

Implementation Date
Fall 2008

PROGRAM CONCENTRATION: Healthcare Science
CAREER PATHWAY: Health Informatics
COURSE TITLE: Health Information Technology Internship

PRE-REQUISITES: Introduction to Healthcare Science, Medical Terminology in Healthcare Systems, Applications of Health Informatics

This internship focuses on the applications of health information skills and technology. Recommended course length is 150 hours with content focus as delineated in the internship performance standards. A minimum of 90 clinical application hours is required. The additional 60 internship hours may be utilized in the class, lab, or clinic in one or a combination of the following occupationally specific focused area: medical coding, medical billing, health unit coordination, and/or patient access/administration.

SAFETY AND SECURITY

HS-INT-1. Students will understand and apply principles of safety and security in a health care setting.

- a. Identify unsafe working conditions, how to maintain a safe work environment, and prevent accidents.
- b. Demonstrate methods of fire prevention including location of extinguishers and alarms.
- c. Demonstrate appropriate action when observing a hazardous materials problem.
- d. Differentiate between infectious diseases and noninfectious diseases and demonstrate the use of standard precautions as described in the rules and regulations set forth by the Occupational Safety and Health Administration.
- e. Demonstrate strategies for staying healthy and disability prevention to include body ergonomics and the development of a stress control plan.
- f. Identify and maintain security procedures as designated by each healthcare clinic, facility, office, and/or system utilized.

ACADEMIC STANDARDS:

SCSh2. Students will use standard safety practices for all classroom laboratory and workplace investigations.

INTERPERSONAL

HS-INT-2. Students will apply principles of communication and customer service in a healthcare setting.

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- a. Demonstrate the ability to communicate with courtesy, empathy, tact, and emotional control with clients, visitors, and other staff members while demonstrating respect for cultural, social, and ethnic diversity in all professional environments utilized for internship.
- b. Demonstrate correct use of the telephone, fax, intercom, pager, and other office equipment while maintaining confidentiality.
- c. Demonstrate appropriate etiquette when receiving telephone calls, emails, fax, memos, and/or dealing with complaints.
- d. Demonstrate basic math skills including but not limited to: interpret and record data on graphs, charts, and tables; demonstrate conversions between Roman and Arabic numerals, U. S. Standard time (Greenwich Mean Time) and Military time (24 hour clock); and apply conversion constants between metric and avoirdupois systems and within each system.
- e. Demonstrate methods used to determine pertinent criteria including problem and resource identification in a given situation.
- f. Demonstrate problem-solving techniques.
- g. Demonstrate prioritization and decision-making skills including identification of medical conditions or situations which would take priority over others.

ACADEMIC STANDARDS:

MM2P1. Students will solve problems (using appropriate technology)

MM2P4. Students will make connections among mathematical ideas and to other disciplines.

ELA9RL5. The student understands and acquires new vocabulary and uses it correctly in reading and writing.

ELA10W1(a). Establishes a clear, distinctive perspective and maintains a consistent tone and focus throughout.

ELA10LSV1. The student participates in student-to-teacher, student-to-student, and group verbal interactions.

OCCUPATION SPECIFIC

HS-INT-3. Students will apply skills related to health informatics in a healthcare setting.

- a. Identify, articulate, interpret, pronounce, and accurately spell occupational specific medical terminology.
- b. Demonstrate basic computer skills including entering data, correcting mistakes, and retrieving information stored in computer.

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- c. Demonstrate the ability to correctly identify patient records and resolve merged or incorrect entries and place them under the correct patient per established protocol.
- d. Demonstrate the ability to accurately locate and interpret information on the client's medical records including medical orders and reports.
- e. Maintain legal guidelines for documentation and releasing of all client record's information while complying with all policies and procedures designated by each facility, clinic, or office utilized for internship.
- f. Organize client's records and files to maintain data as required by the healthcare system.
- g. Demonstrate charting, utilizing the guidelines for accurate charting in both written and computerized client records while adhering to all policies and procedures designated by each facility, clinic, and/or office utilized for internship.
- h. Demonstrate understanding and articulate federal, state and regulatory requirements for chart analysis, inpatient medical records completion, and electronic medical records.
- i. Demonstrate different types of technical filing.

ACADEMIC STANDARDS:

ELA11LSV(g). Gives reasons in support of opinions expressed.

ELA11W3. The student uses research and technology to support writing.

CTAE Foundation Skills

The Foundation Skills for Career, Technical and Agricultural Education (CTAE) are critical competencies that students pursuing any career pathway should exhibit to be successful. As core standards for all career pathways in all program concentrations, these skills link career, technical and agricultural education to the state's academic performance standards.

The CTAE Foundation Skills are aligned to the foundation of the U. S. Department of Education's 16 Career Clusters. Endorsed by the National Career Technical Education Foundation (NCTEF) and the National Association of State Directors of Career Technical Education Consortium (NASDCTEc), the foundation skills were developed from an analysis of all pathways in the sixteen occupational areas. These standards were identified and validated by a national advisory group of employers, secondary and postsecondary educators, labor associations, and other stakeholders. The Knowledge and Skills provide learners a broad foundation for managing lifelong learning and career transitions in a rapidly changing economy.

CTAE-FS-1 Technical Skills: Learners achieve technical content skills

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necessary to pursue the full range of careers for all pathways in the program concentration.

CTAE-FS-2 Academic Foundations: Learners achieve state academic standards at or above grade level.

CTAE-FS-3 Communications: Learners use various communication skills in expressing and interpreting information.

CTAE-FS-4 Problem Solving and Critical Thinking: Learners define and solve problems, and use problem-solving and improvement methods and tools.

CTAE-FS-5 Information Technology Applications: Learners use multiple information technology devices to access, organize, process, transmit, and communicate information.

CTAE-FS-6 Systems: Learners understand a variety of organizational structures and functions.

CTAE-FS-7 Safety, Health and Environment: Learners employ safety, health and environmental management systems in corporations and comprehend their importance to organizational performance and regulatory compliance.

CTAE-FS-8 Leadership and Teamwork: Learners apply leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.

CTAE-FS-9 Ethics and Legal Responsibilities: Learners commit to work ethics, behavior, and legal responsibilities in the workplace.

CTAE-FS-10 Career Development: Learners plan and manage academic-career plans and employment relations.

CTAE-FS-11 Entrepreneurship: Learners demonstrate understanding of concepts, processes, and behaviors associated with successful entrepreneurial performance.