medicare Severity Diagnostic Related Groups (MS-DRGs)
        b. Ambulatory Payment Classification (APCs)
    8. Case mix analysis and indexes
    9. Severity of illness systems
    10. Coding compliance strategies, auditing and reporting
    11. Coding quality monitors and reporting

E. Reimbursement methodologies
    1. Payment methodologies and systems
    2. Commercial, managed care and federal insurance plans
    3. Billing processes and procedures
    4. Regulatory guidelines
    5. Data quality reviews
    6. Compliance strategies and reporting

F. Health Statistics, biomedical research and quality management
    1. Healthcare statistics and research
    2. Quality management and performance improvement

G. Health services organization and delivery
    1. Healthcare delivery systems
        a. Organization of health care delivery
        b. Structure and operation
        c. External standards
            1. Health Insuraance Portability and Accountability Act (HIPAA)
            2. American Recovery and Reinvestment Act (ARRA)
        d. Providers and disciplines
    2. Healthcare privacy, confidentiality, legal and ethical issues
        a. Legislative and regulatory requirements
        b. Policies and procedures
        c. Professional practice and practice-related ethical issues

H. Information technology and systems
    1. Computer concepts
    2. Communication and Internet
    3. Software applications
    4. Health information systems
    5. Voice recognition

6. System acquisition and evaluation

I. Organizational resources and management
   1. Human resources_
   2. Financial management
   3. Resource management

Evaluation Methods

PPE will be evaluated using evaluation forms. Students must earn a satisfactory evaluation at each practice site in order to continue in the program. Not only will you be judged on your technical ability but also on your ability to function as a member of the profession and the healthcare team.

PPE evaluation is based on your ability to successfully complete performance objectives through the following methods:

1. The student will be assigned to a practice site to gain PPE.

2. The student will be given assignments based on AHIMA's Domains, Subdomains, and Tasks. Assignments will be submitted to the instructor for grading and returned to the student.

3. If the student performs a task below standards, the student must repeat the assigned task until required expectations are met.

4. The PPE manager completes a Performance Evaluation. The results of this evaluation can identify areas of student strengths and weaknesses. This is an important tool in allowing the student to build on strengths while working to improve weaknesses.

The PPE manager may identify attitude and performance problems, which explain and support poor performance; for example, excessive tardiness or absences. Issues should be discussed with the student and PPE instructor immediately.

Grading

PPE I is a 5-unit pass/no pass course. PPE assignments are accomplished in approximately 150 hours per semester of combined on-campus conference/lecture and lab and off-campus PPE site rotations.

Grading for this course will be as follows:

Weekly clinical practice affiliation assignments	25%
Student Portfolio & Practice Tests	35%
Professional Practice Supervisor's Evaluation	30%
Attendance and oral presentations, soft skills	10%

In addition, the following are required to be completed and submitted at the end of the semester (see pertinent forms throughout the Handbook and Appendix):

- Weekly PPE site summary reports
- Student PPE Portfolio
- PPE Site Supervisor Evaluation
- PPE Student Attendance and Timesheet
- Student Self-Evaluation

POLICIES AND PROCEDURES

Attendance

Each semester, PPE assignments will be accomplished in approximately 150 hours of combined on-campus lecture/lab and off-site PPE time. Absenteeism and tardiness are considered unprofessional and undesirable traits.

While there may be times when a student may be absent due to illness or other valid reasons, it is the student's responsibility to make up the time, based on CCSF's policy. Make-up time should be made up within the period of the professional practice assignment and arranged with the site manager. In case of emergency or if special circumstances arise, the PPE Instructor and site manager may agree to an alternative plan for the student.

- If a student is unable to work on a specified day, it is their responsibility to notify and make arrangements to make up the missed time with both the PPE site manager and the academic program director.
- If a student is running late, it is important to contact the PPE site manager and give him/her an estimated arrival time.
- Do not ask to leave early – you are expected to complete a certain number of hours in the field to complete your PPE experience. If you must depart early, be sure the arrangement is agreed to by your PPE site manager and that a later visit is arranged to make up missed hours.
- Excessive absenteeism and tardiness will adversely affect your grade for the PPE course. If a student is absent from a PPE assignment for three days, regardless of reason, the student will be removed from the site and will take an incomplete in the course.

Attendance on Campus

Students enrolled in PPE I meet on campus for lab the first six weeks to prepare for the PPE assignments. Time on campus consists of six lab sessions that are six hours each. In addition to these lab sessions, students meet once a week for 17 weeks for three hours to fulfill the lecture/conference component of the course.

Activities for the lecture/conference component are outlined in the class schedule and may be subject to change. Assignments will be given to students and discussed during lecture/conference.

Requests for PPE sites

At the start of Professional Practice, students will be asked for practice sites they are interested in gaining experience in. The professional practice instructor meets with the student to determine which site(s) are appropriate with student goals and expectations. CCSF will try to match PPE sites based on the student's background, experience, and interests.

Requests will be honored based on the availability of the facility and professional practice site manager. If more than one student requests the same PPE site and only one student can be accommodated, then the student with the higher GPA would be considered first. Rotations at acute care facilities will typically consist of 60 hours (6 hours for 10 weeks), while outpatient or alternative settings may consist of 30 to 60 hours (6 hours for 5-10 weeks). Students may request two alternative settings during one semester.

The PPE instructor will arrange the student(s) PPE assignment(s) and provide required information to the student(s) and PPE site. Assignment days and times may be negotiated with the PPE supervisor, but must be communicated to the PPE instructor in advance.

Field Experiences

Field experiences provide the student with the opportunity to observe and participate in supervised PPE activities in various health care settings. If time permits, we will consider incorporating one-day,

non-traditional field experiences. Students will be asked to complete an evaluation of their field experience as necessary. (See evaluation form in the Appendix).

Transportation

Students are responsible for their own transportation to and from PPE sites. CCSF is not responsible for parking fees/tickets issued to a student during the PPE assignment.

Confidentiality Statement

Students in the Health Information Technology Program are required to keep patient information confidential. Students must fill out a confidentiality statement at their professional practice site and at facilities where field experiences are held. (See confidentiality form in the Appendix).

Students are also required to complete the background check through CastleBranch. Students ae responsible to follow-up with their health care provider or student health for any identified significant deficiencies.

Consent to Release Reference Information

From time to time, the Health Care Technology Department receives requests or telephone calls regarding the employment of students. If you agree to have information released regarding your academic performance in class and practice sites, please sign the consent to release reference information form. This form will be filed in the HIT office in your student file. (See consent form in the Appendix).

Placing Students in their Current Work Settings

When a current HIM employee (student) completes HIM activities as a PPE student in the same HIM Department where they work at, he or she is not learning anything new. CAHIIM standards may not be violated, but it is a disservice to the student.

A compromise is to allow the student to complete one of the PPEs in his or her place of employment requiring that it be in a department and with a mentor separate from the director of the HIM Department or the student's current supervisor. Examples include cancer registry, quality and risk management, admissions, patient financial services, compliance or privacy office, and so forth. This allows convenience for the student while they learn new skills that satisfy the intent of the PPE assignment.

The rules and responsibilities of professional practice assignments are covered in the affiliation agreement with each facility. In order for a student to complete the professional practice component of the program, he/she must have demonstrated proficiency in AHIMA's Domains and Subdomains.

CAHIIM Standard V.28 - Professional Practice Experiences

Professional practice experiences (PPE) must be designed and supervised to reinforce didactic instruction and must include program coordinated experience at professional practice site(s).

Interpretation V.28

The program must describe how PPE (clinical practicum, directed practice experience) are designed, supervised and evaluated, and the objectives to be achieved in each PPE course. Simulation activities designed to replicate PPE are permitted but cannot totally replace all on-site PPE. The program must describe how simulation activities are designed, supervised

and evaluated and the objectives to be achieved by using simulation activities. PPE, whether on-site or through simulations, must relate to higher level competencies and result in a learning experience for the student and/or a deliverable to a practice site. The PPE must provide the student with the opportunity to reinforce competencies and skill sets. It is expected that HIM students will not be substituted for paid staff. The PPE does not prohibit a paid internship.

Source: CAHIIM Standards 2012 HIM Associate Degree. Retrieved from http://www.cahiim.org/Files-Standards/2012_HIM_Assoc_Stndrds_elec.pdf

Performing Service Work

Several students in the HIT Program currently hold positions in health information departments in the community. This **DOES NOT** exempt a student from PPE activities.

When students are assigned to a facility for PPE, they may **NOT** be used as substitutes for employees. The professional practice managers understand that the purpose of a student assignment to their department is for educational purposes and are not to substitute for employees.

Credit for work experience

To receive consideration for challenge of or partial exemption from professional practice, please submit the following to the PPE instructor: career resumé, present and past job descriptions with authenticated performance evaluations, and/or a signed letter of verification from your employer indicating that you have met AHIMA's entry level competencies.

The PPE instructor will review your documents to determine if you qualify to challenge the professional practice course. If you qualify to be exempt from a professional practice rotation, you are still required to register for the course and pay full tuition. It is recommended that you attend the weekly conference/lecture component of the course.

Conduct

Professional practice students should demonstrate professional conduct throughout the course of PPE.

- Abide and comply with applicable facility policies and procedures.
- Demonstrate initiative by completing activities as assigned.
- If you complete your assignments early, ask for additional work rather than wait for someone to notice. There may be times HIM personnel are unavailable to work with you. During those times use initiative to interview staff, maintain a PPE log of activity, review policy and procedures manuals, etc.

- Do not use your cell phone or text during work hours. Make personal calls and texts only at break or lunch time. Additionally, the use of other electronic devices, tablets, media players, etc. is generally considered to be unprofessional in the PPE setting.
    - Do not use the Internet during work hours; this includes checking email and logging into social networking websites.
    - Demonstrate a professional attitude during any unexpected situations that might occur.
    - Utilize professional communication.

Ethics and Confidentiality

Students are expected to:

- Adhere to the ethical principles set forth by the American Health Information Management Association (AHIMA).
- Abide by the CCSF Code of Student Conduct
- Abide by applicable facility policies and procedures
- Abide by HIPAA rules

Instructional Methodology

A. Assignments
   1. In-class assignments
      a. Oral discussions of required chapter readings and assigned textbook exercises, such as review the AHIMA Code of Ethics and interpret how each relates to the HIM practice settings
      b. Written reports and mini-presentations summarizing key points of professional practice experience
      c. Individual, timed, computer assignments related to entry level competencies in preparation for the RHIT examination
      d. Community participation planning
   2. Out-of-Class assignments
      a. Supplemental exercises to demonstrate competency using coding guidelines in the application of ICD and CPT diagnosis and procedure codes for outpatient and inpatient records
      b. Chapter readings for all required chapters of the textbook and professional practice manual such as health record functions, define the purpose and content of a variety of patient records from health care settings
      c. Students will evaluate their professional practice experience at each clinical site assigned and submit typed reports to the instructor at the end of the course.
      d. Community activities

B. Evaluation

1. Written examinations to include multiple choice, true/false, matching, and assignments to include critical thinking, short answer, or essay questions. Responses to short answer or essay questions may be brief (3-4 sentences)
   a. Chapter and unit multiple choice questions serving as a self-assessment tool to evaluate the students' knowledge of HIM associate degree entry-level competencies.
   b. Mock examinations from online reviewer to simulate questions encountered on the RHIT examination and to assess student knowledge, comprehension, and application of HIM concepts. Students who score 75% or lower must repeat the mock examination after review of textbook concepts
   c. Written evaluations from students and site managers in relation to professional practice experiences to assess students' entry-level competencies and performance at rotation sites.
2. Oral presentations are prepared related to professional practice experience before classmates and written reports are collected and evaluated on the following components:
   a. Quality of written summary
   b. Quality of oral presentation
   c. Public speaking skills (poised, able to handle questions from audience)
   d. Personal appearance (business attire and demeanor)
3. Group mini-presentations such as exploring web sites and trade journals for HIM employment or "hot topics" to provide students the opportunity to research job descriptions and current health care trends

C. Textbooks and other Instructional Materials
   1. Textbooks - see page 1 of the syllabus
   2. Instructor-developed materials
      a. Professional Practice Experience (PPE) Manual and HIT Program Student Handbook.

3. Supplemental case studies and exercises to demonstrate competency in application of health record requirements and use of deficiency data
4. Library Resources
    a. Periodicals such as the Journal of the American Health Information Association (AHIMA) and the California Health Information Association (CHIA) and other reliable professional journals.
5. Computer lab resources
    a. RHIT examination preparation
    b. Health Information Systems
6. Internet websites and resources from government health information or other reliable sources
    a. Centers for Medicare and Medicaid Services (CMS)
    b. The Joint Commission (JCAHCO)
    c. AHIMA

GRADING: PASS/NO PASS

Certain courses are designated as pass/no pass courses. This must be designated in the college catalog as such as such as course. Students should be aware that Pass/No Pass courses are counted towards graduation and for transfer but not in calculating the grade point average. The only health information technology courses offered for Pass/No Pas are Professional Practice Experience I and II.

The student's progress toward meeting the course objectives is evaluated using assignments, tests, projects, presentations, professional practice site manager's evaluation of student's entry-level competencies and professional attitude, professional practice hours accrued, in combination with consideration of student evaluations of professional practice experience and professional practice coordinator follow-up evaluation of student progress, attendance and timesheet.

REQUIRED DOCUMENTS

- Professional Practice Manager's Evaluation of Entry-Level Competencies
- Professional Practice Manager's Evaluation of Student Professional Attitude
- Professional Practice Hours Accrued (60 hours required)
- Student attendance and timesheet
- Student Evaluation of Professional Practice Site
- Student Portfolio

ASSIGNMENTS, EXERCISES, AND PROJECTS & LATE ASSIGNMENT POLICY

Assignments, exercises, and projects will be given a due date as each assignment, exercise, or project is given. To receive full credit for these assignments, exercises, and projects, you must submit them either before or on the due date. Assignments are to be submitted through Canvas unless otherwise specified.

It is the student's responsibility to complete assignments, exercises, and projects on time and in a professional manner. Time management in planning weekly activities (including business or personal travel, vacation, jury duty, family visits, work and personal obligations, elective or planned medical procedures, holidays, etc.) is critical to the successful completion of this course. If a student is absent from a class in which the assignment is due, it must be turned in by the next class session

Assignments, exercises, and projects received after the due date but before or during the next class meeting will be assessed a 50 percent penalty. No late work will be accepted after the second class period.

RHIT REVIEW/PRACTICE EXAMS

RHIT review/practice exams will be given throughout the semester. Students must achieve 75% passing score on assigned practice exams. Students may not copy test questions, take pictures of test questions or remove a test from the classroom at any time. This action will constitute cheating.

Practice exams will have open and close dates. There will be no make-up opportunities. **Delivery of quizzes will be via Canvas. The quizzes may be taken over a period of two days from any location. The quizzes, unless otherwise specified, are all closed book/closed resource quizzes and are not a group effort. You must complete these assignments on your own.**

Students are expected to participate in HISA and other activities designed to support the development of soft skills.

GRADING RUBRIC

All written and verbal assignments are expected to be professional drafted, demonstrate good sentence structure, accurate grammar and correctly spelled words. Documents must have an opening, body and closure. Grading of written assignments will use the following rubric. Rubrics for other assignments will be included with the assignment.

	Poor	Needs Improvement	Meets Expectations	Exceptional
Points	0	2	3.5	5
Content	Poor writing style with little or no specific details, no evidence of having studied the material, and/or off topic.	Adequately written; some points elaborated but with minimal use of concepts from the material.	Well written, most points elaborated with clear and detailed information that supports thoughts and ideas and uses concepts from the material.	Well written, fully elaborates points. Clear and detailed information supports thoughts and ideas and shows full acquisition of concepts from the material.
Points	0	2	3.5	5
Organization and Mechanics	Little or no structure present. Grammatical errors interfere with comprehension.	Organization present but awkward. Some grammatical errors present.	Good organization with few statements out of place. Minor grammatical errors.	Clearly organized and remains focused. Few or no grammatical errors. Introduction and summary/close

A rubric will be provided at the time the activity is assigned. Please note that in all cases, 50% of the grade is awarded for content and 50% for professional writing.

COMPUTER LABS

John Adams Campus Rooms 301 and 308 are available for your use. These labs are for students enrolled in classes within the Health Care Technology Department, and any available lab hours are as posted on the classroom door. You may check with individual instructors regarding using their class time as additional laboratory time. **FOOD OR DRINKS ARE NOT ALLOWED IN THE COMPUTER LABS.**

INTERNET USE

The Internet plays an important role in this class. Researching, reviewing, downloading, and sharing knowledge from this medium are key to fully participating in activities.
Remember to properly cite all Internet sources. Also be careful not to enter any inappropriate sites while taking classes at City College of San Francisco.

CELL PHONES/ELECTRONIC DEVICES/MUSIC DEVICES

Cell phones, electronic devices, and music devices must be turned off before class begins. If you feel you must keep a cell phone on, please use the vibrate option and be considerate of others in class. Please do not answer your cell phone in class at any time.

Students are not allowed to use cell phones or electronic devices during examinations.

All backpacks, purses, book bags and electronic devices must be placed under the student's desk. Electronic devices must be turned off and any Blue Tooth devices removed and disabled. **You may not listen to any music device/player (or any device requiring a headset) during class.**

DISABILITY ACCESSIBILITY TO INSTRUCTION

Students who require special accommodations due to learning disabilities, religious practices, physical requirements, medical needs, or for any other reasons should contact Disabled Students Programs and Services (DSPS). Students are required to provide documentation of disability to DSPS prior to receiving accommodations.

PROFESSIONALISM & RULES OF STUDENT CONDUCT

Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Students are expected to exhibit professional behavior in the classroom and in all activities associated with this course. The healthcare community is small and well connected. Faculty members are part of this community and are often asked about students' abilities and professional behaviors while in school. Professional behavior includes:

- **Punctuality** – The student arrives on time for class activities and informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class.
- **Dependability** – The student meets deadlines and follows through to completion of responsibilities.
- **Effective interpersonal team skills** – The student relates well to people, shows respect for others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without alienating others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.

HIT Students will be expected to read the **PLAGIARISM AND ACADEMIC CHEATING AGREEMENT** and sign the agreement page included in the MA and HIT Student Manual.

Per the Handbook agreement, please note the following:

PLAGIARISM AND ACADEMIC CHEATING AGREEMENT*

Plagiarism involves the use of another person's or group's work. This includes information created by a fellow student or information obtained over the Internet. Permission to use said work must be obtained and/or credit given to the author or creator.

Academic Cheating involves the accomplishment or attempted accomplishment of any one of the following items:

1. Copying or obtaining information from another individual's test paper.
2. Using materials not authorized by the person conducting the test.
3. Collaborating or cooperating with another individual by giving or receiving information during a test without permission from the person conducting the test.
4. Obtaining by any method all or part of a test (administered or unadministered).
5. Selling or giving away all or part of a test (administered or unadministered).
6. Misrepresenting another individual or permitting another individual to misrepresent you.
7. Submitting as your own work a report, paper, essay, or other written work prepared totally or in part by another individual.
8. Selling or otherwise supplying to another individual a report, paper, essay, or other written work.
9. Any other means of securing an unearned grade.

An alleged incident of plagiarism or academic cheating shall be investigated by the instructor and/or the program advisor. For a first offense, a minimum sanction of zero shall be imposed upon the work in question. For a second offense, the student shall receive a minimum sanction of "F" for the course. For a third offense, the student shall be suspended from the program and all other programs under the Health Care Technology umbrella for an indefinite period of time. The Department Chair shall be notified of all offenses.

For additional information see the Official City College San Francisco Rules of Student Conduct at the following link:

https://www.ccsf.edu/dam/Organizational_Assets/Department/forms/rules_of_student_conduct.pdf

GRIEVANCES

If you have a complaint or concern, please bring your grievance directly to your instructor's attention. You are required to follow the agreed-upon chain of command explained in your program handbook.

ADD/DROP/WITHDRAW

Students must process their add forms quickly to ensure compliance with institutional policies. The following dates are for your information regarding adding, dropping, and withdrawing from classes as well as holidays for this semester. These dates are subject to correction and/or change by the institution.

INFORMATIONAL DATA

Please refer to your student handbook for information regarding incomplete grades, student accommodations, academic honesty, etc.

INSTRUCTOR CLASS SCHEDULES/OFFICE HOURS

Instructors' class schedules are posted on a bulletin board near the doors of Room 302 or 308. Office hours are also posted with the class schedules. If you have any questions or need program advising, please contact Dory Rincon for Medical Assisting. Dory Rincon can be reached at 415-561-1821 or drincon@ccsf.edu. For Health Information Technology, please contact Wanda Ziemba at wziemba@ccsf.edu or 415-561-1818. Her office is located in Room 309.

COURSE CALENDAR

Topics in course calendar may change at the discretion of the instructors. Please always refer to your syllabus that is located on your Canvas course site for the most updated information.

DATE/QUIZZES/TESTS	TOPICS/ACTIVITIES/NOTIFICATIONS	READING ND/OR ASSIGNMENTS
Monday: 01/13/2020	**Instruction Begins**	
Tuesday 01/14/2020	**Class Activity:** Introductions and review of course syllabus, objectives, grading, and expectations. Canvas orientation **Lecture:** Expectations, CastleBranch	**Reading/Homework** Review AHIMA 2014 and 2018 Domains
Thursday 01/16/2020	**Class Activity:** Flashcards, Bulletin Boards, Before Test. Group Discussion – What is a PPE? Taking the exam **Lecture:** Domain I Standards Changes Club Updates	**Reading/Homework** Domain I
Monday, January 20 2020	**Martin Luther King, Jr Birthday Observance – College Closed**	
Tuesday 01/21/2020	**Class Topic:** How to prepare for real life **Class Activity:** Domain I questions **Lecture:**	**Reading/Homework** Domain I Practice
Thursday 01/23/2020	**Class Activity:** Resumes & Cover Letters Review Workbooks and Manual, CastleBranch **Lecture:**	**Reading/Homework**
Friday, January 24, 2020	***Last day to officially, drop or reduce full-term coursework units in order to qualify for a 100% tuition, capital outlay and enrollment fee refund. NOTE: Deadline dates apply to full-term courses only. Please consult the deadline dates for short term courses located next to each course listing on the college website at www.ccsf.edu/Schedule**	
Tuesday 01/28/2020	**Class Topic:** Privacy & Security **Class Activity:** Slide review, placeholder quiz **Lecture:** Test review	**Reading/Homework** Domain II Practice

Thursday **01/30/2020**	**Class Activity:** Complete weekly challenge and review answers Complete Data Management Pre-test RHIT Review Book exercise **Lecture:** Data Management, statistics, common formulas	Domain II Practice Weekly challenge Review Data Management slides and take the Data Management Post-test
Friday, **January 31, 2020**	Last day to add FULL TERM credit classes IN PERSON & ON THE WEB	
Friday, **January 31, 2020**	Last day to drop credit classes without a "W", no notation will appear on the student's permanent record.	
Tuesday **02/04/2020**	**Class Topic:** Class workshop on Domain III questions, social media **Class Activity:** Mock interviews & Video **Lecture:**	**Reading/Homework** Domain III Practice
Wednesday, **February 5, 2020**	**Last day to drop, withdraw or reduce course work in order to qualify for 50% refund of international and nonresident student tuition and capitol outlay fees.**	
Thursday **02/06/2020**	**Class Activity:** Exercises in Domain III **Lecture:**	**Reading/Homework** Domain III Practice
Tuesday **02/11/2020**	**Class Topic**: No Lecture today **Class Activity:** Prepare for HISA meeting Lecture:	**Reading/Homework** Domain IV Practice
Thursday **02/13/2020**	**Class Activity:** Mock exam; discuss weak areas **Lecture:**	**Reading/Homework** Domain IV Practice

Thursday, **February 13, 2020**	Last day to request pass/no**(P/NP)** grading option, where available for all full-term courses.	
Monday **February 17, 2020**	***Presidents Day Weekend Observance.*** ***No classes.*** ***College Closed.***	

Tuesday **02/18/2020**	**Class Topic:** Domain V practice, social media **Class Activity:** Games & mock exam	**Reading/Homework** Domain V Practice
Monday, **February 24, 2020**	**Last day to request GPA verification for CAL Grants**	
Thursday **02/20/2020**	**Class Activity:** BLS Class? **Lecture:**	**Reading/Homework** Domain V Practice

Tuesday **02/25/2020**	**Class Topic:** Domain VI practice, social media **Lecture:**	**Reading/Homework** Domain VI Practice
Thursday **02/27/2020**	**Class Activity:** Prepare for PPE **Lecture:**	**Reading/Homework** Domain VI Practice
Tuesday, **February 28, 2020**	**Last day to apply for an Associate in Arts, or an Associate in Science Degree.** **Last day to apply for an Award of Achievement or Certificate of Accomplishment. You must see a counselor before submitting your petition.** **Last day to petition for Degree or Certificate.**	
Tuesday, **03/03/2020**	**Flex Day – College open – No classes held**	
Thursday **03/05/2020**	**Class Activity: No class** **Lecture:**	**PPE Day 1**
Tuesday **03/10/2020**	**Class Activity:** Prepare for HISA meeting	
Thursday **03/14/2020**	**Class Activity: No class** **Lecture:**	**PPE Day 2**
Friday, **March 13, 2020**	**END OF THE MID-TERM PERIOD**	
Tuesday **03/17/2020**	**Class Topic:** Soft Skills & PPE report out **Class Activity:**	**Reading/Homework** Practice Exams
Thursday **03/19/2020**	**Class Activity: No class** **Lecture:**	**PPE Day 3**
Tuesday, **March 24, 2020**	**Class Activity:** Cultural competency and diversity awareness & PPE Report out **Lecture:**	
Thursday, **March 26, 2020**	**Class Activity: No class** **Lecture:**	
March 28, 2020	Spring Break	**April 3, 2020**
Tuesday, **March 31, 2020**	**Holiday, Cesar Chavez's Birthday Observation (No Classes, College Closed) (occurs during spring break)**	
Saturday, **April 4, 2020**	**Weekend courses resume**	
Tuesday, **April 7, 2020**	**Class Activity:** PPE report out; social media **Lecture:**	

Thursday **04/09/2020**	**Class Activity:** **Lecture:**	**PPE Day 4**

Thursday, **April 9, 2020**	First day Mid-Term grades are available on WEB 4	

Tuesday **04/14/2020**	**Class Activity:** Prepare for HISA meeting **Lecture:**	
Thursday **04/16/2020**	**Class Activity: No class** **Lecture:**	**PPE Day 5**
Thursday, **April 16, 2020**	Last day for student/instructor initiated withdrawals and Change of Section for the same department Last day to process Change of Section Requests	
Tuesday **04/21/2020**	**Class Topic:** Review PPE workbook and mentor requirements **Class Activity:** **Lecture:**	**Reading/Homework** Practice Exams
Thursday **04/23/2020**	**Class Activity: No class** **Lecture:**	**PPE Day 6**
Tuesday **04/28/2020**	**Class Topic:** Guest lecture – alternative careers **Class Activity:**	**Reading/Homework** Practice Exams
Thursday **04/30/2020**	**Class Activity: No class** **Lecture:**	**PPE Day 7**
Tuesday **05/05//2020**	**Class Topic:** Guest lecture – interview process, civil service **Class Activity:** **Lecture:**	**Reading/Homework** Practice Exams
Thursday **05/07/2020**	**Class Activity:** **Lecture:**	**PPE Day 8**
Tuesday **05/12/2020**	**Class Activity:** Prepare for HISA meeting	**Reading/Homework** Complete Notebooks Turn in Mentor list
Tuesday **05/12/2020**	**Last day for students to fulfill requirements to remove an incomplete grade received in the previous semester**	**Reading/Homework** Notebooks due
Wednesday, **May 13, 2020**	**First Day of Final Exams**	
Wednesday, **May 13, 2020**	**Final Exam Week**	**Wednesday,** **May 20, 2020**
Wednesday, **May 20, 2020**	**Last Day to Submit Portfolio**	
June , 2020	**Grades available on Web4**	