<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information for Health Information Technology Students</td>
<td>14-20</td>
</tr>
<tr>
<td>Attendance</td>
<td>15</td>
</tr>
<tr>
<td>Testing</td>
<td>15</td>
</tr>
<tr>
<td>Grades</td>
<td>16</td>
</tr>
<tr>
<td>Course Final Grade Appeal Process</td>
<td>17</td>
</tr>
<tr>
<td>E-Mail and Internet Access</td>
<td>17</td>
</tr>
<tr>
<td>ICN Courses</td>
<td>17</td>
</tr>
<tr>
<td>Professional Associations</td>
<td>18</td>
</tr>
<tr>
<td>NICC Student Organizations</td>
<td>18</td>
</tr>
<tr>
<td>Program Goals</td>
<td>18</td>
</tr>
<tr>
<td>Graduate Survey for Health Information Technology Students</td>
<td>19</td>
</tr>
<tr>
<td>Portfolio Development</td>
<td>19</td>
</tr>
<tr>
<td>Health Information Technology Orientation Day</td>
<td>20</td>
</tr>
<tr>
<td>Education Plan (Sequence of Courses)</td>
<td>21-25</td>
</tr>
<tr>
<td>Professional Practice Experience Overview</td>
<td>26-32</td>
</tr>
<tr>
<td>HIT Professional Practice Experiences</td>
<td>26-28</td>
</tr>
<tr>
<td>Student Responsibilities during Professional Practice Experiences</td>
<td>28</td>
</tr>
<tr>
<td>Unacceptable Behaviors at Professional Practice Experience</td>
<td>29</td>
</tr>
<tr>
<td>Dress Code</td>
<td>29</td>
</tr>
<tr>
<td>Channels of Communication</td>
<td>30</td>
</tr>
<tr>
<td>Professional Practice Experience Grading</td>
<td>30</td>
</tr>
<tr>
<td>HIPAA Awareness Education</td>
<td>31</td>
</tr>
<tr>
<td>Competencies for the Associate Degree Program in Health Information Technology</td>
<td>32-36</td>
</tr>
<tr>
<td>Instructions for Completing Student Health and Immunization Record</td>
<td>36-40</td>
</tr>
<tr>
<td>Iowa Core Performance Standards for Health Care Career Programs</td>
<td>41</td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td>43</td>
</tr>
<tr>
<td>Professional Practice agreement</td>
<td>45</td>
</tr>
</tbody>
</table>
The Health Information Technology Program

**Student Responsibility for Handbook Information**

The administration and staff of the Health Information Technology program of Northeast Iowa Community College (NICC) have developed this handbook to serve as a student resource. It is to be used as a supplement to the NICC College Catalog which is available on the college website. All policies and regulations from the NICC College Catalog 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. Breaches of policies in the NICC catalog or the 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 and all related health career programs 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 College Catalog.

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 Business and Computer Science for a waiver.

**Introduction**

Northeast Iowa Community College is a community college serving the needs of eight counties in northeast Iowa and surrounding areas. The college has over 80 academic programs as well as customized training. The college has two campuses located in Calmar and Peosta, Iowa with regional centers in Cresco, Dubuque, Oelwein, 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 graduating class received their degree in May 1990. In fall 1996, the program was expanded to include the Peosta campus. In August 2009, the college offered the program with an online course option.

### 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. The health information technician (HIT) is a professional who serves as a member of the healthcare team that ensures the quality of the medical record by verifying the completeness and accuracy of the health record. The technician uses software applications to assemble and analyze patient data for the purpose of improving patient care and monitoring costs. The HIT is a specialist in coding diagnoses and procedures using the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) utilized for healthcare reimbursement and research. Most HITs work in hospitals, but they are also found in other settings, including physician practices, long-term care, home health agencies, mental health facilities, public health centers, and cancer registries.

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. This program provides the HIT with a working knowledge of anatomy and physiology, disease processes, informatics, legal and quality management, business and computer technology, and practical applications in coding, reimbursement, quality management, health statistics, release of information, and data analysis.

Graduates of an accredited associate degree educational program are eligible to take the certification exam to become a Registered Health Information Technician (RHIT). The American Health Information Management Association (AHIMA) defines Health Information Technicians as the persons who “ensure the quality of medical records by verifying the completeness, accuracy, and proper entry into computer systems; use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs; and often specialize in coding diagnoses and procedures in patient records for reimbursement and research.” ([http://www.ahima.org/certification/RHIT](http://www.ahima.org/certification/RHIT)).

The tasks or functions performed by the health information technicians are numerous and continually changing within the work environment. The tasks performed by the health information technician are determined by the job title and work setting. 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 have primarily obtained positions as medical coders/billing specialists. Other positions past graduates have obtained are trauma registrar, cancer registrar, clinical data specialists, office and billing managers, medical office clerks, and third party insurance specialists.

**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**

NICC’s iINDEX is the Student Resource Guide that 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 aid, and advising. The following list provides a quick reference to full-time program faculty and key contacts at each campus.

Telephone: (563) 562-3263 or 1-800-728-2256 (Calmar)  Fax: (563) 562-4357
(563) 556-5110 or 1-800-728-7367 (Peosta)

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<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
<th>Phone Number</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhonda Seibert, RHIA, MS</td>
<td>Provost, Calmar Campus</td>
<td>(563) 562-3263</td>
<td>337</td>
</tr>
<tr>
<td>Michele Grant, RHIT</td>
<td>Instructor</td>
<td>(563) 556-5110</td>
<td>246</td>
</tr>
<tr>
<td>Jennifer Olson, RHIT</td>
<td>Instructor</td>
<td>(563) 562-3263</td>
<td>278</td>
</tr>
<tr>
<td>Amanda Stortz, RHIT</td>
<td>Instructor</td>
<td>(563) 562-3263</td>
<td>345</td>
</tr>
<tr>
<td>Danielle White</td>
<td>Administrative Assistant</td>
<td>(563) 562-3263</td>
<td>346</td>
</tr>
</tbody>
</table>
The Health Information Technology program is a five-semester, 68 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 as they progress through the program. Since the program expands on a student’s knowledge, 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, distance learning (online) or hybrid (face to face with online component) instruction. Some courses are only available via distance learning. The other component of curriculum is Professional Practice Experience (PPE). PPE is a work-placed based experience, in which students apply the knowledge learned in the classroom to the work environment in a health care facility.

The program consists of two Professional Practice Experiences for a total of 4 credit hours (256 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. Should the results from criminal and abuse background checks find a positive hit, 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. Students who are refused placement due to positive hits will not be able to complete PPE and therefore, unable to meet program requirements. The program will not ask more than two sites for placement if a practicum is refused.

Should a clinical facility have other screening requirements prior to student placement, the student is responsible for complying with and paying for additional screenings. This could include
additional background screening and may include Mandatory Reporting of Child and Dependent Adult course. 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.

**Students enrolled in Professional Practice Experience I must be successfully passing HIT:215 and HIT:233 (Introduction to CPT and ICD-10-Coding) with a grade of C- or better at the start of the day of clinical experience. Students who are below the C-grade will need to withdraw from PPE I.**

### 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/admissions/apply/](http://www.nicc.edu/admissions/apply/) then click on “Apply Online.” There is no application fee.

- Prospective students must complete a placement assessment. The assessments used at NICC is ACCUPLACER and ALEKS, and they are offered through the campus Assessment Centers and at the NICC service locations. ACCUPLACER assess reading comprehension and writing skills. ALEKS assesses skills in mathematics. The assessments are available out of district. Arrangements can be made for assessments 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.

Placement assessment may be waived by submission of one of the following to the campus Admission office:

- ACT or other comparable test scores approved by NICC. Scores are valid for one to three years depending on the assessment.
- 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 for review.

- Prospective NICC students do not need a diploma or HSED to enroll. However, interested students may need a diploma or HSED for admission to specific programs. These are
listed on the college web page. If a prospective student does not have a high school diploma or HSED, he or she will not be eligible for federal financial aid.

Students wishing to transfer to the Health Information Technology program from other schools will be admitted per NICC admission requirements. Comparable coursework based on an official transcript and corresponding course descriptions will be evaluated before acceptance of any courses for transfer to the HIT program. 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 College catalog for more information.

**Program Readmission**

Students withdrawing in good standing are eligible for readmission pending seat availability. 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.

Students who reapply for admission will complete the program under the new readmission year. Depending on the length of time for readmission a student may be required to retake required program coursework.

Students are only allowed to take the same HIT course 3 times. If the student is unsuccessful in their 3rd time with the course, they will be automatically dropped from the Health Information Technology/Coding specialist program. To be successful the students have to finish the course
with a C- or better. The student will then be advised into another program at NICC, one which will be a better fit for the student.

### 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 2015-2016 academic year.

- Iowa Resident and Non-Iowa Resident Tuition: $160.00 per credit hour Course Fees: $19.00 per credit hour.

Other Program Costs—Expenses vary depending on specific program requirements (such as textbooks and classroom needs). Costs for textbooks are posted by the College Bookstore prior to the start of the semester. Costs include any required textbooks and supplies.

### 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 national criminal background check and/or child/dependent adult and sex offender registry checks are required for the program. The cost to run the background check is $50.00 with the total Certified Background account being $117.00. This fee is added to tuition expense.

- All Health Information Technology students are required to be student members of the American Health Information Management Association. Fees for this are currently $45.00 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](http://www.ahima.org/membership)

- Identification Badges. All students will be required to wear ID badges that are to be worn at Professional Practice Experience sites. These are currently provided free of charge through the NICC student life office. If the ID badge is lost a replacement charge may incur.

- Drug screening. NICC does not perform or require drug screening for college or program admission. However, students are required to undergo pre-field placement drug screening and are subject to random drug. The fee for drug screening is $39.00. This fee is included in the student’s certified background fee totaling $117.00. All expenses related to drug screening are the student’s responsibility.
• 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 state meeting, an alternate professional experience will be required. The general cost of attendance ranges from $125-$150 for lodging and registration. NICC pays half of the projected cost.

• 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 and is open to students in the final semester of the program. 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. Please reference your online NICC catalog for more information.

Financial Aid

Financial Aid programs are available at NICC. Students who possess a high school diploma, HSED, 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 online catalog 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 read 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 Prior Learning 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 online catalog 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 prior learning (CPL). The CPL 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 CPL should contact their advisor or the appropriate dean.
Credit for Military 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. Credit may also be accepted from other institutions participating in the Servicemen’s Opportunity College “SOC”. Credit may be awarded for successful completion of technical or specialized training attended while on active duty to the extent that it is applicable to program content. Students are required to provide an official military transcript (AARTS or SMART) to the College. The College considers the recommendations for Credit in the Guide to the Evaluation of Educational Experiences in the Armed Services of the Office of Education Credit of the American Council on Education.

There is no fee to award credit for military experience.

Credit for Life Experience (Portfolio/Skills Assessment): Students who are able to demonstrate skills and achievements through their life experience (e.g. employment, volunteerism) prior to enrollment in a given course may be eligible for credit for life experience. Through the development of a portfolio, students must demonstrate they have met a minimum of 80 percent of the course objectives and units of instruction for which they are seeking credit. The portfolio must evidence knowledge that can be supported through the demonstration of competence, written or oral examination, and documentation from a current or past employer. The review and evaluation of student achievement will be conducted by a faculty member familiar with the discipline in which the student is seeking credit.

a. Credit for life experience is at the discretion of each individual department and limited to the courses within that department.
b. Students must submit a separate portfolio for each course he/she is seeking credit.
c. General education courses and any course in which a CLEP exam is offered are not eligible for credit for life experience.
d. Portfolio credits are not accepted from another postsecondary institution.
e. There is a limit of 18 credits for portfolio completion.
f. There is a non-refundable fee of $50.00 for portfolio review, and an additional fee of $50.00/credit awarded. When credit is awarded, the portfolio review fee will be subtracted from the fees/credit owed. For example: a student pays $50.00 for a portfolio review. The student is awarded 3 credits for the portfolio 3 credit x $50.00/credit=$150.00 owed. Subtract the review fee of $50.00 will equal $100.00 owed for the 3 credits.

Credit for life experience, although counting toward a student’s degree requirements, may or 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 is available in this handbook. 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. Students are required to meet with their advisor prior to registering for each semester.
### 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 question. Copies of procedures are available through the office of the Department Dean.

### 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 Rights 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(s) of Developmental Education, at 563-562-3263 or 800-728-2256, ext. 258 for assistance at the Calmar Center or 563-556-5110 or 800-728-7367, ext. 280 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. Cheating is also obtaining a textbook with answers or access to a website with answers. Cheating and plagiarism, whether by intention or by accident, is a serious offense. These situations may result in any of the following:

1. Assessing the exam or project in question with a zero.
2. Assigning a grade of “F” for the course
3. Referring the student for additional disciplinary action that may include, but not limited to, probation, suspension, or expulsion.

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 and clicking on Student Resources on the home page. Click on the Library link for assistance in “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 online catalog 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.

**Learning Centers and Testing**

The Calmar and Peosta campuses have staffed Learning Centers to assist student who request assistance with writing, math, reading, or other study skills. All students have 24-7 access to
SmartThinking, an online tutoring service. Students have utilized these resources in science and any courses requiring written components.

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 the 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.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-93</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>92-86</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>85-78</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>77-70</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>69&gt;</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

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. \( \frac{38}{12} = 3.17 \) 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 students’ 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 prerequisite 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 after the start of the next semester to initiate an appeal. Information concerning this process is located in the NICC College Catalog. A copy of the Final Semester Grade Appeal Process may be obtained from the Dean’s 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. Students are expected to follow computer use guidelines required by the college. These use guidelines are located on your Xpress page. 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 final grades, view transcripts, gather financial information, and many other features. Student are advised to use Xpress to track college notifications and announcements.

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

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

The Learning Management System for all NICC courses is Bright Space.
Students enrolled in online courses must have compatible software with NICC. Course registrations will indicate the software needed for a given course.

**ICN and Online 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 or other 2-way real time delivery. The ICN room is in the Trades and Industries Building on the Calmar Campus and in the main building on the Peosta campus.

Some required courses for the program curriculum may be offered solely through online or hybrid venues; thus requiring computer and internet access. A hybrid course is a course that will have limited scheduled face to face time as well as an online component. Students enrolled in the program must have basic computer literacy skills.

**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 online catalog 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.
Student IMPACT is a program that promotes student participation and provides opportunity for leadership development. All NICC students are eligible to participate and/or take an active role in IMPACT activities.

**Program Goals**

The Health Information Technology Program has five overall goals:

1. Program graduates will demonstrate the HIM entry-level competencies.
2. To provide an up-to-date curriculum and resources that prepares students for entry into the profession.
3. Faculty will demonstrate the current knowledge, skills, qualifications and experiences pertinent to the content areas they teach.
4. The HIM program will demonstrate responsiveness to the needs of the community(ies) of interest.
5. Advisory board members will assist in the oversight of the program.

**Graduate Survey for Health Information Technology Students**

The program periodically surveys its Health Information Technology graduates. Please respond to the surveys sent from the program and the college. 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 may choose to complete a professional portfolio as they progress in the program. Portfolios can be used as an available resource in the job search process! Listed below are general guidelines for portfolio development.

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 to:
- Demonstrate learning at a job interview
- Support scholarship applications
- Track skill completion
- Provided evidence of grades and assessments
What goes into a professional 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 professional portfolio should include:
1. Introduction: Autobiography page.
2. Mission Statement/Introductory page:
   - Introductory page—this is the table of contents
3. Assignments—You will want to demonstrate your most successful work.
4. You may wish to include writing and other examples from your general education and computer courses.
5. Profile—This section will include a cover letter, resume and references.
6. 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.
7. 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.

**HIT Orientation Day**

A mandatory orientation to the NICC Health Information/Coding Specialist is planned for August 16th, 2016 for Peosta campus and August 18th, 2016 for Calmar campus. Student enrolled in online sections and who live within 100 miles of Peosta or Calmar are EXPECTED to attend. No exceptions will be made for students who cannot attend this orientation. If you do live outside the 100 miles please contact an instructor below for details. Material covered this day will not be repeated. If you do not attend you are not eligible to complete professional practice in the spring.
Graduation requirements for the Health Information Technology program are listed below along with any prerequisites. To graduate from this program, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

Courses on this educational plan may not be offered every term or every academic year. Some courses may only be available online. Please discuss course availability with an academic advisor or faculty member. It is the student’s responsibility to understand and complete all degree requirements.

**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. Students wishing to withdraw from HIT-specific courses need to be aware that courses are generally only offered once per year, and a withdrawal may delay projected program completion dates.
3. Students must be successfully passing HIT:230, HIT:233, or HIT:215 with a C- or better at the start of PPE rotation. If not successful, they will be removed from PPE.
4. Students considering transfer to a Bachelor's program in HIM are highly encouraged to enroll in ENG:105.

Reading requirement for all programs: The ability to read and comprehend information is a core value of Northeast Iowa Community College. A base reading assessment score or evidence of appropriate course completion will satisfy this requirement.

*Course may be taken before beginning program sequence.
**Course may be taken during any semester (including summer term)

**Term 1 - Fall**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cr</th>
<th>Prerequisites</th>
<th>Term/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO:165</td>
<td>*Human Anatomy and Physiology I</td>
<td>3</td>
<td>BIO:112, BIO:157, or CHM:110</td>
<td></td>
</tr>
<tr>
<td>HIT:140</td>
<td>*Medical Terminology</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIT:320</td>
<td>*Health Records Management</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIT:330</td>
<td>Health Care Delivery Systems</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTR:109</td>
<td>Introduction to Medical Transcription</td>
<td>2</td>
<td>Pre-/coreq: HIT:320; and HIT:140 or HSC:117</td>
<td></td>
</tr>
<tr>
<td>SDV:179</td>
<td>***The College Experience</td>
<td>3</td>
<td>H. S. senior-standing or above</td>
<td></td>
</tr>
</tbody>
</table>

**Term 2 - Spring**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Prerequisites</th>
<th>Term/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO:170</td>
<td>*Human Anatomy and Physiology II</td>
<td>3</td>
<td>BIO:165</td>
<td></td>
</tr>
<tr>
<td>Course #</td>
<td>Course Title</td>
<td>Cr.</td>
<td>Prerequisites</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------</td>
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<td>-------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>HIT:120</td>
<td>*Pharmacology for HIT</td>
<td>1</td>
<td>HIT:140</td>
<td></td>
</tr>
<tr>
<td>HIT:165</td>
<td>Principles of Diseases</td>
<td>4</td>
<td>HIT:140 or HSC:117</td>
<td></td>
</tr>
<tr>
<td>HIT:421</td>
<td>Legal Aspects of Health Information</td>
<td>3</td>
<td>HIT:320, HIT:330</td>
<td></td>
</tr>
</tbody>
</table>

### Term 3 - Summer

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA:212</td>
<td>**Introduction to Computer Business Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG:105</td>
<td>**Composition I OR **Workplace Communications</td>
<td>3</td>
<td>ENG:021 or qualif. placement score SDV:200 or computer literacy rec.</td>
</tr>
<tr>
<td>COM:72</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Term 4 - Fall

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT:280</td>
<td>CPT-4 Coding</td>
<td>3</td>
<td>HIT:165, HIT:215, HIT:233</td>
</tr>
<tr>
<td>HIT:292</td>
<td>Reimbursement Methodologies</td>
<td>2</td>
<td>HIT:215, HIT:233</td>
</tr>
<tr>
<td>***</td>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Term 5 - Spring

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cr</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT:340</td>
<td>Comparative Records</td>
<td>2</td>
<td>HIT:320, HIT:330</td>
</tr>
</tbody>
</table>

***Social Science Electives: PSY:111, PSY:112, SOC:110

****This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science, or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective from the areas listed above is required.
## Health Information Technology Course Descriptions for 2016-2017 students

* Some required courses for the curriculum may be offered solely through online or hybrid venues; thus requiring computer and internet access.

<table>
<thead>
<tr>
<th>Catalog #</th>
<th>Course Descriptions</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT:140</td>
<td>Medical Terminology – The study of medical terminology as the language of medicine with emphasis on spelling, pronunciation, and usage. (64/0)</td>
<td>4</td>
</tr>
<tr>
<td>HIT:320</td>
<td>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)</td>
<td>2</td>
</tr>
<tr>
<td>HIT:233</td>
<td>ICD-10 Coding- Introduces the ICD-10-CM/PCS system with application using coding scenarios. Application for data collection and billing procedures.</td>
<td>4</td>
</tr>
<tr>
<td>HIT:330</td>
<td>Health Care Delivery Systems- Introduces professions in health information and the role served in the delivery of health care services. Explores health care delivery methods, types of organization and providers, allied professions, regulatory control, and financing. Introduces the impact of technological changes and governmental regulations in the formulation of maintenance of health information (32/0)</td>
<td>2</td>
</tr>
<tr>
<td>HIT:421</td>
<td>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. (48/0).</td>
<td>3</td>
</tr>
<tr>
<td>HIT:445</td>
<td>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)</td>
<td>2</td>
</tr>
<tr>
<td>Course</td>
<td>Description</td>
<td>Credits</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>HIT:450</td>
<td>Health Statistics – Compute and interpret healthcare statistics and introduce students to Institutional Review Board policies and processes in healthcare research. (28/8)</td>
<td>2</td>
</tr>
<tr>
<td>HIT:215</td>
<td>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)</td>
<td>2</td>
</tr>
<tr>
<td>HIT:120</td>
<td>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)</td>
<td>1</td>
</tr>
<tr>
<td>HIT:352</td>
<td>Health Information Systems – Course will examine the development of the electronic health record in the management of health care. Explores common computer and networking terminology and guidelines for selection of and security implementation in the EHR. Using AHIMA’s Virtual Lab, students will complete lab activities that provide simulated work experience in HIM functions. (32/32)</td>
<td>3</td>
</tr>
<tr>
<td>HIT:240</td>
<td>Advanced Coding &amp; Classification— Presents advanced components of the ICD-9-CM classification in the health care systems. (32/32)</td>
<td>3</td>
</tr>
<tr>
<td>HIT:165</td>
<td>Principles of Disease – Course is a focus of essential concepts of disease processes in relationship to the etiology, pathogenesis, pathology and treatment. (64/0)</td>
<td>4</td>
</tr>
<tr>
<td>HIT:340</td>
<td>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)</td>
<td>2</td>
</tr>
<tr>
<td>HIT:292</td>
<td>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)</td>
<td>2</td>
</tr>
<tr>
<td>HIT:280</td>
<td>CPT-4 Coding—Course will include principles of Health Care Procedural Classification System Coding (CPT_4). Course includes advanced case study applications. (32/32).</td>
<td>3</td>
</tr>
<tr>
<td>HIT:946</td>
<td>Seminar – Capstone course that emphasizes professional development activities in preparation for future employment. (16/32)</td>
<td>2</td>
</tr>
<tr>
<td>HIT:540</td>
<td>Professional Practice Experience I – Supervised professional practice experiences that enable the student to apply theory form health information coursework in relation to health record analysis, retention, retrieval, and processing guidelines as applied in the health care environment. (96 coop hours).</td>
<td>1.5</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HIT:542</td>
<td>Professional Practice Experience II – Supervised occupational experiences in</td>
<td>Supervised occupational experiences in a cooperating agency providing application of advanced classroom theory. (160) Coop hours</td>
</tr>
<tr>
<td></td>
<td>a cooperating agency providing application of advanced classroom theory.</td>
<td></td>
</tr>
<tr>
<td>MTR:109</td>
<td>Intro to Medical Transcription- Focuses on the medical transcription profession and common</td>
<td>Focuses on the medical transcription profession and common references used by professionals including formatting, punctuation, and editing guidelines. Lab practice includes physician progress, chart notes, and introduces history and physical reports. (24/16) Pre-/corequisites: HIT:140, HIT:320</td>
</tr>
<tr>
<td>SDV:179</td>
<td>College Experience College is a new and different experience for many students.</td>
<td>College is a new and different experience for many students. This course conveys expectations of the college culture to first-time college students. It provides an examination of the student’s learning styles, familiarization with college resources and support services, review of important study and test taking skills, development of goal setting and decision making skills, and enhancement of personal relationship skills that relate directly to success in college. (48/0)</td>
</tr>
</tbody>
</table>
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.

Students enrolled in Professional Practice Experience I must be successfully passing HIT:215 and HIT:233 (Introduction to CPT and ICD-10- Coding) with a grade of C- or better at the start of the day of clinical experience. Students who are below the C- grade will need to withdraw from PPE I.

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 160 hours. These experiences are completed at sites that are approved by the NICC PPE coordinators and program director.

2) Online students located 100 miles outside the college district are responsible for identifying a PPE site by January 1 of each year. All sites must be approved and a contract signed prior to student entry. Instructor will give the student information to help them in their placement such as: PPE course guide, Evaluation and Syllabus.

3) 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 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.

4) 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.
5) 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 or history of disease
- Evidence of 2 MMR’s (measles, mumps, rubella) or evidence of titers for each disease
- Diptheria/Pertussis/Tetanus or current Tdap
- Influenza vaccination with yearly documentation
- Students can decline to receive Hepatitis B and meningitis vaccine

6) Each student must have completed criminal background and registry checks prior to clinical assignment. Should a positive response be learned; NICC and 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 program options.

7) 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.

8) 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.

9) 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.

10) 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.

11) 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.

12) 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.
13) Students may be employed in the facility outsider regular education hours provided the work is limited so is does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations.

14) A student is not to substitute for paid staff. Paid internships are not prohibited. However, NICC will not seek out paid internships.

**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 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.

7. 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.

8. 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.


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 is not allowed on the clinical properties or in the clinical area. Students are asked to not smoke before or during the day of clinical, as other professionals find the smell of smoke intolerable. Students will be asked to leave the clinical area if they smell of smoke, which will be counted as a clinical absence for the day.

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.

   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 participation at the facility. The experience is modeled on the 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.

Students enrolled in Professional Practice Experience I must be successfully passing HIT:215 and HIT:233 (Introduction to CPT and ICD-10- Coding) with a grade of C- or better at the start of the day of clinical experience. Students who are below the C- grade will need to withdraw from PPE I.

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, these competencies reflect 2016 RHIT exam content. Competencies will be updated for 2017.

Registered Health Information Technician (RHIT) Examination Content Outline
Data Analysis and Management (18–22%)
Tasks:
1. Abstract information found in health records (i.e., coding, research, physician deficiencies, etc.)
2. Analyze data (i.e., productivity reports, quality measures, health record documentation, case mix index,
3. Maintain filing and retrieval systems for health records
4. Identify anomalies in data
5. Resolve risks and/or anomalies of data findings
6. Maintain the master patient index (i.e., enterprise systems, merge/unmerge medical record numbers, etc.)
7. Eliminate duplicate documentation
8. Organize data into a useable format
9. Review trends in data
10. Gather/compile data from multiple sources
11. Generate reports or spreadsheets (i.e., customize, create, etc.)
12. Present data findings (i.e., study results, delinquencies, conclusion/summaries, gap analysis, graphical
13. Implement workload distribution
14. Design workload distribution
15. Participate in the data management plan (i.e., determine data elements, assemble components, set time-frame)
16. Input and/or submit data to registries
17. Summarize findings from data research/analysis
18. Follow data archive and backup policies
19. Develop data management plan
20. Calculate healthcare statistics (i.e., occupancy rates, length of stay, delinquency rates, etc)
21. Determine validation process for data mapping
22. Maintain data dictionaries

DOMAIN 2
Coding (16–20%)
Tasks:
1. Apply all official current coding guidelines
2. Assign diagnostic and procedure codes based on health record documentation
3. Ensure physician documentation supports coding
4. Validate code assignment
5. Abstract data from health record
6. Sequence codes
7. Query physician when additional clinical documentation is needed
8. Review and resolve coding edits (i.e. correct coding initiative, outpatient code editor, NCD, LCD, etc.)
9. Review the accuracy of abstracted data
10. Assign POA (present on admission) indicators
11. Provide educational updates to coders
12. Validate grouper assignment (i.e. MS-DRG, APC, etc.)
13. Identify HAC (hospital acquired condition)
14. Develop and manage a query process
15. Create standards for coding productivity and quality
16. Develop educational guidelines for provider documentation
17. Perform concurrent audits

**DOMAIN 3**
Compliance (14–18%)

**Tasks:**
1. Ensure patient record documentation meets state and federal regulations
2. Ensure compliance with privacy and security guidelines (HIPAA, state, hospital, etc.)
3. Control access to health information
4. Monitor documentation for completeness
5. Develop a coding compliance plan (i.e., current coding guidelines)
6. Manage release of information
7. Perform continual updates to policies and procedures
8. Implement internal and external audit guidelines
9. Evaluate medical necessity (CDMP—clinical documentation management program)
10. Collaborate with staff to prepare the organization for accreditation, licensing, and/or certification surveys
11. Evaluate medical necessity (Outpatient services)
12. Evaluate medical necessity (Data management)
13. Responding to fraud and abuse
14. Evaluate medical necessity (ISSI (utilization review))
15. Develop forms (i.e., chart review, documentation, EMR, etc.)
16. Evaluate medical necessity (Case management)
17. Analyze access audit trails
18. Ensure valid healthcare provider credentials

**DOMAIN 4**
Information Technology (10-14%)

**Tasks:**
1. Train users on software
2. Maintain database
3. Set up secure access
4. Evaluate the functionality of applications
5. Create user accounts
6. Trouble-shoot HIM software or support systems
7. Create database
8. Perform end user audits
9. Participate in vendor selection
10. Perform end user needs analysis
11. Design data archive and backup policies
12. Perform system maintenance of software and systems
13. Create data dictionaries

33
DOMAIN 5
Quality (10–14%)

Tasks:
1. Audit health records for content, completeness, accuracy, and timeliness
2. Apply standards, guidelines, and/or regulations to health records
3. Implement corrective actions as determined by audit findings (internal and external)
4. Design efficient workflow processes
5. Comply with national patient safety goals
6. Analyze standards, guidelines, and/or regulations to build criteria for audits
7. Apply process improvement techniques
8. Provide consultation to internal and external users of health information on HIM subject matter
9. Develop reports on audit findings
10. Perform data collection for quality reporting (core measures, PQRI, medical necessity, etc.)
11. Use trended data to participate in performance improvement plans/initiatives
12. Develop a tool for collecting statistically valid data
13. Conduct clinical pertinence reviews
14. Monitor physician credentials to practice in the facility

DOMAIN 6
Legal (9–13%)

Tasks:
1. Ensure confidentiality of the health records (paper and electronic)
2. Adhere to disclosure standards and regulations (HIPAA privacy, HITECH Act, breach notifications, etc.) at both state and federal levels
3. Demonstrate and promote legal and ethical standards of practice
4. Maintain integrity of legal health record according to organizational bylaws, rules and regulations
5. Follow state mandated and/or organizational record retention and destruction policies
6. Serve as the custodian of the health records (paper or electronic)
7. Respond to Release of Information (ROI) requests from internal and external requestors
8. Work with risk management department to provide requested documentation
9. Identify potential health record related risk management issues through auditing
10. Respond to and process patient amendment requests to the health record
11. Facilitate basic education regarding the use of consents, healthcare Power of Attorney, Advanced Directives, DNRs, etc.
12. Represent the facility in court related matters as it applies to the health record (subpoenas, depositions, court orders, warrants)

DOMAIN 7
Revenue Cycle (9–13%)

Tasks:
1. Communicate with providers to discuss documentation deficiencies (i.e., queries)
2. Participate in clinical documentation improvement programs to ensure proper documentation of health records
3. Collaborate with other departments on monitoring accounts receivable (i.e., unbilled, uncoded)
4. Provide ongoing education to healthcare providers (i.e., regulatory changes, new guidelines, payment standards, best practices, etc)
5. Identify fraud and abuse
6. Assist with appeal letters in response to claim denials
7. Monitor claim denials/over-payments to identify potential revenue impact
8. Prioritize the work according to accounts receivable, patient type, etc.
9. Distribute the work according to accounts receivable, patient type, etc.
10. Maintain the chargemaster
11. Ensure physicians are credentialed with different payers for reimbursement
Instructions for Completing Student Health and Immunization Record

Health students need to complete and submit the Student Health and Immunization Record prior to 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 indicated “none known”.
- You signed and dated the bottom of page 4 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.
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).
Part II Cont’d.; HISTORY MUST BE COMPLETED IN FULL or form will be returned to student.

History of Past or Present

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

Illnesses:

Eyes: Vision: O.S. O.D. Diabetes
Contact Lenses: Yes No
Glasses: Yes No

Hearing: Normal
Impaired

Throat & Tonsils

Lungs

Heart

Varicosities

Abdomen

Hernia

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:

Nervous System:

Reflexes

Menstrual History

PAP Test (if indicated)

Reflexes

Menstrual History

PAP Test (if indicated)

Date of surgery

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)
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. Documenting on this sheet is NOT acceptable.

**TB Test:** Quantitative Gold blood test or a 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. A two-step TB test is required or a TB Quantitative Gold blood test.**

<table>
<thead>
<tr>
<th>#TB Quantitative Gold Blood test w/results documented OR the two-step TB testing (see below)</th>
<th>#1st TB Test Date &amp; Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2nd TB Test Date &amp; Results (give 1 week - 6 months after the 1st test, if negative.)</td>
<td></td>
</tr>
<tr>
<td>#Measles/Mumps/Rubella (MMR): 2 doses of MMR <strong>required.</strong> If you do not have or want to receive the 2 MMR’s, you must provide documentation of a <strong>Rubella, Rubeola, and Mumps titers</strong> – dates and results</td>
<td></td>
</tr>
<tr>
<td>1st MMR vaccination date</td>
<td></td>
</tr>
<tr>
<td>2nd MMR vaccination date</td>
<td></td>
</tr>
<tr>
<td>#Varicella (chicken pox) one of the following are required:</td>
<td></td>
</tr>
<tr>
<td>□ 2 vaccines (2 doses) showing the dates administered.</td>
<td></td>
</tr>
<tr>
<td>□ A positive Varicella titer with date and results indicated.</td>
<td></td>
</tr>
<tr>
<td>□ Documentation that you had the disease (write a statement with the approximate date or age when you had the disease; sign that statement and put a current date under your signature) and if you have siblings, state whether or not they had the disease.</td>
<td></td>
</tr>
<tr>
<td>i.e. I had the chicken pox on 5/26/80; my siblings also contracted the disease.</td>
<td></td>
</tr>
<tr>
<td>If you or your siblings did not have the disease or is unknown, then you must have the titer drawn.</td>
<td></td>
</tr>
<tr>
<td># Current Influenza (must include H1N1) vaccine</td>
<td></td>
</tr>
<tr>
<td>#Tdap Date (required if a tetanus has not been given in last 2 years) OR Last Tetanus Date (valid only if within 2 yrs.) <strong>AND</strong> Pertussis Date: (valid only if within 10 yrs.)</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended immunizations:**

- Meningitis vaccine (polysaccharide): Type of vaccine and date given
- Hepatitis B Vaccine Date (series of 3 injections)
- Hepatitis B Surface Antibody test Date & Results (4-6 weeks after last injection)

**Decline To Receive Hepatitis B 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
of person not receiving vaccine or parent/guardian            Date

________________________________________________ __________________
Signature
of person not receiving vaccine                               Date
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.

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (Not all Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognitive-Perception</td>
<td>The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations.</td>
<td>• Identify changes in patient/client health status&lt;br&gt;• Handle multiple priorities in stressful situations</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for sound clinical judgment.</td>
<td>• Identify cause-effect relationships in clinical situations&lt;br&gt;• Develop plans of care</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact appropriately with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>• Establish rapport with patients/clients and colleagues&lt;br&gt;• Demonstrate high degree of patience&lt;br&gt;• Manage a variety of patient/client expressions (anger, fear, hostility) in a calm manner</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities in English sufficient for appropriate interaction with others in verbal and written form</td>
<td>• Read, understand, write and speak English competently&lt;br&gt;• Explain treatment procedures&lt;br&gt;• Initiate health teaching&lt;br&gt;• Document patient/client responses&lt;br&gt;• Validate responses/messages with others</td>
</tr>
<tr>
<td>Mobility</td>
<td>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.</td>
<td>□ The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective care and documentation.</td>
<td>• Position patients/clients&lt;br&gt;• Reach, manipulate, and operate equipment, instruments and supplies&lt;br&gt;• Electronic documentation/keyboarding&lt;br&gt;• Lift, carry, push and pull&lt;br&gt;• Perform CPR</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess, or document health needs.</td>
<td>• Hears monitor alarms, emergency signals, ausculatory sounds, cries for help&lt;br&gt;• Hears telephone interactions/dictation</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in patient/client care, accurate color discrimination.</td>
<td>• Observes patient/client responses&lt;br&gt;• Discriminates color changes&lt;br&gt;• Accurately reads measurement on patient/client related equipment</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture</td>
<td>• Performs palpation&lt;br&gt;• Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter</td>
</tr>
<tr>
<td>Activity Tolerance</td>
<td>The ability to tolerate lengthy periods of physical activity.</td>
<td>• Move quickly and/or continuously&lt;br&gt;• Tolerate long periods of standing and/or sitting</td>
</tr>
<tr>
<td>Environmental</td>
<td>Ability to tolerate environmental stressors</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Adapt to rotating shifts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Work with chemicals and detergents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tolerate exposure to fumes and odors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Work in areas that are close and crowded</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Work in areas of potential physical violence</td>
<td></td>
</tr>
</tbody>
</table>
NORTHEAST IOWA COMMUNITY COLLEGE HIPAA/CONFIDENTIALITY STATEMENT FOR HEALTH PROGRAMS

As a student in a health program, contact with confidential and protected health information will occur. This information may be personal, clinical, financial, or other. Information may be computerized (electronic health record), hard copy, or oral in nature.

Examples of confidential information can include, but is not limited to: health records, employee records, financial records, reports, information distributed to work areas, or any other information found in the course of business. Confidential information includes information learned through discussion in clinical practice on and off campus, from employees and medical staff, patients, and patient families or friends.

Students of Northeast Iowa Community College enrolled in a health programs shall maintain all aspects of confidentiality. Students are accountable for being aware of the legal implications in regards to patient privacy and confidentiality rights as per HIPAA guidelines and regulations. The following guidelines are required:

- Confidentiality of patient information must be protected by the student.
- Access to patient information that you are not assigned to for care and/or research is prohibited, including your own personal health information.
- Patient, family, or health related information may not be photocopied or removed from the healthcare setting.
- Security guidelines for accessing and documenting in the electronic record must be followed.

As a student, it is your responsibility to protect the confidential and private information you have contact with. You must protect information from loss, destruction, tampering and inappropriate access and use, including inappropriate disposal.

Any breach of confidentiality or privacy practices represent a failure to meet the legal, professional, and ethical standards and will constitute a violation of this statement. A breach can include any unnecessary, unauthorized, unintentional, or intentional use or disclosure of confidential information due to carelessness, curiosity or concern, for personal gain or malice, and including informal discussion both in the healthcare facility, outside the facility, or at the college. Such breaches will result in disciplinary action which may include program termination and civil or criminal penalties from the college, individuals, or affiliated organizations.

Confidentiality Agreement
As a student of the Northeast Iowa Community College health program, I, ______________________ understand the above statements and the expectations that I will maintain the confidentiality of information encountered during the course of study. Further, I understand that a violation or breach of this statement of confidentiality will be investigated and responded to in a manner that may result in suspension/expulsion from the
Northeast Iowa Community College health program in which I am enrolled. I understand that I could also be subject to disciplinary action that may include fines and/or imprisonment.

____________________________  _________________________
Name (Print)                    Date

____________________________  Signature
Topic: Professional Practice Experience I

Students enrolled in Professional Practice Experience I must be successfully passing HIT:215 and HIT:233 (Introduction to CPT and ICD-10-Coding) with a grade of C- or better at the start of the day of clinical experience. Students who are below the C- grade will need to withdraw from PPE I.

I acknowledge that I have received this amendment and recognize that I must have a grade of C- or higher in HIT:215 and HIT:233 in order to begin clinical for PPEI or will need to withdraw from the course.

________________________  _______________________
Student Signature               Date

REV. 9/89, 6/90, 8/92, 8/93, 8/97, 8/02, 8/03, 08/06, 6/11, 7/15