

Midland College
Health Information Technology Program



2010 -2011

Student Handbook

Program website with schedule of courses: www.midland.edu/hitt

Table of Contents

INTRODUCTION	3
FINANCIAL AID	14
PROGRAM GOALS FOR 2010-2011	15
AHIMA Domains, Sub-domains & Tasks:	15
SCANS Competencies for Degree Program Plan	20
Life Experience Credit	21
Transfer of HITT Courses	21
AHIMA CERTIFICATIONS	22
Certification Examination	22
Job Placement Services	23
CURRICULUM POLICIES	23
GRADING POLICIES	23
Graduation Specifics	24
ACADEMIC POLICY FOR HITT PROGRAM	24
Orientation	24
Online Attendance:	24
Late Assignments:	25
Late Testing:	25
Testing on Blackboard:	25
Proctors	25
Course Instructions	25
Emailing Instructor:	26
Submitting Assignments:	26
Skype Instructions:	26
LISTING OF INSTRUCTORS	26
SCHOLASTIC DISHONESTY AND ACADEMIC MISCONDUCT	27
HITT STUDENT RESPONSIBILITIES	28
CLINICAL EXPERIENCE COURSES	28
Student Dismissal from Clinical Experience:	29
Clinical Practice Requirements:	29
OSHA Training Requirement:	30
Life Experience Credit	33

INTRODUCTION

The Health Information Technology Program at Midland College is designed to meet the allied health care needs of the Permian Basin medical community. With the transition to online courses, the HITT program now offers classes to meet other community needs and student flexibility preferences. When you enter into this program, you will become an integral member of the Health Care Team. Along with your regular classroom studies, you will be experiencing Clinical Experience in which you will actually be “working” in a hospital, gaining “experience” and knowledge in the field of Health Information Management either as a technician or as a coder.

This handbook is designed to answer questions specific to this program and is not intended to take the place of information concerning college procedures and regulations found in the college catalog or your individual course requirements.

NOTE: Each student should complete all of the forms included in the handbook (these are listed at the back) and mail the originals to the attention of the Program Director at Midland College, Health Information Technology, 3600 N. Garfield, Midland, Texas 79705.

Also, refer to the Clinical Requirements as students will be required to have documentation completed before clinical sites are assigned.

We hope that this Health Information Technology Student Handbook will be a useful guide as you prepare for your health career.



Dear Student:

I would like to welcome you to the Health Information Technology Program at Midland College. As the Director of the program I hope you have a very positive and rewarding experience in furthering your education in the Health Information Management field. This program is actively supported by the local area Health Information Management professionals as well as other communities in Texas and abroad.

With the increasing need in the Health Information Management (HIM) field for trained professionals, we have taken the opportunity to offer you two avenues of professional growth. We not only offer a two-year Associate Degree Program in Health Information Technology, and we also offer a one-year certificate in Coding and Billing. Both of these programs are centered around having our students ready for the marketplace upon completion with the variety of courses and clinical settings.

You, the student, will learn how to work in various settings using your HIM knowledge so that you will be a valuable employee in whatever area you decide to pursue. I will be happy to support you in achieving your goals through the program and help you find the right job for you on completion of the program.

Once again, Welcome! Good luck in your pursuit of your new career.

Sincerely yours,

Melinda Teel, RHIA, CCS

Program Director
Health Information Technology

American Health Information Management Association Code of Ethics (revised 2004)

Preamble

The ethical obligations of the health information management (HIM) professional include the protection of patient privacy and confidential information; disclosure of information; development, use, and maintenance of health information systems and health records; and the quality of information. Both handwritten and computerized medical records contain many sacred stories—stories that must be protected on behalf of the individual and the aggregate community of persons served in the healthcare system. Healthcare consumers are increasingly concerned about the loss of privacy and the inability to control the dissemination of their protected information. Core health information issues include what information should be collected; how the information should be handled, who should have access to the information, and under what conditions the information should be disclosed.

Ethical obligations are central to the professional's responsibility, regardless of the employment site or the method of collection, storage, and security of health information. Sensitive information (genetic, adoption, drug, alcohol, sexual, and behavioral information) requires special attention to prevent misuse. Entrepreneurial roles require expertise in the protection of the information in the world of business and interactions with consumers.

Professional Values

The mission of the HIM profession is based on core professional values developed since the inception of the Association in 1928. These values and the inherent ethical responsibilities for AHIMA members and credentialed HIM professionals include providing service, protecting medical, social, and financial information, promoting confidentiality; and preserving and securing health information. Values to the healthcare team include promoting the quality and advancement of healthcare, demonstrating HIM expertise and skills, and promoting interdisciplinary cooperation and collaboration. Professional values in relationship to the employer include protecting committee deliberations and complying with laws, regulations, and policies. Professional values related to the public include advocating change, refusing to participate or conceal unethical practices, and reporting violations of practice standards to the proper authorities. Professional values to individual and professional associations include obligations to be honest, bringing honor to self, peers and profession, committing to continuing education and lifelong learning, performing Association duties honorably, strengthening professional membership, representing the profession to the public, and promoting and participating in research.

These professional values will require a complex process of balancing the many conflicts that can result from competing interests and obligations of those who seek access to health information and require an understanding of ethical decision-making.

Purpose of the American Health Information Management Association Code of Ethics

The HIM professional has an obligation to demonstrate actions that reflect values, ethical principles, and ethical guidelines. The American Health Information Management Association (AHIMA) Code of Ethics sets forth these values and principles to guide conduct. The code is relevant to all AHIMA members and credentialed HIM professionals and students, regardless of

their professional functions, the settings in which they work, or the populations they serve.

The AHIMA Code of Ethics serves six purposes:

- ◆ Identifies core values on which the HIM mission is based.
- ◆ Summarizes broad ethical principles that reflect the profession's core values and establishes a set of ethical principles to be used to guide decision-making and actions.
- ◆ Helps HIM professionals identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
- ◆ Provides ethical principles by which the general public can hold the HIM professional accountable.
- ◆ Socializes practitioners new to the field to HIM's mission, values, and ethical principles.
- ◆ Articulates a set of guidelines that the HIM professional can use to assess whether they have engaged in unethical conduct.

The code includes principles and guidelines that are both enforceable and inspirational. The extent to which each principle is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical principles.

The Use of the Code

Violation of principles in this code does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the code would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members although in some situations, violations of the code would constitute unlawful conduct subject to legal process.

Guidelines for ethical and unethical behavior are provided in this code. The terms "shall and shall not" are used as a basis for setting high standards for behavior. This does not imply that everyone "shall or shall not" do everything that is listed. For example, not everyone participates in the recruitment or mentoring of students. A HIM professional is not being unethical if this is not part of his or her professional activities; however, if students are part of one's professional responsibilities, there is an ethical obligation to follow the guidelines stated in the code. This concept is true for the entire code. If someone does the stated activities, ethical behavior is the standard. The guidelines are not a comprehensive list. For example, the statement "protect all confidential information to include personal, health, financial, genetic and outcome information" can also be interpreted as "shall not fail to protect all confidential information to include personal, health, financial, genetic, and outcome information."

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values and ethical principles, and offers ethical guidelines to which professionals aspire and by which their actions can be judged. Ethical behaviors result from a personal commitment to engage in ethical practice.

Professional responsibilities often require an individual to move beyond personal values. For example, an individual might demonstrate behaviors that are based on the values of honesty,

providing service to others, or demonstrating loyalty. In addition to these, professional values might require promoting confidentiality, facilitating interdisciplinary collaboration, and refusing to participate or conceal unethical practices. Professional values could require a more comprehensive set of values than what an individual needs to be an ethical agent in their personal lives.

The AHIMA Code of Ethics is to be used by AHIMA and individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. The AHIMA Code of Ethics reflects the commitment of all to uphold the profession's values and to act ethically. Individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments, must apply ethical principles.

The code does not provide a set of rules that prescribe how to act in all situations. Specific applications of the code must take into account the context in which it is being considered and the possibility of conflicts among the code's values, principles, and guidelines. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional. Further, the AHIMA Code of Ethics does not specify which values, principles, and guidelines are the most important and ought to outweigh others in instances when they conflict.

Code of Ethics 2004

Ethical Principles: The following ethical principles are based on the core values of the American Health Information Management Association and apply to all health information management professionals.

Health information management professionals:

1. Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.

2. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.

3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records and other information of a confidential nature, taking into account the applicable statutes and regulations.

4. Refuse to participate in or conceal unethical practices or procedures.

5. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.

6. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.

7. Represent the profession accurately to the public.

8. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.

9. State truthfully and accurately their credentials, professional education, and experiences.

10. Facilitate interdisciplinary collaboration in situations supporting health information practice.

11. Respect the inherent dignity and worth of every person.

How to Interpret the Code of Ethics

The following ethical principles are based on the core values of the American Health Information Management Association and apply to all health information management professionals. Guidelines included for each ethical principle are a non-inclusive list of behaviors and situations that can help to clarify the principle. They are not to be meant as a comprehensive list of all situations that can occur.

1. Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.

Health information management professionals **shall**:

1.1. Protect all confidential information to include personal, health, financial, genetic, and outcome information.

1.2. Engage in social and political action that supports the protection of privacy and confidentiality, and be aware of the impact of the political arena on the health information system. Advocate for changes in policy and legislation to ensure protection of privacy and confidentiality, coding compliance, and other issues that surface as advocacy issues as well as facilitating informed participation by the public on these issues.

1.3. Protect the confidentiality of all information obtained in the course of professional service. Disclose only information that is directly relevant or necessary to achieve the purpose of disclosure. Release information only with valid consent from a patient or a person legally authorized to consent on behalf of a patient or as authorized by federal or state regulations. The need-to-know criterion is essential when releasing health information for initial disclosure and all subsequent disclosure activities.

1.4. Promote the obligation to respect privacy by respecting confidential information shared among colleagues, while responding to requests from the legal profession, the media, or other non-healthcare related individuals, during presentations or teaching and in situations that could cause harm to persons.

2. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.

Health information management professionals **shall**:

2.1. Act with integrity, behave in a trustworthy manner, elevate service to others above self-interest, and promote high standards of practice in every setting.

2.2. Be aware of the profession's mission, values, and ethical principles, and practice in a manner consistent with them by acting honestly and responsibly.

2.3. Anticipate, clarify, and avoid any conflict of interest, to all parties concerned, when dealing with consumers, consulting with competitors, or in providing services requiring potentially conflicting roles (for example, finding out information about one facility that would help a competitor). The conflicting roles or responsibilities must be clarified and appropriate action must be taken to minimize any conflict of interest.

2.4. Ensure that the working environment is consistent and encourages compliance with the AHIMA Code of Ethics, taking reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the code.

2.5. Take responsibility and credit, including authorship credit, only for work they actually perform or to which they contribute. Honestly acknowledge the work of and the contributions made by others verbally or written, such as in publication.

Health information management professionals **shall not**:

2.6. Permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

2.7. Take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.

3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regards the contents of the records and other information of a confidential nature obtained in the official capacity, taking into account the applicable statutes and regulations.

Health information management professionals **shall**:

3.1. Protect the confidentiality of patients' written and electronic records and other sensitive information. Take reasonable steps to ensure that patients' records are stored in a secure location and that patients' records are not available to others who are not authorized to have access.

3.2. Take precautions to ensure and maintain the confidentiality of information transmitted, transferred, or disposed of in the event of a termination, incapacitation, or death of a healthcare

provider to other parties through the use of any media. Disclosure of identifying information should be avoided whenever possible.

3.3. Inform recipients of the limitations and risks associated with providing services via electronic media (such as computer, telephone, fax, radio, and television).

4. Refuse to participate in or conceal unethical practices or procedures.

Health information management professionals **shall**:

4.1. Act in a professional and ethical manner at all times.

4.2. Take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.

4.3. Be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. These include policies and procedures created by AHIMA, licensing and regulatory bodies, employers, supervisors, agencies, and other professional organizations.

4.4. Seek resolution if there is a belief that a colleague has acted unethically or if there is a belief of incompetence or impairment by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive. Take action through appropriate formal channels, such as contacting an accreditation or regulatory body and/ or the AHIMA Professional Ethics Committee.

4.5. Consult with a colleague when feasible and assist the colleague in taking remedial action when there is direct knowledge of a health information management colleague's incompetence or impairment.

Health information management professionals **shall not**:

4.6. Participate in, condone, or be associated with dishonesty, fraud and abuse, or deception. A non-inclusive list of examples includes:

- a. Allowing patterns of retrospective documentation to avoid suspension or increase reimbursement
- b. Assigning codes without physician documentation
- c. Coding when documentation does not justify the procedures that have been billed
- d. Coding an inappropriate level of service
- e. Miscoding to avoid conflict with others
- f. Engaging in negligent coding practices
- g. Hiding or ignoring review outcomes, such as performance data
- h. Failing to report licensure status for a physician through the appropriate channels
- i. Recording inaccurate data for accreditation purposes
- j. Hiding incomplete medical records
- k. Allowing inappropriate access to genetic, adoption, or behavioral health information
- l. Misusing sensitive information about a competitor
- m. Violating the privacy of individuals

5. Advance health information management knowledge and practice through continuing education, research, publications, and presentations

Health information management professionals **shall**:

5.1. Develop and enhance continually their professional expertise, knowledge, and skills (including appropriate education, research, training, consultation, and supervision). Contribute to the knowledge base of health information management and share with colleagues their knowledge related to practice, research, and ethics.

5.2. Base practice decisions on recognized knowledge, including empirically based knowledge relevant to health information management and health information management ethics.

5.3. Contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the health information management profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.

5.4. Engage in evaluation or research that ensures the anonymity or confidentiality of participants and of the data obtained from them by following guidelines developed for the participants in consultation with appropriate institutional review boards. Report evaluation and research findings accurately and take steps to correct any errors later found in published data using standard publication methods.

5.5. Take reasonable steps to provide or arrange for continuing education and staff development, addressing current knowledge and emerging developments related to health information management practice and ethics.

Health information management professionals **shall not**:

5.6. Design or conduct evaluation or research that is in conflict with applicable federal or state laws.

5.7. Participate in, condone, or be associated with fraud or abuse.

6. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.

Health information management professionals **shall**:

6.1. Evaluate students' performance in a manner that is fair and respectful when functioning as educators or clinical internship supervisors.

6.2. Be responsible for setting clear, appropriate, and culturally sensitive boundaries for students.

6.3. Be a mentor for students, peers and new health information management professionals to develop and strengthen skills.

6.4. Provide directed practice opportunities for students.

Health information management professionals **shall not**:

6.5. Engage in any relationship with students in which there is a risk of exploitation or potential harm to the student.

7. Accurately represent the profession to the public.

Health information management professionals **shall**:

7.1 Be an advocate for the profession in all settings and participate in activities that promote and explain the mission, values, and principles of the profession to the public.

8. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.

Health information management professionals **shall**:

8.1. Perform responsibly all duties as assigned by the professional association.

8.2. Resign from an Association position if unable to perform the assigned responsibilities with competence.

8.3. Speak on behalf of professional health information management organizations, accurately representing the official and authorized positions of the organizations.

9. State truthfully and accurately their credentials, professional education, and experiences.

Health information management professionals **shall**:

9.1. Make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the health information management profession, a professional health information organization, or the health information management professional's employer.

9.2. Claim and ensure that their representations to patients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, training, certification, consultation received, supervised experience, other relevant professional experience are accurate.

9.3. Claim only those relevant professional credentials actually possessed and correct any inaccuracies occurring regarding credentials.

10. Facilitate interdisciplinary collaboration in situations supporting health information practice.

Health information management professionals **shall**:

10.1. Participate in and contribute to decisions that affect the well-being of patients by drawing on the perspectives, values, and experiences of those involved in decisions related to patients. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.

11. Respect the inherent dignity and worth of every person.

Health information management professionals **shall**:

11.1. Treat each person in a respectful fashion, being mindful of individual differences and cultural and ethnic diversity.

11.2. Promote the value of self-determination for each individual.

Acknowledgement

Adapted with permission from the Code of Ethics of the National Association of Social Workers.

Resources

National Association of Social Workers. "Code of Ethics." 1999. Available at <http://www.naswdc.org/> .

Harman, L.B. (Ed.). *Ethical Challenges in the Management of Health Information*. Gaithersburg, MD: Aspen, 2001.

AHIMA Code of Ethics, 1957, 1977, 1988, and 1998.

Revised & adopted by AHIMA House of Delegates – July 1, 2004

Copyright © 2004 American Health Information Management Association. All rights reserved. All contents, including images and graphics, on this Web site are copyrighted by AHIMA unless otherwise noted. Permission obtained for printing from AHIMA for student handbook. August 2005

FINANCIAL AID

Financial Aid at Midland College is intended to help students and their families pay for the costs associated with obtaining their goal of a college education. Knowing that there is a limited amount of funds available and an ever increasing need for financial assistance, it is our stance that the primary source for funding an education rests with the student and his/her family.

As students prepare for college they often discover that their own financial resources-- including help from their parents is not enough to meet the costs of the college they wish to attend. This discovery may cause them to postpone or abandon plans to attend college and can be very discouraging. Financial Aid in the form of grants, loans, or student employment can help reduce the cost of a college education.

Eligibility for aid is determined in many ways depending on the type and amount of aid received. Need-based aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Texas Public Education Grant (TPEG), State Student Incentive Grant (SSIG), and Federal College Work Study (FCWS). The eligibility criteria required for the above stated Financial Aid programs is demonstrated financial need. This need is determined by completion of the Free Application for Federal Student Aid (FAFSA). The results of the application will produce a dollar amount which is what the family and student is reasonably expected to contribute toward their educational expenses. This amount is called the "Expected Family Contribution" or EFC. It is subtracted from the estimated cost of education determined by the school resulting in what is called demonstrated NEED. Students may receive up to this amount in need-based aid, but may not exceed it with any and all types of aid.

Eligibility for Federal Programs such as Pell Grant, SEOG, and College Work Study require the following: Students must:

1. Be a U.S. Citizen, Permanent Resident of the U.S., or Citizen;
2. Enroll as a Regular Student in an eligible program;
3. Make Satisfactory Academic Progress;
4. Have a High School diploma or a GED.

Eligibility for various scholarships may be a combination of academic achievement, financial need, or the wishes of the donor.

Students should apply for all types of aid as early as possible. Midland College has preference dates, which means that all needed forms or documents must be received prior to these dates to receive maximum consideration and to have aid available for payment of tuition and fees at registration. A General Scholarship Application can be found at <https://www.midland.edu/admissions/aid/GeneralScholarship/>. If you complete this form, send a copy to the HITT program director, as this information may not be available to the department and other funds may be available for distribution.

For more information about Financial Aid at Midland College you may contact:

Latisha Williams - Director of Financial Aid

lwill@midland.edu

(432)685-4757

Lupe Daniels – Loan Coordinator

ldaniels@midland.edu (432)685-4693

Yolanda Ramos – Assc. Director Financial Aid.

yramos@midland.edu (432)685-4733

Elsa Valles – Scholarship Specialist

Evalles@midland.edu (432)685-5510



MIDLAND COLLEGE
HEALTH INFORMATION TECHNOLOGY PROGRAM

PROGRAM GOALS FOR 2010-2011

1. Above satisfactory survey ratings for clinical sites and graduates.
2. 85% student graduation rate.
3. Credentialing exam pass rate higher than the national average.

STUDENT LEARNING OBJECTIVES

1. Demonstrate an understanding of the use and management of the medical record in the health care setting.
2. Apply coding rules, principles, guidelines, use of symbols, and coding conventions.
3. Demonstrate an understanding of the principles of law as they relate to patient care and health information including HIPAA and confidentiality.
4. Demonstrate basic computer skills for data maintenance, retrieval, and display.
5. Relate professionally to peers, patients, and clinical affiliates.
6. Understanding of current employment opportunities in the health information technology field.
7. Demonstrate entry level competencies set forth by CAHIIM standards.

AHIMA Domains, Sub-domains & Tasks:

As Written in the AHIMA Candidates Book



Registered Health Information Technician
Domains, Subdomains, and Tasks

	RECALL	APPLICATION	ANALYSIS	TOTAL
Domain I: Health Data Management				39
Subdomain A. Health Data Structure, Content, and Standards	2	2	4	
1. Collect and maintain data sets and databases				
2. Conduct qualitative analysis to ensure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings, and discharge status				
3. Apply clinical vocabularies and terminologies used in the organization's health information systems				
4. Comply with national patient safety goals as related to abbreviation usage				
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources (such as patient care, management, billing reports, and/or databases)				
Subdomain B. Healthcare Information Requirements and Standards	2	4	3	
1. Monitor the accuracy and completeness of the health record as defined by organizational policy, external regulations, and standards				
2. Perform analysis of health records to evaluate compliance with regulations and standards:				
a. Quantitative analysis				
b. Qualitative analysis				
3. Apply policies and procedures to assure organizational compliance with regulations and standards				
Subdomain C. Clinical Classification Systems	2	12	0	
1. Use and monitor applications and work processes to support clinical classification and coding				
2. Apply diagnosis/procedure codes using ICD-9-CM				
3. Apply procedure codes using CPT/HCPCS				
4. Ensure accuracy of diagnostic/procedural groupings (such as APC, DRG, IPF)				
5. Adhere to current regulations and established guidelines in code assignment				
6. Validate coding accuracy using clinical information found in the health record				
7. Identify discrepancies between coded data and supporting documentation				
Subdomain D. Reimbursement Methodologies	2	4	2	
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery (such as APC, DRG, RVU, RBRVS)				
2. Support accurate revenue cycle through:				
a. Coding				

3. Use established guidelines to comply with reimbursement and reporting requirements (such as National Correct Coding Initiative [NCCI]; Local Medical Review Policies [LMRP])				
Domain 2: Health Statistics, Biomedical Research and Quality Management				16
Subdomain A. Healthcare Statistics and Research	1	4	2	
1. Abstract and maintain data for clinical indices/databases/registries				
2. Collect, organize, and present data for:				
a. Administrative purposes				
b. Financial purposes				
c. Performance improvement programs				
d. Quality management				
Subdomain B. Quality Assessment and Performance Improvement	1	4	4	
1. Participate in facility-wide quality assessment program				
2. Present data in verbal and written forms				
Domain 3: Health Services Organization and Delivery				22
Subdomain A. Healthcare Delivery Systems	3	5	1	
1. Comply with accreditation, licensure, and certification standards from government (national, state, and local levels) and private organizations (such as Joint Commission on the Accreditation of Healthcare Organizations)				
2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Centers for Medicare and Medicaid Services (CMS), managed care				
3. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs				
4. Understand the role of various providers and disciplines throughout the continuum of healthcare services				
Subdomain B. Healthcare Compliance, Confidentiality, Ethical, Legal, and Privacy Issues	2	7	4	
1. Implement the legal and regulatory requirements related to health information				
2. Apply regulatory policies and procedures for access and disclosure of protected health information (PHI)				
3. Maintain user access logs/systems to track access to and disclosure of patient-identifiable data				
4. Identify and report privacy issues/problems				
5. Demonstrate and promote legal and ethical standards of practice				

6. Report compliance issues according to organizational policy				
7. Collaborate with staff to prepare the organization for accreditation, licensing, and/or certification surveys				
8. Implement health record documentation guidelines and provide education to staff				
Domain 4: Information Technology and Systems				33
Subdomain A. Information and Communication Technologies	5	4	0	
1. Use technology, including hardware and software, to ensure data collection, storage, analysis, retrieval, and reporting of information				
2. Use common software applications (such as spreadsheets, databases, presentation, e-mail) in the execution of work processes				
3. Use specialized software in the completion of HIM processes (such as chart management, coding, release of information)				
4. Apply policies and procedures for the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications				
5. Protect data integrity using software or hardware technology (Note: Integrity means that data should be complete, accurate, consistent, and up-to-date)				
Subdomain B. Data, Storage, and Retrieval	4	5	1	
1. Use appropriate electronic or imaging technology for data/record storage				
2. Maintain integrity of patient numbering and filing systems				
3. Design forms, computer input screens, and other health record documentation tools				
4. Maintain integrity of master patient/client index/Enterprise Master Patient Index (EMPI)				
5. Query and generate reports using appropriate software				
6. Design and generate reports using appropriate software				
7. Coordinate, use, and maintain archival and retrieval systems for patient information (such as in multiple formats)				
Subdomain C. Data Security	2	3	3	
1. Apply confidentiality and security measures to protected health information (PHI)				
2. Apply departmental and organizational data and information system security policies				
3. Use and summarize data compiled from audit trail				

Subdomain D. Healthcare Information Systems	1	3	2	
1. Collect and report data on incomplete records and timeliness of record completion				
2. Maintain filing and retrieval systems for health records				
Domain 5: Organizational Resources				20
Subdomain A. Human Resources	3	5	6	
1. Apply the fundamentals of team leadership				
2. Develop and/or contribute to:				
a. Strategic plans, goals and objectives for area of responsibility/responsibilities				
b. Job descriptions				
3. Develop and/or conduct Performance Appraisals				
4. Participate in intradepartmental and interdepartmental teams/committees				
5. Develop and implement staff orientation and training programs				
6. Provide consultation, education, and training to users of health information:				
a. Internal users (such as healthcare providers, administrators)				
7. Assess, monitor, and report:				
a. Quality standards				
b. Productivity standards				
8. Perform staffing analysis to determine adequate coverage				
9. Prioritize job functions and activities				
10. Use quality improvement tools and techniques to assess, report, and improve processes				
11. Promote positive customer relations				
12. Apply the principles of ergonomics in work process design				
13. Comply with local, state, and federal regulations regarding labor relations				
Subdomain B. Financial and Physical Resources	1	3	2	
1. Determine and monitor resources to meet workload needs including staff, equipment, and supplies				
2. Make recommendations for items to include in budgets				
3. Monitor coding and revenue cycle processes				
4. Recommend cost-saving and efficient means of achieving work processes and goals				
Total Number of Examination Items	31	65	34	130

MIDLAND COLLEGE HEALTH INFORMATION TECHNOLOGY PROGRAM

SCANS Competencies for Degree Program Plan

Course No.	COURSE TITLE	1	2	3	4	5	6	7	8	SCANS COMPETENCIES
HPRS 2301	Pathophysiology	✓	✓		✓	✓				1. READING 2. WRITING 3. MATHEMATICS or ARITHMETIC 4. LISTENING/SPEAKING 5. THINKING SKILLS 6. PERSONAL QUALITIES 7. WORKPLACE COMPETENCIES 8. BASIC USE OF COMPUTERS
HITT 1305	Medical Terminology	✓	✓		✓	✓				
HITT 1341	Coding and Classification Systems	✓	✓			✓		✓	✓	
HITT 1301	Health Data Content	✓	✓		✓	✓	✓			
HITT 1345	Health Care Delivery Systems	✓	✓		✓	✓				
HITT 1253	Legal and Ethical Aspects of HIM	✓	✓		✓	✓	✓			
HITT 2339	Health Information Organization and Supervision	✓	✓		✓	✓		✓		
HITT 1255	Health Care Statistics	✓	✓	✓	✓				✓	
HITT 1342	Ambulatory Coding	✓	✓			✓			✓	
HITT 2343	Quality Assessment and Performance Improvement	✓	✓	✓	✓	✓	✓		✓	
HITT 2260	HITT Clinical I	✓	✓	✓	✓	✓	✓	✓	✓	
HITT 1311	Computers in Healthcare	✓	✓						✓	
HITT 2361	HITT Clinical II	✓	✓	✓	✓	✓	✓	✓	✓	
HITT 2335	Advanced Coding and Reimbursement	✓	✓			✓			✓	
HITT 2340	Advanced Coding and Billing	✓	✓	✓				✓	✓	

Life Experience Credit

AHIMA Credentials: Any student holding a current Certified Coding Specialist (CCS), Certified Coding Specialist – Physician Based (CCS-P), or Certified Coding Associate (CCA) will be given credit for the following courses: HITT 1341, HITT 1342, HITT2335, HITT 2340 and HITT1167.

All other **Life Experience Credit** will be awarded at the discretion of the Program Director. The Life Experience Credit form offers additional information. See the Forms section of the handbook for more details.

Transfer of HITT Courses

Requirements for applicants requesting the transfer of health information technology courses from other accredited Associate degree programs shall:

1. Complete an HITT program application form.
2. Submit official college transcript/s from all colleges attended.
3. Submit complete course syllabus for each course for which transfer credit is being requested. Only HITT courses with a grade of a “C” or better and within the previous three (3) years will be accepted.
4. General Education Academic Core classes are accepted as transfer credit as determined by the Registrar (MATH, ENGL, PSYC, SPCH, BIOL, Humanities/Fine Arts electives).
5. If needed, request a letter from the Director of HIT/HIM describing academic and clinical status, eligibility to re-enroll in that program and clarification of any unclear course description.
6. Pass all the TSI requirements (Math, Reading, Writing) as described in the Midland College catalog.
7. Demonstrate competency of previously completed theory courses with a minimal passing score on a designated achievement exam(s) of 80% for the following courses is required for credit:
 - A. HITT 1341: Coding and Classification Systems (ICD-9-CM)
 - B. HITT 1342: Ambulatory Coding (CPT)
 - C. HITT 2340: Advanced Medical Billing/Reimbursement
8. Meet the admission prerequisites prior to acceptance into the program according

to the following guidelines:

- A. If the student wishes to transfer into a course that is at maximum enrollment, admission requirements must be completed by December 1st for Spring admission and by May 30th for Fall admission in order to determine feasibility of adequate clinical placement.
 - B. If the student wishes to transfer into a course that is not at maximum enrollment, the admission requirements must be completed no later than the first class day.
7. Completing the above and an application packet to the HITT program does not guarantee admission. Admission is at the discretion of the director or designee. If all seats are filled, a waiting list will be started according to the date the application was received.
 8. Students transferring to Midland College must have a 2.0 GPA in the last two semesters or 12 hours and must complete 25% of the program hours to graduate from Midland College with a Coding and Billing Certificate or HITT Associate of Applied Science degree.
 9. **All HITT classes must be completed within a four year time span.** This includes transferring courses. For example, if your HITT 1301 course was taken in Fall 2008, you must graduate from the program by Spring 2012 to complete graduation requirements. This requirement prepares you for successful completion of the CCA or RHIT and as a workforce.

AHIMA CERTIFICATIONS

Midland College is accredited by the Commission on Accreditation of Health Informatics and Information Management Programs (CAHIIM) in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Upon graduation, students will be eligible to apply to write the national qualifying examination for credentialing as a Registered Health Information Technician (RHIT).

Coding and Billing Students are encouraged to take the Certified Coding Associate (CCA) exam. Other credentialing exams are offered by AHIMA. To find more about these credentialing exams, visit: www.healthinformationcareers.org or www.ahima.org.

Certification Examination

Students completing this competency-based two year accredited program will be eligible to apply to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

Application Standards for Initial Certification - see website of American health Information Management Association at www.AHIMA.org for updated certification requirements and for a downloadable handbook.

Currently, these include:

- 1) Completion of an associate program with CAHIIM accreditation (or early testing – see program director for more details).
- 2) Application submission. Midland College’s ID number for the application is 0623.
- 3) Paid application fee.

RHIT Progression Programs: A bachelor’s degree in Health Information Administration is available online through various universities once a student passes the RHIT certification. For a list of accredited four-year colleges to obtain a Bachelor’s of Health Information Administration, see www.AHIMA.org.

BAT PROGRAM

HITT graduates are also eligible for the Bachelor’s an Organizational Management degree through Midland College Bachelor’s of Applied Technology program. If students elect to pursue this degree, they are not eligible for the RHIA exam.

Job Placement Services

Midland College Job Placement office provides MC students and recent graduates with opportunities for full and part-time employment. The office is designed to prepare, screen, and refer qualified applicants to job openings. These activities include resume preparation and seminars on interviewing skills and job search techniques.

For information contact:
Job Placement Coordinator
432-685-4716

Many websites are available that have job postings. A sample includes the following:
www.txhima.org or your state organization for HIM
www.justcoding.com
www.USAJobs.com
www.AHIMA.org

CURRICULUM POLICIES

GRADING POLICIES

The Health Information Technology Program’s grading scale is as follows:

“A”	90 - 100
“B”	80 - 89
“C”	70 - 79 **
“D”	60 - 69
“F”	59 or below

****A semester grade of less than “C” will NOT be acceptable as passing in any required course.** An incomplete contract, “I”, will follow the stipulations in the College Catalog. Additionally, an “I” contract could possibly be negotiated at the discretion of the instructor.

**The mock exam offered in the HITT 2361 must be passed with a 70 or better as one of the requirements for the course.

PROGRESSION IN THE PROGRAM

Students are eligible to continue from term to term in the program provided that they meet academic and performance standards as specified in this handbook. Students who receive 2 Fs or 3 Ws (or a combination thereof i.e. 2 Ws and 1 F) will be asked to exit the program. Students may repeat an HITT failed course only once.

READMISSION TO THE PROGRAM

Students may return to complete the remainder of the program in accordance with the College's published schedule. The Department Chair will evaluate applicants. The curriculum in use at the time of reapplication will be used in planning the student's program completion. Students may be required to demonstrate their current knowledge in the field. Candidates for re-entry should contact the HITT office as soon as possible prior to the time they desire to re-enter. Pre-application does not guarantee readmission to the program.

Graduation Specifics

In order to progress from one course to another as defined in the program curriculum, the student is required to:

- Complete all prerequisites prior to acceptance into the program.
- Ensure that each student has made application to the college and been accepted WITH an HITT major declared.
- Complete all Health Information Technology courses in the curriculum listed for the first year with a minimum of a "C" before registering for HITT 2260 Clinical I.
- Complete Clinical I and all Health Information Technology courses in the curriculum listed for the second year, fall semester with a minimum of a "C" before registering for HITT 2361 Clinical II.
- Successfully complete a minimum of a "C" in Clinicals I & II to graduate from the program.
- **A minimum score of 70% on the Mock RHIT Exam at the end of HITT 2361 to complete requirements for an associate's degree.**
- The student may retake any failed course when it is offered again; however, the **program courses must be taken in a 4-year period** so that students are current in healthcare information and competencies. This means that students must take a minimum of 6 hours credit minimum, including summers, to complete the program within the 4-year period.
- Courses should be taken in the correct sequence. Check online at www.midland.edu/hitt for course progression for each certificate/degree, or contact the Director for an advisement.

ACADEMIC POLICY FOR HITT PROGRAM

See [Midland College Admissions - Catalog and Student Handbook](#) for more information.

Orientation: As a student in the HITT Program, a Program Orientation is required. Students will be added to an online orientation that is due prior to the first day of the semester. For more information call the Program Director at 432-685-5573.

Online Attendance: Attendance is essential to your success. Attendance records are made of all online discussion boards. Student contributions to discussion board threads may account for 10 to 20% of a course grade.

Since participation is required for Blackboard classes, it is important for the student to “attend” by signing on 2-3 times a week depending on the requirement of the instructor that will be posted in the syllabus. Just as students are expected to show up for class, students will be expected to participate in the discussion boards to improve communication and develop skills through sharing information about the course content. Some web classes may require exam proctors, or supervised testing. The schedule and required proctored tests will also be listed in the syllabus.

Etiquette for online courses:

1. Be polite.
2. Use proper grammar and punctuation, although emoticons are acceptable. This is a college course, so your responses should reflect professionalism.
3. Respond in full sentences.
4. Do not use “all capitals” to respond to a discussion. This means you are yelling in the world of computer socialization and discussions.
5. Discussions about grades or personal issues should not be posted on discussion board, but should be emailed to the instructor.
6. Criticisms should not be listed in the discussion board. If there is an issue, address this with your instructor through email.
7. Refer to the website, <http://www.albion.com/netiquette/> for more information.

Late Assignments: As a rule, late assignments are not accepted by instructors. Any allowance in accepting late work is at the discretion of the instructor. Please see syllabus for specific course details.

Late Testing: Make-up tests are given only with penalties. See syllabus for specific information. In the rare circumstance that a student will not be able to take the exam at the scheduled time, PRIOR approval from the instructor is required and the test will be completed before the due date. (There are a few exceptions with extreme circumstances such as hospitalization). See syllabus for more information.

Testing on Blackboard: Important points to note when taking tests:

- a. Once a test has been opened in Blackboard, it must be completed.
- b. Close all programs except for Blackboard before taking exams.
- c. Use Mozilla browser to open exams. This may be downloaded at Mozilla.com.
- d. Blackboard will remove user from the test if user hits the **back or forward arrow** button or **attempts to view another opened document** or site before exam is completed.
- e. If the test is opened and not completed, it is at the discretion of the instructor to permit a student access a second time, and the student may be required to have a proctor for remaining exams.
- f. No books, notes, or other materials are allowed unless specified while taking exams.

Proctors: Read your syllabus carefully. Proctored exams are supervised tests that require approved person, known as a proctor, to monitor a student during an exam. Proctors may be required off site for students not living within driving range of Midland College. Students who chose to use proctors instead of traveling will be responsible to coordinate acceptance of the proctor’s approval by the instructor and the proctor for information about tests. Proctor forms will be required for proctor verification at the beginning of the course.

Course Instructions (more instructions listed on course syllabus)

A. Note that there are certain requirements needed for student to enroll in internet courses. Please see specifications listed on Blackboard for individual PC requirements and software requirements at blackboard.midland.edu.

- B. It is strongly recommended that students have high-speed internet as some files are rather lengthy.
- C. Students should download Mozilla Firefox at www.Mozilla.com or Netscape to use as their internet browser. Do not use Internet Explorer, Yahoo, or AOL.**
- D. It is strongly recommended that students attend Blackboard orientation classes.
- E. It is the student's responsibility to ensure that the PC used for internet classes is in working order.
- F. HITT internet classes are not self-paced.** There are due dates and deadlines that are required, and by not turning in assignments on time, this may reflect significantly in the final grade for the course.
- G. Use self-discipline to ensure that assignments and tests along with discussion boards are completed timely. Late work policy above will be assessed on internet classes unless specifically mentioned in course syllabus.

Emailing Instructor: Only when the content of the question is personal in nature should the instructor be emailed. Also be sure to sign your name at the end of the email. Remember some email addresses give instructors absolutely no clue as to who sent it. When sending email, use the Course number such as HITT1305 or HITT1301 in your subject line so that the instructor can identify the course being addressed in the email followed by the subject matter.

Example: TO: Name of Instructor
 a. From: Student name
 b. Subject: HITT1301-Question on filing system.

Submitting Assignments:

**Because instructors commonly teach more than one course, when sending assignments use the "View/Complete assignment" when this tool is available in Blackboard. After submitting the assignment, a red exclamation point (!) will show up in the gradebook showing that the assignment has been received. Once the assignment has been graded, you may review your grade and any comments made by the instructor by clicking on the grade. Do not use the following symbols when creating a file for submission *%\$#@!- These symbols may not be read correctly when the document is opened, and may show a corruption error. If your instructor cannot open your assignment, it is likely that you will not receive credit.

DUE DATES are based on CENTRAL STANDARD TIME.

Skype Instructions: Download software at www.SKYPE.com. This is free software. Students will need a headset with a microphone OR a computer with speakers and a microphone that is connected to the computer. SKYPE is free to call anyone through the internet to another on the internet. A webcam can also be used for live video.

LISTING OF INSTRUCTORS for HITT program courses:

- | | |
|------------------------------------|--|
| Melinda Teel, BS, RHIA, CCS | mteel@midland.edu |
| Shawnda Meshirer, RHIT, CCS, CCS-P | smeshirer@midland.edu |
| Krista Powell, BSN, FNP | kpowell@midland.edu |
| Jody Roberts, BSN, FNP | jroberts@midland.edu |
| Kimberly Waddell, RHIT | kwaddell@midland.edu |
| Beth Aaron, BS, RHIT | baaron@midland.edu |
| Brenda Couvillion, RHIT | bcouvillion@midland.edu |
| Jamie Jones, RHIA | jjones@midland.edu |

SCHOLASTIC DISHONESTY AND ACADEMIC MISCONDUCT

Midland College encourages high academic standards, including student responsibility for original work. As a part of this stance, Midland College endorses the following definitions and guidelines regarding scholastic dishonesty and academic misconduct, including the areas of cheating, plagiarism, and collusion.

Academic Misconduct

Academic misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples are: stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, buying, or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, “drop form,” or other official academic record of the college; unauthorized entry into a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

Cheating

Cheating is defined as the deliberate use of unauthorized materials and/or actions or fraudulent acquisition in order to obtain information for an examination or assignment.

Plagiarism

Plagiarism is defined as the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work offered for credit. A student commits plagiarism if he/she:

a. fails to acknowledge the sources of any information in a paper which is not either common knowledge or personal knowledge. A student can acknowledge a source through in-text citations cross referenced to a works cited page, attribution lines, footnotes, or other forms of documentation approved by the instructor. (Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations.)

b. fails to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation. Without the quotation marks or indentation, passages copied directly from a source might be considered plagiarized even if it is followed by an in-text citation or a footnote. The citation or footnote acknowledges that there is a source, but it does not indicate that the writer has used someone else’s exact words.

c. merely paraphrases the original words of the source. Some students think they can avoid a charge of plagiarism by changing a few words in each sentence that they copy or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When taking notes, students must be careful to put ideas

in their own words or to use direct quotations when relying on phrases directly taken from a source.

d. uses the ideas, examples, or structure of the source without acknowledging it. A student can be guilty of plagiarism if he/she systematically borrows the ideas and organization of a source, even if the language of the piece is on a major news event, by using exactly the same ideas in the same order as they appear in an article in any popular news magazine.

e. takes, buys, or receives a paper written by someone else and presents it as the student’s own.

f. uses one paper for two different courses, or re-uses a paper previously submitted for credit, without the prior approval of the instructor or instructors.

Collusion

Collusion is defined as the unauthorized collaboration with another person in preparing written work offered for credit or collaboration with another person to commit a violation of any section of these rules on scholastic dishonesty.

A student commits collusion if he/she:

a. allows someone else to edit papers or correct assignments without the instructor’s knowledge or permission. It is scholastically dishonest for students to employ tutors to correct, edit or modify papers or assignments in any substantive fashion. The same reservations and restrictions apply, within reason, to any outside assistance a student may receive from a parent, friend, roommate, or academic tutor. Any changes, deletions, rearrangements, additions, or corrections made in papers or assignments should represent the student’s own work. (Midland College provides many tutorial services. Tutors in these college facilities offer advice without editing or completing the required work.)

b. reveals test information to another student enrolled in the same course.

Penalties

If a student has any questions or doubts about the way he/she is employing sources or assistance in any given assignment, he/she is advised to consult the instructor before handing in the assignment. The penalties for any type of scholastic dishonesty described in this statement can be severe and can adversely affect the student’s permanent academic record. The instructor has the primary responsibility for recommending the penalty in cases of academic dishonesty after consultation with the Division Dean and the student. Students may seek review of the decision or redress of a grievance related to their participation in college programs or activities.

The instructor does have the right to enforce any one of the following penalties for scholastic dishonesty at his/her discretion and in response to each particular case:

1. Failure of the assignment;
2. Failure of the course;
3. Recommendation for disciplinary action, including

institutional suspension or dismissal.

HITT STUDENT RESPONSIBILITIES

CLINICAL EXPERIENCE COURSES

NOTICE:

HITT 1167 Coding Clinical is offered Spring and Summer semester each year.

HITT 2260 Clinical I is offered during Fall and Spring semesters each year.

HITT 2361 Clinical II is offered during Spring and Summer each year.

Plan your schedule accordingly, and check your program advisement.

STUDENT CONDUCT AND EXPECTATIONS: As a student in the Health Information Technology Program at Midland College you will be expected to conduct yourself in a professional manner, especially when you are at your clinical experience sites. The attitude **that** is presented by students during your development during your educational program will be critical to your effectiveness in the Health Information Management Profession and as a team member. Remember, you are not responsible for the actions of others, only for the actions of yourself. So, be certain your actions are appropriate. **If a student has any concerns at the clinical site, the student should contact the HITT Program Director, not an employee of the hospital. Being able to participate in clinicals is a privilege that is not offered to everyone. Conduct yourself as a professional and a student representative of Midland College. Failure to do so could find the student removed from the clinical, and any incident may cause the facility to refuse further HITT students clinical access.**

Attendance: Regular attendance is **required**. **In case of an illness or emergency, you need to contact the facility supervisor no later than one hour before the time you were to be there as well as a call to your clinical instructor.** Arrangements for make-up time should be made with the facility supervisor as soon as possible. All missed absences must be made up.

Punctuality: When working at your clinical experience, you should always be punctual. Remember, your supervisor at your site has made arrangements for you to be there and scheduled their time to assist you. Please do not abuse this. Students should observe departmental hours and abide by the departmental policies and procedures, particularly regarding breaks and lunch.

Dress Code: Professional dress is required at all times. In addition, students are expected to abide by the dress code of the facility they are assigned. This usually means no jeans, shorts, tee-shirts, halter tops, or tennis shoes. Women must wear bras and slips to the site. Men must wear socks; women must wear hose. Please request a copy of the dress code of the facility you are assigned prior to the first day of attendance.

While at your clinical experience, you are required to wear your student badge, the college provides, to identify you as a student.

Badges: Students are required to wear badges at all times during clinical experience. To obtain a badge prior to the date of clinical experience, use the following procedure:

1. Go to admissions and get a picture ID with "your name", "Midland College" "HITT Student" on the front.
2. Go to the Health Sciences building to see the division secretary, Kay Floyd. She will use this ID to make the ID badge for clinical experience.

Students one hour or more from the Midland College campus can obtain an ID badge with "HITT Student" for identification from the Human Resources Department at the assigned clinical site.

Student Dismissal from Clinical Experience: Each student is a guest of the facility of their clinical experience and is expected to conduct himself/herself in a professional manner. A student may be dismissed from the facility by the Director/Supervisor of the clinical experience site and/or by the Program Director for the following reasons:

1. Conduct that affects the student's performance while at the facility:
 - a. Alcohol consumption
 - b. Use or abuse of drugs
 - c. Abusive language
2. Failure to meet course objectives:
 - a. Inability to function in the clinical setting
 - b. Consistently poor evaluations from your directed practice supervisor.
3. Excessive absenteeism
4. Violation of ethical standards
5. Unsafe clinical practice

In addition, affiliated sites may request removal of a student from the agency with or without cause.

General Comments

DO NOT:

- *Under any circumstance, discuss patients.
- *Seek medical advice.
- *Make or receive personal telephone calls.
- *Go to the clinical experience site any time other than those designated by your instructor or site director/supervisor.

DO:

- *Be polite and courteous at all times.
- *Smoke, drink and eat in designated areas only.
- *Follow facilities' policies and procedures.

Clinical Practice Requirements:

Unless medically contraindicated for the individual student, the following are required before the student can attend their assigned clinical experience site. Each student is responsible for providing to the Program Director proof that the following requirements listed below have been met.

Current Immunizations:

1. Proof of childhood disease immunizations.
2. Immunization for tetanus and diphtheria (TB) within the last ten (10) years.
3. Immunization series for polio (should have had as a child; no booster as an adult is necessary).
4. Hepatitis B vaccine is optional.
5. PPD (Mantoux) tuberculosis skin test within the last three (3) months unless previously positive or a medical contraindication exists. (Tuberculosis Tine Test is acceptable but not preferred). Any student who has had a previously positive reaction to PPD will be required to have a chest x-ray.
6. Proof of two doses of Rubella vaccine if born after January, 1957. No vaccine is necessary if born before this date. A positive Rubella antibody screen is acceptable as evidence of immunity if born before this date).

Drug Screen: A drug screen must be performed by a Drug Screen Compliance company with results faxed to the HITT Division Secretary, Kay Floyd, at Midland College 432-685-4762. Contact the program director

if this company is not in your area, and an alternative site for drug testing will be provided by the HITT department.

OSHA Training Requirement:

If the student works full-time in a hospital or facility that requires annual review of safety films and seminars, a copy of that attendance must be obtained from the Human Resources Department and/or Director to be maintained in the student's academic file. Otherwise, the student will be required, at orientation, to attend seminars provided by the college on Blood Borne Pathogens and Proper Lifting Techniques (OSHA). These are available in Blackboard and must be completed before a student may work do clinical experience at any site. If, prior to attending clinical experience, orientation from that facility is required, the student must make arrangements with the facility's Human Resources Department. This is the student's responsibility to make these arrangements.

OSHA Orientation and Test: Once enrolled in clinical experience courses, an online OSHA safety curriculum will be available and must be completed prior to attending any clinical experience site. Once the test is completed, the student should print a copy and submit either by fax or mail to the HITT Program Director.

Medical Insurance

All students enrolled in clinical experience must show proof of medical insurance coverage. Any student who is not currently covered by a medical insurance policy must purchase one to cover the entire duration of their clinical experience, i.e. two semesters.

A copy of the student's insurance card must be presented to the site instructor or Program Director to be maintained in the student's file. Failure to do so will result in not being able to participate in the clinical experience part of the program. Several insurance program brochures are available in the display located in the Davidson Health Sciences building (432-685-4601).

Job Interview: Consider your clinical experience a long interview or short internship. Your job performance, conduct, punctuality, and completion of your clinical will be recognized by the clinical facility. Make a good impression. Many students find that clinical facilities are the first to make a job offer to students (even before completion of clinicals).

Midland College Health Information Technology Program

Student Request for Clinical Site Selection (Form with Instructions):

- 1) Current Date: _____ Anticipated Semester for Clinical: _____
- 2) To establish a new clinical site, it may take up to 4 months for an affiliation agreement to be completed between Midland College and the new facility. Affiliation Agreements must be on file at Midland College BEFORE a student may begin clinicals.
- 3) It is important to submit your selections at least 60 days in advance of **enrolling for your clinicals**. Some clinical sites have already been established. Completing this form does not guarantee that the facility will accept clinical students.
- 4) **DO NOT CONTACT the facility to ask about clinicals**, but send the information for the clinical instructor to make a formal introduction for an affiliation agreement for Midland College.
- 5) Submit completed form to: Melinda Teel, Program Director at mteel@midland.edu or send by fax to 432-685-5575 or send by mail to:

Midland College, HITT Dept. 3600 N. Garfield, Midland, TX 79705.

Clinical Site Request for Course ___ HITT 2260 ___ HITT 1167 ___ HITT 2361 (check box)				
Student Info:	Last Name	First Name	Phone Number	Email address
Clinical Site Information				
First Choice:	Hospital Name		Address	
	HIM Director's Name		Phone Number	
Second Choice:	Hospital Name		Address	
	HIM Director's Name		Phone Number	
Alternative Site:	(Physician group practice or other site: Home Health, Rehab, Dept. of Health, etc.)			
	Name of Facility		Address	
	Contact Name & title		Phone Number	
Notes from student to Instructor:				

PROFESSIONAL INVOLVEMENT

Students are encouraged to join the professional organization of the American Health Information Management Association. This is a valuable tool for students as it gives them the most current information and changes involving healthcare, careers, regulatory changes, and requirements. There is also a page to post questions and get beneficial information about everything from changes in the law to coding answers for certain scenarios.

Membership to AHIMA: As a student member of AHIMA, you automatically become a member of TXHIMA, the State organization and you will receive publications from both organizations. This also includes special discount fees for student members for events, seminars and workshops and ultimately a discount on credentialing examination such as the RHIT and CCA. This has been paid as a resource fee with your tuition for access to the most current information and articles to assist students in learning.

Involvement is strongly encouraged at the local level as well. In the Midland area, Permian Basin Health Information Management Association has bi-annual meetings for educational purposes for members and nonmembers alike. These meetings consist of speakers and information that is current regarding the trends of health information management practices. For more information ask a faculty member of the HITT program. Other states offer meetings. Check with your state organization for more information.

Life Experience Credit

The Health Information Technology Department requires students requesting life experience for professional practice/clinical experience credit to submit their (1) career resume, (2) present and past job descriptions, and (3) a notarized letter of authentication from their employer attesting to the accuracy of the job descriptions and employment dates (facility letterhead preferred). Mail all information together.

After a review of all of the above documentation, challenge credit for professional practices may be granted. To request credit, submit the form for HITT 2260 or HITT 2361. Students are required to pay tuition for these classes, as all credit hours will not be given in either course. NOTE: HITT 2361 has an RHIT competency review as part of a capstone for the program. (Current certification as CCS or CCS-P allows credit for all coding hours.)

The following tasks will be issued for each professional practice experience/clinical. Indicate below the course credit you are requesting. Once you have signed and completed the form, and mail the required information to the address below.

I am requesting life experience credit for the following course(s) due to my documented work experience. (check applicable course and CIRCLE the tasks for requested credit)

____ HITT 2260

Tasks:

Release of Information

Filing

Admissions requirements

Duplicate records

R-ADT

Statistics

Professionalism Workbook

____ HITT 2361

Tasks:

Medical Staff Secretary/Coordinator

Quality Assurance/Performance Impr.

Coding

Billing

Chargemaster/Reimbursement

RHIT competency

Risk Management

____ HITT 1167

Tasks:

Coding

Billing

Chargemaster

Reimbursement

The information provided Midland College for Life Experience Credit is true and correct.

Date: _____

Signed: _____

Email: _____

Address: _____

Printed name: _____

Mail your documentation to:

Midland College – HITT program

Melinda Teel, RHIA, CCS

3600 N. Garfield – DHS Building, Midland, TX 79705

For Office Use Only:	HITT 2260	HITT 2361
Resume and Work Experience		
Employer Verification		
Credit Hours awarded		
Remaining Hours Required		

