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 16 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 through 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 12 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 to clinicals@franklin.edu. (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 HIM Program Chair at clinicals@franklin.edu. Meeting date/time: ________________
- The Chair will return the PPE Proposal form with Section 3 completed after conferencing with your site supervisor. Date received: ________________
  - Note: The Clinical Coordinator will send a formal agreement (MOU) to your site supervisor to be signed. This must be completed prior to enrollment in HIM 497.
- 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**

After confirmation of academic eligibility and completion of all other requirements, the Clinical Coordinator will enroll you in HIM 497 for the appropriate term.

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