

HITP 270 HIT SEMINAR 1 CREDIT

SYLLABUS

CATALOG DESCRIPTION

This course prepares HIT graduates for the RHIT certification exam (AHIMA). Students will also share professional practice experiences. Job interview skills, resume writing, and professionalism will be emphasized.

Prerequisites: Faculty Permission Required

Semester Offered: (ALL) Fall, Spring & Summer

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

In the New Mexico General Education Curriculum students take courses in a variety of content areas, which may include Communications, Mathematics, Science, Social and Behavioral Sciences, Humanities, and the Creative and Fine Arts. Specific course requirements depend on your program. All general education courses focus on at least three of these skills. Other courses may also develop these skills.

Through these courses, students develop five essential skills:

COMMUNICATION

QUANTITATIVE REASONING

CRITICAL THINKING

PERSONAL AND SOCIAL RESPONSIBILITY

INFORMATION AND DIGITAL LITERACY

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or general education learning outcomes. For more information, please refer to the Dean of the appropriate School.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to ...

HIT Program Learning Outcomes:

1. Apply policies, regulations, and standards to the management of information to achieve data integrity. (Domain I)
2. Apply privacy and security strategies and compliance requirements to protect health information. (Domain II)
3. Apply health informatics and data analytics concepts to the management of health information. (Domain III)
4. Apply diagnostic and procedural codes and groupings in accordance with official guidelines. (Domain IV)
5. Apply regulatory requirements and reimbursement methodologies as part of revenue cycle management. (Domain IV)
6. Apply ethical practices, policy, and legal processes impacting health information to ensure compliance with external forces. (Domain V)
7. Utilize appropriate management and leadership principles, strategies, and performance improvement techniques to effectively manage human, physical, and financial resources. (Domain VI)

RM Track Outcomes:

8. Evaluate diagnosis and procedure codes and groupings according to official guidelines. (Domain IV RM)
9. Evaluate compliance with revenue cycle processes, regulatory requirements, and reimbursement methodologies. (Domain IV RM)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students will be able to...

1. Describe the characteristics and behaviors that demonstrate a commitment to one's job.
2. Discuss the importance of character, values, morals, ethics, and other personal traits.
3. Outline the elements of effective interpersonal relationships, teamwork, and working well with others.
4. Explain how personal image and personal skills affect one's professional reputation.
5. Participate in employment preparation and other professional networking activities.
6. Develop a resume and cover letter.