



ASSOCIATE DEGREE

HEALTH INFORMATION TECHNOLOGY

STUDENT HANDBOOK

2021-2022

PREFACE

As students progress through the Health Information Technology (HIT) program, this handbook will provide them with reference material and answers to the most often asked questions by new and returning students.

It is the obligation of students to be aware of and follow all HIT policies and procedures. Students should retain this handbook for future reference. The policies presented in this HIT Student Handbook are an irrevocable contract between Craven Community College and students.

All statements and policies published in this handbook are in effect for the period printed on the cover of the Handbook. Faculty reserve the right to change statements and policies during the year the handbook is in effect, with the provision that students are provided notification of any changes in writing.

Dear Health Information Technology Student,

Welcome to the Health Information Technology program. We are thrilled that you have chosen Health Information Technology as a professional path, and even more so that you have chosen Craven Community College as your educational institution.

You are entering a very exciting healthcare field. Entering this field will allow you to improve the quality of healthcare by using technology, analyzing data, and ensuring proper documentation. HIT professionals become experts in an ever-evolving industry which offers versatile employment opportunities.

The Administration and Faculty at Craven Community College welcome you and look forward to working with you as you pursue your education!

Sincerely,

Crystal Smith, B.S., RHIT
Health Information Technology Program Director

Table of Contents

Welcome	3
HEALTH INFORMATION TECHNOLOGY CAREER	5
I. PHILOSOPHY OF THE HEALTH INFORMATION TECHNOLOGY PROGRAM	7
Mission	7
Program Accreditation	7
American Health Information Management Code of Ethics	7
Purpose of the AHIMA Code of Ethics	7
II. INSTRUCTOR – STUDENT RESPONSIBILITIES	9
Student	9
Faculty	9
III. ADMISSION	9
Application Process and Pre-Admission Testing	9
Health Requirements	9
Criminal Background Check & Ten Panel Drug screen	11
IV. CONDUCT	11
School	11
Professional Practice Experience (PPE)	12
V. ATTENDANCE	15
College	15
PPE	16
VI. GRADING	17
LETTER GRADING SYSTEM	17
VII. Professional Practice Experience	18
Dress and Grooming	18
Confidentiality of Health Information	18
Malpractice Liability Insurance	18
VIII. PROGRESSION	19
Technical Standards	19
Requirements	20
Graduation:	20
IX. OTHER	21
X. HIT CLUB	22
XI. PINNING CEREMONY	22
XII. OTHER EXPENSES	22

DISCLAIMER: Content subject to change. The most up-to-date information can be found in your course syllabi.

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HEALTH INFORMATION TECHNOLOGY CAREER

Definition of Health Information Management

The health information management profession includes managers, technicians, and specialists expert in systems and processes for health information management, including:

- Planning: Formulating strategic, functional, and user requirements for health information
- Engineering: Designing information flow, data models, and definitions
- Administration: Managing data collection and storage, information retrieval, and release
- Application: Analyzing, interpreting, classifying, and coding data and facilitating information used by others
- Policy: Establishing and implementing security, confidentiality, retention, integrity, and access standards

Career Description

Graduates of associate degree programs are known as health information technicians and conduct health data collection, monitoring, maintenance, and reporting activities in accordance with established data quality principles, legal and regulatory standards, and professional best practice guidelines. These functions encompass, among other areas, monitoring electronic and paper-based documentation and processing and using health data for billing and reporting purposes through the use of various electronic systems. Common job titles held by health information technicians in today's job market include reimbursement specialist, information access and disclosure specialist, coder, medical record technician, data quality coordinator, supervisor, etc. It is anticipated that job titles will change as health care enterprises expand their reliance on information systems and technology. Health information technicians have, and will continue to assume, roles that support efforts toward the development of computer-based patient record systems and a national health information infrastructure. The tasks or functions performed by health information technicians are numerous and continually changing within the work environment. The job title and work setting will dictate the actual tasks performed by the health information technician. However, in general, these individuals perform tasks related to the use, analysis, validation, presentation, data abstracting, analysis, coding, release of information, data privacy and security, retrieval, quality measurement, and control of health care data regardless of the physical medium in which information is maintained. Their task responsibilities may also include supervising personnel.

Employment Characteristics

Presently, opportunities for practice are found in numerous settings such as acute care general hospitals, managed care organizations, physician office practices, home health care agencies, long-term care facilities, correctional facilities, behavioral health care organizations, insurance companies, ambulatory settings, and state and federal health care agencies, and public health departments. Practice opportunities are unlimited.

Salary

According to the AHIMA 2019 Salary Study, the average salary for health information professionals with the RHIT credential is \$70,300. For more information, refer to <https://www.ahima.org/media/d5ibycdp/salary-survey-report.pdf>

Educational Programs

Length. Programs are generally 2 years, offering an associate degree.

Prerequisites. High school diploma or equivalent.

Curriculum. In addition to general education courses, the professional component of the technician program requires:

- Biomedical sciences (anatomy, physiology, language of medicine, disease processes, and pharmacology)
- Information technology (microcomputer applications and computers in health care)
- Health data content and structure
- Health care delivery systems, organization and supervision, health care statistics, and data literacy
- Clinical quality assessment and performance improvement
- Clinical classification systems
- Reimbursement methodologies
- Legal and ethical issues
- Supervised professional practice experiences in health information departments of health care facilities and agencies

Inquiries

Careers

www.hicareers.com

Professional Credentialing

American Health Information Management Association

233 N Michigan Avenue, Suite 2150

Chicago, IL 60601-5800

312 233-1100

www.ahima.org

Reference:

American Medical Association. (2010). *Health care careers directory, 2009-2010* (37th ed.). American Medical Association.

I. PHILOSOPHY OF THE HEALTH INFORMATION TECHNOLOGY PROGRAM

Mission

The Associate Degree Health Information Technology program supports the mission of the North Carolina Community College System and the mission of Craven Community College. The faculty is committed to providing accessible high-quality health information education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of health information technologists at the entry-level.

Program Accreditation

The Health Information Technology accreditor of Craven Community College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The College's accreditation for Associate degree in Health Information Technology has been reaffirmed through 2023-2024. All inquiries about the program's accreditation status should be directed by mail to:

CAHIIM
200 East Randolph Street, Suite 5100
Chicago, IL 60601
(312) 235-3255
info@cahiim.org

American Health Information Management Code of Ethics

The American Health Information Management (AHIMA) Code of Ethics provides a road map to the inherent ethical responsibilities of all members who work with health information and health information management professionals. It reiterates what we all know about our obligation to protect information: promote confidentiality, and preserve and secure health information. This revised Code was developed to help members in their professional lives. It is a guide for members to get through the complexity of competing interests and obligations they face every day.

Purpose of the AHIMA 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:

- Promotes high standards of HIM practice.
- Summarizes broad ethical principles that reflect the profession's core values.
- Establishes a set of ethical principles to be used to guide decision-making and actions.
- Establishes a framework for professional behavior and responsibilities when professional obligations conflict or ethical uncertainties arise.

- Provides ethical principles by which the general public can hold the HIM professional accountable.
- Mentors practitioners new to the field to HIM's mission, values, and ethical principles.

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 oneself in the practice of the profession so as to bring honor to oneself, 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 health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.

IV. Refuse to participate in or conceal unethical practices or procedures and report such practices

V. Use technology, data, and information resources in the way they are intended to be used.

VI. Advocate for appropriate uses of information resources across the healthcare ecosystem.

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

VIII. Represent the profession to the public in a positive manner.

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

X. 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.

XI. State truthfully and accurately one's credentials, professional education, and experiences.

XII. Facilitate interdisciplinary collaboration in situations supporting ethical health information principles.

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

Reference:

AHIMA Code of Ethics. (2011, October 2). American Health Information Management Association. <http://bok.ahima.org/doc?oid=105098#.YPeKNehKhPZ>

II. INSTRUCTOR – STUDENT RESPONSIBILITIES

At Craven Community College, the instructor and the student are obliged to meet a number of responsibilities to each other within their Teacher - Learner relationship.

Student

The student is responsible for attending all classes, laboratory periods, and professional practice assignments. She/He is expected to be prepared to participate in the day's assigned work or activities or to obtain assignments from the instructor prior to being absent, whenever possible, so that work may be submitted upon returning. It is also the student's responsibility to request make-up assignments missed due to legitimate absences, according to the procedure stipulated by the instructor at the onset of the course, and for seeking the assistance of the instructor when additional help is needed in meeting the course requirements.

Faculty

The instructor is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the semester; for providing students with complete information on the objectives and requirements of the course, including resources available to the students outside the classroom or laboratory. It is also the instructor's responsibility to maintain an accurate record of attendance on all students and to consult promptly with students on any attendance problems. The instructor also assumes responsibility for maintaining office hours in order to be available to students outside of class time if additional help is needed in meeting course requirements.

III. ADMISSION

Application Process and Pre-Admission Testing

1. Students must complete an application for admission to Craven Community College.
2. Request and submit official transcripts requested on your application for admission to Craven Community College.
3. Take any placement tests as determined by an Admission Specialist.
4. Submit a completed application for the Health Information Technology Program.
5. Complete all developmental requirements to be eligible to take ENG-111, BIO-163, and MAT-152.
6. Must have a cumulative GPA of 2.0 unweighted, not rounded.
7. There is a capacity of 24 students for the HIT program. Applicants will be ranked for admission according to the HIT Admission Worksheet.
8. Notification of acceptance letters will be sent out in time for the Fall semester.

Admission requirements with worksheets can be found at www.cravencc.edu.

Health Requirements

1. A physical examination must be submitted prior to clinical experience. These exams must have been completed within the year prior to enrollment. The required results include:

- a) Tuberculin Test (TST): Two-Step TST=Two TST Tests within the same 1-3 week period
 - a. **Upon Admission:**
 - i. TB Gold Quantiferon Test **OR**
 - ii. Two-Step TST Tests (document results in mm induration)
 - b. **Upon Renewal:**
 - i. If a TB Gold Quantiferon is submitted on admission, TB Gold Quantiferon test or 2 Step TST test must be done
 - ii. If two-step TST tests on admission one TST
 - iii. Tuberculosis note: Past+TST; must have documentation of negative CXR since the date of +TST test; symptom screening to be performed annually by a healthcare provider
 - iv. If current TST +, Documentation of compliance and ability to return to clinical by a provider
- b) Measles, Mumps, Rubella (each component): 2 doses or positive titer (results include ref range)
- c) Varicella: 2 doses or positive titer (results include ref range)
- d) Tetanus/Diphtheria/ (Tdap): 1 dose Tdap/TD booster every 10 years
- e) Hepatitis B (HBV) Series:
 - a. Energix-B or Recombivax-B 3 doses (0, 1, and 6 months); **OR**
 - b. Heplisav-B 2 doses (0 and 1 month); **OR**
 - c. Positive titer (results include ref range)
 - d. (For Declination or Waiver, a copy must be on file at the school.)
- f) Influenza: Annual- before October 15th
 (For Declination or Waiver, a copy must be on file at the school and meet the requirement of medical contraindication or religious belief and be approved by the facility or agency)

2. Included within the physical examination is a statement by the examining physician certifying that the applicant is free of any disease (physical or mental) which would impair their ability to perform his or her duties in a health-related field.

3. The medical results are reviewed prior to the candidate's participation in the Professional Practice Experience (PPE). An applicant or student will be required to follow up on any significant findings or discrepancies identified on the physical exam.

4. Immunizations are required for health program students. This procedure may be hazardous in the event of pregnancy. A doctor should be consulted if immunization is necessary. Immunizations may be waived with a document signed by a physician, physician assistant, or nurse practitioner stating medical reasons. The clinical agency has the right to accept or deny a waiver request.

5. Immunizations must be current or the student will not be allowed in the clinical setting. Absences for delinquency in maintaining current immunizations will not be excused.

6. Each individual is required to complete the immunization tracking utilizing the third-party compliance tracker selected by Craven Community College, by the designated deadline. Instructions on how to complete this process will be provided. Immunization requirements are subject to change as a result of any clinical setting's policy revisions. **It is the ongoing responsibility of the student to monitor and comply with immunization and health requirements. Failure to do so will result in the student's inability to participate in PPE and meet the requirements of the health information technology program. Absences for delinquency in maintaining current immunizations will not be excused.**

Criminal Background Check & Ten Panel Drug screen

Prior to the student's participation in the initial Professional Practice Experience (PPE) component of the health information technology program, students are required to complete a criminal background check as well as drug test screening. Carolina East Medical Center and Carteret General Hospital, our primary clinical sites, are requiring a criminal background check for the past seven (7) years from all States of residence. Additionally, Carteret General Hospital is requiring a ten-panel drug screen. Clinical sites have the right to deny student access based on criminal background check and drug screening results. Participation in clinical rotations at Carolina East Medical Center and Carteret General Hospital is an integral component of the Craven Community College HIT program for all students. The inability to complete the clinical portion of a course will prevent the student from progressing within the program.

Results of criminal background checks must be submitted from the company performing the check directly to Carolina East Medical Center and Carteret General Hospital. Note, that some clinical sites require CBC within 90 days before clinical rotation. Therefore you may be required to do more than one CBC. We've partnered with CastleBranch to help you supply the required qualifications for your program.

Note: The criminal background check is multistate and some states require a social security number to be supplied. In the event a prospective student does not have a social security number, that student will have to work 1:1 with the vendor to determine if the criminal background check can be completed based on their individual circumstance. The inability to complete a criminal background check will prevent the student from participating in the Professional Practice Experience portion of the HIT program. This situation will prevent progression and success within the program.

IV. CONDUCT

School

1. All health information technology students are expected to meet the criteria contained in the Code of Conduct in the Handbook of Craven Community College in addition to conducting themselves with the courtesy and dignity customary of the health information management profession.
2. All cell phones, pagers, or other communication devices must be turned off during class time. These devices may not be used during PPE.
3. Health Information Technology is a profession dealing with quality healthcare, confidentiality, and security; therefore, unprofessional conduct such as stealing, cheating

(which includes cheating on tests, quizzes, or any written work), as well as the use of alcohol or drugs while on duty is prohibited and will result in a grade of “F” for the final course grade.

4. All students must follow the policies of the respective PPE sites and the Craven Community College Health Information Technology Program as they relate to conduct, dress, grooming, jewelry, etc., in the clinical areas. Students are expected to present themselves in a professional manner when participating in the PPE. Students are to wear professional dress or dress mandated by the PPE site. Dress includes slacks, blouses (showing no cleavage), or skirts (calf-length). Jeans and sneakers are unacceptable. Attire should be clean and unwrinkled. Shoes are to be closed-toe. No thongs are allowed at any time during PPE. The only jewelry allowed is a wedding band and/or engagement/wedding ring and one pair of small, non-dangling stud earrings (one per lobe). Multiple earrings are not to be worn. No other piercings are allowed (eg., nose, lip, etc.). Tattoos must be covered during PPE. No perfume/cologne/strong body lotions in class or during PPE. No headwraps or bandannas.

Professional Practice Experience (PPE)

Health Information Technology students shall address one another, their instructors, patients, and facility staff members appropriately. Students are expected to conduct themselves in a dignified and socially acceptable manner at all times. Use of profane or obscene language will not be permitted at any time. Eating, drinking, or chewing gum during clinical practice will be allowed in designated areas only. Smoking is not allowed during clinical hours as the lingering odor it emits is offensive to many patients. Students are expected to remain in control of his/her emotions even under trying circumstances. A quiet pleasant tone of voice is desirable. Students must recognize and respect the confidentiality of patient information available to them and only use this information in a strictly confidential manner for educational purposes.

All demonstrations and/or practices must be done with respect for the student’s personal dignity, modesty, and personal safety. If a student believes that he/she is placed in a compromising situation, he/she is to voice this concern to the supervisor involved. If this does not resolve the situation, the student is immediately to contact the appropriate Craven Community College faculty member. If the situation is not resolved at this level, the student is to report the incident to the Health Information Technology Program Director.

A. Clinical Facility’s Role

If the student demonstrates inappropriate behavior at the PPE site, the facility’s administration has the right to request the student to leave the premises and deny readmission to the premises, for the purpose of functioning as a health information technology student. Students denied readmission to a clinical facility will be unable to complete the PPE portion of the health information technology program. Students unable to progress may withdraw if within the College’s specified time frame or will be given an “F” for the course.

B. Procedure for Addressing Inadequate Administrative or Clinical Performance

The assigned preceptor, office manager, or HIMS director or supervisor will be responsible for determining if a student is performing inadequately. Should this situation arise, the student will be informed by the PPE instructor and relieved of any assignments.

- If the student is physically ill, he/she may be allowed to go home if his/her condition conflicts with patient, another student, or co-worker safety; or removed from the classroom and/or PPE site and given alternate learning activity.
- If the student is unprepared for PPE, on the first offense he/she will be assigned tasks to prepare himself/herself for the PPE assignment. For further violations, the student will be removed from the PPE site and will be scheduled for a conference with the PPE instructor, Health Information Technology Program Coordinator, and the Dean for Health Programs.
- If the student demonstrates behavior that conflicts with integrity and confidentiality essential to health information technology practice, he/she will be removed from the classroom and/or PPE site and will be scheduled for a conference with the PPE instructor, Health Information Technology Program Director, and the Dean for Health Programs.
- If the student's behavior causes the health information technology faculty to suspect substance abuse, he/she will be removed from the classroom and/or PPE site and will be scheduled for a conference with the PPE instructor, Health Information Technology Program Director, and the Dean for Health Programs. When the student accepts enrollment into the health information technology program, he/she agrees and consents to submit to urine and/or serum drug screen testing at the discretion of the Health Information Technology Faculty and at the student's expense. If the student refuses to submit to testing or should the findings indicate the presence of an abused or illegal substance, the student will be dismissed from the program. Readmission to the program will be based on documented evidence of successful completion of a substance abuse rehabilitation program.
- If the student demonstrates problems in physical and/or emotional health that do not respond to appropriate treatment and/or counseling within a reasonable period of time, he/she will be removed from the classroom and/or PPE site and will be scheduled for a conference with the PPE instructor, Health Information Technology Program Director and the Dean for Health Programs.

C. Conference

After considering relevant information and conferring with the student, Health Information Technology Program Director, and PPE instructor, the Dean for Health Programs will administer one of the following actions:

- a. Allow the student to return to the classroom and/or PPE site.
- b. Outline in a contract with the student the specific requirements for the student to continue in the program. Failure to adhere to any requirements set forth by this contract as determined by the Dean for Health Programs will be grounds for dismissal.
- c. Dismiss the student from the program, after consultation with the Dean of Health Programs. The circumstances leading to the decision to dismiss the student will be thoroughly documented by the PPE instructor and the Program Director.

D. Dismissal from the Program

The Health Information Technology faculty reserves the right to recommend the dismissal of a student from the program. The Program Director has the right, authority, and responsibility to make a decision on such a recommendation. The following reasons, though not intended to be all-inclusive, constitute due cause for a student to be dismissed from the HIT program.

1. Failure to meet the academic standards as set forth in the college catalog and the HIT Student Handbook.
2. Health Problems: A student's physical and emotional health is discussed at faculty-student conferences. It should be noted that health problems, which result in excessive absences or non-completion of practicum competencies, may be grounds for dismissal from the program. It is the philosophy of the HIT faculty that a student's personal health has priority over one's educational program. A student should not continue in the program at the expense of endangering one's health.
3. Excessive absences or habitual tardiness as defined in the attendance policy found in this handbook.
4. Student performance behavior in the clinical setting that (1) indicates difficulty in making appropriate judgments in the clinical setting or (2) conflicts with patient safety essential to safe HIT practice leading to unsatisfactory clinical performance and failure. Such behavior is defined as a failure to assess or act appropriately on information that another or a majority of students at the same level would recognize as important to patient health and safety. Any student who requires an inordinate amount of instructor's time in the clinical setting because of poor judgment, poor decision-making skills, or safety violations will be subject to dismissal from the program.
5. Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances.
6. Unauthorized use, possession, or storage of any weapon.
7. Physical and/or psychological abuse, threat, or harassment of any patient, visitor, agency staff, student, or faculty member.
8. Theft, abuse, misuse, or destruction of another person's or agency's property.
9. Unauthorized disclosure, removal, or misuse of confidential information about any patient, student, or agency staff.
10. Engaging in or promoting others to engage in conduct that threatens or endangers the health, safety, or physical/psychological well-being of another person.
11. Academic dishonesty as previously defined.
12. Stealing, cheating (which includes cheating on tests, quizzes, or any written work),
13. Disrespectful behavior or manner in the way you address one another, instructors, patients, and facility staff members.
14. Purchase or use of faculty edition textbooks, test banks, or other faculty resources. Students found in violation of this code will be immediately dismissed from the HIT program, will receive a grade "F" for the course, and will be ineligible for re-entry into the HIT program.
15. Failure to follow HIPAA. A summary of the HIPAA Privacy Rule can be found at the U.S. Department of Health and Human Services website:
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/>

Any student dismissed from the HIT program for the above reasons with the exception of 1, 2, and 3 is not encouraged to apply for readmission to the program. Students dismissed from the program related to items 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, and 15, will receive a final course grade of “F”.

E. Appeals

Students may appeal according to the College’s student appeal procedure. A copy of the procedure can be found in the College’s current student handbook or can be requested from the Vice President of Student Services. All appeals must be filed in a timely manner as specified by the College’s student appeal procedure.

V. ATTENDANCE

College

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and clinical sessions. A student must attend a minimum of eighty percent (80%) of total class hours, laboratory hours, and clinical and shop sessions for each course in order to receive a passing grade. Only excused absences will be accepted. The instructor and the Health Information Technology Program Director must approve excused absences. **Recommendation:** Make sure to document all absences with your instructor. This is your responsibility, not your instructor’s. A scheduled doctor’s appointment is not considered an excused absence.

A. Tardiness

Any three tardies in a given class will constitute one class hour of absence. A tardy is defined as arriving to class after the instructor has taken the class attendance for the day. Anyone arriving later than 15 minutes after the instructor has taken roll will be counted absent for the day. It is **your** responsibility to make sure your instructor has changed an absence to a tardy (after the class has ended) on a day you arrive late to class.

B. Preparation

Students are expected to be prepared for class/lab/PPE each day. This includes completion of any reading, written, etc. assignments assigned prior to class.

C. Inclement Weather Guideline

Inclement Weather-related cancellations will be announced on the College’s webpage: www.cravencc.edu. Cancellations may also be announced on Public Radio East (89.3 WTEB, 91.5 WBJD, - 19 - 88.5 WZNB, 90.3 WKNS, 88.1 Greenville) and local radio and television. For a complete listing of all stations, please visit: <https://cravencc.edu/students/student-handbook/>

Our primary concern is the safety of our students in the event of inclement weather. Due to the hours students are in clinical and the time they actually leave home sometimes the decision to cancel or delay classes is made after students are already en route, therefore:

Students will adhere to the college policy in reference to class, lab, and clinical. If a delay or a late start of college is announced that will also be the time the student is to report to class, lab, or clinical. (2-hour delay for clinical will mean from the time the college opens which is 8am, therefore clinical will begin at 10am)

If the college cancels or closes once the student is at the clinical site, the student will be dismissed for the day. It is the student's responsibility to inform the clinical site of any changes to their schedule due to inclement weather.

PPE

Students are expected to attend 100% of PPE assignments. There will be a zero-tolerance of PPE absences within the health information technology program at Craven Community College. Extenuating circumstances will be dealt with on a case-by-case basis and an absence (or a tardy) must be approved by the Health Information Technology PPE Coordinator. Students who are hospitalized or too ill to attend clinical must present written documentation to the Health Information Technology Program Director and Dean of Health Programs and appeal for an excused absence. Excused absences will be made up in the form of labs, case studies, or other written work assigned and approved by the PPE Coordinator.

If a student becomes ill during clinical practice, she/he should notify the supervisor and proceed as directed. Students needing to seek medical treatment should seek the services of their personal physician. All costs incurred are the responsibility of the student. The College assumes no responsibility for illness or injuries; therefore, the student is encouraged to maintain personal health and hospitalization insurance. If a student arrives at PPE visibly ill, the facility may send that student home and will notify the PPE Coordinator and/or HIT Program Director. The student who is sent home will receive an excused absence and will be required to complete an alternate assignment. Excused absences may not exceed 90% attendance policy.

In the event, a student must be absent from clinical, proper notification must be made to the clinical facility (to the appropriate supervisors). It is the student's responsibility to contact the PPE facility at least one (1) hour prior to the scheduled assignment. Students should obtain the name of the person they speak with. The student should also leave a message on the PPE Coordinator's office telephone. Failure to notify the facility will result in a required five-page, typed, double-spaced, 12-font paper written on "Accountability and Professionalism for the Health Information Technology Student." This paper must contain three references within the past five years. The student may not return to PPE until this paper is completed satisfactorily and turned in to the PPE Coordinator.

Students may not leave the PPE site for any reason prior to the scheduled departure time unless approval is obtained from the supervisor.

VI. GRADING

LETTER GRADING SYSTEM

<u>Letter</u>	<u>Numerical Equivalents</u>	<u>Quality Points Per Semester Hour</u>
A	90 – 100	4
B	80 - 89	3
C	70 – 79	2
D (unable to progress)	60 – 69	1
F (Failing)	Below 60	0
W	Withdrawal	0
I	Incomplete	0
AU	Audit	0

A. Test Policy

Students are responsible for taking tests as scheduled. No makeup tests will be allowed unless prior approval has been given by the instructor. Waiting until the last minute and then encountering problems will not be excused. It is the student's responsibility to assure they have an adequate internet connection. If you have any questions about your internet connection, it is advised you take your test at the Academic Skills Center (ASC) on campus.

B. Written Assignments

1. **Class.** No late assignments will be accepted. Completed assignments must be submitted via Moodle for grading.
2. **Clinical.** Clinical assignments are due as designated in PPE. Assignments will not be accepted late.

C. Computer Simulations

Computer simulations may be assigned in any of the HIT courses. Your instructor will notify you as to how to turn in simulations.

D. Other

Moodle will be used for all HIT courses whether classes are seated or online. All written assignments are to be typed and submitted via the appropriate Moodle course. Any assigned papers are to be typed, double spaced, and formatted in either APA or MLA format. All sources used are to be documented in the bibliography.

VII. Professional Practice Experience

Dress and Grooming

1. Students are expected to dress neatly and appropriately for classes and other school functions.
2. While in the clinical facilities, students will wear the appropriate student uniform designated for their specific program. All apparel must be neat, clean, well-fitting, ironed, and wrinkle-free. Underclothing should not be visible. A name badge will be worn as appropriate.
3. The student's hairstyle must be professional in appearance. Extreme hairstyles, head wraps, and bandannas are not acceptable. Hair color must be within the **natural** color schemes of blond, brown, red, black, and grey. Artificial hair colors, eg. Orange, maroon, purple, blue, etc. are not acceptable. Hair ornaments should be minimal and inconspicuous (blend with hair color). Mustaches and beards must be kept short and neatly trimmed.
4. Shoes will be clean. Shoes will be low heeled with closed-toe.
5. Make-up should be minimal and in good taste. The only jewelry allowed will be a plain wedding band, one (1) pair of earrings (one earring in each ear in the lobe of the ear) for pierced ears, and a watch. Pierced earrings should be "little flat dots" or "little posts" and should be gold, silver, or white. Visible body piercing jewelry (including eyebrow, tongue, etc.) will not be worn.
6. Students considered to be in noncompliance with the above dress code, based on the judgment of any Health Information Technology Faculty member and/or PPE facility member, will be informed of such noncompliance and relieved of clinical assignments until in compliance.

Confidentiality of Health Information

Any information obtained through working with health records is, by law, confidential. All information discussed or available in class is confidential and may not be discussed outside the classroom setting. Any information obtained during a professional practice Experience (PPE) in a healthcare setting that pertains to patients, physicians, and or institution matters is also considered confidential. A disclosure violation will result in dismissal from the HIA Program.

Malpractice Liability Insurance

Students are required to obtain malpractice liability insurance through the Craven Community College Business Office. Students must provide proof of liability insurance to the PPE Coordinator prior to the first PPE. Personal policies will not be accepted.

VIII. PROGRESSION

Technical Standards

Essential functions are those considered to be necessary or fundamental to the 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.

1. 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.
2. Must be able to protect 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.
3. 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 codebooks 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.
4. 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 an extended time. A typical job is eight hours with a meal break and two short rest breaks during the shift.
5. 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 settings.
6. 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.
7. 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 a 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 dependability in attendance.
8. 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.

9. Requires the ability to travel to and from any or all of the following: home of student, College campus, Professional Practice Experience facilities, public locations for the purposes of various meetings, and other assigned locations off-campus.

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modifications to the program. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Technical Standards either with or without accommodation.

Requirements

Successful completion of all curriculum courses as outlined in the master Health Information Technology schedule with no course grade lower than "C" in a semester is required. Students who do not earn a grade of "C" or higher will be placed on program probation and will be required to repeat the course in which they were not successful to progress in the curriculum. Multiple curriculum courses may not be repeated. If a student is unsuccessful in more than one curriculum course, the student will be dismissed from the program.

Graduation:

A 2.0 is the minimum cumulative grade point average required for graduation. The student must pass all courses (as described above) in the Health Information Technology required curriculum with a "C" or better and have successfully completed all other curriculum requirements to be eligible for graduation.

A. Re-entry to the Health Information Technology Program Following Voluntary or Involuntary Withdrawal from a Curriculum Required Course Resulting in a Lack of Progression at any Point in the Program Once Admitted to the Health Information Technology Cohort

1. When a former health information technology student applies for readmission, he/she must:
 - a. Consult with HIT Program Director.
 - b. Submit an application for re-entry to the HIT Program Director.
 - c. Must re-enter within two years of withdrawal.
 - d. Submit physical exams if records on file are more than one year old. Submit updated immunization records and updated criminal background check with a 10-panel drug screen.
 - e. Students readmitted to the program must meet the curriculum requirements at the time of readmission.
2. The student may be readmitted into the program once.
3. Readmission into the health information technology program is based on the space available and the date of application.

B. Transfer Student

1. Applications for Transfer Admission into the Health Information Technology program will be accepted on a year-round basis. Students should consult with the HIT Program Director regarding HIT course transfer credit and with the Records Office regarding general education course transfer credit. Selection for transfer admission will be based on meeting all admission criteria and is subject to space availability in the desired program.
2. Course Transferability
 - a. General education course transferability is determined by the Registrar.
 - b. Health Information Technology course transferability is determined by the Health Information Technology Program Director.
 1. The student must provide a transcript.
 2. HIT courses must be no more than three (3) years old.
 3. Content of a course must be comparable to a currently offered course.
 4. The student must provide syllabi or other documentation of health information technology course content.
 5. HIT courses must be transferred from a CAHIIM accredited program.
3. The student must meet all curriculum requirements at the time of admission.
4. The student must provide physical exam records, obtain liability insurance and complete a criminal background check with a 10-panel drug screen.

IX. OTHER

A. Student Employment

Employment while pursuing a health information technology education is at the student's discretion. However, employment responsibilities must not conflict with educational responsibilities. The employing facility takes full responsibility for the student employee's action while working.

B. Student Transportation

Students are responsible for their own transportation to and from the College and clinical facilities. Student car-pools are the responsibility of the individual student and not the responsibility of the Department or the College. In making PPE assignments, the instructor may consider car-pools; however, car-pools do not mandate the specific PPE assignment. Students may do clinical in Craven or surrounding counties to include but not limited to Pitt, Carteret, and Lenoir.

C. Copier

Students are not allowed to use the instructor copier. Every attempt is being made to go as paperless as possible. Your instructor will copy only what is needed to conduct class with.

X. HIT CLUB

The purpose of the Health Information Technology Club is (1) to provide the opportunity for leadership training in service (2) to promote good fellowship and high scholarship (3) to practice the application of the highest social, business, and professional standards (4) to provide a platform enabling student participation in local and state Association meetings (5) to provide networking opportunities with fellow students, faculty, staff and community businesses. The HIT Club is made up of HIT students.

XI. PINNING CEREMONY

The pinning ceremony is formal recognition of the hard work and effort exerted by the students throughout the HIT program, and recognition of attainment of their final goal in completion of the program. The student is publicly awarded the pin, which represents their program of health information technology.

Participation in the pinning ceremony is optional, but students are strongly encouraged to enjoy this acknowledgment. Students will be advised by the HIT Program Director and faculty as to the agenda and requirements of the ceremony. Each student is responsible for the expense of the HIT pin (\$10-\$50).

XII. OTHER EXPENSES

There are additional items students will need to purchase/pay for on their own. Examples include: background screening, drug screening, physical and vaccinations, and the RHIT exam.

CRAVEN COMMUNITY COLLEGE HEALTH CARE PROGRAMS

WAIVER AND CONSENT: STUDENT RECORDS AND PRIVACY ACT

In consideration for arranging clinical studies which are a curriculum requirement, the undersigned waives his or her rights under the Student Records and Privacy Act and permits Craven Community College to release results of criminal background checks and physical examinations (“Information) to clinical sites.

The undersigned further acknowledges understanding and agreement that the release of such Information is for his or her benefit to facilitate access to the clinical site; and that release of the Information does not, however, guarantee acceptance of the undersigned at the clinical site; and that the undersigned may be rejected by the clinical site on the basis of the Information released to it; and the undersigned shall and hereby does hold harmless the Board of Trustees of Craven Community College, Craven Community College, and all agents and employees of Craven Community College from any and all liability, cost, and loss in the event of such rejection because of the Information.

Signature: _____
Printed Name: _____
Date: _____

CRAVEN COMMUNITY COLLEGE

I have received and read the Health Information Technology Associate Degree Program Student Handbook. I understand and will abide by the rules outlined in this handbook.

Print Name

Signature

Date

This statement will be filed in the student's academic folder.