Health Information Management Program

Professional Practice Experience (PPE) Checklist

Student Name: ______________________

At completion of HIM 300

☐ Log in to Verified Credentials and begin background check process. Date: __________

At least 12 weeks prior to start of HIM 497

☐ Confirm with Verified Credentials (via the website) that you have successfully completed your background and health screening. Date confirmed: _____________________

☐ Schedule a meeting (face-to-face, phone, or virtual) with the Clinical Coordinator
clinicals@franklin.edu. Meeting date/time: _____________________

☐ Be prepared to discuss:
  1. Your HIM interest areas (coding, release of information, privacy, EHRs, etc.)
  2. Potential project ideas (writing policies/procedures, new workflow design, implementation of software, etc.)
  3. Potential organizations in your area for a PPE placement (think about your family/friends/colleague connections)

At least 8 weeks prior to start of HIM 497

☐ Secure a PPE site, with identified supervisor and project idea.

☐ Submit the PPE Proposal form with Sections 1 & 2 completed, and signed. (The HIM Program Chair will assist you with Section 3.) Only the student signs the form at this stage. Date Sent: _____________________

☐ Schedule a meeting (face-to-face, phone, or virtual) to discuss your proposal with the Clinical Coordinator clinicals@franklin.edu. Meeting date/time: _____________________

☐ The Chair will return the PPE Proposal form with Section 3 completed. Date received: _____________________

☐ Obtain the Site Supervisor’s approval (Section 4) and return the form to the Clinical Coordinator clinicals@franklin.edu. Date sent: _____________________

☐ You will receive a final, approved copy of the PPE Proposal form for your records.

At least 6 weeks prior to start of HIM 497

The HIM Program Chair will send a Memorandum of Understanding (MOU) to the Site Supervisor to sign. This is a required document for any PPE Project. Upon receipt of all required documents, and confirmation of a successful background and health screening, the HIM Program Chair will notify Academic Advising that you have permission to be enrolled in HIM 497.

For detailed information about the PPE’s purpose, expectations and project ideas, please consult the PPE Handbook.