

# Practicum Seminar CHECK LIST

On the waitlist for practicum course*
All modules in PREP 101 Blackboard course (Practicum Seminar) are completed*
Immunizations active and in Verified Credentials account*
<ul> <li>Negative TB test <or> Interferon Gamma Release Assay (IGRA) blood test <or> negative chest x-ray within the last 12 months</or></or></li> <li>Hepatitis B vaccine record <or> titer</or></li> <li>Measles, Mumps, Rubella (MMR) titer <or> proof of immunization. (Vaccination received PRIOR to January 1, 1957, is NOT acceptable.)</or></li> <li>Tetanus, diphtheria, and pertussis (Tdap) proof of immunization (booster) within the last 10 years.</li> <li>Varicella (Chicken Pox) titer <or> proof of immunization <or> documentation of history of disease.</or></or></li> <li>Influenza vaccination for the current flu season</li> <li>COVID vaccination per current recommendations</li> </ul>
Required appointment with Program Director completed*
Required appointment with Career Services completed*
Resume uploaded to Handshake and in Reviewed status*
Submitted Experience request*
*DUE DATES
Fall Practicum Course: Everything due by April 15 <sup>th</sup>
Winter Practicum Course: Everything due by August 15 <sup>th</sup>
Spring/Summer Practicum Course: Everything due by December 15 <sup>th</sup>
The following steps will be completed after student submits the Experience Request and it is approved and in pending status.
Approval to apply for practicum site granted
Submitted application for practicum site
Interviewed at a practicum site
Accepted a practicum site offer

## Program Director/Coordinator Contact Information

#### Kimberly Corsi MSA, LRCP, CCS

Program Director
Health Services Administration
Health & Human Service Case Management
Kimberly.Corsi@davenport.edu

### Marybeth Pieri-Smith MBA, CMA, RHIA, CCS-P, CPC

Program Coordinator Medical Assisting Marybeth.Pieri-Smith@davenport.edu

#### Megan Tober MBA, RHIA

Program Director
Health Information Technology
Health Information Management
Cancer Tumor Registry
Megan.Tober@davenport.edu