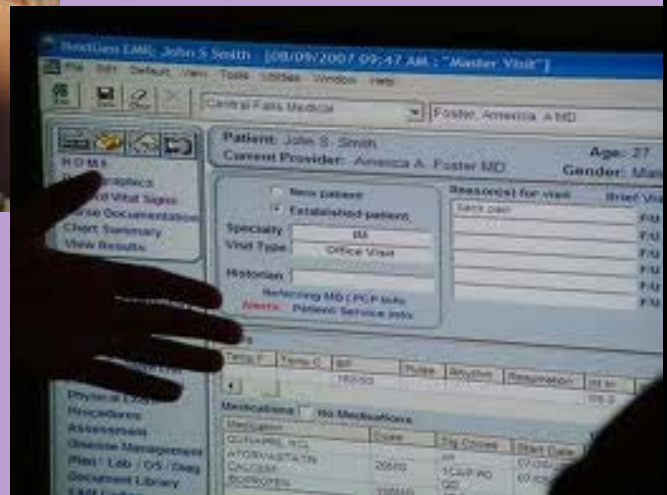




Health Information Technology Program



Coleman College for Health Sciences
2017-2018
Student Handbook

HEALTH INFORMATION TECHNOLOGY

Under the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) of the American Health Information Management Association (AHIMA) the Health Information Technology (HITT) program of HCC is the premier educational institution for Health Information Technicians. The program is dedicated to the effective training of health information professionals at the Associate Degree level. The program is dedicated to advancing the Health Information profession by delivering education in an increasingly electronic and global environment whereby students are able to obtain an Associate of Applied Science degree, Coding and Health Information Analysis certifications as well as lifelong learning through continuing education.

The Health Information Technology Program has three levels of completion. The levels of completion include a two-year Associate Degree in Applied Science, a one year Coding Certificate and a nine month Health Information Analyst Certificate. The program offers courses at the John B. Coleman Building and via the internet.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) established by the American Health Information Management Association (AHIMA).

Health Information Technology courses train students to perform technical medical record functions in various types health care facilities, including acute care, long term care and ambulatory care facilities. Some of the technical functions performed are analyzing, coding, indexing and health record evaluation.

Courses have both theory and competency-based educational components. Students are assigned to Health Information departments in the Texas Medical Center and other areas in Houston for their directed practice education classes. Students must maintain a "C" average and meet all prerequisites to continue in the program. A student may not earn a grade below a "C" in the HITT courses and continue in the program courses.

Applicants are encouraged to enroll in REQUIRED ACADEMIC CORE and REQUIRED COURSES prior to completion of the application. Students who are accepted in the program will be required to pay a liability insurance fee, which protects the student against losses resulting from malpractice claims. Criminal background checks, physical exam with hepatitis B vaccination, and drug test are mandatory for program admission.

Applicants must meet the minimum requirements for admissions to the program to include successful completion of all THEA requirements. Students are encouraged to have completed all developmental courses needed to reach college level academic courses.



ADMINISTRATION

Dr. Phillip Nicotera
President

Jeff Gricar
Dean Health Sciences

ADMISSION COMMITTEE

The Admissions Committee is composed of the Health Information Technology (HITT) program faculty and Health Information professionals in the health care arena. The top 25-30 students are selected from a scoring system and invited to be a member of the class.

ADVISORY COMMITTEE

The Program's Advisory Committee is composed of Health Information professionals from various health care and academic settings in the Greater Houston area. Additionally, a student from the program serves on the committee. These persons meet on a biannual basis to review and discuss the needs, progress and future of the program.

ADA STATEMENT

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies have been established to enable students with documented disabilities who are otherwise qualified, to request accommodations which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973 and under the Americans with Disabilities Act of 1990. A *new*, updated letter of accommodation should be submitted to instructors within the first three days of each semester. Students who submit a letter of accommodation any time after the first three days of a semester should expect to begin receiving accommodations following a 24-hour time frame for instructors to implement new changes. Obtaining reasonable accommodations is an interactive process that begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services. The ADA Counselor for the Coleman College is located in room 101 of the Learning Success Center (LSC).

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. For questions, contact Ms. Brandy Lerman at 713-718-7376. You may also visit the ADA web site at

<http://www.hccs.edu/district/students/disability-services/ada-counselors/>

Title IX

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to www.edurisksolutions.org Go to the button at the top right that says **Login** and click. Enter your student number.

HB1508

Being convicted of a felony may result in students unable to obtain registration, certification or employment in the field of Health Information. Inform the program of any such situations for proper guidance.

**HOUSTON COMMUNITY COLLEGE
HEALTH INFORMATION TECHNOLOGY PROGRAM SYSTEM
STUDENT HANDBOOK**

Table of Contents

	Page Number
FACULTY AND STAFF	1
PROGRAM ORGANIZATION	
Department of Health Information Technology Objectives	1
Health Information Technology	1
Health Information Technician	2
Training	2
ACADEMIC POLICY AND STUDENT PROGRESS	
Academic Performance	2
Assignments	2
Grading and Evaluation	3
REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATES ...	4
PROFESSIONAL APPEARANCE AND DRESS CODE	4
PROFESSIONAL CONDUCT	4
PROGRESSION IN THE PROGRAM	4
READMISSION TO THE PROGRAM	4
STUDENT ATTITUDE	
Attitude Toward Profession	5
Attitude Toward Health Care Facilities	5
Attitude Toward Classmates	5
Attitude Toward Faculty	5
Attitude in Clinical Setting	6
Academic Dishonesty	6
STUDENT HEALTH SERVICES	6
TERMINATION OF ENROLLMENT	6
WRITING ACROSS THE CURRICULUM	6

Table of Contents

Page Number

GENERAL INFORMATION

Advanced Placement	2
Associations	6
Class Attendance	7
Class Cancellation	8
Conferences and Counseling	8
Credentialing Examinations	8
Directed Practice	8
Uniforms	9
Employment	9
Equal Opportunity	9
Field Trips	9
Graduation/Completion Procedures	9
Student Rights / Grievance Procedure	10
Handouts	10
Job Placement	10
Health Services / Illness	10
Learning Resource Center	10
Medical Liability Insurance	10
Parking	10
Registration	11
Student Records	11
Telephone / Cell phones	11
Test Policy	11
Withdrawals	12
Class Structure and Design	12

APPENDICES

A. COLEMAN COLLEGE STANDARDS FOR HEALTH SCIENCES	15
B. AHIMA CODE OF ETHICS AND BYLAWS	25
C. ASSOCIATION APPLICATIONS	35
D. DEGREE AND COURSE DESCRIPTIONS	42
E. AHIMA ENTRY LEVEL COMPETENCIES FOR ACCREDITED RECORD TECHNICIANS (Domains, Sub-domains and Competency tasks)	52
F. STUDENT ACCIDENT/INJURY	58
G. OPERATIONAL GOALS OF PROGRAM	63
SIGNATURE PAGE (To Be Signed and returned to Department Chair)	65

HEALTH INFORMATION TECHNOLOGY PROGRAM STUDENT HANDBOOK

Department Head	Dr. Carla Tyson-Howard, MHA, RHIA
Faculty/Clinical Coordinator	Mrs. Carolyn Stariha, BS, RHIA
Administrative Assistant	Mr. George Kollie
Instruction Support Specialist	Ms. LaKisha Miller

MISSION STATEMENT

The Health Information Technology program of HCC will prepares students for the Health Information Technology and Management profession by providing state of the art relevant training with emphasis on health data content and structure, database management, and electronic health records.

PROGRAM ORGANIZATION

The Health Information Technology program is located within the Allied Health Division of the Houston Community College System, John B. Coleman Building. The Health Information Technology Program is designed to accomplish the following objectives:

- A. Provide a quality HITT curriculum, which will prepare the graduate to assume the role of an active, competent, and productive Health Information professional.
- B. To provide a quality HITT curriculum so structured that the student who is completes the various levels of study (1. Analyst Certificate, 2. Coding Certificate, 3. AAS degree) will acquire skills, which will enhance his employment opportunities following each level completed.
- C. To provide qualified Health Information technicians to staff the health information centers of various types of facilities in the local and regional communities of Texas and the United States.
- D. To provide a HITT curriculum in which the student has the opportunity to prepare at the associate degree level for a continuance of education to attain a Bachelor's degree in Health Information management or another area.
- E. To encourage HITT students to develop a set of values based on integrity and Health Information Ethics to guide them in their personal responsibilities and their working experiences.
- F. To provide the HITT students with courses which will develop mental discipline through self-study and achievement at the student's own initiative.
- G. To provide the HITT students with the political, social, and economic aspects of our democracy and the effect they have on the health care field and to encourage them to appreciate their role in the community as a person and as a citizen.
- H. To provide the HITT student with a curriculum containing basic facts and principles from the humanities and the natural and social sciences.

HEALTH INFORMATION TECHNOLOGY

The Health Information Technology program is a professional program which is designed to lead to an Associate of Applied Science Degree. The Health Information Technology program offers preparation for a technical area of service in hospitals, clinics, and related health facilities. Graduates are prepared as entry-level Health Information technicians. The program prepares the student to write for the national Registered Health Information Technician (RHIT) and Certified Coding Associate (CCA) exams sponsored by the American Health Information Management Association (AHIMA) and Certified Professional Coder (CPC) exam sponsored by the American Academy of Professional Coders (AAPC).

The program also offers certifications in Coding and Health Information Analysis (each are exit points of the AAS degree). Upon completion of the Coding Certificate, students are encouraged to sit for the CCA and/or CPC.

HEALTH INFORMATION TECHNICIAN

The Health Information Technician performs technical medical record functions in various health care facilities. These functions include:

- organizing, analyzing, and technically evaluating health information and medical records according to established standards.
- compiling various administrative and health statistics.
- coding symptoms, diseases, operations, procedures and other therapies according to recognized classification systems.
- maintaining and using a variety of health record indexes, special registries and storage and retrieval systems.
- transcribing medical reports
- analyzing, inputting and retrieving computerized health data.
- controlling the usage and release of health information and other legal issues in regards to medical health information management.

TRAINING

In the academic study program, students study English, anatomy and physiology, medical terminology, pathophysiology, pharmacology, keyboarding, record storage and retrieval, legalities and ethics, quality assurance, data processing, health information management, health care statistics, research, classification systems, computer systems and management.

Students are trained in assembling, analyzing, coding, abstracting, data processing, keyboarding, and managing health information. Part of the learning experience will include working in the health information department of a hospital or various other healthcare facilities. Practical experiences are conducted weekdays between the hours of 6:00 a.m. - 8:00 p.m. in a clinical setting or online in a virtual lab. Students must make day hours available for their training as well as evening hours for theoretical lecture and laboratory, experience.

ACADEMIC POLICY AND STUDENT PROGRESS

ACADEMIC PERFORMANCE

Students must maintain a minimum level of performance in each of the required technical courses in order to progress to the next level or block of course. Students must successfully complete the first year of course work before progressing to the second year of the HITT program. All courses in the second year must be scheduled for completion in order to be eligible for the Associate of Applied Science in Health Information Technology. HITT students must maintain a "C" or above average for all courses

(general education and technical).

ADVANCED PLACEMENT

Students with previous work experience in a health information department of one year or more may receive credit by exam for some practical experience courses. In order to receive credit for course(s), students must provide formal documentation of work experience, demonstrate application of the knowledge through an exam and pay the required fees. Student request for advanced placement must be presented to the instructor in writing four weeks prior to the exam. Advance placement exam will be given during final exam week of the fall and spring semesters.

ASSIGNMENTS

Students are expected to turn in course assignments on the dates specified by the course instructor. Reasons that are approved by the instructor will be acceptable if a student is unable to meet the scheduled deadline. Arrangements must be made with the course instructor to complete the activity for late assignments; late work may be discounted one letter grade.

Course assignments are to be neat. To assure readability, assignments should be typed and double-spaced.

GRADING AND EVALUATION

The grading scale used in the program is as follows:

Letter Grade	Above Average	Percentage	Grade Points
A	Superior	90 - 100	4.0
B	Above Average	80 - 89	3.0
C	Average	75 - 79	2.0
F	Failure	0 - 74	0.0

The basis for the letter grade is the composite score of projects, papers, quizzes and tests for each course. In making such a grade determination, instructors will take into consideration student performance in the course in terms of attendance, attitude, participation, and other evidence of student achievement. Course instructors have the prerogative of raising or lowering a grade by one letter based on these factors.

Students are required to maintain a minimum/passing grade on each assignment, practicum project, or test. Course instructors have prerogative of requiring students to repeat any learning experience for which they receive less than a minimum/passing grade. In making such a determination, instructors will take into consideration the importance of the learning experience to a related job entry-level skill, knowledge or attitude.

Other symbols routinely used in the HITT Program for grading and the conditions under which these may be applied are indicated below. Specific definitions are listed in the college catalog and in the schedule each term.

I	Incomplete
W	Withdrawal

Graduation - A student is required to maintain a "C" average in combined required, technical, and general education courses of Applied Science Degree. Each candidate must complete the applicable

HITT Curriculum.

REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE

Current course requirements are listed on the degree plan within this handbook. Substitutions within the programs may be made with the permission of the Department Chair.

Requirements includes:

- a. Complete with passing grades 69 semester hours.
- b. Make a general average of "C" in all health information courses counted for credit toward the degree.
- c. Students must meet the program requirements according to the current program plan.

REQUIREMENTS FOR THE CODING CERTIFICATE

Requirements includes:

- a. Complete with passing grades 43 semester hours.
- b. Make a general average of "C" in all health information courses counted for credit toward the certificate.
- c. Students must meet the program requirements according to the current program plan.

REQUIREMENTS FOR THE HEALTH INFORMATION ANALYSIS CERTIFICATE

Requirements includes:

- a. Complete with passing grades 18 semester hours.
- b. Make a general average of "C" in all health information courses counted for credit toward the certificate.
- c. Students must meet the program requirements according to the current program plan.

PROFESSIONAL APPEARANCE AND DRESS CODE

The student represents not only the HITT Program, but also the profession as well. The student must at all times maintain a clean, wrinkle free garment, clean shoes, hose, manicured nails, properly combed hair, and the appropriate jewelry. Lab coats should be clean and pressed with the student insignia properly sewn on. Students are expected to dress in a conservative fashion.

PROFESSIONAL CONDUCT / ETHICS OF PROFESSION

In accepting admission into the Health Information Technology program, students commit themselves to the generally understood ethics of the health care field and specifically to the ethics of the health information profession. Ethics are found on the latter pages of this handbook and will be discussed through the course of study.

An important aspect of professional ethics is the maintenance of the confidential status of patient medical records and physician/facility business. This applies to information obtained in the classroom, in the laboratory, or during directed practice affiliations. Confidential information must not be disclosed to unauthorized individuals, including family and friends.

Students are responsible for conducting themselves with honor and integrity. Academic dishonesty results in dismissal from the program.

The Department Chair will investigate all instances of alleged misconduct or unethical behavior. If

necessary the matter will be referred for hearing and determination. Unethical or unprofessional conduct is cause for dismissal from the program. Students dismissed from the program will not be allowed readmission.

Students are on their honor not to read their own medical records or records of anyone known to them.

Students are expected to complete work on an independent basis. Asking another student or graduate to share projects, papers, or tests is considered unethical behavior. It is equally unethical to share materials with a student who intends to cheat. Unethical conduct is cause for dismissal from the program.

PROGRESSION IN THE PROGRAM

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

READMISSION TO THE PROGRAM

Students may return to complete the remainder of the program in accordance with the College's published schedule. The Department Chair will evaluate applicants. The curriculum in use at the time of reapplication will be used in planning the student's program completion. Students may be required to demonstrate their current knowledge in the field. Candidates for re-entry should contact the HITT office as soon as possible prior to the time they desire to re-enter (by June 1). Pre-application does not guarantee readmission to the program.

STUDENT ATTITUDE

Professional education is the acquisition and integration of (1) knowledge (2) skills (technical and people) and (3) attitude. All these areas are essential in making a professional person. The ethics of the Health Information profession must be upheld at all times.

ATTITUDE TOWARD PROFESSION

The Health Information Technician is a member of the professional health care team. He/She therefore should be a member of the professional organizations which he/she represents. Applications for membership are provided within this handbook.

ATTITUDE TOWARD HEALTH CARE FACILITIES

In a working situation, the Health Information Technician is concerned with many different persons (supervisors, medical staff, patients, departmental workers, and administration) and should be prompt, courteous, and respectful at all times during directed practice assignment. Therefore, the student must have the responsibility for arriving at the scheduled work area at the correct time. The student must be willing to perform any task, which the supervisor assigns. Students must attend scheduled practical assignments. Failure to attend site will lead to dismissal from program. Student must contact clinical site supervisor and clinical coordinator if unable to show for clinical experience.

ATTITUDE TOWARD CLASSMATES

The Health Information Technician is a member of the medical health field and must therefore learn to cooperate with others and be respectful and courteous with classmates.

ATTITUDE TOWARD FACULTY

Students should show the proper amount of respect and courtesy to the members of the faculty and staff. This applies whether in the classroom or at the clinical site. Students should positively accept constructive criticism. If in doubt about a situation, or a concern needs to be addressed, the instructor should be consulted in private.

ATTITUDE IN CLINICAL SETTING

Each student is responsible for being prompt and maintaining cleanliness of their work area. The student is responsible for bringing the necessary books, materials, or writing utensils as needed during the assignment, for returning all borrowed materials at the end of the day, turning off electrical equipment at the end of the day and returning any records checked out.

A certain amount of conversation in the Health Information Department between students, employees, etc., relating to everyday matters is expected. However, when this practice of "visiting" with one another grows to such proportions that the work of the department suffers, or it mars the professional aspect of the office, it becomes necessary to curtail ordinary conversation between personnel. Please curtail extensive conversation until designated lunch or personal breaks.

STUDENT HEALTH SERVICES

Successful student participation in the program requires maintenance of a level of physical and dental health sufficient to complete the program.

If there is evidence that a student's mental or physical condition is a contributing factor to substandard achievement in the program, the student shall be counseled to seek help from private physician or Student Counseling Services. In the course of these procedures, it may be deemed necessary for the student to submit statements from a physician pertaining to his/her mental, and/or physical abilities to continue in the program. Cases in which a student refuses to seek such assistance, or the HITT Programs' staff feels that the student should not continue in the program, will be referred through the Program Officer for final determination.

TERMINATION OF ENROLLMENT

The HITT Program reserves the right, upon the specific recommendation of the HITT faculty and after the student has received written notification of the reasons and procedures, to terminate a student's enrollment in the program. Such action will be initiated when the HITT faculty deems it inadvisable for that student to complete the program.

The conditions contributing to these determinations by the faculty may include:

- a. Unsatisfactory academic performance levels.
- b. Unsatisfactory clinical affiliation (directed practice) performance.
- c. Unethical or unprofessional conduct (see page 25).

WRITING ACROSS THE CURRICULUM

The program has adopted a plan to be included in all aspects of the HITT program including the clinical education program. The plan requires that students participate in a writing program that will include essays on exams, journal writing, essay descriptions of medical record technology procedures, etc. The students' work will be continually evaluated for sentence structure, grammar, and spelling. This plan is to assure that each graduate possesses adequate written communication skills. All students are

encouraged to take the "Guided Studies" course to assist with study, organization, test taking and other effective skills to successfully navigate the program.

GENERAL INFORMATION

ASSOCIATIONS

Health Information Technicians are eligible for membership in the American Health Information Management Association (www.ahima.org), Texas Health Information Management Association (<http://txhima.org>) and the Houston Area Health Information Management Association (www.hahima.org). Some of the benefits of membership include receipt of the official journals of the organizations, attendance at professional meetings and involvement in the associations before job entry. Students are eligible to join during the first term. Application forms are available within this handbook or by going on-line to the respective web sites.

Student membership is encouraged by the HITT Programs' staff as part of professional training and development. Related professional organizations are the American Academy of Professional Coders (<http://www.aapc.com>) National Association of Healthcare Access Management (www.naham.org), American Association for Medical Transcriptions (www.aamt.org), and American Record Managers Association (www.arma.org).

CLASS ATTENDANCE

Most HITT courses are offered as distance education. They may require on campus attendance for mid-terms and finals. Instructors have weekly online GoToMeetings with students.

Potential employers use attendance and promptness as two indicators of dependability and employability. Total class attendance percentage will be part of the final program evaluation for job references. Attending classes regularly and promptly is an important aspect of the HITT Program's training. Irregular attendance and habitual tardiness is indicative of an attitudinal problem, which might carry over to the job situation. The highly integrated structure of the curriculum requires regular and prompt attendance for successful achievement in the program.

Absenteeism can also adversely affect the student who is on a financial aid grant. The college is required to maintain class attendance records in order to verify a student's attendance on a specific day or dates. Students who do not attend classes are not entitled to receive funds. Adherence to the following attendance policies is therefore important:

1. **Absence from class:**
Absence does not relieve the student from the responsibility for completing course work. The student is responsible for materials handed out in class and assignments made during class. Arrangements should be made for classmates to obtain handouts. Make up assignments or tests for any classes missed will be at the discretion of the course instructor. **For hybrid and internet courses, students must log-on at least once per week to be considered present for the class.**
2. **Absence from tests or presentations:**
Absence from exams or assigned oral presentations will result in a score of "O" for that test or assignment. Make up assignments for tests missed or presentations/activities not completed will be at the discretion of the course instructor.
3. **Accumulated absence:**
After students have been absent from class for three sessions, they will be administratively dropped by the instructor for non-attendance, with an "F" or "W".

4. **Tardiness:**

Tardiness is defined as arriving in class after the instructor has taken attendance. Attendance will be taken within the first ten minutes of class. There is no "excused" tardiness; three late arrivals will constitute one absence.

5. **Absence from directed practice:**

After students have been absent from practicum for two sessions, they will be administratively dropped by the instructor for non-attendance, with a "W".

CLASS CANCELLATION

Class cancellation due to inclement weather will be announced over local TV and radio stations, HCCS web site, emails through Eagle Online and instructors' outgoing telephone messages. Classes and practicums missed must be made up when possible, and will be rescheduled as soon as feasible.

CONFERENCES AND COUNSELING

1. Course instructors are available for conferences concerning assignments, tests, course content, etc. Instructors are available during hours posted on their doors and on the course syllabus. Appointments can be made for a specific time period.
2. Professionally trained counselors are also available to assist students. Help is available for matters such as learning difficulties and study skills, assessment of interests and abilities, career development and exploration. Counselors are a good source of information about the college and its programs, community resources, etc.

CREDENTIALING EXAMINATIONS

Students who successfully complete the HITT Associate of Applied Science degree program are eligible and highly encouraged to take the national Registered Health Information Technician (RHIT) exam sponsored by the American Health Information Management Association (AHIMA). An application must be filed, and fees are payable during to AHIMA. The HITT staff will provide the necessary information prior to the time applications must be submitted.

Students who successfully complete the Coding Certificate are eligible and highly encouraged to take the Certified Coding Associate (CCA) exam sponsored by AHIMA. Coding certificate students may also sit for the Certified Professional Coder (CPC) and/or Certified Professional Coder-Hospital (CPC-H) coding certification examinations sponsored by the American Academy of Professional Coders.

DIRECTED PRACTICE

- A. Prior to attending clinical, student must provide proof of physical exam with current vaccinations including hepatitis B series, criminal background check and drug screening. Students who fail to comply will not be allowed to attend clinical settings.
- B. Some clinicals may in the form of simulation rather than a health care facility sight.
- C. Students are responsible for their own transportation to and from directed practice.
- D. Schedules and other specific details will be given to the students during the beginning of the term of the directed practice rotation. For successful completion of practicum course, students must adhere to rotation schedule. Directed practice experiences are scheduled daytime hours.

Students must make arrangements to be in attendance during the weekdays at their clinical site.

- E. Site determination will be the final decision of the Clinical Coordinator. Students must work under the direction of a credentialed Health Information Practitioner.
- F. Students are not to be substituted for paid staff. Students may not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision.

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

- E. UNIFORMS:
 - 1. Students will wear uniforms on directed practice. The uniform identifies the individual as a student of Houston Community College and not as an employee of the facility. The uniform also assures a professional appearance.
 - 2. UNIFORM CRITERIA:
 - a. The basic uniform of all HITT programs is a lab jacket (white in color / purchased by student) worn with HCCS student patch. Specific details will be given to students near the end of the term preceding the clinical experience.
 - b. Neatness and cleanliness of clothing is important. It should be appropriate to the facility to which assigned.
- F. Directed practice can only be made up at the convenience and permission of the clinical site director and clinical coordinator. Student must contact site director and clinical coordinator if he/she will not be in attendance at practical experience.
- G. Liability insurance is required and is included within tuition of practicum courses.

EMPLOYMENT

The number of hours of employment during the HITT is dependent upon the student's ability. Employment will not count toward required hours in directed practice, even though students are employed by clinical affiliation sites. However, students may test-out of clinical courses with the permission of the clinical coordinator.

EQUAL OPPORTUNITY

Houston Community College affirms the right of all individuals to equal opportunity in education and employment without regard to race, color, religion, national origin, sex, age, handicap, marital status or any other extraneous considerations not directly and substantially related to effective performance.

FIELD TRIPS

Throughout the school year, field trips may be arranged to various establishments concerned with some aspects of health records. Students will be responsible for supplying their own transportation.

GRADUATION/COMPLETION PROCEDURES

- 1. The HITT staff will announce graduation procedures during the spring term. Procedures will be handled through the Graduation Office and program counselor. Refer to HCC catalog for detailed

information relevant to graduation.

2. Students must petition for the Associate of Applied Science Degree in Health Information Technology, Certificate in Cancer Data Management, Certificate in Coding and Certificate in Health Information Analysis. Students may participate in the College graduation ceremonies irrespective of the time of program completions.
3. Candidates must maintain a minimum level of performance (make a general average of "C" (in all health information courses) to be eligible for the Associate Degree in Health Information Technology.
4. Candidates for the Associate of Applied Science and all certificates in Health Information Technology must complete with passing grades.
5. All candidates must demonstrate competency in basic mathematics, writing and language skills as required by THEA.

STUDENT RIGHTS / GRIEVANCE PROCEDURE

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the educational community. HCC has a duty to develop policies and procedures that provide and safeguard this liberty.

It is recognized that a process for the resolution of student complaints is necessary. A complaint may be initiated by a student who believes he/she has been subjected to unjust action or denied student rights. Grievance procedures should start with the instructor. See HCCS student handbook for grievance procedure. (www.hccs.edu/students)

HANDOUTS

Must handouts are uploaded to Eagle Online. When they are not, only one copy of each handout will be provided to students. Arrangement should be made for a classmate to obtain handouts when absent, or the student must xerox from a classmate's copy.

JOB PLACEMENT

Although the HITT staff does not provide job placement services for students or graduates, notices of available positions in health record occupations are received by this office on occasion. Announcements of such job openings will be made known by announcement and posting.

HEALTH SERVICES / ILLNESS

Students are required and responsible for carrying their own health insurance. Houston Community College System does not provide coverage for any injury or accident while in the program. The affiliated hospitals do not provide coverage for sickness or injury, however most will provide onsite first aid for an injury on the assignment. (see HCC Student Handbook at www.hccs.edu/students)

Should a student experience surgery or an extended illness during the course of the program which causes him/her to miss three (3) class sessions, the student is subject to administrative withdrawal from the program for that semester.

LEARNING RESOURCE CENTER

Students have access to the Houston Academy of Medicine-Texas Medical Center Library which has

extensive materials for the health occupations including online and hard copy reference materials. The main computer lab is available during posted hours of operation.

MEDICAL LIABILITY INSURANCE

All students enrolled in the program are required to purchase medical liability insurance at the time of registration. The cost of insurance is included within the tuition of the practicum courses. The insurance is necessary for each student's protection during onsite training. The insurance coverage lasts for one year and is payable at the beginning of the Freshmen year and at the beginning of the Sophomore year.

PARKING

Students are responsible for any parking fees required when attending clinical education classes in the affiliated hospitals, or lecture classes at the College.

REGISTRATION

Registration is term to term. Students should pre-register for the next term when announced. Pre-registration ensures an early registration date and therefore a better selection of general courses. Only the HITT faculty can approve students to register for HITT courses. All registration is performed by the students on-line. The HITT faculty advisors are available for general education courses and program counseling on an appointment basis prior to registration each term. Students will see advisors concerning general education courses unless they have a prior approved program. Students must take courses in the order as outlined in the degree plan.

HCC has a "no late registration" policy. Payment arrangements must be made by the due date or students will risk not being able to register or remain in class.

STUDENT RECORDS

All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon the lawful subpoena or other order of a court of competent jurisdiction.

TELEPHONE

1. While on directed practice, do not utilize office telephones for personal telephone calls. Do not use personal cell phones while on duty. Leave cell phones in your car; do not take in clinicals.
2. Please inform friends or relatives to call the college security department, or the directed practice site only in case of emergency.
3. Cell phones must be in silence mode while in class on campus.

TEST POLICY

This test policy is applicable only to those classes taught by the HITT staff. In all instances, re-takes and make-ups are at the discretion of the course instructor.

1. **Make-up Tests:**
 - a. Only under extenuating circumstances, with instructor approval, will make-up tests be given.
 - b. Tests may be taken ahead of the scheduled time only with the discretion of the course instructor.
2. **Retaking Tests:**

a. Retake of test for unsatisfactory scores will be given at the discretion of the course instructor.

3. Make-up/retaking of HITT Final Exam:

- a. All HITT final exams must be taken at the times scheduled by the HITT staff, which will conform to the overall college schedule as much as possible.
 - i. No early final exams will be permitted unless there is an emergency or unusual situation and the instructor can accommodate the student. Such decisions are at the discretion of the HITT instructor.
 - ii. If a student is absent for a final exam, the student may receive an incomplete grade for that course only at the discretion of the course instructor. If an "incomplete" is given, the exam will be rescheduled during the vacation break or as soon as is reasonably possible. Incomplete final grades may have an adverse affect on financial aid grants and progression to the next term of the program. Incomplete grades automatically convert to an "F" if not finished within one year.
 - iii. There will be no retake or make-up on a final exam with an unsatisfactory test score.

4. Credit by Examination

- a. Students may receive credit by examination for some courses offered within the health information curriculum. To receive credit, the student must make arrangements in writing with the instructor at least four weeks prior to exam and successfully pass a written exam on course objectives. Credit by examination test are given during the week of finals for the fall and spring semesters.
- b. Students with prior health information or medical record department work experience may challenge clinical practicums.
 - I. Student must have at least one year of work experience applicable to the course objectives and the area of concentration for the particular practicum to be challenged.
 - II. Student must present documentation from the facility (ie: personalized job description, human resources employment record, letter from supervisor, employee evaluation or appraisal) demonstrating the type of work he or she performed.
 - III. Student must successfully pass a written exam on course objectives.

5. Cheating/Unethical Conduct

Cheating and unethical conduct will result in automatic dismissal from the program.

WITHDRAWALS

- 1. Program Withdrawals
 - a. Students should confer with the Program Director before making application to withdraw from the program. It is important to know why a student decides to withdraw.
 - b. A student may be readmitted to the program at the term of exit, and will repeat the entire term upon readmission.
- 2. Class Changes (Add/Drop)
 - a. Discussion with the Program Director should take place prior to the time the student initiates add/drop procedures. This applies to general education courses as well as the HITT technical courses. Failure to do so may result in inadequate hours or types of courses necessary for degree requirements.
 - c. Any classes dropped by a student (who wishes to remain in the program) during a given term must either be retaken at a later date or another class with equivalent number of credits taken.

- d. A course taken in excess of two times will result in an increase in admission for that class.

CLASS STRUCTURE AND DESIGN

All classes are designed to enrich students with the American Health Information Management Association (AHIMA) standards and requirements. The design of courses and the structure of class instruction may include group work, self-paced study, individual presentations, group presentations, field trips and oral and written test.

Most courses are Web enhanced. This allows for flexibility in teaching and learning. Computers with internet access are available in the HITT lab, library and computer lab.

ESSENTIAL REQUIREMENTS

Essential functions are those considered to be necessary or fundamental to performance of a job. In postsecondary education, the student's job is to learn and participate in an academic environment and the clinical environment as well. The student, with or without reasonable accommodation, must possess these essential functions.

- Must be able to use computer programs following written instructions, (e.g. word processing, spreadsheet, presentation, database, flow-charting software, plus health information programs (e.g., electronic health records, encoders, tracking systems, etc.) Jobs may include up to eight hours per day of computer work.
- Must be able to protect the confidentiality/security of health and facility/practitioner business information. Must be able to comply with laws, regulations and standards. Must show honesty/ethics including not cheating and not plagiarizing on assignments.
- Requires psychomotor coordination of hands/eyes in using automated equipment, etc. Must be able to keyboard 40-45 words per minute, sort, assemble and file records from floor to ceiling level, and carry 25 pounds at waist height a distance of 50 feet. Must be able to read names/numbers on charts and voluminous paper or computerized medical records/reports/databases. Must be able to distinguish colors in color coded systems, interpret code books and reference materials, and prepare office layouts, design forms and computer screens. Must be able to operate equipment such as computer, calculator, scanner, movable files, etc.
- Must be able to exert up to twenty-five pounds of force and/or lift/move objects up to twenty-five pounds. Physical demands exceed that of sedentary work, (e.g. walking, sitting, standing, stooping, reaching, etc.) for extended time. Typical job is eight hours with a meal break and two short rest breaks during the shift.
- Requires ability to communicate orally and in written form (or comparable communication skills) and use proper format, punctuation, spelling and grammar. Must use critical thinking, exhibit sound judgment, show emotional stability/maturity, show physical/mental stamina, and receive/share information/instructions from instructors, patients, physicians, and others in didactic and/or clinical setting
- Must complete tasks accurately and timely. Must be able to apply principles of logical/scientific thinking, deal with nonverbal symbolism, and comprehend concepts Must be adaptable, able to make decisions related to class/lab/clinical assignments and have the ability to build/maintain constructive cooperative working relationships with others and develop goals/priorities to organize/accomplish work.
- Must demonstrate professionalism, work alone or in teams, demonstrate integrity and sincerity, and show caring/sensitivity especially in areas of patient care. Must demonstrate neatness and

good hygiene. Requires positive attitude when receiving constructive criticism. Must be willing to alter plans or change approaches in the learning/work environment, maintain composure and continue to function during stress. Must show respect to others. Must show dependability in attendance.

- Must be able to utilize mathematical formulas, determine percentages/decimals; determine time; use metric systems, use/display descriptive statistics, calculate hospital statistics, productivity information, quality improvement studies, budgets, equipment and supply needs/costs, medical bills, etc. Must be able to apply algebraic formulas when preparing computerized spreadsheets.
- Requires the ability to travel to and from any or all of the following: home of the student, College campus, Professional Practice Experience facilities, public locations for the purposes of various meetings and other assigned locations off campus.

Appendix A



Coleman College Standards
for Health Sciences

Coleman College Standards for Health Sciences

The Coleman College for the Health Sciences promotes academic integrity and other program standards of conduct for the health science community. Coleman College is also responsible for investigating alleged violations of Student conduct and for implementing the discipline process.

Health science students have a responsibility to society to learn the academic theory and clinical skills needed to provide safe health care, following program standards of conduct and adhere to academic integrity.

The Academic and Clinical Standards are based on an understanding that to practice as a student in the health sciences is an agreement to uphold the trust with which society has placed in us. The statements of the standard provides guidance for the health science student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

Academic and Clinical Standards

To prepare students for the high ethical standards of the health professions, Coleman College for Health Sciences expects absolute academic professional integrity, both in the classroom and in the clinical setting. Students are expected to demonstrate professional and ethical behaviors consistent with standards associated with health science professions. Students shall comply with all Coleman College, health science program-specific, and HCCS policies and procedures.

Clinical Attendance

Attendance is required for all clinical conferences, seminars, and practice. Students may be required to attend day and/or evening clinical, and/or weekend assignments.

It is the responsibility of faculty to protect patient/clients and students. Therefore, faculty members may exclude students from the clinical area due to illness, injuries, lack of preparation for practice, inappropriate attire, and/or any situation deemed unsafe. The absence may be reflected in the student's grade.

(HITT Specific) Directed practice experiences are scheduled daytime hours. Students must make arrangements to be in attendance during the weekdays at their clinical site.

Clinical Absences

Strict attendance is required for all clinical experiences. Students are responsible for notifying faculty and the clinical agency of absences from required clinical experiences prior to the scheduled time for the experience. Students are expected to follow guidelines provided by individual courses or levels. Discussion with your clinical faculty member should occur prior to any anticipated absence such as illness or crisis in the family or death of a close family member.

(HITT Specific) Directed practice can only be made up at the convenience and permission of the clinical site director and clinical coordinator. Student must contact site director and clinical coordinator if he/she will not be in attendance at practical experience.

Accident Insurance

Students may utilize the Accident Insurance policy for injuries that may occur during the time when students are assigned to clinical education. The clinical instructor/ preceptor must be notified immediately of any/all injury. The student is responsible for a deductible when using the accident insurance policy.

Clinical Code of Conduct

A student shall:

1. Provide safe and professional patient/client care at all times and implement measures to promote a safe environment for each patient/client.
2. Comply with Coleman College, health science program-specific, HCCS, and clinical agency policies and procedures related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.
3. Not commit acts of omission or commission that cause or are likely to cause harm to patients/clients.
4. Not attempt care/activities without adequate orientation, theoretical preparation, assistance, or supervision.
5. Maintain patient/client confidentiality.
6. Take appropriate action to assure the safety of patients/clients, self, and others.
7. Provide care for the patient/client in a timely, compassionate, and professional manner.
8. Communicate patient/client care in a truthful, timely, and accurate manner.
9. Actively promote the highest level of moral and ethical principles, and accept responsibility for his/her actions.
10. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
11. Collaborate and cooperate in every reasonable manner with the academic faculty and clinical staff to assure the highest quality of client care.
12. Abstain from the use of substances that impair judgment.
13. Report and document all patient/client assessments or observations, the care/ practice provided by the student for the patient/client, and the patient's/client's response to that care/practice.
14. Accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care/practice.
15. Not falsify any patient/client record or any other document prepared or utilized in the course of, or in conjunction with patient/client care/practice.
16. Delineate, establish, and maintain professional boundaries with each patient/ client. When providing direct patient/client care the student shall provide privacy during treatment and care/practice; and treat each patient/client with courtesy, respect, and with full recognition of dignity and individuality.
17. Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient/client; or engage in behavior toward patient/client that may reasonably be interpreted as physical, verbal, mental or emotional abuse.
18. Not misappropriate a patient/client's property or: engage in behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that constitutes inappropriate involvement in the patient's/client's personal relationships; or engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's/client's personal relationships. For the purpose of this paragraph, the patient/client is always presumed

incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

19. Not engage in sexual conduct with a patient/client; engage in conduct that may reasonably be interpreted as sexual; engage in any verbal behavior that is seductive or sexually demeaning to a patient/client; or engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient/client. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

Unsafe/Unprofessional Practice and Weak Practice

A student whose clinical care/practice is judged unsafe and/or unprofessional may be removed from the clinical experience. In order to be eligible to resume the clinical experience, the student who has been removed, must comply with stipulations prescribed by the faculty for readmission to the clinical experience.

The faculty responsible for the clinical experience will review the clinical care/practice of a student who exhibits weaknesses that may lead to unsafe practice and/or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to attain to remedy those weaknesses in the current and/or subsequent semester.

Rationale

Faculty have a legal and professional responsibility to assure for the public, other students, Coleman College, and the Health Information Technology Profession that students can practice safely and professionally in their various clinical care/practice.

Unsafe Practice, Unprofessional Practice, or Weak Practice with Potential for Unsafe and/or Unprofessional Practice

A student shall provide safe and professional patient/client care/practice at all times. Unsafe care/practice, unprofessional care/practice, or weak care/practice with potential for unsafe and/or unprofessional care/practice occurs with the student's behavior in providing care/practice to patients/clients violates the current: **(HITT Specific)**

- *Standards of care/practice in Health Information Technology Profession;*
- *Federal and State of Texas Health Information laws;*
- *Code of ethics for Health Information Technology Profession;*
- *HCCS and clinical agency policies and procedures;*
- *Health Information Technology Profession program goals and/or course objectives; or*
- *Calls into question the professional accountability of the student.*

Depending upon the degree of actual or potential harm a patient/client may suffer, a one time deviation from safe care/practice may be sufficient to judge a student unsafe. The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of continuity in the care of the patients/clients.

An important aspect of professional ethics is the maintenance of the confidential status of patient medical records and physician/facility business. This applies to information obtained in the classroom, in the laboratory, or during directed practice affiliations. Confidential information must not be disclosed to unauthorized individuals, including family and friends.

Critical Requirements for Entry into Clinical Courses

All health profession students must present evidence of having met specific health and legal requirements prior to engaging in clinical experiences. The evidence must be submitted by the date published. Failure to comply with the requirements by the defined deadline will result in prevention of enrollment or administrative withdrawal from clinical courses. The requirements are mandated by the clinical agencies used by Coleman College for clinical experiences.

All requirements apply unless medically contraindicated by physician documentation. Additional testing, evaluation, and documentation may be required in individual cases. All records are considered confidential material and will not be released to anyone without a student's written permission.

Satisfactory physical and mental health must be maintained for continuance in the program. Applicants must be free of any physical and/or mental condition that might adversely affect their acceptance or performances in the program. The HCCS reserves the right to require medical examinations to verify continuing compliance. Students with existing physical and/or mental conditions which might adversely affect performance in the program who do not self-disclose this information are subject to dismissal from the program.

Health Records Requirement

(HITT Specific) Prior to attending clinical, student must provide proof of physical exam. Students who fail to comply will not be allowed to attend clinical settings.

Immunization Requirement

(HITT Specific) Prior to attending clinical, student must provide proof of current vaccinations including hepatitis B series. Students who fail to comply will not be allowed to attend clinical settings.

Criminal Background Check Requirement

Students with criminal convictions who do not self-disclose this information may be dismissed from the program.

(HITT Specific)

To comply with the Joint Commission for Accreditation of Healthcare Organization's standards, the Health Information Technology program require criminal background checks and drug screening on all accepted students to the program. This is required of all students providing care, treatment or services in a JCAHO accredited clinical affiliate and is part of the affiliation agreement.

To ensure that HCCS complies with these requirements, the following guidelines have been established:



- I. Guidelines for Background Checks:
 1. Background checks are required of all accepted students as a condition of clinical placement. Placement will be contingent on the results of the background check.

2. The accepted student will complete the required authorization forms and submit the form and payment directly to PreCheck at <http://www.mystudentcheck.com/>. Click on “StudentCheck” and follow the log on procedure.



3. The program will establish a deadline to ensure reports are received in timely fashion, prior to clinical assignments.
4. Refusal to sign a release will prevent registration of the accepted student in the program.
5. An accepted student who provides misleading, erroneous or deceptive information on the release form could immediately have his/her registration withdrawn.
6. Histories that will disqualify an individual from clinical placement include (but are not limited to) conviction or deferred adjudication of capital murder; murder; voluntary or involuntary manslaughter; any felony theft offense; indecency with a child; injury to a child, elderly or disabled individual; kidnapping; aggravated kidnapping; aggravated sexual assault; aggravated assault causing serious bodily injury; sexual assault of a child; aggravated robbery; any felony where a deadly weapon was used or exhibited; any felony related to the manufacture, delivery or possession of marijuana, a controlled substance, or a dangerous drug. Conviction of a misdemeanor involving moral turpitude will also prevent an accepted student from clinical placement. Moral turpitude is an act of baseness, vileness or depravity in the private or social duties that a person owes another member of society in general and that is contrary to the accepted rule of right and duty between persons. Other offenses, which may preclude licensure/certification are published in the credentialing agencies regulations. Being listed by a federal agency as disbarred, excluded or otherwise ineligible for federally funded healthcare program participation will also prevent a student from being placed in an affiliate (for example: suspension of a TDH certification/license).
7. HCCS shall maintain the verification of compliance with the standard for all accepted students. The Office of Program Resources and Evaluation will maintain and have access to the reports received from PreCheck. This documentation shall be maintained in a secure fashion and archived for seven years.
8. If a student is denied clinical placement because of negative information found in the report, he/she can request a copy of the report from PreCheck and will have an opportunity to demonstrate the inaccuracy of the information to PreCheck. HCCS cannot provide a copy of the report to the student as part of the requirements of the Fair Credit Reporting Act.
9. If a conviction was wrongly reported, the students will be given 10 working days to request that the report be amended to change the mistake. During this time, a student will not be given a clinical assignment but will be allowed to remain in class until the report is amended.
10. HCCS will be provided a certificate by PreCheck to show the clinical affiliate certifying the student has passed a background check. If the affiliate wants a copy of the report, it must request a copy directly from PreCheck. HCCS will not provide a copy of the report to the affiliate as part of the requirements of the Fair Credit Reporting Act.

Interpreting Background checks:

1. Histories that will disqualify an individual from clinical placement include but not limited to the following:
 - a. **Category X** offense during the person's lifetime
 - b. **Category I** offense during the ten years preceding the date of application
 - c. **Category II** offense during the five years preceding the date of application
 - d. **Category III** offense during the two years preceding the date of application
 - e. **Category IV** offense during the preceding year

Category of Offenses

- (1) **Category X** includes:

- (A) capital offenses;
- (B) sexual offenses involving a child victim;
- (C) felony sexual offenses involving an adult victim who is a client (single count)
- (D) multiple counts of felony sexual offenses involving any adult victim; and
- (E) homicide 1st degree.

- (2) **Category I** includes:

- (A) kidnaping;
- (B) arson;
- (C) homicide lesser degrees;
- (D) felony sexual offenses involving an adult victim who is not a client (single count); and
- (E) attempting to commit crimes in Category I or X.

- (3) **Category II** includes felony offenses that result in actual or potential harm to others and/or animals not listed separately in this section.

- (4) **Category III** includes:

- (A) class A misdemeanor alcohol and drug offenses;
- (B) class A misdemeanor offenses resulting in actual or potential harm to others or animals;
- (C) felony alcohol and drug offenses; and
- (D) other felony offenses that do not result in actual or potential harm to others and/or animals.

- (5) **Category IV** includes:

- (A) class B misdemeanor alcohol and drug offenses; and
- (B) class B misdemeanor offenses resulting in actual or potential harm to others or animals.

CPR Requirement

(HITT Specific) Not applicable for the Health Information Technology program.

Drug Test Requirement

(HITT Specific)

II. Guidelines for Drug Screening:

1. Drug screens for accepted students must be completed prior to clinical placement (under JCAHO guidelines). Since the body quickly metabolizes drugs, screening should be timed so verification of satisfactory results is received prior to placement. Original results must be sent directly to the health science program.
2. The method of urinalysis will be collection of urine collected at a facility that follows the National Institute on Drug Abuse (NIAD) guidelines.
3. The type of test performed will be Substance Abuse Panel 10 (SAP 10) with integrity checks for Creatinine and PH levels.
4. Drug Screen Panel with ranges

Integrity Checks	Acceptable range	
Creatinine	>20 mg/dl	
PH	4.5-9.0	
SAP	Initial Test Level	GC/MS Confirm Test Level
Amphetamines	1000 ng/mL	500 ng/mL
Barbiturates	300 ng/mL	200 ng/mL
Benzodiazepines	300 ng/mL	200 ng/mL
Cocaine Metabolites	300 ng/mL	150 ng/mL
Marijuana Metabolites	50 ng/mL	15 ng/mL
Methadone	300 ng/mL	200 ng/mL
Methaqualone	300 ng/mL	200 ng/mL
Opiates	2000 ng/mL	2000 ng/mL
Phencyclidine	25 ng/mL	25 ng/mL
Propoxyphene	300 ng/mL	200 ng/mL

5. SAP 10 test results that fall outside any of the acceptable ranges are considered positive. Most labs will run the GC/MS confirmation test on positive results.
6. The positive results will be discussed with the student to determine if there is a valid prescription for the drug in question. If one does not exist, the students can opt for a repeat SAP 10 test (or the GC/MS confirmation if one was not performed).
7. A student with a positive drug screen will not be allowed to attend any clinical rotation during the semester. A student may remain in class/lab on campus and reapply for clinic placement. Prior to clinical placement, the student must provide proof of a negative drug screen.
8. HCCS requires pre-clinical placement screening urinalysis in an effort to prevent the placement of individuals who use drugs or controlled substances or whose use of legal drugs or controlled substances indicates the potential for unsafe clinical performance.
9. HCCS is fully dedicated to a drug-free environment for all students and employees at all College locations. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase and/or use of controlled substances or alcohol on campuses,

at teaching sites, in vehicles, and on other property owned, leased, or under the control of HCCS and at all on-campus and off campus, school-sponsored activities is prohibited.

10. As a condition of enrollment, all students are required to follow HCCS policy and regulations concerning alcohol and other drugs. College counselors are available to students for consultation on alcohol and other drug issues. Counselors will assist students personally or act as a referral source when necessary. All student-counselor relationships will be on a confidential basis to the extent permitted by law.

Additional Expenses Incurred by Health Science Students

Students in Health Science programs incur a variety of expenses in addition to college tuition and fees. These include, but are not limited to, the cost of uniforms, parking, accessories, and travel to clinical assignments. Students are also responsible for state licensure and national accreditation application and testing fees.

Dress Code and Uniform

A strict dress code is required in the clinical setting. Each student assumes the cost for his/her uniform. Uniforms are worn to protect the patient and student. Students who appear for a clinical experience without the proper uniform will be sent home from the clinical area with an unsatisfactory clinical grade for the day.

Your standards of personal care and dress represent you as an individual, Coleman College, and the profession of Health Information. Professional persons set examples for others and students are expected to be neat clean, and well groomed which includes the following: **(HITT Specific)**

1. *Nails are clean, short and smooth.*
2. *Hair is clean and controlled.*
3. *Jewelry is modest.*
4. *Shoes are clean and provide good support.*
5. *Clothing is modest and provides ease of movement for clinical activities.*

The basic uniform of all HITT programs is a lab jacket (white in color / purchased by student) worn with HCCS student patch. Specific details will be given to students near the end of the term preceding the clinical experience.

ID Badges

All students must wear their HCC identification badge in all clinical agencies.

Protective Eye Gear (Goggles)

(HITT Specific) *Not applicable to Health Information Technology students.*

OSHA mandates that all hospital personnel, students, and faculty are required to wear protective eye gear. Students must adhere to clinical agency policies.

All students are recommended to purchase, and have available for each clinical experience, a pair of eye

goggles with side panels for performance of tasks/activities, e.g., suctioning - activities that may expose the nurse to patients' body fluids, hazardously exposing the nurse's eyes.

Liability Insurance

(HITT Specific) Liability insurance is required and is included within tuition of practicum courses.

Student Safety

Students are expected to assume responsibility for their own safety by adhering to the guidelines listed below and discussing with the faculty situations, which the student believes to be unsafe prior to exposing him/herself to risk.

1. Student leaving clinical experiences after dark should travel in groups or obtain escort services from security guards in the agency.
2. Students who use cars should lock their doors at all times and park in well-lighted areas. Valuables including health-screening equipment, e.g., stethoscopes should always be secured out of sight.
3. Students should carry a minimum amount of money and valuables. Be sure to have correct change for a phone call and know emergency numbers.
4. Students should be alert and observant for risks so that suspicious situations can be avoided. Do not enter a suspicious area - for example, where loitering, fighting or drunkenness is occurring or in a dark hallway or basement. If the student observes a suspicious situation, the student should leave immediately.

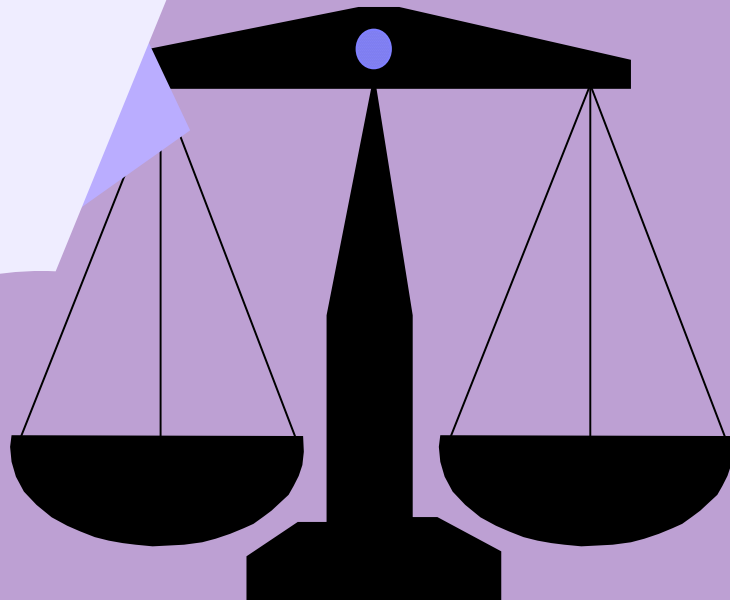
Transportation

Students must provide their own transportation to clinical assignments and costs incurred during their clinical experiences, including all off-campus expenses. Students are responsible for appropriate automobile insurance coverage. Students are not required to produce evidence of automobile insurance. However, students are reminded that mandatory auto insurance is a requirement of the State of Texas.

Weather Emergencies

In case of weather conditions that render traveling hazardous, students and faculty members are urged to exercise their best judgment in determining whether to attend clinical assignments. The clinical area must be notified promptly by the appropriate person, if students or faculty members are going to be absent or late. Faculty members will notify students if they are unable to make it to clinical practice areas. Information about changes in University schedules in case of a natural disaster or environmental accident can be obtained by listening to radio and television news reports.

Appendix B



AHIMA Code of Ethics and
Bylaws

American Health Information Management Association Code of Ethics

Preamble

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

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

Professional Values

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

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

Purpose of the American Health Information Management Association Code of Ethics

The HIM professional has an obligation to demonstrate actions that reflect values, ethical

principles, and ethical guidelines. The American Health Information Management Association (AHIMA) Code of Ethics sets forth these values and principles to guide conduct. The code is relevant to all AHIMA members and credentialed HIM professionals and students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The AHIMA Code of Ethics serves six purposes:

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

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

The Use of the Code

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

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

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make

responsible choices within a moral community. Rather, a code of ethics sets forth values and ethical principles, and offers ethical guidelines to which professionals aspire and by which their actions can be judged. Ethical behaviors result from a personal commitment to engage in ethical practice.

Professional responsibilities often require an individual to move beyond personal values. For example, an individual might demonstrate behaviors that are based on the values of honesty, providing service to others, or demonstrating loyalty. In addition to these, professional values might require promoting confidentiality, facilitating interdisciplinary collaboration, and refusing to participate or conceal unethical practices. Professional values could require a more comprehensive set of values than what an individual needs to be an ethical agent in their personal lives.

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

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

Code of Ethics 2004

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

Health information management professionals:

- I. Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.***
- II. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.***
- III. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records and other information of a confidential nature, taking into account the applicable statutes and regulations.***
- IV. Refuse to participate in or conceal unethical practices or procedures.***

- V. *Advance health information management knowledge and practice through continuing education, research, publications, and presentations.*
- VI. *Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.*
- VII. *Represent the profession accurately to the public.*
- VIII. *Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.*
- IX. *State truthfully and accurately their credentials, professional education, and experiences.*
- X. *Facilitate interdisciplinary collaboration in situations supporting health information practice.*
- XI. *Respect the inherent dignity and worth of every person.*

How to Interpret the Code of Ethics

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

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

Health information management professionals **shall**:

- 1.1. Protect all confidential information to include personal, health, financial, genetic, and outcome information.
- 1.2. Engage in social and political action that supports the protection of privacy and confidentiality, and be aware of the impact of the political arena on the health information system. Advocate for changes in policy and legislation to ensure protection of privacy and confidentiality, coding compliance, and other issues that surface as advocacy issues as well as facilitating informed participation by the public on these issues.
- 1.3. Protect the confidentiality of all information obtained in the course of professional service. Disclose only information that is directly relevant or necessary to achieve the purpose of disclosure. Release information only with valid consent from a patient or a person legally authorized to consent on behalf of a patient or as authorized by federal or state regulations. The need-to-know criterion is essential when releasing health information for initial disclosure and all redisclosure activities.

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

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

Health information management professionals **shall**:

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

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

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

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

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

Health information management professionals **shall not**:

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

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

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

Health information management professionals **shall**:

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

3.2. Take precautions to ensure and maintain the confidentiality of information transmitted, transferred, or disposed of in the event of a termination, incapacitation, or death of a healthcare provider to other parties through the use of any media. Disclosure of identifying information should be avoided whenever possible.

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

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

Health information management professionals **shall**:

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

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

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

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

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

Health information management professionals **shall not**:

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

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

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

Health information management professionals **shall**:

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

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

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

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

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

Health information management professionals **shall not**:

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

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

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

Health information management professionals **shall**:

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

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

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

6.4. Provide directed practice opportunities for students.

Health information management professionals **shall not**:

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

VII. *Accurately represent the profession to the public.*

Health information management professionals **shall**:

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

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

Health information management professionals **shall**:

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

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

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

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

Health information management professionals **shall**:

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

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

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

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

Health information management professionals **shall**:

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

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

Health information management professionals **shall**:

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

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

Acknowledgement

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

Resources

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

Harman, L.B. (Ed.). *Ethical challenges in the management of health information*. Gaithersburg, MD: Aspen, 2001.

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

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

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Appendix C



For membership application and additional information of the various professional organizations, go to their respective websites:

American Health Information Management Association
www.ahima.org

American Academy of Professional Coders
www.aapc.com

American Records Management Association
www.arma.org

Houston Area Health Information Management Association
www.hahima.org

Healthcare Information and Management Systems Society
<http://himss.org>

Appendix D



Degree Plans and Course Descriptions

Health Information Technology - AAS

The Health Information Technology program offers students three levels of completion: a two-year Health Information Technology AAS, a one-year Health Information Coding certificate, and a nine-month Health Information Analysis certificate. ENGL 1301 and EDUC 1300 are prerequisites to the program. Total Credits Prereq Semester - 6.

YEAR 1

Semester 1

HPRS	1201	Introduction to Health Professions	3
BIOL	2301	Anatomy and Physiology I	3
BIOL	2101	Anatomy and Physiology I (Lab)	1
HITT	1301	Health Data Content and Structure	3
HITT	1166	Health Information Practicum I	1
POFI	1301	Computer Applications I	3
			13

Semester 2

BIOL	2302	Anatomy and Physiology II	3
BIOL	2102	Anatomy and Physiology II (Lab)	1
HITT	1305	Medical Terminology I	3
HITT	1345	Health Care Delivery Systems	3
HITT	1167	Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician	1
HITT	1255	Health Care Statistics	2
			13

Semester 3

HITT	1249	Pharmacology	2
HPRS	2201	Pathophysiology	2
			4

YEAR 2

Semester 1

HITT	1341	Coding and Classification Systems	3
HITT	1253	Legal and Ethical Aspects of Health Information	2
HITT	2343	Quality Assessment and Performance Improvement	3
Elective	Elective	Humanities/Fine Arts Elective	3
			11

Semester 2

YEAR 2

HITT	1211	Health Information Systems	2
HITT	2335	Coding and Reimbursement Methodologies	3
HITT	2239	Health Information Organization and Supervision	2
HITT	2166	Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician	1
Elective	Elective	General Education Elective	3
			11

Semester 3

HITT	2167	Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician (# Capstone Course)	1
HITT	2149	RHIT Competency Review	1
			2

****Capstone Statement**

A capstone course is a course designed to provide opportunities for students to integrate knowledge from their core and concentration courses, to gain insight into the meanings of professionalism and professional practice, and to reflect on the norms of a discipline or profession.

**HOUSTON COMMUNITY COLLEGE SYSTEM
EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION**

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

HEALTH INFORMATION TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
TSI testing is required prior to first enrollment.									
PREREQUISITES									
EDUC 1300 Learning Framework ^A	3								
ENGL 1301 English Composition I ^B	3								
SEMESTER TOTAL	6								
FIRST YEAR									
FIRST SEMESTER									
BIOL 2301 Anatomy & Physiology I	3								
BIOL 2101 Anatomy & Physiology I (Lab)	1								
HPRS 1201 Introduction to Health Professions	2								
HITT 1301 Health Data Content and Structure	3								
HITT 1166 Health Information Practicum I	1								
POFI 1301 Computer Applications I	3								
SEMESTER TOTAL	13								
SECOND SEMESTER									
BIOL 2302 Anatomy & Physiology II	3								
BIOL 2102 Anatomy & Physiology II (Lab)	1								
HITT 1305 Medical Terminology	3								
HITT 1345 Health Care Delivery Systems	3								
HITT 1167 Health Information Practicum II	1								
HITT 1255 Health Care Statistics	2								
SEMESTER TOTAL	13								
THIRD SEMESTER									
HITT 1249 Pharmacology	2								
HPRS 2201 Pathophysiology	2								
SEMESTER TOTAL	4								
SECOND YEAR									
FIRST SEMESTER									
HITT 1341 Coding and Classification Systems	3								
HITT 1253 Legal and Ethical Aspects of Health Information	2								
HITT 2343 Quality Assessment and Performance Improvement	3								

(Continued on page 2)

**HOUSTON COMMUNITY COLLEGE SYSTEM
EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION**

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

HEALTH INFORMATION TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE

HCCS Course Requirement (Continued from page 1)	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
XXXX #3## Humanities/Fine Arts Elective ^C	3								
SEMESTER TOTAL	11								
SECOND SEMESTER									
HITT 2335 Coding and Reimbursement Methodologies	3								
HITT 2239 Health Information Organization and Supervision	2								
HITT 1211 Computers in Health Care	2								
HITT 2166 Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician	1								
XXXX #3## General Education Elective ^D	3								
SEMESTER TOTAL	11								
THIRD SEMESTER									
HITT 2149 RHIT Competency Review	1								
HITT 2167 Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician [#]	1								
SEMESTER TOTAL	2								
PROGRAM TOTAL	60								
[#] CAPSTONE COURSE									

- A. Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. Note:** *May be taken prior to admission.* **BIOL 1406** is *strongly recommended* prior to **BIOL 2301/2101**.
- C. Humanities/Fine Arts:** *May choose from* – **ARTS 1301, 1303, 1304, COMM 2366, DANC 2303, DRAM 1310, 2316, 2366, ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, HIST 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, HUMA 1301, 1305, 1311, 2319, 2323, MUSI 1306, 1310, PHIL 1301, 1304, 2306, 2307, 2316, World Languages (ARAB 1411, 1412, CHIN 1411, 1412, FREN 1411, 1412, GERM 1411, 1412, JAPN 1411, 1412, KORE 1411, 1412, SPAN 1411, 1412).**
- D. General Education:** *May choose from* – **ANTH 2301 (with or without 2101 = lab), 2302, 2346, 2351, ARTS 1301, 1303, 1304, ASTR 1303, 1304, 1403, 1404, BIOL 1308, 1309, 1322, 1406, 1407, (2301, 2302 – restricted to Engineering, Science, and Health Sciences majors), CHEM 1305, 1405, 1411, 1412, COMM 2366, COSC 1436, DANC 2303, DRAM 1310, 2316, 2366, ECON 1301, 2301, 2302, EDUC 1300, ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, GEOG 1301, 1302, 1303, GEOL 1305, 1345, 1347, 1403, 1404, GOVT 2305, 2306, HIST 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, HUMA 1301, 1305, 1311, 2319, 2323, MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, MUSI 1306, 1310, PHIL 1301, 1304, 2306, 2307, 2316, PHYS 1305, 1401, 1402, 2325 (with or without 2125 = lab), 2326 (with or without 2126 = lab), PSYC 2301, 2314, 2316, 2317, 2319, SOCI 1301, 1306, 2301, 2336, TECA 1354, World Languages (ARAB 1411, 1412, CHIN 1411, 1412, FREN 1411, 1412, GERM 1411, 1412, JAPN 1411, 1412, KORE 1411, 1412, SPAN 1411, 1412).**

**HOUSTON COMMUNITY COLLEGE SYSTEM
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___ FA ___ VA

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

HEALTH INFORMATION TECHNOLOGY - ANALYSIS - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
PREREQUISITE SEMESTER									
HPRS 1201 Introduction to Health Professions	2								
SEMESTER TOTAL	2								
FIRST SEMESTER									
HITT 1305 Medical Terminology I	3								
HITT 1301 Health Data Content and Structure I	3								
HITT 1166 Health Information Practicum I	1								
POFI 1301 Computer Applications I	3								
SEMESTER TOTAL	10								
SECOND SEMESTER									
HITT 1345 Healthcare Delivery Systems	3								
HITT 1255 Health Care Statistics	2								
HITT 1167 Health Information Practicum II #	1								
SEMESTER TOTAL	6								
PROGRAM TOTAL	18								
# CAPSTONE COURSE									

**HOUSTON COMMUNITY COLLEGE SYSTEM
EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION**

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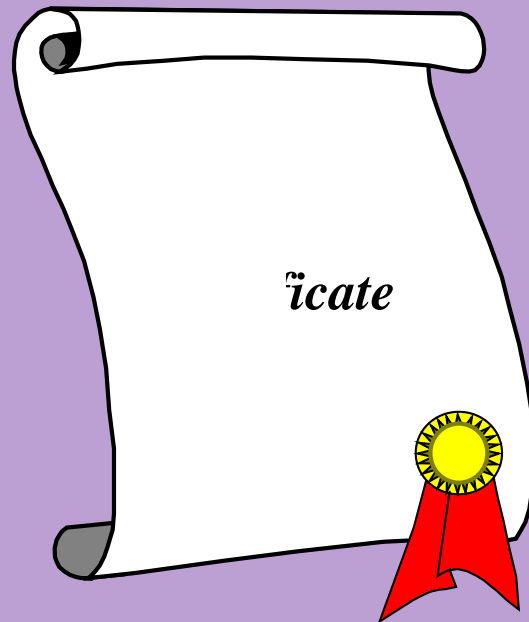
NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

HEALTH INFORMATION TECHNOLOGY - CODING - CERTIFICATE: LEVEL II

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
EDUC 1300 Learning Framework	3								
HPRS 1201 Introduction to Health Professions	2								
HITT 1301 Health Data Content and Structure	3								
BIOL 2301 Anatomy & Physiology I	3								
BIOL 2101 Anatomy & Physiology II	1								
SEMESTER TOTAL	12								
SECOND SEMESTER									
BIOL 2302 Anatomy & Physiology II	3								
BIOL 2102 Anatomy & Physiology II	1								
HITT 1345 Health Care Delivery Systems	3								
HITT 1253 Legal and Ethical Aspects of Health Information	2								
HITT 1305 Medical Terminology	3								
SEMESTER TOTAL	12								
THIRD SEMESTER									
HITT 1249 Pharmacology	2								
HPRS 2201 Pathophysiology	2								
SEMESTER TOTAL	4								
SECOND YEAR									
FIRST SEMESTER									
HITT 1341 Coding and Classification Systems	3								
POFI 1301 Computer Applications I	3								
SEMESTER TOTAL	6								
SECOND SEMESTER									
HITT 2335 Coding and Reimbursement Methodologies	3								
HITT 1211 Health Information Systems	2								
HITT 2166 Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician # CAPSTONE COURSE	1								
SEMESTER TOTAL	6								
PROGRAM TOTAL	40								

A. Student Success Course: Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.

Appendix E



Quality Healthcare through Quality Information

AHIMA Certification Examination Content Outline (Domains, Sub-domains, Tasks)

CAHIM CURRICULUM REPORT
AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level

Entry-Level Competencies	Required Bloom's Level	Curricular Considerations - These are topics programs may use to guide students to achieve the competency at the required Bloom's taxonomy level.	List the course number/prefix, course name, type of assignment/activity/project and the location of the assignment/activity/project in the course syllabus' class schedule or calendar that demonstrates the highest Bloom's taxonomic level for each Competency (Columns 1 & 2). Maximum of two (2) assignments per Competency
Institution/Program Title: Houston Community College			
Program Director, Credentials:			
Address/City, State:			
Submission Date:			
Programs must provide CAHIM with faculty viewing access in the Learning Management System (LMS) for all HIM core courses offered and/or delivered in an online format at the time of self-assessment submission in the CAS system. Program must include the login URL/link, username & password			
Domain I. Data Content, Structure & Standards			<u>Note:</u> Program can increase row height as needed. If copy/paste is used to insert text: Set paste settings to "Match Destination Formatting"
Subdomain IA. Classification Systems			<i>Example: HIT 134: Health Law and Ethics; Project; Compliance Plan; Week 8</i>
1. Apply diagnosis/procedure codes according to current guidelines	3	* Principles of Nomenclatures, Terminologies, Clinical Vocabularies, Taxonomies & other data sets (OASIS, HEDIS, UHDDS, & DEEDS), and applications of Classification Systems (ICD/CPT, HCPCS, SNOMED, & DSM)	
2. Evaluate the accuracy of diagnostic and procedural coding	5	* Principles and applications of Classification Systems and Audits	
3. Apply diagnostic/procedural groupings	3	* Principles and applications of diagnostic and procedural grouping including Diagnostic Related Group (DRG), Medicare Severity Diagnosis Related Group (MSDRG), Ambulatory Payment Class (APC), and Resource Utilization Groups (RUGS)	
4. Evaluate the accuracy of diagnostic/procedural groupings	5	* Principles and applications of diagnostic and procedural groupings and audits	
Subdomain IB. Health Record Content and Documentation			
1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status	4	* Content and documentation requirements of the health record; health information media (paper, computer, web-based document imaging)	
2. Verify the documentation in the health record is timely, complete, and accurate	4	* Documentation requirements of the health record for all record types including acute, ambulatory, long term care, rehab, and behavioral health	

CAHIIM CURRICULUM REPORT
AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level

3. Identify a complete health record according to organizational policies, external regulations, and standards	3	* Medical staff By-laws, The Joint Commission, and State Statutes, and Legal Health Record	
4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare	5	* Roles and responsibilities of health care providers for health information documentation	
		* Administrative (patient registration, Admission/Discharge/Transfer (ADT), billing) and Clinical (lab, radiology, pharmacy) services	
Subdomain I.C. Data Governance			
1. Apply policies and procedures to ensure the accuracy and integrity of health data	3	* Data stewardship and data sources for patient care (management, billing reports, registries, and/or databases)	
		* Data integrity concepts & standards; Data interchange standards including X12 & HL-7	
		* Medical Staff By-laws, Hospital By-laws, and Provider contracts with facilities	
Subdomain I.D. Data Management			
1. Collect and maintain health data	2	* Health data collection tools (screen design & screens)	
		* Data elements, data sets, databases, & indices	
		* Data mapping & data warehousing	
2. Apply graphical tools for data presentations	3	* Graphical tools & presentations	
Subdomain I.E. Secondary Data Sources			
1. Identify and use secondary data presentations	3	* Specialized data collection systems and registries	
2. Validate the reliability and use secondary data sources	3	* Purposes and applications of secondary data sources	
Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security			
Subdomain II.A. Health Law			
1. Apply healthcare legal terminology	3	* Healthcare legal terminology	
2. Identify the use of legal documents	3	* Health information/record laws and regulations (consent for treatment, retention, privacy, patient rights, advocacy, health power of attorney, advance directives, Do not Resuscitate (DNR) orders)	
3. Apply legal concepts and principles to the practice of HIM	3	* Maintain a legally defensible health record (subpoenas, depositions, court orders, and warrants)	
Subdomain II.B. Data Privacy, Confidentiality & Security			

CAHIIM CURRICULUM REPORT
AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level

1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information	3	* Internal and external standards, regulations and initiatives (state and federal privacy and security laws) * Patient verification (medical identity theft); Data security concepts, processes, and monitoring	
2. Apply retention and destruction policies for health information	3	* E-Discovery, Data storage & retrieval	
3. Apply system security policies according to departmental and organizational data/information standards	3	* Security processes and policies (data/information standards)	
Subdomain II.C. Release of Information			
1. Apply policies and procedures surrounding issues of access and disclosure of protected health information	3	* Release patient specific data to authorized users; Access and disclosure policies and procedures	
Domain III. Informatics, Analytics and Data Use			
Subdomain III.A. Health Information Technologies			
1. Utilize software in the completion of HIM processes	3	* Record tracking, release of information, coding, grouping, registries, billing, quality improvement, imaging, Electronic Health Records (EHRs), Personal Health Records (PHRs), and document imaging	
2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications	2	* Communication and network technologies including EHRs, PHRs, Health Information Exchanges (HIEs), portals, public health, standards, and telehealth	
Subdomain III.B. Information Management Strategic Planning			
1. Explain the process used in the selection and implementation of health information management systems	2	* Strategic planning process, integration of systems, and information management strategic plan	
2. Utilize health information to support enterprise wide decision support for strategic planning	3	* Business planning; Market share planning; Disaster and recovery planning	
Subdomain III.C. Analytics and Decision Support			
1. Explain analytics and decision support	2	* Analytics and decision support (data visualization, dashboard, data capture tools, and technologies)	

CAHIIM CURRICULUM REPORT
AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level

2. Apply report generation technologies to facilitate decision-making	3	* Organizational design and strategic use of patient and performance data to support specific lines of business in healthcare including Outpatient Prospective Payment System (OPPS), Inpatient Prospective Payment System (IPPS), and medical research	
Subdomain III.D. Health Care Statistics			
1. Utilize basic descriptive, institutional, and healthcare statistics	3	* Healthcare statistical formulas (length of stay (LOS), death, autopsy, infections, and birth rates); Mean, frequency, percentile, and standard deviation	
2. Analyze data to identify trends	4	* Structure and use of health information and healthcare outcomes (comparative & aggregate analytics); Quality, safety, and effectiveness of healthcare	
Subdomain III.E. Research Methods			
1. Explain common research methodologies and why they are used in healthcare	2	* Research methodologies including quantitative, qualitative, mixed methods, and International Review Board (IRB)	
Subdomain III.F. Consumer Informatics			
1. Explain usability and accessibility of health information by patients, including current trends and future challenges	2	* Mobile technologies, patient portals, patient education, outreach, patient safety, PHRs, and patient navigation	
Subdomain III.G. Health Information Exchange			
1. Explain current trends and future challenges in health information exchange	2	* Exchange/sharing of health information (Employer to Health Provider; Health Provider to Health Provider; Health Provider to Employer; Facility to Facility)	
Subdomain III.H. Information Integrity and Data Quality			
1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system	3	* Disease management process; Quality assessment & improvement (process, collection tools, data analysis, and reporting techniques)	
Domain IV. Revenue Management			
Subdomain IV. A. Revenue Cycle and Reimbursement			
1. Apply policies and procedures for the use of data required in healthcare reimbursement	3	* Payment methodologies and systems including capitation, Prospective Payment System (PPS), Resource Based Relative Value Scale (RBRVS), case mix, indices, MSDRGs, healthcare insurance policies, and Accountable Care Organizations (ACOs)	

CAHIIM CURRICULUM REPORT
AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level

2. Evaluate the revenue cycle management processes	5	* Billing processes and procedures (claims, Explanation of Benefits (EOB), Advanced Beneficiary Notice (ABN), Electronic Data Interchange (EDI), coding, Chargemaster, and bill reconciliation process) in hospital inpatient, outpatient, physician offices, and other delivery settings * Utilization review and case management/care coordination	
Domain V. Compliance			
Subdomain V.A. Regulatory			
1. Analyze policies and procedures to ensure organizational compliance with regulations and standards	4	* Internal and external standards, regulations, and initiatives; Health Insurance Portability and Accountability Act (HIPAA), The Joint Commission, Quality Integrity Organizations (QIOs), Meaningful Use (MU), risk management, & patient safety	
2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification	4	* Deeming Authorities for accreditation, licensure, and certification (EHRs)	
3. Adhere to the legal and regulatory requirements related to health information management	3	* Legislative and regulatory processes (coding quality monitoring, compliance strategies, and reporting)	
Subdomain V.B. Coding			
1. Analyze current regulations and established guidelines in clinical classification systems	4	* Severity of illness systems such as Present on Admission (POA), Hospital Acquired Conditions (HACs)	
2. Determine accuracy of computer assisted coding assignment and recommend corrective action	5	* Coding specialty systems; Computer-Assisted Coding (CAC) technology	
Subdomain V.C. Fraud Surveillance			
1. Identify potential abuse or fraudulent trends through data analysis	3	* False Claims Act, (Stark Law, Anti-Kickback Statute, and Whistleblower Protection Act); Role of Office of Inspector General (OIG) and Recovery Audit Contractors (RACs); Unbundling and upcoding (Fraud/Abuse)	
Subdomain V.D. Clinical Documentation Improvement			
1. Identify discrepancies between supporting documentation and coded data	3	* Clinical outcome measures and monitoring	
2. Develop appropriate physician queries to resolve data and coding discrepancies	6	* Clinical Documentation Improvement (CDI); Professional communication skills; Roles of Physicians and HIM in CDI	
Domain VI. Leadership			

CAHIIM CURRICULUM REPORT
AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level

Subdomain VI.A. Leadership Roles			
1. Summarize health information related leadership roles	2	* Healthcare providers including administration, CIO/CMIO, and others	
2. Apply the fundamentals of team leadership	3	* Team leadership concepts and techniques	
3. Organize and facilitate meetings	3	* Roles and functions of teams and committees (work in teams/committees & consensus building); Communication, interpersonal, and critical thinking skills	
Subdomain VI.B. Change Management			
1. Recognize the impact of change management on processes, people and systems	2	* Organization Mergers; New systems and processes implementation (Risk Exposure)	
Subdomain VI.C. Work Design and Process Improvement			
1. Utilize tools and techniques to monitor, report, and improve processes	3	* Tools & techniques for process improvement/reengineering; Gantt charts, benchmarking, and data presentation	
2. Identify cost-saving and efficient means of achieving work processes and goals	3	* Incident response, medical reconciliation, and sentinel events	
3. Utilize data for facility-wide outcomes reporting for quality management and performance improvement	3	* Data for outcomes reporting; Continuous Quality Improvement (CQI)	
Subdomain VI.D. Human Resources Management			
1. Report staffing levels and productivity standards for health information functions	3	* Staffing levels and productivity standards (productivity calculations)	
2. Interpret compliance with local, state, and federal labor regulations	5	* Labor/Employment laws	
3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions	3	* HR structure and operations	
Subdomain VI.E. Training and Development			
1. Explain the methodology of training and development	2	* Orientation and training	
2. Explain return on investment for employee training/development	2	* Recruitment, retention, and sizing	
Subdomain VI.F. Strategic and Organizational Management			

CAHIIM CURRICULUM REPORT
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1. Summarize a collection methodology for data to guide strategic and organizational management	2	* Internal and external workflow, process monitors, outcomes measures, and monitoring; Resource allocation, corporate compliance and patient safety, risk assessment, and customer satisfaction	
2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system	2	* State, local, and federal policies (Healthy People 2020, Institute of Medicine (IOM) Reports, Center for Disease Control (CDC), and Patient Centered Outcomes Research Institute (PCORI)	
3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system	2	* Payers/providers in all delivery settings; Accountable Care Organizations (ACOs) and Managed Care Organizations (MCOs); Medical devices and Biotech	
4. Apply information and data strategies in support of information governance initiatives	3	* Information and data strategy methods & techniques	
5. Utilize enterprise-wide information assets in support of organizational strategies and objectives	3	* Governance Standards; Data/information visualization, models, and presentation	
Subdomain VI.G. Financial Management			
1. Plan budgets	3	* Budgets (staffing, department, & capital)	
2. Explain accounting methodologies	2	* Basic accounting methodologies; Cost and cash accounting	
3. Explain budget variances	2	* Budget variances	
Subdomain VI.H. Ethics			
1. Comply with ethical standards of practice	5	* Professional and practice-related ethical issues; AHIMA Code of Ethics	
2. Evaluate the consequences of a breach of healthcare ethics	5	* Breach of healthcare ethics	
3. Assess how cultural issues affect health, healthcare quality, cost, and HIM	5	* Healthcare professionals and cultural diversity; Cultural competence and self-awareness; Assumptions, biases, & stereotypes	
4. Create programs and policies that support a culture of diversity	6	* Diversity awareness training programs: age, race, sexual orientation, education, work experience, geographic location, and disability	
		* Regulations such as Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (EEOC)	
Subdomain VI.I. Project Management			
1. Summarize project management methodologies	2	* Project Management Planning (PMP)	
Subdomain VI.J. Vendor/Contract Management			
1. Explain Vendor/Contract Management	2	* Systems acquisition and evaluation	

CAHIIM CURRICULUM REPORT
AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level

Subdomain VI.K. Enterprise Information Management		
1. Apply knowledge of database architecture and design	3	* Data dictionary and interoperability
Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)		
1. Pathophysiology and Pharmacology		
2. Anatomy and Physiology		
3. Medical Terminology		
4. Computer Concepts and Applications		

Appendix F



Student Accident and Injury

STUDENT ACCIDENT/INJURY & AIG CLAIM PROCEDURE

Insurance Carrier: AIG Life Insurance Company

Insured: Houston Community College System-Health Science Programs

Policy Number: SRG0008065070

Reporting Procedure:

HCCS Instructor, Supervisor or Dean's Responsibility;

- In the event of an accident/injury, the instructor should meet with the student immediately, complete the HCCS Student Incident Report and determine if the student is going to file a claim with the AIG Life Insurance Company. The Notification Regarding Special Risk and Sickness Claim should be completed by the student declaring their intent. ***This policy is an excess plan, students must use their own health insurance first.***
- If the student is not going to seek medical treatment and file a claim with AIG, the paperwork is complete. The Student Incident Report and Notification Regarding Special Risk and Sickness Claim form should be faxed to Teresa Rice at (713) 718-7459 and Risk Management at (713) 718-5177. Originals are filed in the student's file.
- If the student is going to seek medical treatment and file a claim the HCCS Instructor should immediately complete Section A and the student completes Section B of the AIG Life Insurance Company Proof of Loss Special Risk Accident and Sickness Claim Form.
- All information provided to the doctor or hospital should contain the student's name and address and not HCCS.
- Fax the Student Incident Report, Notification Regarding Special Risk and Sickness Claim and Proof of Loss Special Risk Accident and Sickness Claim Form to Harco Insurance Services (713) 684-1600, Teresa Rice (713) 718-7459 and HCCS Risk Management (713) 718-5177. AIG requires a Proof of Loss form be submitted no later than 20 days after an accident or injury. However, this form should be completed immediately since the student must take it with them to seek medical attention.
- Make two copies of the completed Proof of Loss Special Risk Accident and Sickness Claim Form and one copy of the completed HCCS Student Incident Report and Notification Regarding Special Risk and Sickness Claim. Keep a copy of the Proof of Loss form, the original Student Incident Report Form and Notification Regarding Special Risk and Sickness Claim for the student's file.

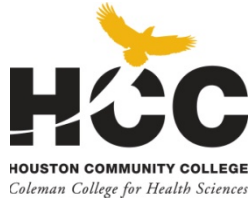
- Give the original Proof of Loss Form to the student to take to the medical facility of their choice. Also, give the student a copy of this Student Accident/Injury & AIG Claim Procedure so that they will know their responsibilities in this process.
- Instruct the student to seek medical attention at the medical facility of their choice.

NOTE: Please perform these first steps as quickly as possible since there is only a 4 hour window within which the student can receive prophylactic treatment for HIV from the time of injury to the time of receipt. The choice to take this treatment is left solely up to the student.

- Follow-up with the student after they have received medical treatment. The student should provide the instructor with a completed copy of the AIG Proof of Loss Claim Form. Section C should have been completed by a physician or healthcare provider.
- Remind the student that it is their responsibility to file all claims within 90 days of the incident.
- Keep a copy of the completed AIG Proof of Loss Form and forward one to Teresa Rice.

HCCS Student's Responsibility:

- The student should take the Proof of Loss form to the medical facility of their choice. The student will be responsible for the \$100 deductible. This plan will pay up to \$5000 in benefits.
- The physician or healthcare provider needs to complete Section C of the Proof of Loss Form.
- When the medical evaluation is complete, the student should take the completed Proof of Loss Form with them. A copy of the form will be sufficient if the medical facility needs to retain the original. The student should make an additional copy of this form and return it to the instructor that completed Section A of this form.
- The student is then responsible for filing all claims with AIG Life Insurance Company. All bills and documentation should be sent directly to AIG with the completed Proof of Loss Claim Form. The address for AIG is on the top of the form.
- AIG requires the complete, signed form and bills within 90 days of the incident.



NOTIFICATION REGARDING SPECIAL RISK AND SICKNESS CLAIM

I, _____ *am/am not* interested in filing a claim on the special accident and sickness insurance carried by HCCS. I understand that if I choose to utilize this insurance, I will be responsible for completing the claim form within 20 days of the injury and incur a \$100.00 deductible. I also understand I will be responsible for any expenses exceeding \$5000.00 and that if I carry my own health insurance it must be used first.

Date of injury _____

Type of Injury _____

Signature of student

date signed

Print name

Signature of instructor

date signed

Coleman College for Health Sciences
1900 Pressler Street
Houston, Tx 77030

AIG Life Insurance Company
AIG Claim Services
A&H Claims Department
P. O. Box 15701
Wilmington, DE 19880-5701
800-551-0324/302-761-3700

PROOF OF LOSS

NAME OF GROUP:	Houston Community College
POLICY NUMBER:	System-Health Science Programs SRG 8085070

SPECIAL RISK ACCIDENT AND SICKNESS CLAIM FORM

INSTRUCTIONS:

- 1) This must have SECTION A fully completed by a designated official of the Policyholder.
- 2) SECTION B is to be completed, signed and dated by the claimant or parent/guardian of claimant, if claimant is a child.
- 3) Attach itemized bills for all medical expenses being claimed including the claimant's name, condition being treated (diagnosis), description of services, date of service(s) and the charge made for each service. **PLEASE MAIL COMPLETED FORM AND BILLS TO ABOVE ADDRESS.**

<input type="checkbox"/> PRIMARY PLAN - benefits are payable for covered medical expenses from the first dollar without regard to payments made by other insurance up to the policy maximum.	<input checked="" type="checkbox"/> EXCESS PLAN - eligible covered expenses will be determined after benefits have been paid by other valid and collectible insurances. You must submit your claim to your other insurance company first. When you receive their Benefit Statement (BOS) send it to us along with the itemized bills. Benefits for eligible expenses will be paid per policy terms.
---	--

The furnishing of this form, or its acceptance by the Company, shall not be construed as an admission of any liability on the Company, nor a waiver of any of the conditions of the insurance contract.

SECTION A - MUST BE COMPLETED AND SIGNED BY A DESIGNATED REPRESENTATIVE OF THE POLICYHOLDER

NAME AND TITLE OF GROUP, EMPLOYER, SCHOOL, ETC.
Houston Community College System - Health Science Programs

EMPLOYEE FULL NAME (PLEASE PRINT CLEARLY OR TYPE)	SOCIAL SECURITY NO. OF EMPLOYEE	DATE OF BIRTH	NAME OF SUPERVISOR
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DATE OF ONSET OF LOSS	DATE OF LOSS (If different from onset)
-----------------------	--

NATURE OF ACCIDENT OR LOSS (DESCRIBE FULLY, INCLUDING WHICH PART OF BODY WAS INJURED)	DESCRIBE HOW, WHEN AND WHERE ACCIDENT OCCURRED (DATE AND TIME)
---	--

NAME OF ACTIVITY INDICATE THE REPORT (IF APPLICABLE) NOT APPLICABLE	DO ACCIDENT OCCUR		
	A. WHILE CLAIMANT WAS SUPERVISED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	B. DURING SPONSORED ACTIVITY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	C. DURING PROGRAMMED HOURS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DATE LAST WORKED	DATE RETURNED TO WORK	REASON FOR RETURN	NOT APPLICABLE

POLICYHOLDER REPRESENTATIVE POSITION OR TITLE	DATE
OFFICE TELEPHONE NUMBER	

SECTION B - MUST BE COMPLETED

LIST NAME, ADDRESS AND PHONE NO. OF OTHER ADDRESS COMPANIES UNDER WHICH CLAIMANT IS EMPLOYED	PLANNED ACCOUNT #
--	-------------------

IF OCCIDENTER WHOSE NAME OF OCCIDENT IS OTHER THAN RELATIONSHIP TO CLAIMANT	
---	--

ADDRESS OF CLAIMANT IF CLAIMANT IS A MINOR, NAME AND ADDRESS OF CLAIMANT'S GUARDIAN	GUARDIAN SOCIAL SECURITY NUMBER
---	---------------------------------

EMPLOYER'S ADDRESS IF EMPLOYER OF CLAIMANT IS A MINOR, EMPLOYER'S ADDRESS	EMPLOYER'S OFFICE TELEPHONE #
---	-------------------------------

HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

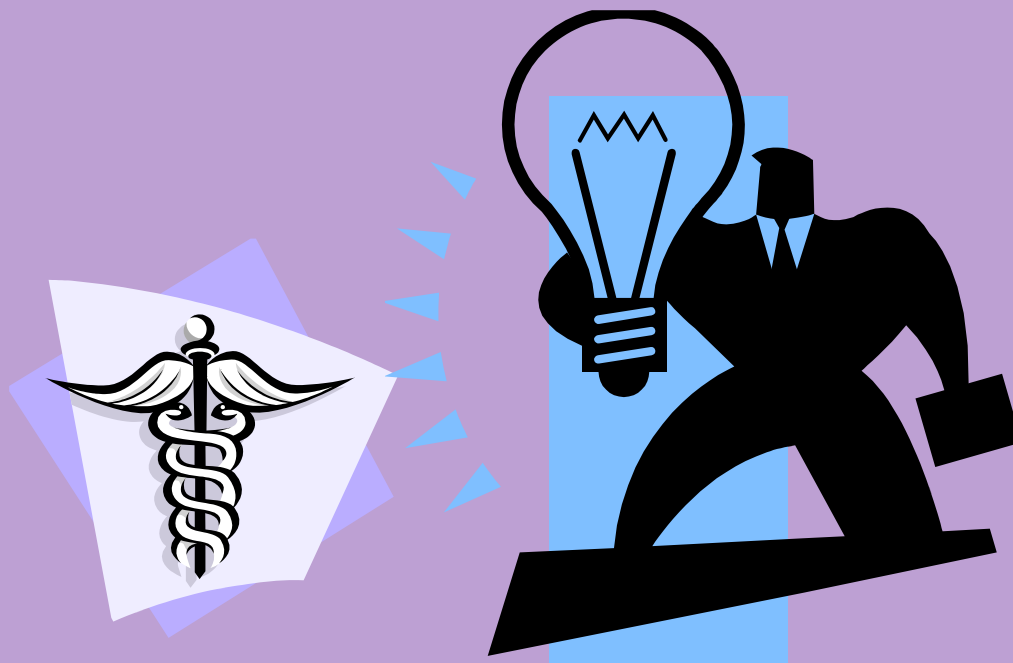
AUTHORIZATION AND ASSIGNMENT OF BENEFITS
 I, the undersigned, authorize any hospital or other medical care institution, physician or other medical professional, pharmacy, insurance support organization, governmental agency, group policyholder, insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original. I understand that I or my authorized representative may request a copy of this authorization.

I authorize payment of medical benefits to the physician or supplier for services performed. YES NO

For claimants not residing in California, New York, or Pennsylvania: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

DATE OF SIGNATURE: _____ DATE: _____

Appendix G



AHIMA
AMERICAN HEALTH INFORMATION
MANAGEMENT ASSOCIATION

Quality Healthcare through Quality Information

Operational Goals of Program
Acknowledgement Page

**Health Information Technology Program
2016-2017 Operational Goals**

1. Graduate at least 10 AAS students each year and conduct commencement and awards ceremony.
2. Maintain a minimum 90% RHIT examination success rate of first time candidates.
3. Maintain 100% job placement rate of graduates.
4. Maintain accreditation with CAHIIM.
5. Review and revise curriculum annually for quality improvement based upon accrediting agencies, student input, health care community and advisory board recommendations.
6. Purchase various health information related software products and update current software products.
7. Arrange for faculty to attend national, state and local meetings in order to keep abreast of state of the art health information management applications.
8. Full student participation in local HAHIMA meetings and 100% student membership in AHIMA and HAHIMA.

ACKNOWLEDGEMENT PAGE

I have printed off, read, understand, and agree to abide by the information/rules and regulations recorded in this handbook while participating in the Health Information Technology Program at Houston Community College. I commit myself to the generally understood ethics of the health care field and specifically to the Health Information Code of Ethics. I realize that unethical or unprofessional conduct is cause for dismissal from the program.

STUDENT PRINTED NAME

STUDENT SIGNATURE

DATE