

**STUDENT HANDBOOK  
FOR  
HEALTH INFORMATION TECHNOLOGY  
2009-2010**

**NORTHEAST IOWA  
COMMUNITY COLLEGE**



**CALMAR / PEOSTA**

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# The Health Information Technology Program

## Student Responsibility for Handbook Information

The administration and staff of the Health and Human Science Department of Northeast Iowa Community College (NICC) have developed this handbook. The purpose of this handbook is to serve as a guide for students enrolled in the Health Information Technology program. It is to be used as a supplement to the NICC Student Planner and Handbook. All policies and regulations from the NICC Student Planner and Handbook are to be observed in addition to those outlined in this handbook.

As a student, you are responsible for reading this handbook in its entirety. As part of admission to the Health Information Technology program, this means that you are accountable for your activities on campus and during Professional Practice Experience. A breach of NICC or Health Information Program policies may result in probation, suspension, or expulsion from the program or college depending on the nature of the incident. As a student, the safety and privacy of the client information you are privileged to work with is of the highest priority in the Health Information Technology program of education. You are bound by the ethics of health information management.

As a student, you are responsible for payment of any medical treatment necessary as a result of any condition, injury, or exposure to disease associated with professional practice experience.

Failure to read the information will not be considered an excuse for noncompliance with this handbook or the NICC Student Planner and Handbook. .

Northeast Iowa Community College reserves the right to change the policies or revise the information contained in this handbook.

The faculty has adopted rules and policies contained in this handbook. When a student finds that extenuating circumstances might justify the waiver of a particular requirement, the student may petition the Dean of Health and Human Sciences for a waiver.

## Introduction

Northeast Iowa Community College is a community college serving the needs of area residents, businesses and industries. The college offers Associate of Arts degree and degrees in over 50 vocational and technical programs. The college has campuses located in Calmar and Peosta, Iowa with centers in Cresco, Dubuque, New Hampton, Oelwein, and Waukon.

NICC's mission is to provide accessible, affordable, quality education and training to meet the needs of our communities.

Historically, the Health Information Technology program opened at the Calmar campus in August 1988 and was accredited in 1990. The first class graduating class received their degrees

in May 1990. In fall 1996, the program offerings were expanded to include the Peosta campus. This August, the college will officially launch the HIT program with an online degree option. The online degree option is open to students who may or may not have previous experience in a health related field.

## **Health Information Technology Program**

The purpose of this program is to prepare students with skills and knowledge to obtain entry-level positions as health information technicians in a variety of health care settings.

Health information management is the profession that focuses on health care data and the management of health care information resources. Health information management represents a field of practice concerned with health related information and the management of systems to collect, store, process, retrieve, analyze, disseminate and communicate information related to the research, planning, provision, financing and evaluation of health services. A career in Health Information Technology combines the knowledge of and skills from the disciplines of medicine, information management, business, and computer technology within the healthcare industry. Those employed in health information management must possess the skills to ensure that personal health information is maintained in a manner consistent with current medical, administrative, ethical, legal, and regulatory requirements.

Graduates of an associate degree educational program are known as health information technicians. The American Health Information Management Association (AHIMA, 2003) defines Health Information Technicians as the persons “who work to ensure the quality of health records and health care data by verifying the completeness, accuracy, and proper entry into computer systems.” “They use computer applications to assemble and analyze patient data to improve patient care and control healthcare costs.” The tasks or functions performed by the health information technicians are numerous and continually changing within the work environment. The health information technician is a member of the health care team that assimilates information that provides quality patient care.

The tasks performed by the health information technician are determined by the job title and work setting. The most common functions these individuals perform include organizing, analyzing, and evaluating health information according to facility standards and regulatory guidelines; compiling data for administrative functions, abstracting data for health statistics. In addition, health information technicians specialize in coding diagnoses and procedures in patient records for reimbursement and research or they may supervise coding or other clinical data management functions. Other responsibilities include maintaining and using a variety of health information indexes, creating special registries for researchers, and storage and retrieval systems; input and retrieve computerized health data, and controlling the use and release of health information. Their task responsibility may also include general supervision of a health information department.

Health information technicians primarily are employed in hospitals, outpatient facilities, and long-term care. However, graduates have found employment in insurance companies, pharmacies, dental offices, peer review organizations, and hospital and/or state registries. In a

small facility, technicians may have a variety of responsibilities; while in a large institution, they may specialize in a particular function such as coding. Recent graduates of the HIT program in Calmar/Peosta have primarily obtained positions as medical coders/billing specialists. Other positions past graduates have obtained are trauma registrar, cancer registrar, clinical data specialists, and medical office clerks

### Quick Facts about the Program:

- The program takes two academic years (21 months) to complete for students attending full-time.
- Graduates receive an Associate in Applied Science (AAS) Degree upon successful completion of program requirements.
- Graduates with an associate degree are eligible to write the national certification exam for the Registered Health Information Technician (RHIT).
- Northeast Iowa Community College is accredited by the Higher Learning Commission, a member of the North Central Association.
- Northeast Iowa Community College participates in the Academic Quality Improvement Program (AQIP).
- The Health Information Technology Program (Associate Degree) is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). \* Domains, Subdomains, and Tasks of the HIM Associate Degree are provided later in this handbook!

### Who's Who on Campus

The NICC Student Planner and Handbook lists the key persons, email, and phone numbers of those persons involved in answering your questions about NICC. This includes student services, registrar, admissions, library services, learning center, financial aide, and advising. The following list provides a quick reference to full-time program faculty and key contacts at each campus.

Rhonda Seibert, RHIA, MS	Dean, Health and Human Sciences	Program Director, Health Information Technology	Ext. 337
Michele Grant, RHIT, CPC	Instructor	Peosta Campus	Ext. 246
Sarah Caddell, RHIT, CCS	Instructor	Calmar Campus	Ext. 278
Amanda Stortz, RHIT	Instructor	Calmar Campus	Ext. 345
Teresa Kurash	Department Secretary	Calmar Campus	Ext. 261
Liang Chee Wee	Provost	Calmar Campus	Ext. 469
Cindy O'Byron	Provost	Peosta Campus	Ext. 207

Telephone: (563) 562-3263 or 1-800-728-2256 (Calmar)

(563) 556-5110 or 1-800-728-7367 (Peosta)

Fax: (563) 562-4357

## **Curriculum**

The Health Information Technology program is a five-semester, 68.5 semester credit hour program. Successful graduates will receive an Associate of Applied Science Degree in Health Information Technology.

The program sequence begins every year in the fall semester. Students waiting to enter the program may begin general education or other preparatory coursework prior to the fall semester. The program is designed for students who may or may not have experience in a health related profession. The program is open to any person who desires to become part of a dynamic health care team.

The curriculum begins with introductory courses and expands on the student's knowledge base as they progress through the program. Since the program expands on a student's knowledge-base, there are pre-requisites required for some courses. Students need to work with their assigned advisor to ensure proper registration in courses.

## **Professional Practice Experiences**

Much of the Health Information Technology program consists of classroom/online-based instruction. The other component is Professional Practice Experience (PPE). In PPE, students will apply the knowledge learned to skills necessary in the health settings.

The program consists of two Professional Practice Experiences for a total of 4.5 credit hours (288 contact hours) of practicum. These experiences will include sites other than the hospital setting.

One of the most important requirements of PPE is the completion of criminal background and adult/child abuse registry checks prior to the practical experiences. Students who fail to complete these requirements will not attend PPE. Should the results from criminal and abuse background checks find a positive result, the results will be evaluated by the scheduled practicum site to determine whether or not the student can practice at that facility. A significant finding on these reports may impact the student's ability to progress through the program.

Should a clinical facility have other requirements prior to student placement, the student is responsible for complying with and paying for additional screenings. Changes in assigned PPE schedule will not occur based on site requirements. Additional information on PPE will be listed at the end of the handbook.

## **Admission Policies and Procedures**

NICC admits persons who can benefit from a program of study. Admission to the college does not mean admission to all courses or academic programs. Some students may be required to take preparatory work prior to beginning specific college classes. In addition, some programs may have specific requirements.

The application process consists of three steps:

- Submit a completed Application for Admission to the campus you plan to attend. The application is available online at [www.nicc.edu/futurestudents/admissions/apply/](http://www.nicc.edu/futurestudents/admissions/apply/) and click on “Future Students.” There is no application fee.
- Prospective students must complete a pre-admission placement test. The test used at NICC is ACCUPLACER and it is offered through the campus Assessment Centers and at the NICC centers. ACCUPLACER is computer-adaptive and is administered over the internet. It evaluates your reading comprehension, writing skills, and mathematic skills. For students out of district, arrangements can be made for ACCUPLACER testing at locations in your area. To schedule ACCUPLACER testing, call 563-562-3263, ext. 311 at the Calmar campus or 563-556-5110, ext. 226 at the Peosta campus.

ACCUPLACER testing may be waived by submission of one of the following to the campus Admission office:

ACT or other comparable test scores. Scores are valid for five years.

Applicable college coursework. Assessment requirements may be waived based on previous courses completed, credits earned, and the grades received. The Admissions office will need official college transcripts

- Submit a high school transcript/GED.

In addition to the College requirements for admission, the Health Information Technology program has an enrollment cap. All qualified applicants are accepted up to class size or placed on a wait list for entry.

Students wishing to transfer to the Health Information Technology program from other schools will only be admitted after granting permission to obtain information from the previous school. Comparable coursework based on an official transcript and corresponding course descriptions will be evaluated before acceptance. Acceptance to the program will be dependent on seat availability.

### **Program and Course Withdrawals**

1. Students who find it necessary to leave the program may do so after a conference with the counselor, program director, and/or department Dean. A student who chooses to withdraw from college should report his/her intentions to the instructor, dean, advisor, and counselor. They must complete a withdrawal form. *Once a student withdraws from the program, readmission is dependent on seat availability and program completion may be delayed.*
2. All NICC courses have a last day to withdraw. Students who depart from the college or a course without officially withdrawing before three-fourths of a course is completed may expect a failing grade.

3. Students requesting a course change after the fifth day of the term must work with their advisor to process this request. No new course registrations or course additions are allowed after the tenth day of the term with the exception of late start courses. See the NICC Student Planner and Handbook for more information.

### **Program Readmission**

Students withdrawing in good standing are eligible for readmission. A student who has been suspended or withdrawn needs to contact the Admissions office for appropriate readmission procedures.

All students entering the program have an educational plan that outlines the course of study for the program. Students who deviate from the original educational plan must complete an updated form with their advisor.

### **Tuition, Fees, and Program Costs**

Tuition charges and course fees are subject to change at the discretion of the NICC board. Generally, tuition increases occur at the start of fall semester. NICC tuition is the same for resident and nonresidents. The listed tuition and fees are based on the 2008-2009 academic year. Rates for the 2009-2010 academic year have yet to be determined.

Iowa Resident and Non-Iowa Resident Tuition: \$122.00 per credit hour  
Course Fees: \$13.00 per credit hour.

Other Program Costs—Expenses vary depending on specific program requirements (such as textbooks and classroom needs).

#### **The following are additional expenses in the Health Information Technology Program**

- A complete physical examination and updated immunizations are required for all students prior to the start of professional practice experience. Costs are dependent on provider costs for these services and the number of immunizations required. Estimated costs can range from \$125.00 and higher dependent on the services and immunizations needed.
- A criminal background check and/or child/adult abuse registry checks are required for the program. Fees for background checks can vary from state-to-state. In Iowa, criminal background checks are \$5.00 per name listed if requests are submitted manually. Online inquiries through the college are \$20.00 per student. Other states may have different fee schedules. In addition, a professional practice site may require a national or another state specific criminal background check. All background check expenses are the responsibility of the student.
- All Health Information Technology students are required to be student members of the American Health Information Management Association. Fees for this are currently \$35.00 per

year for students who join via the AHIMA website. Students must maintain their membership throughout the duration of the program. To apply/renew membership online go to:  
<http://www.ahima.org/membership>

- Name tags. All students will be required to wear name tags that are to be worn at Professional Practice Experience sites. These are currently provided free of charge through the NICC student life office.
- Drug screening. NICC does not perform or require drug screening for college or program admission. However, a professional practice experience site may require students to undergo testing prior to acceptance at the facility. All expenses related to drug screening are the student's responsibility. Changes in site will not be made on the basis of this requirement.
- Health insurance. Proof of major medical insurance coverage is not required by NICC for admission to the college or program. However, a professional practice experience site may require students to provide proof of health insurance coverage. All expenses related to proof of insurance is the student's responsibility. Changes in site will not be made on the basis of this requirement.
- Travel, lodging, clothing, or any other expense related to Professional Practice Experience is the responsibility of the student.
- IaHIMA state meeting. Attendance at the IaHIMA state meeting is a component of the HIT program. Students will be responsible for registration and other costs at this event unless otherwise noted. For online students who are not able to travel to students, an alternate professional experience will be required.
- Field Trips. Field trips may be used in an effort to provide educational experiences unavailable on campus. Any costs incurred with field trips are the responsibility of the student. School-owned fleet vehicles may be used if available.
- Certification Examination for the Registered Health Information Technician (RHIT). The application fee for the examination is the responsibility of the student. The student must file the application and the student pays the examination fee. The examination is currently offered via computerized testing at designated testing sites throughout the United States. The HIT program staff will review application details with the students prior to their completion of the program.

### **Tuition and Course Fee Refund**

Students who wish to cancel their registration or drop a course must notify the Student Services Office before the first day of the term or class to avoid tuition/fee assessment. Student who withdraw from NICC or drop a course may be eligible for a tuition or course fee refund. These are based on the start date of the course. Calendar days, less holidays and weekends, are used for refund calculation.

The NICC Student Planner and Handbook has a breakdown of refund percentages based on calendar days after the start of the course. Please reference this handbook for more information.

## **Financial Aid**

Financial Aid programs are available at NICC. Students who possess a high school diploma, GED, or who can demonstrate an ability to benefit, may apply for financial aid. Financial aid is offered through coordination with federal, state, and other agencies, assistance is available through grants, loans, student employment, scholarships, and sponsorships. Please see the NICC Student Planner and Handbook for more information on eligibility and types of financial aid.

The NICC Financial Aid Office sends announcements and notifications regarding satisfactory academic progress, loans, awards, and other important financial aid information via the students NICC Xpress email account. It is the student's responsibility to reach their NICC Xpress email regularly.

## **Transfer of Credits**

The college accepts credits from other accredited colleges and universities in which a minimum grade of C- has been earned. Courses which correspond to an equivalent course at NICC are transferred at face value and may be used to fulfill program requirements. Transcripts from transferring institutions will be evaluated for the student's current academic program requirements. Should a student change programs, an evaluation will need to be completed for the new program.

In the event of a question as to the equivalency of a course, it is the student's responsibility to provide the college with a course description or syllabus. Students requesting a credit transfer need to provide the college with an official transcript. Courses completed over five years ago may be transferred at the discretion of the academic dean. There is no charge for credit granted through transfer. Grades in course transferred are not computer in the GPA.

## **Credit for Military and Life Experience**

Credit may be granted to veterans for educational experiences completed in the Armed Forces of the United States or for college work completed through the United States Armed Forces Institute. Please reference the NICC student planner and Handbook for more information.

NICC provides for the earning of credit through life experience. Students who are able to demonstrate skills and competencies prior to enrollment in a given course may be eligible for credit for their life experience (CLE). The CLE must demonstrate that the student has mastered all competencies covered in a specific course, all credit earned must be directly related to the identified NICC course for which the student is seeking credit. The evaluation of such an achievement will be determined by faculty familiar with the discipline in which the student is seeking credit and must be verified by experiences that can be an observed demonstration of competence, written or oral examination, and/or documentation from a current or past employer.

Students seeking CLE should contact their advisor or the appropriate dean. General education

courses and any course in which the student could have the option of completing a College Level Examination Program (CLEP) to obtain credit are not eligible for life experience credit.

A maximum of 18 credits for life experience is allowed. Course credit is at the discretion of each individual department and is limited to the courses within that department. Course per credit hour for credit for life experience is \$10 per hour. Credit for Life Experience classes is documented on the official transcript with a letter of "L."

*Credit for life experience, although counting toward a student's degree requirements, may not transfer to another institution. Students are recommended to contact the institution and inquire into the transferability of the CLE credits.*

### **Advising and Registration**

Once accepted, students are assigned an academic advisor who will help them with their plan of study for graduation, assist with registration, and help to resolve academic difficulties. An education plan is used to plan courses for future semesters and can be found on the NICC website: <http://web.nicc.edu/EdPlans/> . Students can also track their academic progress through the Xpress portal. By accessing "Web Tracks for Students", the student can select "Program evaluation," to identify which courses are needed for graduation.

### **Student Grievance Procedure**

In the event that a concern arises with a faculty, every effort should be made by the student to resolve the concern with the instructor of the course. A student who feels that the concern has not been resolved should contact the department dean.

If you have a grievance because of a grade received, an academic problem, or a situation in which you feel you have been treated unfairly, you may follow a step-by-step procedure which could involve the instructor and/or college administrators. All attempts should be made to resolve the concern with the employee in questions. Copies of procedures are available through the office of the campus Provost.

### **Statement of Nondiscrimination**

Applicants for admission, students, parents of students, and sources of referral of applicants for admission to Northeast Iowa community College are assured that it is the policy of the institution not to illegally discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Right Act, Title IX of the 1972 Education Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and Section 601A of the Iowa Code.

## **Drug-Free Policy**

The unlawful possession, use or distribution of illicit drugs and alcohol by students (regardless of the length of the student's program of study) on the property of Northeast Iowa Community College or as part of any of its activities will subject the student to immediate disciplinary action, up to and including expulsion and referral for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program. The college complies with all the requirements of the Drug Free Workplace Act of 1989, P.L. 101-226.

## **Accommodation Statement**

Northeast Iowa Community College is committed to the equal provision of education for all students. Any student who needs accommodation because of a physical or learning disability is encouraged to contact the coordinator of Developmental Education, at 563-562-3263 or 800-728-2256, ext. 258 for assistance at the Calmar Center or contact Connie Swift, coordinator of Developmental Education, for assistance at the Peosta Center.

## **Academic Dishonesty and Cheating**

Academic dishonesty is not tolerated in any course at NICC. Plagiarism and are forms of cheating are examples of dishonesty and will result in consequences. As you progress through your coursework, remember that plagiarism is defined as:

- Use of direct quotes without quotation marks or text citation
- Paraphrasing without credit to the source
- Presenting someone else's ideas as your own without proper citation
- Submit material developed by someone else as your own
- Submit a paper or homework for which so much help was received that the results/writing is significantly different from your own writing

Cheating can include, but is not limited to copying someone else's work, allowing other students to use your work, passing or sharing test answers to another student either before, during, or after an exam.

The college does subscribe to turnitin.com. This web-based program allows instructors and students to submit samples of work for an assessment of plagiarized material. Students are encouraged to utilize this feature as a method to ensure proper citation of submitted work. For more information, you may contact the Burton Payne Library at the Peosta campus or the Wilder Library at the Calmar campus. You may also learn about this web site by accessing [www.nicc.edu](http://www.nicc.edu) and clicking on Services and Resources on the home page. Click on the Library link and select "Research Help."

## **General Information for Health Information Technology Students**

- The College compiles a list of available housing in various communities within proximity of campus. The cost of housing will vary depending upon the services provided, such as meals and laundry. Housing information may be obtained from Student Services.
- A full-time student should plan on attending classes on campus or online as well as professional practice experiences at assigned health care facilities throughout the NICC district and beyond.
- Students who must be employed for salary and who are enrolled in more than 12 credit hours per semester are advised to work no more than 20 clock hours per week. It is expected that students attending face-to-face classes will arrange their work schedules around current class schedules.
- Students will be required to sign a confidentiality statement to ensure the safeguard of health records used in classroom activities/projects as well as other protected health information they may encounter in program activities.
- Students will be required to complete HIPAA confidentiality training provided by NICC.

### **Attendance**

Regular attendance and punctuality are encouraged for all classes. Attendance is the responsibility of the individual student. Attendance requirements may affect Veterans and/or other financial aid benefits. Please reference your NICC Student Planner and Handbook for details. Attendance records are maintained by faculty for face-to-face classes each day. Attendance in an online course includes active participation in the course room as and is monitored through login activity.

- When a student is absent, he/she is responsible for obtaining the information missed. If the student misses an exam, arrangements to make-up the exam must be made with the instructor. Instructors are not required to provide make up exams. The instructor of each course will give the student specific policies for testing and make-up testing to you.
- If a student is unable to attend class, it is recommended that he/she should report his/her absence each day, stating name and reason for absence. Students can call or e-mail instructors at the numbers/address provided in the course syllabus for the class. Voice messaging is available to students if the instructor is away from his/her office.
- All absences and tardiness for class and professional practice experiences are documented in the faculty records.
- Children and other designated friends and/or family may not attend classes with students.

- Students who return to didactic and/or professional practice experiences after delivery, surgery, infectious or major illnesses must bring a release slip from a medical doctor approving functioning in the student role. The College is not responsible for the exacerbation of illness, injuries, or infectious contact.

**Testing**

Tests are given throughout each course. Whether you are in an online class or face-to-face you are responsible for reading the course syllabus or course calendars to understand the instructor’s policy for testing. Online testing is used as much as possible in online courses. In the event a proctor is required, the instructor will provide information on scheduling a proctored exam. Any fees charged for a proctored exam outside of NICC are to be paid by the student.

**Grades**

Health Information Technology students will be evaluated in classroom theory, class participation, projects/outside assignments, and professional practice experiences. NICC requires a 2.0 cumulative grade point average for graduation. All Health Information Technology specific courses require a minimum grade of C- to be successful. Students falling below a C- are required to repeat the course and may not be able to progress in the program until stated pre-requisites are met.

Students who are unsuccessful in course may also face academic and financial aid probation.

Students are encouraged to conference with their instructor to discuss any grading or classroom concerns. These conferences should be initiated by the students. The Xpress grading system is used by many NICC faculty. Students need to monitor their progress in Xpress and contact the instructor as soon as any concerns are noted.

Generally, grades are assigned as follows:

- The instructor will provide the grading criteria to students at the beginning of each course. These are found in the course syllabi.

Health occupation courses utilize the following grading scale on a four point grading system. Plus/minus grades are used within these percentages.

Percentage	Letter Grade	Grade Point
100-93	A	4
92-86	B	3
85-78	C	2
77-70	D	1
69 >	F	0

To compute the GPA : Total the grade points and divide by the number of credit hours attempted.

Examples: A student earns a total of 38 in Grade Points in one semester and attempted 12 credits.  $38 \div 12 = 3.17$  GPA

A temporary grade of "I" (incomplete) may be given for work that is not completed when the student is passing at the time of request but special circumstances beyond the student's control prevent completion of the course. It is not used to give a failing student an opportunity to re-do unsatisfactory work or to allow more time to complete the work when the reasons for the delay have been within the student's control. In general, failing the final exam or project or not submitting coursework as a result of inadequate preparation or learning are not valid excuses.

To qualify for an Incomplete, the student must complete an Incomplete Contract Agreement. Failure to complete the course as indicated will automatically change the grade to "F."

If a student completes an Incomplete Contract Agreement for a course that serves as a pre-requisite for an advanced level course, they will not be allowed to enroll in the advanced course until the incomplete is resolved.

### **Course Final Grade Appeal Process**

Problems with a final course grade must be discussed with the instructor(s) of the course in which the student is registered. Students have 45 days of the start of the next semester to initiate an appeal. Information concerning this process is located in the NICC Student Planner and Handbook. A copy of the Final Semester Grade Appeal Process may be obtained from the Provost Office.

### **E-mail and Internet Access**

All registered students are provided with an e-mail account and Internet access. Should you need assistance with activating your account or accessing the Internet please contact your instructor. Individual passwords are assigned for all registered students; please do not share your password with other students. Students are expected to follow computer use guidelines required by the college. The college uses a portal system called "Xpress". With Xpress you can get the latest news from NICC, register for courses, complete online courses, email, view grades, view transcripts, gather financial information, and many other features.

Off campus students can use Xpress at anytime. After connecting to the Internet and launching a web browser key, use the following url: [xpress.nicc.edu](http://xpress.nicc.edu). Once this is completed the student can use the NICC Xpress Portal via his/her log in ID and password.

Students enrolled in online classes must complete mandatory training for online use. Once successfully completed, the student does not need to complete the training again.

Students enrolled in online courses must have compatible software with NICC. Course registrations will indicate the software needed for a given course.

## **ICN Courses**

The Iowa Communications Network (ICN) is a two-way interactive fiber optic network used throughout the state for distance education. Using the ICN system, students see and hear the instructor and the instructor can see and hear the students. Health Information Technology may have course offerings via the ICN. The ICN room is in the Trades and Industries Building on the Calmar Campus and in the main building on the Peosta campus.

## **Professional Associations**

American Health Information Management Association (AHIMA) - A national association of health information professionals. Health Information Technology students are required to obtain student membership. As part of their membership, students will receive the Journal of AHIMA, have use of FORE Resources and access to the AHIMA website. Students need an AHIMA membership to apply for IaHIMA scholarships. An AHIMA membership will reduce the student cost to attend the state meeting and to write the certification examination for the RHIT.

Iowa Health Information Management Association (IaHIMA) - Student membership of this organization is provided with membership through AHIMA. Students are eligible to attend business and educational meetings of IaHIMA, but are not be entitled to vote, nor to serve as a member of the Board of Directors, committee chairperson, committee member or delegate of IaHIMA. Registration for the annual IaHIMA meeting is provided to the student at reduced cost. Costs of the state meeting are the responsibility of the student unless otherwise noted.

## **NICC Student Organizations**

The NICC Student Planner and Handbook lists several clubs and organizations that students may be able to participate. One notable organization on campus includes the Phi Theta Kappa Honor Society. Full-time students with a cumulative GPA of 3.5 are eligible and will be invited to join the Phi Theta Kappa Honor Society once 12 credit hours are obtained. This society participates in leadership, scholarship, and service activities on campus and students who continue his/her education after graduation may be eligible for transfer scholarships through PTK.

## **Program Goals**

The Health Information Technology Program has four overall goals:

1. To prepare competent entry-level health information technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To provide an up-to-date curriculum and resources that prepares students for entry into the profession.

3. To provide qualified faculty and promote faculty professional development opportunities.
4. To respond to the HIT community of interest in meeting work force and continuing education needs.

### **Graduate Survey for Health Information Technology Students**

The program periodically surveys its Health Information Technology graduates. Please respond to the surveys. The results of these surveys assist in program evaluation and curriculum development. Program evaluations contribute to the continued accreditation of the HIT program. The HIT program encourages its graduates to maintain their current mailing address with NICC.

### **Portfolio Development**

Students in the Health Information Technology Program are required to complete a portfolio as they progress in the program. More information will be provided in the handbook as to the details. Portfolios can be used as an available resource in the job search process!

## Health Information Technology Portfolio

Definition: Purposeful collection of student's work that exhibits the student's efforts, progress and achievements in one or more areas over a period of time.

Your portfolio can be used for:

- Job interviews
- Scholarships/awards
- Documenting student learning
- Grades/assessment
- Feedback on learning performance

The purpose of your portfolio:

- Learning to evaluate one's own work is an important goal for students
- Teaches you to communicate with different audiences

What goes into a program portfolio?

- A collection of a student's work selected to serve a particular purpose
- Students best work
- Examples from each of the several categories of work

Each portfolio is unique, but all include gathering, organizing, and presenting. All are based on documented evidence.

A Health Information Technology portfolio should include:

- 1) Student Introduction: Autobiography page.
  - a. Your autobiography page should include your goals for future achievement.
- 2) Mission Statement/Introductory page:
  - a. Mission statement—a short description of the general purpose of your portfolio.
  - b. Introductory page—this is the table contents of your portfolio
- 3) Assignments—You will need at least one assignment from each of the following classes. You may include as many assignments from each class as you like.

Classes:

Health Records Management	Health Care Delivery Systems
Legal Aspects of Health Information	Advanced Coding and Classification
Reimbursement Methodologies	Introduction to CPT
Introduction to Medical Coding	CPT-4 Coding
Health Information Systems	Health Statistics
Quality Management of Organizational Resources	Comparative Records
Reimbursement Methods	Professional Practice Experience I and II
Principles of Disease	Seminar

You may also wish to include writing and other examples from your general education and computer courses.

Stipulations:

1. Your assignment will be chosen by you. Instructors may give you recommendations on certain assignments. Once your assignment is handed back to you with corrections, you need to make changes and put the revised assignment in your portfolio.
  2. You then need to write a written reflection with each assignment. This reflection should state why you chose the assignment and then also include a self-evaluation. (i.e. can include what you accomplished from the assignment, how it met your objectives or goals.)
- 4) Profile—This section will include a cover letter, resume and references.
- 5) CEU's (continuing education units)—This section is for the student to keep documentation of meetings and/or seminars they attend that could be used for Continuing Education credits.
- 6) Copy of Degrees/Awards/Certificates of Achievements—This section is for the student to keep a copy of their degree from NICC. After the student passes the RHIT exam they can make a copy of their certificate and place it here also.
- 7) Metacognitive essay—This is an evaluation the student composes to let the instructor know how they felt they performed. The student reflects on their growth and what they learned as a student. They can state their weaknesses and strengths as they went through the program.

The portfolio will have seven sections as listed above. Section 3 will be the biggest sections and you may want to subdivide. Section 5 many not be completed until you graduate, but if you attend meetings (IaHIMA) you may place this information here. Section 6 will not be completed until you graduate, unless you are inducted to organizations or receive awards as a student. You need the applicable sections (determined by your instructor) completed in your portfolio for a grade. The HIT portfolio will be given a grade in the HIT seminar course.

## Education Plan (Sequence of Courses)

3/09 Calmar/Peosta

Northeast Iowa Community College  
**Health Information Technology (AAS)**  
 Educational Plan  
 2009-2010

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Term and Year Started: \_\_\_\_\_

Graduation requirements for the Health Information Technology program are listed below along with any prerequisites. To earn a degree, students must complete all course work and attain a minimum of a "C-" in each course. A minimum 2.0 cumulative GPA is required for graduation.

### HIT Advising Concerns:

1. Students who enroll in Human Anatomy and Physiology I and II are NOT required to enroll in the lab. HOWEVER, the student should be advised that if they plan to transfer to a four-year institution, they may need the lab component as part of admission and/or course requirements. Students may also enroll in the lab if they feel it will benefit their comprehension of course material. It is recommended that students enroll, if possible.
2. PLEASE check the assessment scores for arithmetic math skills. Qualifying scores equal to Prealgebra is required for Health Statistics.
3. HIT students are encouraged to double major in transcription should they wish a transcription course, or they may enroll in transcription as an additional course, if desired.

\*Course may be taken before beginning program sequence.

\*\*Course may be taken during any semester (including summer term)

### Term 1 - Fall

Course #	Course Title	Cr.	Prereq	Sem/Year	Grade
BCA:112	Introduction to Data Processing	3			
BIO:165	* Human Anatomy and Physiology I	3	BIO:112, BIO:157, CHM:110, or SCI:001		
ENG:105	**Composition I	3	Qualif. placement score or ENG:021		
HIT:140	* Medical Terminology	4			
HIT:320	* Health Records Management	2			
HIT:330	*Health Care Delivery Systems	2			

### Term 2 - Spring

Course #	Course Title	Cr.	Prereq	Sem/Year	Grade
BIO:170	* Human Anatomy and Physiology II	3	BIO:165		
HIT:120	Pharmacology for HIT	1	HIT:140		
HIT:165	Principles of Diseases	4	BIO:157 or BIO:165; and HIT:140		
HIT:215	Introduction to CPT	2	BIO:157 or BIO:165; and HIT:140, HIT:320. Pre-/coreqs: BIO:165 or BIO:170; and HIT:165		

HIT:230	Introduction to Medical Coding	3	BIO:157 or BIO:165; and HIT:140, HIT:320. Coreqs: BIO:165 or BIO:170; and HIT:165		
HIT:420	Legal Aspects of Health Information	2	HIT:320, HIT:330		
HIT:540	Professional Practice Experience I	1.5	BIO:157 or BIO:165; and HIT:140, HIT:320, HIT:330. Coreqs: HIT:215, HIT:230, HIT:420		

### Term 3 - Summer

Course #	Course Title	Cr.	Prereq	Sem/Year	Grade
BCA:212	**Introduction to Computer Business Applications	3			
***	**Social Science Elective	3			

### Term 4 - Fall

Course #	Course Title	Cr.	Prereq	Sem/Year	Grade
HIT:240	Advanced Coding and Classification	3	HIT:165, HIT:230		
HIT:280	CPT-4 Coding	3	HIT:165, HIT:215		
HIT:292	Reimbursement Methodologies	2	HIT:215 HIT:230		
HIT:351	Health Information Systems	2	BCA:212, HIT:320, HIT:330, HIT:540; Coreqs: HIT:240, HIT:292		
SPC:112	**Public Speaking	3			
MTR:109 XXX:xxx	Introduction to Medical Transcription <b>OR</b> General Education Elective (transfer-level)	2 3	Pre-/coreqs: HIT:140, HIT:320		

### Term 5 - Spring

Course #	Course Title	Cr.	Prereq	Sem/Year	Grade
HIT:340	Comparative Records	2	HIT:320, HIT:330		
HIT:445	Quality Management of Organizational Resources	4	HIT:240, HIT:280, HIT:290, HIT:351, HIT:540		
HIT:450	Health Statistics	2	Qualif. placement numerical scores or MAT:053; and HIT:320, HIT:330		
HIT:541	Professional Practice Experience II	3	HIT:240, HIT:280, HIT:292, HIT:351, HIT:540; Coreqs: HIT:340, HIT:445, HIT:450		
HIT:946	Seminar	2	HIT:540; Coreq: HIT:541		

\*\*\*Social Science Electives:

PSY:111 Introduction to Psychology	3 credits
PSY:112 Psychology of Human Relations	3 credits
SOC:110 Introduction to Sociology	3 credits

## Health Information Technology Course Descriptions

\* Course also utilized in Coding Specialist program

# Course also utilized in Medical Transcription program

Catalog #	Course Descriptions	Credit
HIT:140 *#	Medical Terminology – The study of medical terminology as the language of medicine with emphasis on spelling, pronunciation, and usage. (64/0)	4
HIT:320 *#	Health Records Management – Explores the role of the health information professional in the management of health records. Introduces principles of health data purpose, content and structure, numbering and filing systems, storage and retention methods, forms construction and design, primary/secondary records, and indexes and registers. Examines purpose of accreditation and regulatory standards in development of health record practice guidelines and the evolving role of computerized applications. (16/32)	2
HIT:330 *#	Health Care Delivery Systems – Introduces professions in health information and the role served in the delivery of health care services. Explores healthcare delivery methods, types of organizations and providers, allied professions, regulatory control, and financing. Introduces the impact of technological changes and governmental regulations in the formulation and maintenance of health information. (32/0)	2
HIT:420 *#	Legal Aspects of Health Information – Course is a study of the healthcare privacy, confidentiality, legal and ethical issues surrounding the health record in relationship to the implementation of legal and regulatory requirements related to health information infrastructure. (32/0).	2
HIT:445	Quality Management of Organizational Resources—Emphasizes performance improvement in health care settings and the role of the health information professional in quality improvement, utilization management, credentialing, and risk management. Course includes simulations of quality assessment and utilization functions, the impact of accreditation status, and the role of quality improvement in Health information services. Includes applications of commonly used quality improvement methods in the identification and analysis of work processes. Reviews areas relevant to health information department management including organization of functions, budgeting, policy and procedure creations and personnel management. (48/32)	2
HIT:450	Health Statistics –Compute and interpret healthcare statistics and introduce students to Institutional Review Board policies and processes in healthcare research. (28/8)	2
HIT:215	Introduction to CPT—An introduction to the use of CPT classification system with emphasis on coding in the physician office for the purpose of reimbursement. (24/16)	2
HIT:120 *#	Pharmacology for HIT-- Course provides an introduction to common drugs and drug therapies as they relate to the field of health information technology. It includes accurate identification of drug names, spelling, and indication for usage. (16/0)	1

HIT:351 *	Health Information Systems – Explores concepts of computer technology related to health care for the collection, storage, and retrieval of health care data. Course will explore software applications utilized in the delivery of health information services. (24/16)	2
HIT:230 *	Introduction to Medical Coding --An introduction to the use of the ICD-9-CM classification system with applications using coding scenarios. (32/32)	3
HIT:240 *	Advanced Coding & Classification– Presents advanced components of the ICD-9-CM classification in the health care systems. (32/32)	3
HIT:165 *#	Principles of Disease – Course is a focus of essential concepts of disease processes in relationship to the etiology, pathogenesis, pathology and treatment. (64/0)	4
HIT:340	Comparative Records – Examines the regulations, data sets, and documentation requirements in comparative health records. Includes LTC, home health, hospice, mental health, substance abuse, rehabilitation, and other settings in relation to health information management requirements. (32/0)	2
HIT:292 *	Reimbursement Methods – Examination of coding classifications systems in relation to health care reimbursement. Course will examine coding compliance, auditing and classification systems. Course will introduce student to reimbursement methodologies in the inpatient and outpatient setting. Billing procedures related to charge master maintenance, claims submissions and review, and regulatory monitors will be explored. Introduces students to billing procedures and requirements for the CMS-1500 and UB-92 claims submission form (24/16)	2
HIT:280 *	CPT-4 Coding—Course will include principles of Health Care Procedural Classification System Coding (CPT_4). Course includes advanced case study applications. (32/32).	3
HIT:946	Seminar – Capstone course that emphasizes professional development activities in preparation for future employment. (16/32)	2
HIT:540 *	Professional Practice Experience I – Supervised professional practice experiences that enable the student to apply theory from health information coursework in relation to health record analysis, retention, retrieval, and processing guidelines as applied in the health care environment. (96 coop hours).	1.5
HIT:541	Professional Practice Experience II – Supervised occupational experiences in a cooperating agency providing application of advanced classroom theory. (192 Coop hours)	3

## Professional Practice Experience Overview

### HIT Professional Practice Experiences

Students enrolled in the Health Information Technology program are required to complete PPE. These courses contain practical experience in health information processes. All students have, as part of the curriculum, learning experiences in various health care facilities such as hospitals, ambulatory/physician clinics, correctional facilities, nursing homes, and other related health care providers. This experience gives students the opportunity to apply that knowledge that has been acquired in the classroom to real life situations. The experience will look at the knowledge, skills, and attitudes of the student.

The following is an overview of PPE:

- 1) The curriculum requires two practicums. Professional Practice Experience I consists of 96 hours and Professional Practice Experience II consists of 192 hours. These experiences are completed at sites that are approved by the NICC PPE coordinators and program director.
- 2) Students must remember that the health care facility is cooperating with the college to provide the necessary experience for learning. The student is a **guest** of the facility and must conduct him or herself in an appropriate manner. The student must observe any special rules and regulations applicable to those who work for that facility. In addition, the Colleges' general code of conduct is applicable at the practice site. The Code of Conduct is available in the NICC Student Planner and Handbook.
- 3) Students in Professional Practice Experience with the odor of alcohol on their breath will not be allowed to stay. The NICC PPE instructor and the Department Dean will be notified and the student will be sent home. Students found to have a potential drug or alcohol related issues will be further advised to seek assistance. A misconduct charge may be filed in connection of any substance abuse during PPE.
- 4) Each student **MUST** have a completed physical exam with included immunizations on file prior to clinical assignment. PPE sites may require students to bring this documentation to the facility. Required immunizations and screenings include:
  - Tuberculosis screening—Initial 2-step followed by yearly testing.
  - Varicella vaccination or documentation of immunity or titer
  - Evidence of 2 MMR's (measles, mumps, rubella) or evidence of titers for each disease
  - Polio
  - Diphthera/Pertussis/Tetanus or current Tdap
  - Influenza vaccination with yearly documentation
  - Students can decline to receive Hepatitis B and meningitis vaccine

- 5) Each student must have completed criminal background and registry checks prior to clinical assignment. Should a positive response be learned; the facility site will determine acceptance of the students. Students with positive responses may not be able to complete program requirements should a facility refuse to allow a practicum experience based on the information provided. The program will attempt to place a student twice and if both sites refuse placement, the student will be withdrawn from the course and advised on other career options.
- 6) In the course of service in PPE I or II, students are not to be substituted for staff and students are NOT to be paid/reimbursed by the facility for any PPE hours. Once a student has demonstrated proficiency with a task, they may be permitted to perform tasks with careful supervision.
- 7) Students will be queried as to the top three choices for PPE sites. This process does not guarantee placement at a site, but does provide the PPE coordinators a starting point for placement. PPE schedules and sites will be distributed to students prior to the start of the clinical experience and only after all students have been placed.
- 8) Students may not change/switch sites once they are assigned. Concerns and/or conflicts with an assigned PPE site should be addressed with the PPE instructor.
- 9) Students are required to be at the assigned practicum site at the time determined by the health facility and the instructor. The assigned hours will be in accordance with the actual working hours in the clinical site.
- 10) Students may have more than one site assigned for a PPE experience. This can depend on the setting and the experience the facility can offer.
- 11) The PPE site supervisor is responsible for providing experiences for students in each assigned area. Students may work under several staff during the course of experience.
- 12) Students may be employed in the facility outside regular education hours provided the work is limited so it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations.

### **Student Responsibilities during Professional Practice Experiences**

1. Student shall conduct him/herself in accordance with the rules, regulations, and procedures governing other employees of the Health Care Facilities. This includes being respectful of the facility and its employees.
2. Student is responsible for his/her own transportation to and from the Professional Practice Experience site. The student may be required to travel long distances so it is important that dependable transportation is available. The student is responsible for all costs related to transportation.

3. Student is responsible for food and lodging expenses associated with professional practice experience.
4. Student shall perform job functions as agreed upon by the supervisor of the PPE site and the NICC Professional Practice Experience instructor. Students need to be prepared and ready to work on assigned duties.
5. The student is responsible for contacting the PPE supervisor and the NICC Professional Practice Experience instructor in case of absence or arriving late. Time must be made up for any absence.
6. The student shall understand that Professional Practice Experience time is unpaid.
7. The confidentiality statement signed at the beginning of the student's course of education is in effect during the entire Professional Practice Experience. In addition, violations of the confidentiality statement and guidelines may result in immediate dismissal from the program. The success of our practice site experiences depends on the student's conduct and ability to maintain patient confidentiality.
8. Students involved in a hospital and/or clinical agency incident reports are to be described in full and signed by the student and clinical supervisor.
9. Students should provide the Professional Practice Experience site supervisor a listing of his/her home phone, address, and emergency contact.

#### **Unacceptable behaviors at Professional Practice Experience**

1. Inappropriate disclosures about patients, staff, students, physicians, or other personnel of the facility.
2. Dishonest or immoral behavior.
3. Failure to treat any patient, staff, student, physician, or other personnel of the facility with respect.
4. Failing to obey facility safety rules, (i.e standing on chairs)
5. Failing to meet scheduled commitments such as arriving late, asking to leave early, extended breaks, long lunch, or excessive absenteeism.
6. Sleeping.
7. Conducting personal business with the use of facility equipment: personal copies, Internet browsing, use of social networking sites.

8. Use of cell phones during scheduled work hours.
9. Smoking in unauthorized areas (Assuming the student has a practicum in a state that allows designated smoking areas on business grounds).
10. Using obscene, foul, or intolerant/insensitive language.
11. Use of alcohol or drugs or under the influences of alcohol or drugs at the practicum site.
12. Threatening behavior to any person.
13. Any type of discrimination or harassment because of race, gender, age, disability, religion, or sexual orientation.

### **Dress Code**

All students are asked to be neat and clean in appearance as part of their personal professional development. Students may wear regular street attire during class periods.

#### **Professional Practice Experience Dress Code**

1. All students must wear appropriate office attire. All students will be required to wear the adapted department uniform, when applicable, at Professional Practice Experience. Clothing must be clean. Appropriate office attire includes appropriate footwear.
2. Name badges must be worn while on the practice site. These are available through student services.
3. Makeup must be conservative in nature and colognes/perfumes should not be used while at Professional Practice Experience sites.
4. Hair must be neat. Beards and mustaches should be neatly trimmed and not excessive in length.
5. Length of dresses and skirts must be in good taste.

### **Channels of Communication**

- A. Individual or group student problems with a course must be discussed with the instructor(s) of the course in which the students are registered.
- B. If the problem concerns the professional practice experience of the student, the instructor must be consulted.
  1. If further assistance is needed, the student and the instructor will meet with the professional practice supervisor and the Department Dean as necessary.

2. If you have a grievance because of a grade received, an academic-related problem, or a situation where you feel you have been unfairly treated, you may follow a step-by-step process to review these concerns. Information for these can be obtained through the Department Dean's office or the Provost's office.
3. Individual or group concerns that are unrelated to a course that affect the student(s) should be discussed with the department dean. This can be done any time a concern arises.

### **Professional Practice Experience Grading**

1. Professional Practice Experience evaluation is based upon performance and attendance in the clinical areas according to Domains, Subdomains, and Tasks for Registered Health Information Technicians.
2. Students are to attend Professional Practice Experience assignments in order to meet the objectives of the course.
3. Professional Practice Experience performance is graded on a letter grade basis. When a student achieves a fail, (D or F) in a site, he/she will not be allowed to register for another Professional Practice Experience until the course has been repeated.
4. Each student is to be evaluated and notified in writing if he/she is doing unsatisfactory work in any area. These students will be notified in writing of their standing.
5. Any student who consistently receives an unsatisfactory evaluation reports from the PPE site supervisor will receive an "F" for the course. Due process procedures will be followed.
6. The health care facilities, with the school's approval, may request withdrawal of any student from clinical experiences in their institution if his/her work has a detrimental effect on its staff. Students will be given the opportunity to meet with the faculty and other interested parties to discuss the problem before any final action is taken on grade assignment.
7. Students in Professional Practice Experience will have additional assignments/projects to complete. Students are to use the Xpress portal for submission of postings.

### **HIPAA Awareness Education**

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is federal legislation dealing with the portability, privacy, and security of a person's health information. Complying with HIPAA rules is mandatory! Failure to comply may lead to fines for each violation. There are also criminal penalties that could occur. The college requires HIPAA awareness education for all students in health programs requiring a practicum/clinic experience prior to the first scheduled practicum. A signed certificate of attendance and understanding of HIPAA regulations will be placed in each student's file.

## Competencies for the Associate Degree Program In Health Information Technology

### I. Domain: Health Data Management

#### A. Subdomain: Health Data Structure, Content and Standards

1. Collect and maintain health data (such as data elements, data sets and databases).
2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.
3. Apply policies and procedures to ensure the accuracy of health data.
4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries and/or databases.

#### B. Subdomain: Healthcare Information Requirements and Standards

1. Monitor and apply organization-wide health record documentation guidelines.
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.
3. Report compliance findings according to organizational policy.
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
5. Assist in preparing the organization for accreditation, licensing and/or certification surveys.

#### C. Subdomain: Clinical Classification Systems

1. Use and maintain electronic 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 DRG, APC, and so on.
5. Adhere to current regulations and established guidelines in code assignment.
6. Validate coding accuracy using clinical information found in the health record.
7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. ICD-10-CM, SNOMED, etc.).
8. Resolve discrepancies between coded data and supporting documentation.

#### D. Subdomain: Reimbursement Methodologies

1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
2. Support accurate billing through coding, chargemaster, claims management and bill reconciliation processes.
3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative
4. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.

### II. Domain: Health Statistics, Biomedical Research and Quality Management

#### A. Subdomain: Healthcare Statistics and Research

1. Abstract and maintain data for clinical indices/databases/registries.
2. Collect, organize and present data for quality management, utilization management, risk management, and other patient care related studies.
3. Compute and interpret healthcare statistics.
4. Apply Institutional Review Board (IRB) processes and policies.
5. Use specialized databases to meet specific organization needs such as medical research and disease registries.

**B. Subdomain: Quality Management and Performance Improvement**

1. Abstract and report data for facility-wide quality management and performance improvement programs.
2. Analyze clinical data to identify trends that demonstrate quality, safety and effectiveness of healthcare.

**III. Domain: Health Services Organization and Delivery**

**A. Subdomain: Healthcare Delivery Systems**

1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.
2. Apply current laws, accreditation, licensure and certification standards related to health information initiatives from the national, state, local and facility levels.
3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
4. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

**B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues**

1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.
2. Apply policies and procedures for access and disclosure of personal health information.
3. Release patient-specific data to authorized users.
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
5. Conduct privacy and confidentiality training programs.
6. Investigate and recommend solutions to privacy issues/problems.
7. Apply and promote ethical standards of practice.

**IV. Domain: Information Technology & Systems**

**A. Subdomain: Information and Communication Technologies**

1. Use technology, including hardware and software, to ensure data collection, storage, analysis and reporting of information.
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, email and so on in the execution of work processes.
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
4. Apply policies and procedures to 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.

**B. Subdomain: Data, Information, File Structures**

1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing) to meet departmental needs.

**C. Subdomain: Data Storage and Retrieval**

1. Use appropriate electronic or imaging technology for data/record storage.
2. Query and generate reports to facilitate information retrieval.
3. Design and generate reports using appropriate software.
4. Maintain archival and retrieval systems for patient information stored in multiple formats.
5. Coordinate, use and maintain systems for document imaging and storage.

**D. Subdomain: Data Security**

1. Apply confidentiality and security measures to protect electronic health information.
2. Protect data integrity and validity using software or hardware technology.
3. Apply departmental and organizational data and information system security policies.
4. Use and summarize data compiled from audit trail and data quality monitoring programs.
5. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.

**E. Subdomain: Healthcare Information Systems**

1. Participate in the planning, design, selection, implementation, integration, testing, evaluation and support for organization-wide information systems.
2. Use the principles of ergonomics and human factors in work process design.

**V. Domain: Organizational Resources**

**A. Subdomain: Human Resources**

1. Apply the fundamentals of team leadership.
2. Organize and contribute to work teams and committees.
3. Conduct new staff orientation and training programs.
4. Conduct continuing education programs.
5. Monitor staffing levels and productivity standards for health information functions, and provide feedback to management and staff regarding performance.
6. Communicate benchmark staff performance data.
7. Prioritize job functions and activities.
8. Use quality improvement tools and techniques to monitor, report and improve processes.

**B. Subdomain: Financial and Physical Resources**

1. Make recommendations for items to include in budgets and contracts.
2. Monitor and order supplies needed for work processes.
3. Monitor coding and revenue cycle processes.
4. Recommend cost-saving and efficient means of achieving work processes and goals.
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.



## Instructions for Completing Student Health and Immunization Record

**Health students need to complete and submit the Student Health and Immunization Record when beginning their program. The form must be thoroughly completed with health care provider verification of current immunization, conditions requiring treatment, and/or special accommodation needs.**

**Complete documentation is necessary for assigning students to cooperating agencies for the practice component of the program. Program continuation requires each student to perform every essential function of the student role. If the student, with reasonable accommodation is unable to perform any essential function in a safe and successful manner, he/she will be required to withdraw from the program.**

**Incomplete forms are unacceptable. Before turning in your form please look it over very carefully to assure that:**

- All sections are completed
- There are no blank lines or missing signatures
- All lines are filled in and all signatures are present. *(Yes, it bears repeating! Health care providers must be detail oriented. Double-check your work.)*
- Information about health insurance is listed or “none” is indicated (include insurance provider and your account number).
- Someone is identified for emergency notification if you are seriously ill or injured.
- Dates of your last physical exam is filled in.
- Allergies to medications or other substances are listed or you have put “none known”.
- You signed and dated the bottom if you are waiving the Hepatitis B vaccinations.
- Correct information is listed for **each** immunization or screening.
- Your health care provider signed the physical form.
- If you are using titers to show evidence of immunity, you **must attach copies** of laboratory tests for each titer.
- Please **Mail or hand deliver, the original packet and KEEP A COPY FOR YOURSELF** for future needs. (When you get a new job any health care employer will ask you to provided documentation of your immunizations. File your copy in a safe place.)
  - Mail the form to:

Northeast Iowa Community College  
Rhonda Seibert, Dean  
PO Box 400  
Calmar, Iowa 52132

NORTHEAST IOWA COMMUNITY COLLEGE

Student Health and Immunization Record

Program in which you are enrolling in: \_\_\_\_\_ Campus: \_\_\_\_\_

All students enrolling in the health programs must complete this form before consulting with a health care provider (MD/DO, PA, NP) to verify dates of immunizations and treatment of current or chronic conditions. With the exception of immunization information or in the case of medical emergencies, no information will be released to anyone other than the clinical site agencies without consent of the student.

Program continuation requires each student to perform every essential function of the student role. If the student, with reasonable accommodation, is unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

**Part I: BACKGROUND INFORMATION** – To be completed by student prior to their physical examination; please type or print.

**PERSONAL DATA** Gender:  Male  Female NICC Student ID Number \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Initial Date of Birth

\_\_\_\_\_  
Home Address (# and Street) City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_

Telephone: Home Work Health Insurance Co./Policy Number

\_\_\_\_\_  
In case of emergency, notify: Name, Relationship Home Phone Work Phone

**Part II: To be completed by a physician or physician designee**

- NOTE:**
1. Please take your immunization records with you to your exam to help your health care practitioner determine which immunizations you will need.
  2. If you are female and need a second MMR immunization, it is helpful to schedule your exam during your menses so you are able to receive the injection on that day.
  3. The examining medical personnel must give all of the required information.

**TO THE EXAMINING HEALTH CARE PROVIDER:** This applicant has been accepted into a health occupations program at NICC. While enrolled, this student will/may be: required to achieve in a very rigorous academic program; involved in very stressful situation on a one-to-one basis; called upon to work with groups of people in stressful situations; required to use effectively all sense organs; engaged in activities which require average manual dexterity; expected to lift, move, and turn persons who weigh at least as much as he/she does; required to be on his/her feet for four to eight consecutive hours at one time. In addition, this individual will be required to meet the Iowa Core Performance Standards for Health Career Programs (see attached, page 5).

(Over)

**Part II Cont'd.**

**Student Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**History of Past or Present**

**Physical Examination**

**Illnesses:**

Rheumatic Fever \_\_\_\_\_  
Hepatitis \_\_\_\_\_  
Diabetes \_\_\_\_\_  
Kidney Condition \_\_\_\_\_  
Allergies \_\_\_\_\_  
Epilepsy \_\_\_\_\_  
Heart Condition \_\_\_\_\_  
Tuberculosis \_\_\_\_\_  
Varicosities \_\_\_\_\_  
Mental Illness (known history)  
\_\_\_\_\_

Height \_\_\_\_ Weight \_\_\_\_ BP \_\_\_\_

**Blood Test:** HGB \_\_\_\_\_  
**Eyes:** Vision: O.S. \_\_\_\_ O.D. \_\_\_\_  
Contact Lenses: Yes \_\_\_\_ No \_\_\_\_  
Glasses: Yes \_\_\_\_ No \_\_\_\_

**Hearing:** Normal \_\_\_\_\_  
Impaired \_\_\_\_\_

**Throat & Tonsils** \_\_\_\_\_

**Lungs** \_\_\_\_ **Heart** \_\_\_\_

**Abdomen** \_\_\_\_ **Hernia** \_\_\_\_

**Urinalysis:** Albumin \_\_\_\_  
Sugar \_\_\_\_\_

**Nervous System:** \_\_\_\_\_

Reflexes \_\_\_\_\_

Menstrual History \_\_\_\_\_

PAP Test (if indicated) \_\_\_\_\_

**Injuries:**

Skeletal injury or condition \_\_\_\_\_  
\_\_\_\_\_

**Surgeries:**

Specific surgical procedure \_\_\_\_\_  
\_\_\_\_\_  
Date of surgery \_\_\_\_\_

Physical/mental conditions which have required treatment within the last 6 months or are chronic in nature: \_\_\_\_\_

Conditions which restrict activity and/or require special adaptations: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

I hereby certify that I have examined the person named above and that he/she is physically and emotionally fit to be enrolled as a student in their chosen program at NICC and at this time this individual is capable of meeting the performance standards:

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree. The following limitations are present: \_\_\_\_\_

Additional evaluation suggested \_\_\_\_\_

Comments: \_\_\_\_\_

Typed (Printed) Name and Address/Health Care Provider: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date of exam: \_\_\_\_\_

(M.D./D.O./Nursing Practitioner/Physician's Assistant)

**Mail to: Dean of Health & Human Sciences, %NICC, PO Box 400, Calmar, IA 52132**

Student Name \_\_\_\_\_

**Part III: Immunization Record** Immunizations and Tests Completed: Proof of immunizations must be shown prior to the clinical phase of the Health Occupations Programs. Please understand these are requirements established by our clinical agencies and cannot be waived (unless deemed medically necessary by your physician, NP, or PA).

**Please provide formal documentation from a health care provider documenting the following immunization information:**

*TB Skin Test Two-Step is required if you have not had yearly TB testing with a history of a 2-step test. If you have never had the 2-step TB testing, you must have it at this time. If you have had one test in the past 6 months, you only need one additional test. Students who have been undergoing yearly TB testing, with a history of a 2-step test, need to show documentation of the initial 2-step and the two most recent tests. Please note that the TINE test is not acceptable.*

If you have had a previous positive TB test with a history of a subsequent negative chest x-ray, you will need documentation of the negative chest x-ray and you must complete a tuberculosis symptom questionnaire annually.

If you have had a MMR injection, 4-6 weeks must elapse before a TB test may be done.

For TB test results: mm induration must be documented; negative or positive not accepted.

- **1st TB Test Date & Results**  
\_\_\_\_\_ DATE \_\_\_\_\_ RESULTS  
\_\_\_\_\_ Signature
- **2nd TB Test Date & Results** (give 1-3 weeks after the 1<sup>st</sup> test, if negative.)  
\_\_\_\_\_ DATE \_\_\_\_\_ RESULTS  
\_\_\_\_\_ Signature
- **Poliomyelitis vaccine:**  
\_\_\_\_\_ DATE  
\_\_\_\_\_ Signature
- **Measles/Mumps/Rubella (MMR):** (2 doses of MMR *required*).  
1st MMR vaccination date \_\_\_\_\_  
2nd MMR vaccination date \_\_\_\_\_  
If you do not have or want to receive the 2 MMR's, you must provide documentation of a Rubella, Rubeola, and Mumps titer – dates and results. \_\_\_\_\_
- **Varicella** vaccine (2 doses) Dates **OR** Positive Varicella titer Date **OR** Had the disease  
\_\_\_\_\_ DATE  
\_\_\_\_\_ Signature
- **Current Influenza vaccine (within one year)**  
\_\_\_\_\_ DATE \_\_\_\_\_ Signature
- **Tdap** Date (required if a tetanus has not been given in last 2 years): Date \_\_\_\_\_ Signature  
\_\_\_\_\_ DATE \_\_\_\_\_ Signature
- OR**
- **Last Tetanus Date** (valid only if within 2 yrs.)  
\_\_\_\_\_ DATE \_\_\_\_\_ Signature
- AND**
- **Pertussis Date:** (valid only if within 10 yrs.)  
\_\_\_\_\_ DATE \_\_\_\_\_ Signature

**RECOMMENDED IMMUNIZATIONS:**

- **Meningitis vaccine (polysaccharide):**  
\_\_\_\_\_ DATE \_\_\_\_\_ Vaccine type \_\_\_\_\_ Signature
- **Hepatitis B Vaccine Date (series of 3 injections)**
- **Hepatitis B Surface Antibody test Date & Results (4-6 weeks after last injection)**  
\_\_\_\_\_ DATE \_\_\_\_\_ Signature

**Decline To Receive Vaccination:**

I have read the information handout about hepatitis B and the hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of the hepatitis B vaccination. I do not wish to receive this vaccine at this time and request that it not be given to me or to the person named below, for whom I am the parent or guardian. In consideration for being allowed to participate in the clinical experience I agree to release and hold harmless NICC and all clinical agencies from the liability of exposure and infection of Hepatitis.

\_\_\_\_\_  
**Please print** – Person not receiving vaccine or parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Signature** of person not receiving vaccine

\_\_\_\_\_  
Date

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## Iowa Core Performance Standards for Health Care Career Programs

These standards are applicable to entry at any point into Health Care Career Programs. Iowa Community Colleges have developed Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applications unable to meet the Core Performance standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

Capability	Standard	Some Examples of Necessary Activities (Not all Inclusive)
Cognitive-Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations.	<ul style="list-style-type: none"> <li>• Identify changes in patient/client health status</li> <li>• Handle multiple priorities in stressful situations</li> </ul>
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment.	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships in clinical situations</li> <li>• Develop plans of care</li> </ul>
Interpersonal	Interpersonal abilities sufficient to interact appropriately with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"> <li>• Establish rapport with patients/clients and colleagues</li> <li>• Demonstrate high degree of patience</li> <li>• Manage a variety of patient/client expressions (anger, fear, hostility) in a calm manner</li> </ul>
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form	<ul style="list-style-type: none"> <li>• Read, understand, write and speak English competently</li> <li>• Explain treatment procedures</li> <li>• Initiate health teaching</li> <li>• Document patient/client responses</li> <li>• Validate responses/messages with others</li> </ul>
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"> <li>• The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available</li> </ul>
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care and documentation.	<ul style="list-style-type: none"> <li>• Position patients/clients</li> <li>• Reach, manipulate, and operate equipment, instruments and supplies</li> <li>• Electronic documentation/keyboarding</li> <li>• Lift, carry, push and pull</li> <li>• Perform CPR</li> </ul>
Hearing	Auditory ability sufficient to monitor and assess, or document health needs.	<ul style="list-style-type: none"> <li>• Hears monitor alarms, emergency signals, auscultatory sounds, cries for help</li> <li>• Hears telephone interactions/dictation</li> </ul>
Visual	Visual ability sufficient for observation and assessment necessary in patient/client care, accurate color discrimination.	<ul style="list-style-type: none"> <li>• Observes patient/client responses</li> <li>• Discriminates color changes</li> <li>• Accurately reads measurement on patient/client related equipment</li> </ul>
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	<ul style="list-style-type: none"> <li>• Performs palpation</li> <li>• Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter</li> </ul>
Activity Tolerance	The ability to tolerate lengthy periods of physical activity.	<ul style="list-style-type: none"> <li>• Move quickly and/or continuously</li> <li>• Tolerate long periods of standing and/or sitting</li> </ul>
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>• Adapt to rotating shifts</li> <li>• Work with chemicals and detergents</li> <li>• Tolerate exposure to fumes and odors</li> <li>• Work in areas that are close and crowded</li> <li>• Work in areas of potential physical violence</li> </ul>

**Northeast Iowa Community College  
Health Information Technology  
Coding Specialist**

**Confidentiality Statement**

As a Student of Northeast Iowa Community College, I, \_\_\_\_\_ (please print) will have access to client's medical information. I realize that this information is private and confidential. I also realize that any unauthorized release of information is punishable by fine and/or imprisonment.

Throughout my education at Northeast Iowa Community College, I will at no time inappropriately release confidential information (such as discussion in hallways, elevators, cafeteria, shuttle, any public places, or homes). I will abide by the Code of Ethics of AHIMA and HIPAA regulations.

I understand that intentional or unintentional release of confidential information may result in suspension/expulsion from the program at Northeast Iowa community College in which I am enrolled. any infarction of these policies and rules may result in dismissal from the program in which I am enrolled.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date