The course covers 3 competencies and represents 3 competency units.

Introduction

Overview
The Professional Practice Experience (PPE) is your opportunity to put into practice all the health informatics/information management (HIIM) theories you have been studying. Any site where health information is managed in any form is a potential PPE site.

PPE sites can be healthcare facilities, pharmaceutical firms, software vendors, regional health information exchanges, insurance companies, or healthcare research organizations. In addition, larger healthcare organizations may have experiences available to you in their cancer registries, information technology department, finance/business offices, compliance office, quality assurance, utilization review, or risk management departments.

If you are currently working in a professional role in which you use health information in any form, during your day-to-day work, or work with information systems in a healthcare environment, you may be eligible to do what is called a project-based PPE. The project is actually an essay paper (with rubrics to guide you) that is based on your current work experience, in lieu of the 80-hours of time spent at a PPE site. You must meet with the course instructor for the Professional Practice Experiences and receive approval to do the project-essay course, rather than the PPE hours at a site. If you have any questions about your eligibility for this course exception, speak with the PPE course instructor for clarification.

In addition to the 25-page essay paper, written about your current work experience, there are also two performance assessments. The assessment rubrics are also based on your workplace. The essay requirements and the two performance assessments can be found in Taskstream, after you have received approval for this course, and it is placed into your degree plan.

Competencies
This course provides guidance to help you demonstrate the following 3 competencies:

- Competency 730.7.1: Adapting to the Healthcare Delivery Environment
  The graduate evaluates how operational components within healthcare organizations demonstrate adherence to government regulatory standards, accreditation guidelines, and quality improvement initiatives.

- Competency 730.7.2: Application of Basic Health Informatics/Information Management Skills
  The graduate applies health informatics and information management skills based on organizational needs within healthcare organizations.

- Competency 730.7.3: Professionalism, Confidentiality, and Ethical Behavior
  The graduate displays the qualities and demeanor of professionalism, practices reflection, recognizes the need for and adheres to requirements for confidentiality, and engages in ethical behaviors as an independently functioning health informatics professional.
AHIMA Domains/Subdomains and Knowledge Clusters

The Commission on Accreditation in Health Informatics and Information Management (CAHIIM) is the accrediting agency for Health Information Technology (HIT) programs at the 2-year level and Health Information Management (HIM) programs at the baccalaureate and master's levels. The American Health Information Management Association (AHIMA) has developed standards for curriculum content that all programs are required to teach. The AHIMA content standards are found in each course. You may review the standards to see what content your courses have covered, and what areas of content you may be applying during the PPE.

Course Instructor Assistance

As you prepare to successfully demonstrate competency in this subject, remember that course instructors stand ready to help you reach your educational goals. As subject matter experts, mentors enjoy and take pride in helping students become reflective learners, problem solvers, and critical thinkers. Course instructors are excited to hear from you and eager to work with you. Successful students report that working with a course instructor is the key to their success. Course instructors are able to share tips on approaches, tools, and skills that can help you apply the content you're studying. They also provide guidance in assessment preparation strategies and troubleshoot areas of deficiency. Even if things don’t work out on your first try, course instructors act as a support system to guide you through the revision process. You should expect to work with course instructors for the duration of your coursework, so you are welcome to contact them as soon as you begin. Course instructors are fully committed to your success!

Professional Practice Experience Project: Technical Level

This course focuses on the development and demonstration of the following three competencies related to your work in the healthcare field:

- adapting to the healthcare delivery environment
- application of basic health informatics/information management skills
- professionalism, confidentiality, and ethical behavior

Each part of the project you complete relates back to these competencies.

Writing the Project-Essay PPE

If you have been approved to complete this project-essay instead of the 80-hour PPE requirement, you are expected to spend approximately 80 hours of your time working on any activities related to this course. A time sheet is supplied to you in Taskstream to track your hours. You will submit this as part E of the course.

The competencies covered in the PPE project are identical to those covered in the 80-hour PPE at a site, except that you will be using your workplace rather than a site to meet the competencies.

Brainstorming Your Project-Essay

Review the performance assessment instructions by accessing Taskstream.
When you open Taskstream ETT1, you will see three columns to submit your assessments. ETT Tasks 1 and 2 are the two performance assessments, and the column defined as Professional Practice Experience I is where you will submit the 25-page essay.

Give some thought to what you would like to write about, and discuss your ideas with the course instructor. Your paper will reflect your expertise related to your current work, as it applies to the field of health informatics/information management.

Your paper will demonstrate your knowledge of how health information is used in your work environment. It will include citations to research, and outside sources to support your ideas (parts D and F of the project). For example, if you are writing about your involvement in a current federal government incentive program, you would cite information about that program, and include your sources.

Select a topic that will not be difficult for you to write; you are the expert! The project-based PPE is written in the form of a 25–30 page essay, using APA format to reference your sources. When we use the term "topic," it refers to whatever you are writing about, whether it is your daily work, or a project or activity you are involved in.

**Questions to Guide Your Writing for Section A of the Essay Paper**

When preparing to respond to the Task 1 prompts in section A, think about government regulations, accreditation standards, and quality improvement as it relates to your chosen topic. The following questions may help you frame some of your responses when you read the task prompts. These are not the actual task prompts, rather they are ideas similar to the rubrics:

- How does your chosen topic support or how is it a component of the field of health informatics/ information management?
- How does your topic relate to regulatory agencies, government mandates, or quality improvement measurements occurring at your organization today?
- What impact or influence do regulations or quality improvement measurements or government mandates have on the implementation of your topic?

**Questions to Guide Your Writing for Section B of the Essay Paper**

When responding to the Task 1 prompts in section B, think about the functions and day-to-day operations of your chosen topic. The following questions may help you frame some of your responses when you read the task prompts:

- How does your selected topic functionally support your organization?
- Who are some of the stakeholders or members of your team carrying out the daily operations of your chosen topic?
- How does your chosen topic support health data or information management/ health informatics as a functional activity in your specific workplace?

**Questions to Guide Your Writing for Section C of the Essay Paper**

When responding to the Task 1 prompts in section C, think about how your professional role applies to your chosen topic. The following questions may help you frame some of your
responses when you read the task prompts:

- What types of professional skills have you developed while working on or in your selected topic?
- Have any ethical issues arisen that were related to this topic, or can you identify any that could be of concern?
- What skill sets or abilities and what credentials do professionals need in order to effectively work in your topic area?

Final Steps

Congratulations on completing the activities in this course! This course has prepared you to complete the assessments associated with this course. If you have not already been directed to complete the assessments, schedule and complete your assessments now.