HEALTH INFORMATION TECHNOLOGY STUDENT HANDBOOK

SHELTON STATE
COMMUNITY COLLEGE

HIT Program Director's Welcome Letter

It is with great pleasure that I welcome you to the Health Information Technology (HIT) Program at Shelton State Community College. You have made a great decision that will have a positive impact on the rest of your life. The faculty and staff here at Shelton State Community College will make sure that your educational journey is filled with positive and engaging learning experiences, opportunities for growth and guided practice, and the knowledge that you need to be successful in your career.

It is my hope that you dedicate yourself to learning and growth while you are a student in this program, which will mean managing your time, finances, and all other areas to maximize your potential. The faculty and staff are committed to your success; we are here to help you solve problems that may arise during your educational journey.

The HIT profession promises unlimited career growth and earning potential. The program is designed to prepare you to pass the credentialing exam that will catapult your career and qualify you for positions, such as HIM manager, data analyst, release of information specialist, coder, credentialing specialist, and many more. We are glad that you have chosen to start your HIT career at Shelton State Community College, and we look forward to your successful matriculation.

Joan Wilder

Joan Wilder, MSHI, RHIA, CPC
Health Information Technology Program Director

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Health Information Technology
Student Handbook Acknowledgment Form

I,_____, have received and/or have access to a copy of the Shelton State Community College Health Information Technology Handbook, and I accept accountability for being knowledgeable of the content. I understand that the policies, procedures, and information therein apply to me, and I agree to be governed by the policies and procedures described within the handbook throughout my enrollment in the Health Information Technology Program. I have been provided information pertaining to the Student FERPA Release Form. A copy of the FERPA Release form with my signature will be maintained in my student file for the purposes of sharing videos, documents, and social media with the Advisory Board members for advising on issues pertaining to the HIT program.

My signature below constitutes my acceptance of the policies and procedures in the Shelton State Community College Health Information Technology Student Handbook.

Student Signature: _____

myShelton A#: _____

Date: _____

Note – Please submit this form to the HIT Program clerk by the end of the second week of classes.

Disclaimer Clause
The Health Information Technology Program at Shelton State Community College reserves the right to make changes in the policies and procedures in this handbook. If changes are made, the student will be given notice of those changes.

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Accreditation Information

Shelton State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. Please contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

Please do not contact the Commission with other questions unless there is evidence that appears to support Shelton State Community College's significant non-compliance with the Commission's accreditation requirements or standards.

Check the College website, sheltonstate.edu, for addenda.

The Commission on Accreditation of Health Informatics and Information Management (CAHIIM) is the accrediting organization for educational programs in health informatics and health information management/technology. **The Associate Degree Health Information Technology Program is accredited by CAHIIM.** Only a graduate of a CAHIIM-accredited HIT program is eligible to take the national examination to become a RHIT. CAHIIM is located at 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5800, phone 312.235.3255.

Equal Opportunity in Education and Employment

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment.

July 2022

Health Information Technology Program
Faculty and Support Staff

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3401 Martin Luther King, Jr. Blvd.
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AHIMA Approved ICD-10-CM/PCS Coding Trainer
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Clinical Education Coordinator
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Beth Appling
Health Services Clerk II
Phone: 205.391.2654
Email: bappling@sheltonstate.edu
Office: C.A. Fredd Campus, #520
3401 Martin Luther King, Jr. Blvd.
Tuscaloosa, AL 35401

Lab
Health Information Technology Computer Lab
Office: C.A. Fredd Campus, #607

INTRODUCTION

The Health Information Technology (HIT) Program operates within the policies of Shelton State Community College (SSCC). All policies and services common to students enrolled in the College are in effect for HIT students as well. The purpose of this handbook is to provide additional information regarding specific policies and procedures unique to the performance of responsibilities as a HIT student. In addition, the HIT Program Student Handbook includes the American Health Information Management Association's mission, vision, values, and Code of Ethics for which all health information students and professionals must abide. (See **Appendix J.**)

The Health Information Student Handbook is developed by the faculty, staff, and students and is reviewed and/or updated at least every two years. The handbook seeks to accomplish the following:

1. Function as a useful reference document for students as well as faculty
2. Provide information on the Health Information Technology Program, policies, accreditation, and procedural requirements
3. Assist the faculty in decision-making and in giving consistent, equitable advisement to students
4. Serve the student as a supplement to orientation, course information guidelines, instructor advising, and a resource for general information and policies to assist with successful completion of the HIT Program
5. Supplement official Shelton State Community College policies (College policies are published in the *SSCC Catalog* and *SSCC Student Handbook*)

Students are required to obtain and/or have access to a copy of the HIT Program Student Handbook upon admission to the program. Students are responsible for knowing and abiding by the information presented in the HIT Program Student Handbook as well as the *SSCC Catalog/Handbook*. Any changes in policy will be disseminated. In addition, by following the provisions of the handbook, students will be assisted in their overall educational process and program progression.

PROGRAM OF LEARNING

Mission

The Health Information Technology (HIT) Program at Shelton State Community College is part of the Health Services Division. The HIT Program supports Shelton State Community College's mission by providing the community innovative and accessible learning opportunities to advance academic excellence, cultural enrichment, workforce training, and economic development."

The Shelton State Community College Health Information Technology Program is designed to prepare students and health information professionals to be successful, confident, and competent health information technicians who demonstrate professionalism while ensuring patient information is accurate, secure, and accessible. The program will provide graduates with comprehensive skills to meet the workforce development needs of Tuscaloosa and West Alabama communities. The program will strengthen, improve, and expand in accordance with the needs of the community, the Health Information Management profession, health care policy, and the advancement of patient information systems. The program offers three pathways to enter the HIT field: an associate degree, a certificate, and a short certificate.

Goals

The Commission on Accreditation of Health Informatics and Information Management (CAHIIM) is the accrediting organization for educational programs in health informatics and health information management/technology. **The Associate Degree Health Information Technology Program is accredited by CAHIIM.** Only a graduate of a CAHIIM-accredited HIT program is eligible to take the national examination to become a RHIT. CAHIIM is located at 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5800, phone 312.235.3255.

The program goals of the Shelton State Community College Health Information Technology Program are the following:

1. Prepare graduates with the knowledge needed to demonstrate the skills and competencies of Health Information Technicians
2. Prepare graduates to employ effective written and verbal communication skills in relaying information to health care providers
3. Meet or exceed the standards for CAHIIM associate degree accredited Health Information Technology programs

Program Philosophy

It is the philosophy of the Shelton State Community College Health Information Technology Program that students be encouraged, mentored, and instructed by dedicated faculty and preceptors to achieve excellence. The faculty believes each student is an essential future member of the health care team and promotes professionalism, integrity, and accountability throughout the program.

Students, faculty, staff, leadership, health information organizations, and members of the community

support student learning. All provide student-focused coursework, activities, dedicated health information facilities, simulations, and professional practice experiences. The College's transparent, student-centered program reflects the integration of ideas from faculty, HIT professionals, and students for the educational development of the health information student.

Learning/Educational Outcomes

At the completion of the Health Information Technology Program, the student will be able to perform the following:

1. Apply legal and ethical guidelines to health data collected, maintained, analyzed, and disclosed
2. Code, classify, and index diagnoses and procedures using current medical coding classification systems
3. Collect and manage health data for quality assessment, reimbursement, performance improvement, research, and other informational needs
4. Evaluate health records utilizing current standards of practice
5. Maintain confidentiality of all health information

Measurable Expected Program Outcomes

1. Performance on Registered Health Information Technician (RHIT) Exam: The RHIT exam's pass rate will be at or above the national mean for first-time writers.
2. Performance on Certified Coding Specialist (CCS) Exam or the Certified Coding Associate (CCA) Exam: The CCS/CCA exam's pass rate will be at or above the national mean for first-time writers.
3. Program Completion: At least 80% of students admitted to the HIT Program will graduate within five semesters, beginning with the first semester of taking HIT courses. (This completion rate does not include HIT 110, HIT 113 or BIO 120.)
4. Program Satisfaction: At least 80% of graduates responding to the graduate survey distributed one year after graduation will indicate satisfaction with the HIT Program. At least 80% of employers responding to the employer survey within one year after student graduation will indicate satisfaction with the HIT Program.
5. Job Placement: At least 80% of graduates will have job placement within twelve months of graduation.

PROGRAM INFORMATION AND ADMISSION REQUIREMENTS POLICY

Minimum Admission Requirements for the HIT Program

Program admission is in the fall and spring of each year for AAS degree and certificate seeking students. (Please see HIT Program Director for admission times for short coding certificate program.) Online applications are accepted Feb. 1 - July 1 for admission into the fall cohort, and Sept. 1 - Oct. 1 for the spring cohort.

1. An official transcript of all college work submitted to Enrollment Services
2. A copy of the current class schedule, if enrolled
3. An overall GPA of 2.0 on a 4.0 scale on all college coursework completed, and 2.5 or higher on the required prerequisite general education courses
4. Completion of all prerequisite courses with a grade of C (70) or above: MTH 110 or higher math course, ENG 101, BIO 120 or HIT 110 (grade of C (75), BIO 201, BIO 202, and ORI 101 for the AAS degree; MTH 100 or higher math course, ENG 101, and HIT 113 (grade of C (75) for the Certificate; please contact the Health Services Clerk II with questions related to the short certificate. HIT 110 and HIT 113 must be completed with a grade of C (75%) or above.

    The BIO 202 grade must be within the last five years. If not, it must be repeated for credit prior to the first semester of the program.

    > **NOTE**: BIO 201, BIO 202, and HIT 110 or BIO 120 can be substituted for HIT 113 if all are passed with a C or higher. BIO 120 Medical Terminology is acceptable for HIT 110 Medical Terminology with a grade of "C" or above.
5. A copy of Next Generation ACCUPLACER, or ACT reading score

    This score must be within the last five years. The Next Gen ACCUPLACER reading score must be 244 or higher and the ACT reading score must be seventeen (17) or higher.

Prior to applying to the program, students are required to attend a Health Services Program Information Session in person or online. Attendance must occur within the year prior to application.

Curriculum Sequence Health Information Technology – Associate in Applied Science (AAS) Degree

Prerequisite Courses	Theory	Lab	Clinical	Credit	Contact
MTH 110 Finite Math or higher	3	0	0	3	3
*BIO 201 Anatomy and Physiology I	3	2	0	4	5
*BIO 202 Anatomy and Physiology II	3	2	0	4	5
ENG 101 English Composition I	3	0	0	3	3
**HIT 110 Medical Terminology	3	0	0	3	3
ORI 101 Orientation to College	2	0	0	2	2
Total	**17**	**4**	**0**	**19**	**21**
Fall First Term Courses	**Theory**	**Lab**	**Clinical**	**Credit**	**Contact**
HIT 111 Diagnostic and Pharmacology	2	0	0	2	2
HIT 115 Pathophysiology and Pharmacology for HIT	4	0	0	4	4
HIT 132 Revenue Cycle Management	3	2	0	4	5
HIT 154 Health Data Content & Structure	3	2	0	4	5
Total	**12**	**4**	**0**	**14**	**16**
Spring Second Term Courses	**Theory**	**Lab**	**Clinical**	**Credit**	**Contact**
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3	0	0	3	3
HIT 158 Introduction to Clinical Environment for HIT/MCC	1	0	0	1	1
HIT 223 Data Analytics	2	2	0	3	4
HIT 230 Medical Coding Systems I	3	2	0	4	5
HIT 235 Medical Coding Systems III	2	0	0	2	2
Total	**11**	**4**	**0**	**13**	**15**
Summer Third Term Courses	**Theory**	**Lab**	**Clinical**	**Credit**	**Contact**
PSY 200 General Psychology	3	0	0	3	3
HIT 134 HIT Legal and Ethical Issues	3	0	0	3	3
HIT 254 Organizational Improvement	3	0	0	3	3
HIT 232 Medical Coding Systems II	3	2	0	4	5
HIT 255 Principles of Supervision in HIT	3	0	0	3	3
Total	**15**	**2**	**0**	**16**	**17**
Fall Fourth Term Courses	**Theory**	**Lab**	**Clinical**	**Credit**	**Contact**
HUM/FA Elective	3	0	0	3	3
HIT 160 Professional Practices Experiences	0	0	3	1	3
HIT 286 Expanded Medical Coding	1	2	0	2	3
HIT 292 HIT Exam Review	2	0	0	2	2
HIT 296 Professional Practices Simulations	0	2	3	2	5
Total	**6**	**4**	**6**	**10**	**16**
Program Total	**61**	**18**	**6**	**72**	**85**

*BIO 103 is a prerequisite for this course. Students may take the BIO 103 CLEP test through the SSCC Testing and Assessment Center. BIO 202 must be taken within the last five years.
**BIO 120 Medical Terminology is acceptable for HIT 110 Medical Terminology with a grade of "C" or above.

Curriculum Sequence Health Information Technology – Medical Coding Certificate

Prerequisite Courses	Theory	Lab	Clinical	Credit	Contact
MTH 100 Intermediate College Algebra or higher	3	0	0	3	3
ENG 101 English Composition I	3	0	0	3	3
*HIT 113 Anatomy, Physiology, and Medical Terminology	5	0	0	5	5
ORI 101 Orientation to College	2	0	0	2	2
Total	**13**	**0**	**0**	**13**	**13**
Fall First Term Courses	**Theory**	**Lab**	**Clinical**	**Credit**	**Contact**
HIT 111 Diagnostic and Pharmacology	2	0	0	2	2
HIT 115 Pathophysiology and Pharmacology for HIT	4	0	0	4	4
HIT 132 Revenue Cycle Management	3	2	0	4	5
HIT 154 Health Data Content and Structure	3	2	0	4	5
Total	**12**	**4**	**0**	**14**	**16**
Spring Second Term Courses	**Theory**	**Lab**	**Clinical**	**Credit**	**Contact**
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3	0	0	3	3
HIT 158 Intro to Clinical Environment for HIT/MCCI	1	0	0	1	1
HIT 223 Data Analytics	2	2	0	3	4
HIT 230 Medical Coding Systems I	3	2	0	4	5
HIT 235 Medical Coding Systems III	2	0	0	2	2
Total	**11**	**4**	**0**	**13**	**15**
Summer Third Term Courses	**Theory**	**Lab**	**Clinical**	**Credit**	**Contact**
HIT 232 Medical Coding Systems II	3	2	0	4	5
HIT 283 Medical Coding Professional Practice	0	4	0	2	4
HIT 286 Expanded Medical Coding	1	2	0	2	3
HIT 291 HIT Seminar (Exam Preparation)	1	0	0	1	1
Total	**5**	**8**	**0**	**9**	**13**
Program Total	**41**	**16**	**0**	**49**	**57**

*BIO 201 Anatomy and Physiology I, BIO 202 Anatomy and Physiology II, and HIT 110 or BIO 120 with a grade of "C" or above are acceptable for HIT 113.

Curriculum Sequence for Health Information Technology – Medical Coding Short-Term Certificate

Fall First Term Courses	Theory	Lab	Clinical	Credit	Contact
ENG 101: English Composition I	3	0	0	3	3
*HIT 113: Anatomy, Physiology, and Medical Terminology	5	0	0	5	5
HIT 115: Pathophysiology and Pharmacology for HIT	4	0	0	4	4
HIT 132 Revenue Cycle Management	3	2	0	4	5
Total	**15**	**0**	**0**	**16**	**17**
Spring Second Term Courses	**Theory**	**Lab**	**Clinical**	**Credit**	**Contact**
MTH 116: Math Applications or higher	3	0	0	3	3
HIT 230: Medical Coding Systems I	3	2	0	4	5
HIT 232: Medical Coding Systems II	3	2	0	4	5
HIT 235: Medical Coding Systems III	2	0	0	2	2
HIT 291 HIT Seminar (OPTIONAL Exam Preparation)	1	0	0	1	1
Total	**11**	**4**	**0**	**13**	**15**
Program Total	**26**	**6**	**0**	**29**	**32**

*BIO 201, BIO 202, and HIT 110 or BIO 120 with a grade of "C" or above are acceptable for HIT 113.

Estimated Program Fees and Expenses

Listed below are estimated costs for the Health Information Technology Program options. The amounts listed below are subject change.			
	AAS Degree	**Long Certificate**	**Short Certificate**
Tuition and Fees	**72 hours**	**49 hours**	**29 hours**
Tuition	**$10,999.00**	**$7,492.00**	**$4,430.00**
Other Fees			
AHIMA Membership Dues	$49.00	$49.00	$49.00
Books (estimate)	$1,200.00	$1,000.00	$950.00
Employment screening service Background/Drug/Compliance Fee	$97.30	$97.30	$0
Trajecsys Clinical Record Keeping System Fee	$50.00	$50.00	$0
Program Polo Shirt/ Badge	$25.00	$25.00	$25.00
Certification Exam Fee	$229.00* RHIT	$299.00* CCS	$199.00* CCA
Student Organization	$16.00	$16.00	$16.00
Liability Insurance	$15.00	$15.00	$0
Subtotal:			
Optional			
Cap, Gown and Diploma	$70.00	$70.00	$70.00
Approximate Total Cost	**$12,750.30**	**$9,113.30**	**$5,739.00**
*This price applies to student members of AHIMA.			

Financial Obligations

Tuition/fees are due the day of registration. If a portion of the registration expenses is to be paid by some type of financial aid or by a sponsoring agency, it is the responsibility of the student to provide written evidence of such arrangements to the Cashier's Office at or before registration. Students who do not complete financial obligations are not issued transcripts, and they are not allowed to register again until all financial obligations are satisfied.

HIT Program and Course Withdrawal Policy

In addition to the College Withdrawal policy, withdrawal from the HIT Program requires the following:

1. Completion of the Shelton State Community College Complete Withdrawal Form
2. Return of all supplies, books, etc. belonging to the HIT Program, if applicable
3. A scheduled student exit interview with the Health Information Technology Program Director. (A student who wishes to withdraw from a HIT course must do so officially on or before last day designated to withdraw.)

Note: A withdrawal from a HIT course for ANY reason or at ANY time during the semester is counted as one attempt at trying to complete the course. The student will have only one additional opportunity to enroll in the course.

Students who fail to follow these procedures may be denied reinstatement to the program. Leaving the College or the program without formally withdrawing will result in a failing grade in all courses in which the student is enrolled.

PROGRAM EXPECTATIONS

Students enrolled in the HIT Program are expected to:

1. Upon successful completion of prerequisite courses, apply the information learned to subsequence HIT courses. Program course content builds. The synthesis of information is necessary for successful progression in the curriculum.
2. Access information from many sources and apply it to new situations.
3. Master written and oral assignments to develop and display excellent communication skills.
4. Work in teams on group activities and projects to develop and enhance skills working with diverse individuals and situations.
5. Begin their professional journey in the health information technology community by affiliating with student, local, state, and national health information management organizations.
6. Students are expected to sign and return the FERPA Release Form granting consent to share videos, documents, and social media with Advisory Board members in advising the faculty on issues pertaining to the HIT program.

STUDENT SERVICES AND GENERAL INFORMATION

Academic and Financial Support

All College support services are fully applicable and accessible to HIT students. Students of

CAHIIM accredited programs are also offered scholarships if they are student members of the American Health Information Management Association (AHIMA). A link to the various scholarships is provided below.
http://www.ahimafoundation.org/education/default.aspx

Shelton State Educational Planning Office

The College's Educational Planning Office staff and the HIT faculty serve as pre-admission academic advisors for prospective HIT students. All students admitted to the program will be individually advised by the HIT Program Director. Additionally, the Clinical Education Coordinator will advise students regarding placements for the Professional Practice Experience (PPE). Students are responsible for contacting the HIT Program Director and seeking assistance with program-related issues. Office hours are posted on each faculty member's door. Additional hours may be provided by appointment. All faculty members have voicemail and email. Students are encouraged to contact HIT faculty directly. In the event of an emergency, the student may contact the clerk at 205.391.2654 for assistance in locating a faculty member.

HIT Computer Laboratory

The HIT computer laboratory, located on the C.A. Fredd Campus in room 607, offers an opportunity for students to become familiar with the computer and to use software that will facilitate success in the HIT Program. The laboratory offers workstations for practice with virtual lab activities, word processing programs, internet use, and other applications. The lab is available for student use outside of regularly scheduled class/lab hours when the campus is opened. The C.A. Fredd and Martin Campuses are open from 7:00 a.m. until 9:00 p.m. Monday through Thursday and 8:00 a.m. until noon on Friday. Students in the HIT Program are responsible for knowing and adhering to the computer lab policies and procedures listed below.

1. Absolutely no eating, drinking, or gum is allowed in the laboratory.
2. Software and hardware problems should be reported immediately to the HIT Program Director's office by calling 205-391-5852 or by calling the Clinical Education Coordinator (CEC) at 205.391.2637.
3. Students are to bring a portable storage device for saving work. Under no circumstances should students save work on the hard drive.
4. Absolutely no software may be loaded on computers without the written permission from Information Technology Services or HIT faculty.
5. Students may need access to a portable headphone set or ear buds for use in the computer lab for programs that have sound.
6. Students should leave the laboratory as they find it. They should shut down computers, replace chairs, remove garbage if any is accumulated, and erase the

board.

7. To access assigned computer programs, students follow directions from the course instructors.
8. Students should adhere to the College's Computer Resources Use Policy, located in the SSCC Catalog/Handbook.

PROGRAM SPECIFIC COMMUNICATION

Lines of Communication
Students are encouraged to seek guidance when a classroom, Professional Practice Experience (PPE), or general concern arises. If the concern is directly related to health information courses, resolution should be sought through conference with the course faculty member. If the concern is not resolved at that level, the subsequent steps include a conference with the HIT Program Director with documentation of complaint or concern in writing, and then a conference with the Associate Dean of Health Services. If the student, the instructor, HIT Program Director, or Associate Dean of Health Services cannot successfully resolve the issue, students should follow the appropriate Academic Grievance Policy or Grade Appeals Policy found in the *SSCC Student Handbook* when applicable.

Student Concern/Feedback
The HIT faculty and staff are open to student feedback regarding educational and college experiences. Students are encouraged to use the Student Concern/Feedback Form. (See **Appendix B.**) This form serves as a communication tool for constructive input in the following areas: curriculum, teaching, methodologies, resources, services, and miscellaneous items. The student should complete the form and place it in the designated receptacle. The receptacle will be checked at least once weekly and directed to the appropriate individual or group.

Bulletin Boards
Designated bulletin boards are located near the HIT classrooms. These bulletin boards and the learning management system (Canvas) are used to post general health information program information and notices as well as relevant information specific to HIT programs. Students should check student email and Canvas notifications daily for program information and announcements. Students are responsible for reading information and notices as posted. When appropriate, students are notified about forthcoming events or changes in schedule.. Students should verify their mailing address, email address, and phone number each time they register and at other times as changes occur. Commercial notices are not permitted on the bulletin boards.

Electronic Communications via Email and/or Canvas Announcements

Students may visit the SSCC website at sheltonstate.edu for information about the College. The health information webpage may be accessed from the College's website. Information specific to health information program is posted on the HIT webpage.

HIT students are encouraged to be selective in sending information via email. It is the policy of the College and of the HIT Program that grades will not be emailed. Students are required to use their official myShelton email to communicate with faculty and staff. Students and faculty may also utilize the College's learning management system (currently Canvas) to obtain and disseminate information about courses and other pertinent announcements.

Social Media

The Shelton State Community College Health Information Technology Program embraces the use of social media and other technologies enabling students to communicate and share information in a professional manner. In addition to the College's Computer Resource Use Policy, students are required to adhere to the Social Networking Policy for Health Programs.

Social Networking Policy for Health Programs

Non-limiting examples of social networking sites this policy is intended to cover are Facebook, Linked-In, Twitter, Instagram, and any other site normally considered social networking.

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions up to and including dismissal from the program. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is thus deemed insufficient to protect confidential patient information.

Students are not to make negative, disparaging, or unprofessional remarks about fellow students, instructors, patients, patients' visitors, clinical sites, or other health care professionals through social media. Any negative, disparaging, or unprofessional remarks, intentional or unintentional, through social media will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

A violation of this policy will result in appropriate disciplinary action up to and including dismissal from the program.

Liability Insurance
All students enrolled in Professional Practice Experience (PPE) courses are required to have liability insurance. SSCC will enroll students in a blanket insurance policy for liability and accidents. Insurance fees are attached to specific HIT courses to facilitate the process. The policy insures students while they are participating in clinical activities that are a requirement of the curriculum. Eligibility for insurance coverage is made through annual and/or interval premiums to the insurance companies. Students are encouraged to obtain personal medical and hospital insurance while enrolled in the HIT Program as health care will be provided if needed while in clinical laboratory, and the student will be charged for the medical care.

In addition to the liability insurance, SSCC requires students to purchase and participate in Student Accident Insurance, which also covers the student for activities while under the care and direction of the College. Fees are assessed at registration each semester. For further information or to file a claim, the student may contact the Office of the Dean of Student Services.

Identification Cards
SSCC makes every effort to ensure that all individuals are on campus for appropriate reasons. Accordingly, all students, employees, and guests are required to have personal identification while on campus and may be required to produce the identification on request. All students enrolled at Shelton State are required to have an official student identification (ID) card. The student ID card includes the student's name and will include a designation of "STUDENT" on the card. The student must be currently enrolled for the ID to be valid. All students receive the first ID card at no cost, but replacement cards, whether lost or stolen, cost $25.00. Students should be prepared to produce the Shelton State ID card when asked by any employee of the College. Prior to the PPE, all HIT students will be required to obtain a HIT student badge to worn while at the PPE sites. The HIT student badge will cost $5.00. **The SSCC ID badge may not be worn if the PPE site requires a hospital or other facility ID to be worn while on-site.**

Lost and Found
Misplaced or lost items within the HIT Program's classrooms or laboratory may also be found in lost and found bins located in the HIT Program Director's Office (Fredd Campus Room 605).

Cell Phones
Unauthorized use of cell phones is prohibited during class, lab, or clinical. Students are permitted to bring approved handheld devices that support the required software to class, lab, and clinical. These devices must be used in accordance with HIT Program's guidelines and the clinical agency's guidelines. Use of a cell phone or other portable electronic device is not

permitted during any assessment or test time. Students found using these devices will be reported to the Associate Dean of Health Services and the Academic Misconduct Procedures may be instituted. Penalty may range from a reprimand to expulsion from the College.

Tobacco and Smoking Policy

Shelton State is a tobacco-free/smoke-free work environment. Use of tobacco in any form, as well as use of electronic cigarettes and other vapor devices, is not permitted at any time by any faculty member, staff, student, vendor, or visitor on a Shelton State campus. HIT students will abide by the smoking policies of the clinical agency to which they are assigned.

ACADEMIC CLASS INFORMATION

Textbooks and Required Course Materials

Each HIT course has one or more required textbook(s). The course materials contain pertinent information related to that course, including but not limited to, course syllabus, course objectives, topical outline, method of instruction, class schedule, grade determination, Professional Practice Experience (PPE) objectives, PPE evaluation form, student learning outcomes, and criteria for written assignments. Course materials will be available through the learning management system.

Textbooks and/or eBooks and other course materials must be purchased to increase student success. Students must have access to course documents prior to the first day of class as they are used in orientation to the course. The class instructor will review the course material and students will use it as a resource for the remainder of the semester.

Students are encouraged to retain textbooks purchased for HIT courses to be used as references and in preparation for the Registered Health Information Technician (RHIT), Certified Coding Associate (CCA), or Certified Coding Specialist (CCS) examinations. These books are also often listed as required or recommended texts in subsequent courses. Students will also be required to use virtual lab software (subscription required). Students entering the HIT Program at Shelton State are encouraged to have a personal device capable of running software used in their coursework and clinical experience throughout the curriculum.

Class Attendance Policy

Registration for a class makes the student accountable for attending the class as scheduled until completed unless officially withdrawn. Excessive absences and/or tardiness may interfere with the student's ability to complete the course successfully. In an online course, attendance is demonstrated by a student's participation in an academic-related activity, such as submission of an

academic assignment or exam or contributing to an online forum.

The manner in which make-up work, tests, or assignments is given for excused absences is determined by the instructor. Possible excused absences include but are not limited to representing the College in official College-approved activities, military service, accidents, court appearances, illness of the student or an immediate family member, or the death of an immediate family member. The student must submit appropriate documentation of extenuating circumstances for an excused absence to the instructor and make arrangements for any make-up work within seven days of the last day of the excused absence. It is the student's responsibility to make arrangements with the instructor to make up missed coursework. Work-related excuses, childcare issues, and/or travel are not considered excused absences. Instructors are not required to provide make-up opportunities for unexcused absences or to give additional time to students who are tardy for tests or quizzes.

Classroom Behavior
Students are expected to be alert, attentive, and courteous to others while in class; to show a willingness to respond to questions and participate in class discussions; and to have a lively interest in the subject matter, as evidenced by attention to/participation in classroom activities. The HIT Program has "zero tolerance" for disruptive class behavior. Students are expected to demonstrate common courtesy and cooperation in the classroom. Disruptive behavior will be reported to the Associate Dean of Health Services, and appropriate steps will be taken on all such violations. Instructors set the tone and demeanor of their classes. Unauthorized use of cell phones, unsanctioned talking, eating, sleeping, arriving late, leaving early, argumentative discourse, and reading of unrelated materials during a class will be considered rude or disruptive to the learning environment. Students will be asked to leave the classroom if rude or disruptive behavior occurs. Students who are asked to leave must meet with the faculty member, program director, and/or associate dean before a return to class will be allowed.

Classroom Restrictions
Food and drink are not permitted in the classroom. Special health problems will be considered on an individual basis. Visitors (including children) are not allowed in the classroom. All phones or other electronic devices must be set to silent or vibrate while in class or lab (unless used as directed by the instructor in a case study and/or class assignment). The instructor may establish guidelines and restrictions for electronic device use in the classroom. Students found using these devices outside of established classroom guidelines will be reported to the Associate Dean of Health Services. Academic misconduct procedures may be instituted. Penalties may range from a reprimand to expulsion from the College.

Examination Attendance

Students are expected to make every effort to be present for all examinations. Students are expected to notify the class instructor prior to an expected absence on examination day. Students arriving late to write examinations are expected to complete the examination within the same specified time frame as other students who arrived on time with documented extenuating circumstances and the instructor's permission. Make-up work, tests, or assignments given for excused absences, as allowed by the Standard College Policies, shall be left solely to the discretion of the instructor. (See the specific course syllabus for further information.) The student must arrange with the instructor to write missed exams. Make-up exams can be of any format (i.e., essays, multiple choice, etc.).

Examination Policy

To ensure equal opportunity and prevent distractions during examination writing, the following policies will apply:

1. Instructors reserve the right to control seating arrangements, departures from the room, and communication among students.
2. Books, notebooks, cell phones, and personal property may be required to be placed in a designated area or collected as directed by the instructor before writing an examination.
3. Students may not leave during the exam testing period without prior permission.
4. Caps and sunglasses are prohibited during the exam testing period.
5. Cell phones of any type are prohibited during the exam testing period.
6. Other electronic devices are prohibited unless permission is given by the instructor.
    a. **Note:** The electronic method of administering course assessments and examinations is the preferred method used by the HIT Program. Students who have an excused absence from an exam will be given an opportunity to write the exam.

Proctoring

Shelton State offers remote proctoring to students with the necessary equipment (webcam and microphone) on their computers. At their discretion, instructors may allow a student to use a human proctor for an online exam. For human proctoring, the student must make arrangements for location, and the proctoring agency and SSCC eLat Director will determine whether to approve the location and proctor. A request from the instructor may be required. If the student uses a proctor outside of the SSCC Testing and Assessment Center, the student must complete the College Student-Proctor Agreement form and submit it to the instructor in a timely manner to ensure the instructor has time to approve the arrangement or require the student to make alternate arrangements.

Health Information Student Self-Remediation Policy

If a student is unsuccessful in overall course performance, the instructor will initiate a remediation plan. The instructor and student shall review and implement the remediation plan and revise as needed. Faculty reserve the right to initiate this remediation process at any time during the course if deemed necessary. See the Health Information Technology Self-Remediation Form (**Appendix E**).

Grading Policy

The HIT Program records student achievement by means of a letter grade system. To facilitate the completion of grade averages, a grade point value is placed on the grades. The grade scale below provides the letters used, their meanings, and the corresponding grade-point values. See the individual course syllabus for further specific grading information.

1. Professional Practice Experiences (PPE): A student who fails to meet the criteria for a PPE component of a HIT course satisfactorily will receive an "F" for that course regardless of the grade in the theory component.
2. Theory: No rounding of test scores will be done. (Example: 78.6 is 78.6.) Only the final grade is rounded. For example, 0.5 or higher will be raised to the next whole number.

Grade Scale for All HIT Courses

A = 90 – 100 (Excellent)
B = 80 – 89 (Good)
C = 75 – 79 (Average)
D = 60 – 74 (Poor/Failure in HIT Program)
F = 59 and below (Failure in HIT Program)

A minimum letter grade of C (75) is required in all other health information courses to pass and progress in the program. In each course, a student must achieve a seventy-five percent (75%) grade average to complete the course successfully.

Course Grades That Do Not Affect Academic GPA
W = Withdrawal
AU = Audit
I = Incomplete

The grade point average (GPA) is determined by multiplying the number of grade points for each grade received by the number of semester hours for the course; then, the total number of grade points is divided by the total number of semester hours attempted. A grade of Incomplete (I) indicates that the student, for reasons satisfactory to the instructor, has been unable to complete the requirements of the course by the end of the semester. For credit in the

course, the work must be completed within the following semester; otherwise, the grade (I) is automatically calculated as a failure.

Progression Policy

1. A student must achieve a minimum grade of **C** (75) or above in every HIT course.
2. HIT courses are designed to be taught sequentially. **(A student must have a minimum grade of 75 in every course in each term of work to proceed to the courses taught in the next term.)**
3. Students will be tracked and counseled related to academic progress. A plan for success will be developed when deficiencies are noted. The plan will be placed in the student's file.
4. In the event a student makes a final grade below 75 in any HIT course in each term, the student cannot proceed to the courses taught in the next term and will be withdrawn from the program.
5. The student may apply for readmission to the program; acceptance is conditional upon the following:
   a. completion of admission application
   b. fulfillment of readmission criteria
   c. space availability in the next class
   d. one prior admission only
6. After readmission, if the student does not achieve the minimum 75 final grade in the second attempt of the same HIT course; or fails to achieve the minimum 75 in any other HIT course, the student will be withdrawn from the program. The student may seek admission as a new student after a period of two years.
7. A student absent from the HIT course sequence for more than three semesters must apply as a new student.
8. A student will not be readmitted to the program more than once.

Reinstatement Policy

Reinstatement to the Health Information Technology Program is not guaranteed. Students must perform the following:

1. Provide completed reinstatement forms **(Appendix F-1 and Appendix F-2)** no less than six (6) weeks prior to the beginning of the semester to reinstate.
2. Request reinstatement within one year (less than twelve months) from the term of withdrawal or failure.
3. Adhere to the current HIT curriculum, program policies, and procedures in effect in the *SSCC Catalog/Student Handbook* at the point of reinstatement.
4. Meet academic eligibility, which includes a grade point average of 2.0 in HIT

courses completed at SSCC and a cumulative grade point average of 2.0 or higher at SSCC.

5. Submit to PPE space availability.
6. Meet acceptable criteria for placement at PPE agencies for experiences.
7. Have not been reinstated to a HIT Program prior to present request.
8. Have not been dismissed from a previous HIT Program for disciplinary reasons and confidential breeches of management of health information at a facility.

Definitions

Reinstatement - Students who have a withdrawal, failure in a health information course, or an interruption in the program and are eligible to return to that course and will be considered for reinstatement to the program.

Readmission - Students ineligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, they must retake the failed health information course(s), retake HIT 154, HIT 132, and all coding courses and labs before taking the remainder of HIT courses to complete the program.

Transfer Policy

Students wishing to transfer into the SSCC HIT Program from another HIT program must fulfill the following:

1. Meet the entry and admission standards for SSCC and the SSCC CAHIIM accredited HIT Program.
2. Provide evidence that all required general education and HIT courses taken at another institution were completed with a grade of "C" or better and maintain a 2.0 cumulative GPA in all previous college work at the time of transfer.
3. Complete at least 25% of the total program at SSCC, which would be 19 credit hours for the AAS program and 13 credit hours for the Certificate program.

Health Information Technology Transient Student Policy

The transient policy applies only to students desiring to transfer among Alabama Community College System institutions.

Criteria for Transient Status

1. The student must meet minimum admission standards for the Health Information Technology Program.
2. The student must possess a grade of "C" or better in all health information program

required courses taken at another institution and possess a minimum 2.0 cumulative GPA.

3. The Dean/Director of the previous health information program must provide a letter of eligibility for progression from the previous HIT Program.
4. A student enrolled at another institution must secure permission from that institution by applying for admission to the College and a Transient Student Form completed by an official (HIT Program Director/Dean) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. The student must comply with all program policy requirements at the accepting institution.
7. The student must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient students into a Health Information Technology Program is limited by the number of faculty and clinical facilities available.
9. Student selection for transient status is based on the GPA in the Health Information Technology Program's required courses.

Honors in Health Information Technology Program

Outstanding Health Information Technology Award: This award is presented to a graduating HIT student who has a minimum grade point average of 3.0 and demonstrates exemplary behavior in both the classroom and PPE setting. The faculty selects the recipient.

Academic Excellence Award: This award is presented to the graduating HIT student with the highest GPA in the outgoing cohort.

Outstanding Health Information Technology Student Leadership Award: This award is presented to the HIT Student Organization Class President for their commitment and leadership to the HIT Student Organization.

HEALTH POLICIES

Student Records Policy

Students who are seeking admission and/or are enrolled in a health service program at Shelton State Community College are required to submit an application; academic information; and health, medical, and related information to the program's office. All information submitted to the program/division office becomes the property of that office and is held confidentially. Students and graduates of the program are encouraged to obtain and maintain copies of the

health, medical, or related information submitted for future reference (i.e., medical exam record, TB skin test results, immunization record, etc.). **NO HEALTH, MEDICAL, OR RELATED INFORMATION THAT MAY BE IN THE PROGRAM'S OFFICE FILE WILL BE RELEASED TO PERSONS OR AGENCIES FOR EMPLOYMENT OR PERSONAL REASONS.** Student health, medical, and related information will be managed through the employment screening services.

Health Information Technician Tasks, Knowledge, Skills, and Abilities
All HIT students must be able to meet the required tasks, knowledge, skills, abilities, and work activities with or without reasonable accommodations throughout the program of learning **(See Appendix A).**

Student Health and Health Related Policies
Because participation in PPE instruction is an integral part of the Health Information Technology curriculum, **each student is required to comply with all policies and procedures of the contracted agencies and the HIT Program**. Therefore, each student is expected to uphold the contractual terms upon being admitted to the HIT Program. All costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance to the Health Information Technology Program:

1. Submit a completed health form from a certified medical health care provider.
2. Submit proof of vaccinations, including:
    a. Hepatitis B series or evidence of immunity
    b. MMR (German Measles, Mumps, Rubella) if born after 1957 or evidence of immunity
    c. Varicella immunity (immunization record or titer)
    d. Tetanus vaccination
    e. TB skin test
    f. Flu and COVID-19 vaccines or declination form
3. Purchase liability and accident insurance through the College.
4. Complete a pre-clinical drug screen**.** The student must have a negative screen prior to a clinical agency assignment. (See **Appendix D1**.)
5. Complete a background check prior to assignment to clinical/lab rotations. All students must sign a release form for permission to perform a background check as required by federal law. The student must abide by the HIT Program's Background Check Policy and PPE agency policy for which the student is assigned. Every effort is made to provide students with the required PPE to meet program objectives. Any student denied access by an affiliate is subject to dismissal from the program.

Drug Screen Policy

Any student who enrolls in the Shelton State Community College HIT Program and desires to participate in courses that have a PPE component is required to submit to an initial pre-clinical drug screening. The initial pre-clinical drug screen will be conducted prior to entering the HIT Programs. The student must abide by the HIT Program Drug Screen Policy and clinical agency policy for which the student is assigned clinical practice. This policy includes pre-clinical and random drug screening should the student exhibit behaviors indicative of substance abuse at any time while enrolled in the HIT Program. (**See Appendix C-1 and C2 for the complete Drug Screen Policy.**)

Background Check Policy

All students who enroll in the HIT Program are required to submit to a background check. Students may also be required to have a background check if requested by the PPE agency for which the student is assigned for clinical rotations. All students must give permission to perform a background check as required by federal law pursuant to the Fair Credit Reporting Act. The student must abide by the HIT Program Background Check Policy and policy at the agency to which the student is assigned for PPE. (**See Appendix D1 and D2 for the Background Check Policy.**) Every effort will be made to provide students with the required Professional Practice Experience to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.

Change of Health Status

The SSCC HIT Program requires students to submit a "Change of Health Status" form if severe illness, surgery, hospitalization, or pregnancy occurs while enrolled in a HIT course. (See Appendix G-4) The form must be submitted to the HIT Office. Medical clearance from a health care provider is required to continue class and PPE course work. It is the right of the PPE Site Coordinator and/or HIT Clinical Education Coordinator to determine if a student demonstrates the ability to achieve course and PPE objectives and participate in HIT departmental activities.

Health Insurance

All students enrolled in the program are responsible for health care costs sustained while enrolled in HIT courses. Contracted PPE agencies and the HIT Program require all students carry personal health insurance coverage.

Accident and Injury Policy

By contractual agreement, PPE agencies must provide access to emergency care in the event of injury to a student. Students who are injured should immediately notify the PPE preceptor and/or HIT Clinical Education Coordinator (CEC) who will initiate the action for treatment. Emergency care will be handled according to PPE agency policy. A written summary of the

occurrence and care rendered will be submitted by the CEC to the HIT Program Director. Specified forms will be completed and submitted. (See **Appendix H** - Student Incident Report.) Follow-up medical reports will also be submitted to the HIT Program Director. Expenses for emergency treatment and/or medical intervention are the responsibility of the student. Neither the College nor the PPE agencies are responsible for any claims or expenses that result from an action of a student in the clinical agency. Students are required to purchase personal health insurance. The College requires students to purchase and participate in Student Accident Insurance, which also covers the students for activities while under the care and direction of the College. Fees are assessed at registration each fall semester. For further information or to file a claim, the student may contact the Office of the Dean of Student Services.

PROFESSIONAL PRACTICE EXPERIENCES (PPE)
See PPE Student Handbook for guidelines regarding professional practice experiences.

Student Conduct

Policies regarding standards of conduct are published in the *SSCC Catalog* and *Student Handbook* along with unacceptable behaviors for which disciplinary action is warranted. In addition to those behaviors, a student may be subject to disciplinary action for failure to exhibit the attitudes and skills deemed necessary to function as a HIT professional student. The faculty of the HIT Program recognizes its responsibility to the health information profession and to health care consumers. Therefore, any act by a HIT student that is considered unprofessional behavior shall be defined as PPE misconduct and shall be deemed cause for disciplinary action. The HIT faculty also reserves the right to recommend to the HIT Program Director and/or Associate Dean of Health Services that a student be terminated from the HIT Program or not allowed to progress in the HIT course for any of the reasons detailed below.

Behaviors considered clinical misconduct include, but are not limited to, the following:
1. Breach of confidentiality, legality, or accountability
2. Violation of HIPAA policy
3. Non-adherence to policies of the clinical agency/Professional Practice Experience site
4. Non-adherence to policies of the HIT Program
5. Modifying patient information
6. Unprofessional attitudes and/or behaviors, such as disrespect for the dignity, rights, and individuality of the patient and others
7. Lack of personal and professional integrity and the *AHIMA Code of Ethics*
8. Any student who unduly compromises the safety or confidentiality of health information records/data or displays other behaviors of misconduct will receive a

failing PPE grade for the semester, and the student cannot return to PPE experiences.

Professional Practice Experience Misconduct Procedure

A student whose conduct is judged as substandard, unsafe, breach of confidentiality and/or HIPAA, or disrespectful may be dismissed at any time from the HIT Program. Unsafe performance is defined as that behavior that is actually or potentially injurious to patients, staff, or the reputation of the clinical agency or Professional Practice Experience site.

1. The HIT Clinical Education Coordinator or other faculty member observes the behavior or verifies the report of another who was present.
2. The HIT Clinical Education Coordinator or preceptor seeks consultation with the HIT Program Director, describes the situation in writing, and gives a copy to the HIT Program Director, the student, and the Associate Dean of Health Services.

Procedure for Dismissal

1. The HIT Clinical Education Coordinator (CEC) or other faculty/preceptor observes the behavior or verifies the report of another who was present.
2. The CEC or preceptor determines that the behavior was unsafe or injurious. The judgment is based on the professional knowledge of the CEC or preceptor and does not require further confirmation.
3. The CEC informs the student and dismisses the student from the PPE site.
4. The faculty member then follows the procedure as listed under PPE Misconduct Guidelines.

The student will be prohibited from further PPE attendance pending any appeal. The student has the right to grievance/appeal of all penalties imposed for PPE misconduct and is assured a fair and impartial hearing and due process. Grievance/Appeal procedures are published in the *SSCC Catalog/Student Handbook*.

GRADUATION INFORMATION

Requirements for Graduation

Requirements for graduation in AA, AS, or AAS degree programs as well as certificate programs are listed in the *SSCC College Catalog*. (Students should refer to this section for detailed information.) In addition, all HIT students are required to pass a Registered Health Information Technician or other appropriate mock exam during the last semester of the program. If a student does not pass the mock exam, he or she will be required to participate in remedial activities as determined by the course instructor and then repeat the mock exam.

Graduation

Shelton State Community College conducts formal graduation exercises at the end of each semester (fall, spring, and summer). A reception for graduates, families, and friends may also occur in conjunction with the ceremony. Applications for degrees are to be completed prior to each graduation ceremony. The College reserves the right to withhold diplomas, certificates, or transcripts for students who do not satisfy their financial obligations to the College.

Participation in the Pinning Ceremony

HIT students who complete the Associate in Applied Science degree in Health Information Technology and the certificate program in Medical Coding have the option of participating in a pinning ceremony. The pinning ceremony is a symbolic event serving as a transitional step signaling the end of the training period as a student and the beginning of a career as a professional. Each graduating student will be awarded the SSCC-designated Health Information Technology pin for hard work and dedication. The ceremony is held at the end of the fall semester each year and will be under the auspices of Shelton State Community College and thus under the general control of the HIT Program and Respiratory administration and faculty.

Registered Health Information Technican (RHIT) Exam

Shelton State Community College has been awarded Commission on Accreditation for Health Informatics and Information Management (CAHIIM) accreditation, and students are eligible to sit for the Registered Health Information Technician (RHIT) exam. The exam is administered by Pearson VUE. Applicants must have successfully completed academic requirements at an associate degree level of a HIT Program accredited by CAHIIM. The academic qualifications of each candidate will be verified by the American Health Information Management Association (AHIMA) before a candidate is deemed eligible to take the RHIT examination. The AHIMA website, http://www.ahima.org/certification/RHIT, provides an overview, application process, and exam preparation recommended resources.

Certified Coding Specialist (CCS) and Certified Coding Associate (CCA) Exam

The Certified Coding Specialist (CCS) and the Certified Coding Associate (CCA) exam is administered by Pearson VUE. Applicants must have successfully completed the academic requirements at a certificate level. The academic qualifications of each candidate will be verified by the American Health Information Management Association (AHIMA) before a candidate is deemed eligible to take CCS/CCA examination. The AHIMA website, http://www.ahima.org/certification/CCS provides an overview, application process, and exam preparation recommended resources.

Certification Examination Policy and Procedure (RHIT/CCS/CCA)

Students are expected to make application for certification with the American Health Information Management Association (AHIMA) to take the RHIT/CCS/CCA examination during

the last semester of their program of study. HIT faculty and staff will provide the necessary forms and/or assist all students with the application process. Graduates from SSCC are expected to sit for the HIT examination within three (3) months after program completion dates. Graduates who fail to take the exam within the three-month completion period are asked to refresh their knowledge base.

Application for Certification for RHIT/CCS/CCA
Before applying, students should carefully review the information contained in the AHIMA Candidate Guide to ensure exam eligibility. Applicants who are determined to be ineligible and submit an ineligible application or request withdrawal of their application will receive a refund of the application fee minus a $75 processing fee. Upon receipt of authorization to test, students should read it completely; schedule the exam; and verify the required forms of ID, date, and time of the exam.

Early Testing Procedure
Students in a CAHIIM-accredited program for RHIT enrolled in their final term of study are eligible to apply for and take their respective certification exam early. Eligible students include the following:

- Students currently enrolled and in their last term of study
- Students who have completed their course work but have not yet graduated
- Graduates who are currently waiting for their official transcripts

To apply as an early tester, students should purchase the exam online through AHIMA. When completing the online exam application, students should select the early testing options and upload the completed application for early testing.
NOTE: Students must submit only the exam application with the completed application for early testing; otherwise, the application will not be approved.

STUDENT ORGANIZATION

The purpose of the Health Information Technology Student Organization (HITSO) is to foster greater interest and awareness of the Health Information Technology (HIT) Program at Shelton State Community College (SSCC). In addition, its purposes include increasing awareness of professional and technological advancements in health information technology to broaden the scope of study, providing public education and awareness of the HIT profession, and participating in community health promotions and educational activities. Service to the College and the Health Information Management professional community at the local, state, and national levels is a key goal of the organization. HITSO will encourage membership and participation within the HIT professional organization and the American Health Information Management Association (AHIIMA) after

graduation.

Membership in HITSO is open to any student enrolled at SSCC who has an interest in the organization, students enrolled in the SSCC HIT Program, and students preparing to enroll in the SSCC HIT Program. The HIT faculty and staff supports the development of student professionalism and leadership attributes, both of which are qualities enriched through student participation in professional organizations and extracurricular activities.

APPENDICES

Appendix A: Tasks, Knowledge, Skills, Abilities, and Work Activity Requirements/ADA Compliance Health Information Technicians

The Alabama Community College System (ACCS) and Shelton State Community College (SSCC) endorse the Americans with Disabilities Act (ADA). In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to demonstrate health information competencies. Shelton State Community College applicants/students must be able to meet the required tasks, knowledge, skills, abilities, and work activities with or without reasonable accommodations throughout the program of learning.

29-9021.00 - Medical Records and Health Information Technicians

Apply knowledge of healthcare and information systems to assist in the design, development, and continued modification and analysis of computerized healthcare systems. Abstract, collect, and analyze treatment and follow up information of patients. May educate staff and assist in problem solving to promote the implementation of the healthcare information system. May design, develop, test, and implement databases with complete history, diagnosis, treatment, and health status to help monitor diseases.

Tasks
- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.
- Compile medical care and census data for statistical reports on diseases treated, surgery performed, or use of hospital beds.
- Design databases to support healthcare applications, ensuring security, performance, and reliability.
- Develop in-service educational materials.
- Evaluate and recommend upgrades or improvements to existing computerized healthcare systems.
- Facilitate and promote activities, such as lunches, seminars, or tours, to foster healthcare information privacy or security awareness within the organization.
- Identify, compile, abstract, and code patient data using standard classification systems.
- Manage the department or supervise clerical workers, directing or controlling activities of personnel in the medical records department.
- Monitor changes in legislation and accreditation standards that affect information security or privacy in the computerized healthcare system.
- Plan, develop, maintain, or operate a variety of health record indexes or storage and retrieval

systems to collect, classify, store, or analyze information.

- Prepare statistical reports, narrative reports, or graphic presentations of information, such as tumor registry data for use by hospital staff, researchers, or other users.

- Protect the security of medical records to ensure that confidentiality is maintained.

- Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings.

- Retrieve patient medical records for physicians, technicians, or other medical personnel.

- Train medical records staff.

- Write or maintain archived procedures, procedural codes, or queries for applications.

Technology Skills

- Accounting software — Billing software; NDCMedisoft; QMSoftware Receivables Management; Siemens Soarian Financials

- Analytical or scientific software — IBM SPSS Statistics Hot technology; Minitab Hot technology; SAS statistical software; StataCorp Stata

- Business intelligence and data analysis software — IBM Cognos Impromptu Hot technology; MicroStrategy Hot technology; Qlik Tech QlikView Hot technology; Tableau Hot technology

- Calendar and scheduling software — MD Synergy Medical Appointment Scheduling; Scheduling software; Siemens Soarian Scheduling

- Categorization or classification software — 3M Encoder; American Medical Association CodeManager; Computerized indexing systems; DRG grouping software

- Data base management system software — Teradata Database Hot technology

- Data base reporting software — Microsoft SQL Server Reporting Services SSRS; SAP Crystal Reports Hot technology; SoftMed ChartRelease

- Data base user interface and query software — Encoded archival system EAD; Microsoft Access Hot technology; Microsoft SQL Server Hot technology; Structured query language SQL Hot technology; 4 more

- Desktop communications software — Eko

- Development environment software — Microsoft Visual Basic Hot technology; Microsoft Visual Basic Scripting Edition VBScript Hot technology

- Document management software — Hyland Software OnBase; IDX Systems Patient Chart Tracking; SoftMed ChartLocater; SoftMed ChartReserve; 2 more

- Electronic mail software — Email software; Microsoft Exchange Hot technology; Microsoft Outlook Hot technology

- Enterprise application integration software — IBM InfoSphere DataStage

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- Enterprise resource planning ERP software Hot technology — Microsoft Dynamics Hot technology; SAP Business Objects

- Expert system software — Information Resource Products Clinical Coding Expert

- Graphics or photo imaging software — Graphics software

- Information retrieval or search software — Coding database software

- Internet browser software — Web browser software

- Medical software — Epic Systems Hot technology; Healthcare common procedure coding system HCPCS Hot technology; Henry Schein Dentrix Hot technology; Medical condition coding software Hot technology; 36 more

- Metadata management software — CA Erwin Data Modeler

- Network security and virtual private network VPN equipment software — Virtual private networking VPN software Hot technology

- Object or component-oriented development software — R Hot technology

- Office suite software — Corel WordPerfect Office Suite; Microsoft Office Hot technology

- Operating system software — Microsoft Windows Hot technology

- Optical character reader OCR or scanning software — Scantron imaging software

- Presentation software — Microsoft PowerPoint Hot technology

- Process mapping and design software — Microsoft Visio Hot technology

- Project management software — Microsoft Project Hot technology

- Spreadsheet software — IBM Lotus 1-2-3; Microsoft Excel Hot technology

- Transaction security and virus protection software — Encoder software

- Voice recognition software — Cyber Records MediChart Express; ScanSoft Naturally Speaking; Speech recognition software; Voice dictation software

- Word processing software — Microsoft Word Hot technology

Tools Used
- Accounting software — Billing software; NDCMedisoft; QMSoftware Receivables Management; Siemens Soarian Financials
- Analytical or scientific software — IBM SPSS Statistics Hot technology; Minitab Hot technology; SAS statistical software; StataCorp Stata
- Business intelligence and data analysis software — IBM Cognos Impromptu Hot technology; MicroStrategy Hot technology; Qlik Tech QlikView Hot technology; Tableau Hot technology
- Calendar and scheduling software — MD Synergy Medical Appointment Scheduling; Scheduling

software; Siemens Soarian Scheduling

- Categorization or classification software — 3M Encoder; American Medical Association CodeManager; Computerized indexing systems; DRG grouping software
- Data base management system software — Teradata Database Hot technology
- Data base reporting software — Microsoft SQL Server Reporting Services SSRS; SAP Crystal Reports Hot technology; SoftMed ChartRelease
- Data base user interface and query software — Encoded archival system EAD; Microsoft Access Hot technology; Microsoft SQL Server Hot technology; Structured query language SQL Hot technology; 4 more
- Desktop communications software — Eko
- Development environment software — Microsoft Visual Basic Hot technology; Microsoft Visual Basic Scripting Edition VBScript Hot technology
- Document management software — Hyland Software OnBase; IDX Systems Patient Chart Tracking; SoftMed ChartLocater; SoftMed ChartReserve; 2 more
- Electronic mail software — Email software; Microsoft Exchange Hot technology; Microsoft Outlook Hot technology
- Enterprise application integration software — IBM InfoSphere DataStage
- Enterprise resource planning ERP software Hot technology — Microsoft Dynamics Hot technology; SAP Business Objects
- Expert system software — Information Resource Products Clinical Coding Expert
- Related occupations
- Graphics or photo imaging software — Graphics software
- Information retrieval or search software — Coding database software
- Internet browser software — Web browser software
- Medical software — Epic Systems Hot technology; Healthcare common procedure coding system HCPCS Hot technology; Henry Schein Dentrix Hot technology; Medical condition coding software Hot technology; 36 more
- Metadata management software — CA Erwin Data Modeler
- Network security and virtual private network VPN equipment software — Virtual private networking VPN software Hot technology
- Object or component-oriented development software — R Hot technology
- Office suite software — Corel WordPerfect Office Suite; Microsoft Office Hot technology
- Operating system software — Microsoft Windows Hot technology
- Optical character reader OCR or scanning software — Scantron imaging software
- Presentation software — Microsoft PowerPoint Hot technology
- Process mapping and design software — Microsoft Visio Hot technology
- Project management software — Microsoft Project Hot technology

- Spreadsheet software — IBM Lotus 1-2-3; Microsoft Excel Hot technology
- Transaction security and virus protection software — Encoder software
- Voice recognition software — Cyber Records MediChart Express; ScanSoft Naturally Speaking; Speech recognition software; Voice dictation software
- Word processing software — Microsoft Word Hot technology

Work Activities
- Code data or other information.
- Classify materials according to standard systems.
- Collect medical information from patients, family members, or other medical professionals.
- Communicate with management or other staff to resolve problems.
- Create databases to store electronic data.
- Develop procedures for data management.
- Evaluate applicable laws and regulations to determine impact on organizational activities.
- Gather medical information from patient histories.
- Maintain medical facility records.
- Maintain security.
- Manage healthcare operations.
- Market products, services, or events.
- Monitor external affairs or events affecting business operations.
- Perform clerical work in medical settings.
- Prepare healthcare training materials.
- Present medical research reports.
- Promote educational institutions or programs.
- Recommend changes to improve computer or information systems.
- Related occupations
- Supervise medical support personnel.
- Test computer hardware performance.
- Test software performance.
- Train caregivers or other non-medical personnel.

Health Information Technician tasks, knowledge, skills, abilities, and work activities are listed on O*NET. O*NET OnLine is sponsored by the U.S. Department of Labor. The information may also be reviewed at #Skills.

Updated 2022

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations but is not required to alter the requirements or nature of the program substantially or provide reasonable accommodations that inflict an undue burden on the College. To be admitted, one must be able to perform all the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the health information program. The health information faculty reserves the right at any time to require an additional medical examination at the student's expense to assist with the evaluation of the student's ability to perform the essential functions.

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Requests for reasonable accommodations should be directed to the Office of Disability Services.

Student Name:_____ MyShelton A# _____

Check one of the following options.

_____I have read and understand the HIT skills, knowledge, functions, abilities, and work activities, and I certify, to the best of my knowledge, **I am able** to perform these functions.

_____   _____
          Student Signature   Date

_____I have read and understand these essential functions, and, to the best of my knowledge, **I am unable** to perform the function(s) circled above due to a disability. I understand I must provide documentation of my disability and recommendations for accommodations of my disability from my physician. I am requesting the following reasonable accommodation(s): _____

_____.

_____   _____
          Student Signature   Date

****

(To be completed by physician or health care provider)

(Check one.)
_____I feel that this student is physically able to perform the functions that have been listed on the previous page.
_____I feel that this student is not physically able to perform the functions that have been listed on the previous page.

_____   _____

Physician/Health Care Provider Signature   Date

Appendix B: SSCC Health Programs Concern/Feedback Form

What are you thinking? This form serves as a communication tool for constructive input in the following areas for the health programs: curriculum, teaching methodologies, resources and services, and miscellaneous items. You are encouraged to share your ideas. Place the completed form in the designated receptacle outside of Office 605; or submit it to your curriculum representative to be forwarded to the appropriate individual.

DATE: _____

CONCERN/FEEDBACK: _____

_____

_____

_____

SUGGESTION(S): _____

_____

_____

_____

_____

_____

COMMENT(S):

_____

_____

_____

_____

_____

SIGNATURE (Optional)

If more space is needed, you may write on the back of this form.

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Appendix C-1: SSCC HIT Student Drug Screen Policy

Any student who enrolls in Shelton State Community College Health Programs and desires to participate in courses with a Professional Practice Experience (PPE) component must have an initial pre-clinical drug screening. The initial pre-clinical drug screen will be conducted prior to entering the Health Information Technology (HIT) Program. The student must abide by the College's Drug Screen Policy and any agency policy for which the student is assigned PPE practice. This policy includes random drug screening and reasonable suspicion screening.

PRE-CLINICAL SCREENING

1. All students will receive notice of the drug screening guidelines prior to admission to the HIT program.
2. The employment screening service will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in the drug-screening program will not be permitted to participate in the Professional Practice Experience (PPE).
3. Drug screening will be scheduled by the student and conducted by the approved labs. The fee for testing is to be paid by the student.
4. Any student failing to report for screening at the designated time will be required to contact the program director to request a drug screening code. In the event of extenuating circumstances documentation must be provided to the program director of the HIT department.
5. Failure to complete drug screening with a negative test result on the classes of drugs as required by the College and/or clinical agency will prohibit the student from entering the HIT program.
6. The Medical Review Officer will confirm positive drug screens. No sample is reported as positive before being tested at least three times.
7. Results will be complied within the student portal.
8. A student who is unable to complete the PPE component of required courses due to a positive drug screen may apply for readmission to the health information program. The student will be considered for readmission according to the criteria in Section VI of this document.

RANDOM DRUG SCREENING

At any point or time in a student's enrollment, he or she may be subject to a random drug screen. The selection(s) will be made from all currently enrolled HIT students using a statistically random procedure. After being notified of their selection, students will report to an approved laboratory at the designated time and place. The same procedural in Section IV Student Drug Screen Procedure will be used except that there is no cost to the student for a random screen.

REASONABLE SUSPICION SCREENING

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the College and/or PPE site while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug.
2. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness, or deterioration in performance.

3. Evidence of tampering with a drug test.
4. The individual has caused or contributed to an incident in the PPE site.
5. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while enrolled in the Health Information Technology program.

At any point in a student's enrollment, the student may be subject to a reasonable suspicion drug screen. After a student's behavior is suspicious, the student will report to the screening service's approved laboratory at the designated time. The same procedural steps outlined in the Student Drug Screen Procedure will be used.

STUDENT DRUG SCREEN PROCEDURE
1. Students must submit a photo ID and social security number at the time of specimen collection.
2. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody Form to the student and provide a sealed collection container.
3. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
4. The collector will ask the student if he or she is currently taking any medications. It is important that the student brings all prescription medication at the time of testing.
5. The collector will collect a monitored urine specimen.
6. In the presence of the student, the collector will seal the urine specimen with a tamper proof security seal and affix an identification label with code number.
7. The student will verify the information on the identification label, initial the security seal, read, and sign the Chain of Custody Form.
8. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
9. The collector will forward the sealed urine specimen and Chain of Custody Form to the designated certified testing center/laboratory for testing.
10. Specimens will be screened for ten (10) classes of drugs:
    a. Amphetamines
    b. Barbiturates
    c. Benzodiazepines
    d. Cocaine
    e. Cannabinoids or THC
    f. Methaqualone
    g. Methadone
    h. Opiates
    i. Phencyclidine
    j. Propoxyphene
    k. Oxycodone
11. Positive screens will be confirmed by the medical review officer.
12. Test results can be viewed in the student's employment screening service account.

CONFIDENTIALITY

The Associate Dean of Health Services, the HIT Program Director, the Health Services Clerk II, and the student will have access to all test results. Confidentiality of the test results will be maintained in the employment screening service's student portal. Only the above-mentioned health services staff will have access to the results, exceptions may be made if any legal action occurs that requires access to test results.

APPEALS PROCESS FOR POSITIVE SCREENS

1. If a student's drug screen is positive for drugs, the student will contact the program director.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.
4. Once the student obtains the results of the split specimen testing, the student should contact the HIT Program Director. If the student remains unsatisfied, they should explain their complaint in writing. The HIT Program Director will have seven working days to respond.
5. If the student cannot reach an agreement with the HIT Program Director, the student's next step is to present documentation to the Associate Dean of Health Services. The Associate Dean of Health Services will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Associate Dean of Health Services, the student should make an appointment with the Dean of Students.

READMISSION

To be considered for readmission, students who withdraw from the Health Information Technology Program due to positive drug screen must:

1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
2. Submit to an unannounced drug screen at the student's expense before readmission. A positive screen will result in ineligibility for readmission.

Drug screening policies/programs suggested or required by the Health Services Department, Shelton State Community College, and/or various institutions with which the College contracts may vary from time to time in any or all their aspects. Students will be required to comply with the screening which satisfies the Program or requirement established by the College and/or any PPE with whom the College contracts for clinical experience, whether it is pre-clinical drug screening, random drug screen, or screening for reasonable suspicious screening.

Some of the ten classes of drugs for screening are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the nine classes of drugs, which a health care practitioner legally prescribes, does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review Officer will follow up and give recommendation(s).

I have read, understand, and agree with the above drug screen guidelines.

I hereby release the designated contracted drug screen company, Laboratory Corporation of America, the Medical Review Officer, Shelton State Community College, and the HIT faculty from any claim connected with the Drug Screen Policy.

I understand that should any legal action be taken because of the Drug Screen Policy; confidentiality can no longer be maintained.

_____   _____

Student's Signature   Date

_____   _____

Witness Signature   Date

October 2018
August 2020
August 2022

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Appendix C-2: SSCC Health Programs Student Drug Screen Policy Participation Form

I understand that any student who enrolls in the Shelton State Community College Health Programs and desires to participate in courses with a clinical component must have an initial pre-clinical drug screening. I certify that I have received a copy of the Shelton State Community College Drug Screen Policy have read and understood the requirement of the policy and guidelines. I further understand that if I fail to provide a certified negative drug screen result, I will not participate in the Program's clinical component.

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO THE REQUIREMENT TO HAVE A DRUG SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT BEFORE PARTICIPATION IN THE CLINICAL COMPONENT OF THE HEALTH INFORMATION TECHNOLOGY PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE CERTIFIED LABORATORY PERFORMING THE DRUG SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG SCREEN TO THE SHELTON STATE COMMUNITY COLLEGE HEALTH INFORMATION TECHNOLOGY PROGRAM.

I further understand that my continued participation in the Shelton State Community College Health Information Technology Program is conditional upon satisfactory completion of the requirements of the clinical agencies providing Professional Practice Experience rotations for the Health Information Technology Program.

_____   _____
Student's Printed Name   **Witness Printed Name**

_____   _____
Student's Signature   **Witness Signature**

_____   _____
Date   **Date**

It is the official policy of the Alabama Department of Postsecondary institutions under the control of the State Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or shall be subject to discrimination under any program, activity, or employment.

October 2018
August 2020

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Appendix D-1: SSCC HIT Background Screening Policy

Students must abide by the policies established by the health care agencies with which Shelton State Community College Health Programs contract for PPE. This agreement may include a pre-clinical background screening. Fees for all background screening must be paid by the student.

1. All students will receive notice of the background screening requirement prior to admission and will receive a copy of the policy upon admission to the program.
2. Background screening will be scheduled and conducted by the assigned PPE agency and/or Bullet Investigations.
3. Failure to pay appropriate fees or to consent to the background screening by the published deadline will prohibit the student from completing the PPE component of the required HIT courses.
4. A student who is denied acceptance at a PPE facility due to a questionable/suspect background screen may be assigned to an alternative clinical facility for the required clinical experience. In the event that the alternative PPE facility denies acceptance due to the questionable/suspect background screen, the student will not be able to complete the required course(s) to complete the program. (See Progression and Reinstatement criteria for further information.)

Procedure
1. Students must sign appropriate consent forms prior to the screening. Consent forms will be kept a locked file.
2. Background screening may include the following:
   a. **Skip Trace**: Checks for other names used, other states lived in, or addresses used by the individual for linking cases
   b. **Criminal History**: Reveals felony and misdemeanor convictions and pending cases (It usually includes date, nature of offense, sentencing date, disposition, and current status.)
   c. **Nurse Aide Registry**: Reports whether a Certified Nurse Aide is in good standing or if the individual has been involved in an abuse case
   d. **Social Security Number Trace**: Verifies that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased
   e. **Office of Inspector General:** Identifies those individuals who may no longer be capable of being provided with Medicare benefits
3. The HIT Program Director will notify the student of questionable/suspect findings prior to notification of the PPE facilities for a determination regarding student acceptance for PPE experience.

4. Questionable/suspect findings on the background screening will be reported to the Director of Human Resources or other designated person at the appropriate PPE facility. The PPE facility will determine if the student will be accepted for PPE experience. If a clinical facility denies a student's placement, the HIT Program Director will seek placement in a similar PPE facility for which the program has a contract using the same procedure of notification as described above. If all PPE
5. facility options available to the program deny the student's placement, then the student would not be able to complete the required component of the course(s) and will not receive a passing grade for the course(s).
6. Background screens that would render a student ineligible for placement include, but are not limited to, certain convictions or criminal charges that could jeopardize the health and safety of patients and sanctions or debarment.

<u>Confidentiality</u>
1. The HIT Program Director will receive all screening results, which will be secured in a locked file. Confidentiality of test results will be maintained with only the HIT Program Director and the student having access to the results with the exception of legal actions that require access to test results.
2. Students must sign consent prior to disclosure of the screening results to the Director of Human Resources or other designated person at the PPE facility.

I acknowledge and have read and understand the policies and procedures set forth above.

_____   _____
        Student Signature   Witness Signature

_____   _____
             Date   Date

October 2018
August 2020
August 2022

Appendix D-2: SSCC HIT Student Background Screen Policy Participation Form

I understand that as part of clinical agency requirements, any student who enrolls in the Shelton State Community College Health Programs and desires to participate in courses that have a PPE component is required to have a pre-clinical background screen. I certify that I have received a copy of the Shelton State Community College Background Screen Policy, have read it, and understand the requirements of the policy and guidelines.

I further understand the information contained in these reports may be used to deny placement in PPE agencies. Questionable/suspect findings on the background screening will be reported to the Director of Human Resources or other designated person at the appropriate PPE facility. I understand that the Health Information Technology Program Director will notify me of questionable/suspect findings prior to notification of the PPE facilities for a determination regarding student acceptance for PPE experience.

By signing this document, I am indicating that I have read, understand, and voluntarily agree to the required background screen to participate in the PPE component of the health program. I further hereby authorize Shelton State Community College, by and through an independent contractor, to complete a background screen prior to PPE assignments and to release the original results of the screen to Shelton State Community College.

I further give my permission for Shelton State Community College to release the results of the background screen to other authorized agents if deemed necessary. I understand that these results are confidential and will not be otherwise released without my authorization. I hereby release Shelton State Community College and its affiliates from any and all liability, claims, and/or demands of whatever kind related to my completed background screen.

_____   _____
        Student Signature   Witness Signature

_____   _____
             Date   Date

October 2018
August 2020

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Appendix E: SSCC HIT Student Remediation and Retention Policy Student Self-Remediation Form
(This form will be submitted to the student's faculty advisor and/or instructor.)

Semester:_____Year:_____Course(s): _____

Name:_____ Score(s): _____
How does this score or issue compare with previous scores or issues in the SSCC HIT Program?
□ Same   □ Lower   □ Higher   □ N/A

SELF-REFLECTION

Following the review of score(s), what categories did you isolate as issues for improvement?

Content area(s):_____

My Overall Impression(s) of Why I Performed Below Standard Is/Are:

Misunderstood the question(s)	_____	Did not understand subject	_____
Misread question(s)	_____	Did not remember subject content	_____
Did not read all responses carefully	_____	Guessed wrong	_____
Read into question(s)	_____	Marked answer(s) incorrectly	_____
Missed important keywords	_____	Not following directions	_____

Did not have time to study   _____   Changed the answer(s)   _____
Used incorrect rationale for selecting response(s) _____

Other_____

Do these differ from past grades and behaviors? _____Yes   _____No

---

POST-TEST SELF-ASSESSMENT - TESTS

Describe your usual study schedule/routine.

Describe how you prepare for tests. When do you begin? Do you utilize prior homework and quiz assessments, including reading rationales, or consult with your instructor?

Do you study primarily by yourself or in a group?   □ by myself   □ in a group
Which method works best for your learning style? Why?

Are there any stressors that are affecting your performance (family, financial, employment)? What is your strategy to overcome these stressors? When will your strategy begin?

_____

_____

_____

POST ASSIGNMENT SELF-ASSESSMENT - ASSIGNMENTS

Describe your usual routine for assignment completion. When do you begin? Do you review the chapter reading? Do you reference other required/recommended sources?

Did you consult with your instructor for clarification of material that you did not understand?

Are there any stressors that are impacting your performance (family, financial, employment)? What is your strategy to overcome these stressors? When will your strategy begin?

CONCERNS

_____

_____

_____

My failure to complete the entire form, submit this document, and meet/conference with the instructor three days prior to the next scheduled module or class will result in me not being allowed to progress or take the next exam.

Student Name: _____ Date: _____

Faculty Advisor: _____ Date: _____

Plan for Success (developed <u>with</u> faculty advisor/instructor):

1.

2.

3.

4.

5.

Student Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____

Revised February 2020
Revised March 2020

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Appendix F-1: SSCC HIT Request for Reinstatement Form

Name: _____ myShelton A#: _____

Address:

_____
(Route, House Number, Box Number)　　　　City　　　　　　State　　　　　　Zip

Email:_____

Home Telephone #: _____

Work Telephone #:_____ Cell Phone #: _____

I,_____, hereby apply to re-enter the Health
Information Technology AAS_____ or Certificate Program at Shelton State Community College
for the_____.
　　　　　　Semester　Year

I understand this form and a copy of my current transcript(s) must be received in the Health Information
Technology Program Director's office at least six (6) weeks prior to the semester in which I plan to seek
readmission. I further understand that a current medical exam/physical, TB (two-step test required if
original test was not two-step) skin test, and Hepatitis B vaccine series or titer are required. Failure to
follow this procedure may result in being denied readmission/clearance to re-enter the HIT Program.
(Please see reinstatement policies in the *HIT Student Handbook* for details.)

If I am accepted for reinstatement and decline or fail to return, I realize that I must make another
application for reinstatement or seek application as a new student.

I was enrolled last in the Health Information Technology Program during_____.
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　(Semester) (Year)

My reason(s) for leaving the Health Information Program included:

_____

_____

_____

_____

_____

I request reinstatement for the following reason(s):

_____

_____

_____

_____

_____

_____   _____
            Student Signature   Date

****

Return form to the following:
Health Information Technology Program Director
Shelton State Community College
C.A. Fredd Campus, Office #605
3401 Martin Luther King Jr., Blvd.
Tuscaloosa, AL 35401

****

Comments: Office Use Only

_____

_____

_____

_____

Appendix F-2 SSCC HIT Reinstatement Policy

Student Name:_____**myShelton A#:**_____

HIT AAS Student:_____**HIT Certificate:**_____

Health information is a field that is rapidly changing. Federal regulations, state laws, and adoption of new technologies require that the HIT student must have a firm grasp of previously learned and updated materials, which includes theory, software applications, and skills proficient in student health information practice and successful course completion. The College acknowledges there are academic and personal reasons why a student may not be able to complete the program within the scheduled sequence of time. Therefore, the following guidelines have been established to meet the needs/desires of the returning student and to enhance the student's opportunity to succeed in the HIT courses.

Any student who has been absent from the HIT Program for more than one (1) year or three (3) semesters must apply for admission to the program as a **new student**.

For any student who has failed to make passing scores for a class or has been out more than one semester, the following policy will apply:

1. Reinstatement will be at the discretion of the HIT Program Director and the Associate Dean of Health Services.
2. Students may be required to undergo evaluation in order to assess their needs and design an individual plan for success. (This policy may require the student to take remedial courses before being allowed to continue in Health Information Technology courses.)
3. A student desiring to be reinstated to a course in the Health Information Technology
4. Program must register the intent with the HIT Program by submitting a Request for Reinstatement Letter (Appendix F-1) and completing the appropriate reinstatement checklist. (Intent needs to be registered at least six (6) weeks in advance of the intended date of reinstatement.) This checklist must be completed prior to registration. Failure to follow this procedure may result in denial of reinstatement to the program.
5. Students dismissed from the previous program for disciplinary, unethical, or unsatisfactory reasons will not be allowed reinstatement to the HIT Program.
6. All students reinstated under this policy are required to conform to the current HIT department requirements and are subject to all rules and regulations regarding attendance, grades, discipline, health status, and physical limitations.
7. Selection of students requesting reinstatement to the HIT Program will be based on the following:
    a. Fulfillment of admission criteria
    b. Program capacity
    c. One prior admission
    d. Space availability of clinical agencies/PPE sites
    e. Minimum grade point average of 2.0 from courses completed
    f. Acceptance of the student by the PPE sites
    g. Successful completion of validation requirements for previously completed courses
    h. No more than twelve months being elapsed since the student was enrolled in a HIT course
    i. Student not being dismissed from the program (due to PPE failure or disciplinary reasons)

Appendix G-1: SSCC HIT Hepatitis Information Sheet

Type B Hepatitis
Type B hepatitis is an infection of the liver caused by the hepatitis B virus (HBV). The hepatitis B virus is transmitted by infective blood or body fluids. Infective blood or body fluids can be introduced by contaminated needles, unapparent or unnoticed contact with infectious secretions from skin lesions or mucosal surfaces, or through sexual contact.

Hepatitis B is the most commonly reported type of hepatitis in the United States. It is an unpredictable disease with a variety of presentations and outcomes. It is estimated that 60-75% of people who are infected do not become ill. In this circumstance, prior infection can be detected only by the presence of antibody in the blood. Acute symptomatic hepatitis B infection may result in serious liver injury, which may incapacitate a person for weeks to months. Approximately 6-10% of persons with type B hepatitis becomes carriers of the virus, and death occurs in 1-2% of patients either as a result of acute liver failure or complications. Hepatitis B virus also has a role in the development of cirrhosis and liver cancer. There is no effective treatment for hepatitis B infection or disease.

Hepatitis B Vaccine
The recombinant hepatitis vaccine is a genetically designed vaccine derived from yeast (not plasma). It is indicated for active immunization against infection caused by all known subtypes of hepatitis B virus. It will not prevent hepatitis caused by other viruses known to infect the liver. Full immunization requires three intramuscular doses of vaccine given over a six-month period or the equivalent. In an adult, the vaccine should be administered in the deltoid muscle of the arm. The vaccine has been found to be effective in producing hepatitis B antibodies at protective levels in more than 90% of healthy individuals who received the recommended three doses of the vaccine in the deltoid muscle of the arm. The duration of immunity is unknown at this time. A small percentage of healthy persons does not respond to the vaccine and does not develop immunity to HBV. Antibody status can be determined by blood testing. Hepatitis B has a long incubation period. HBV vaccination may not prevent HBV infection in individuals who have an unrecognized HBV infection at the time of vaccine administration.

Possible Vaccine Side Effects
The observed incidence of side effects is very low. Injection site reactions consist principally of tenderness and redness. The most frequent systemic complaints include, but are not limited to, fatigue/weakness, headache, fever, and malaise. It is not possible to contract hepatitis B from the vaccine since the vaccine is produced synthetically and not from human blood.

Who Should Consider the Vaccine?
Vaccination is recommended by the Alabama Department of Public Health and the Centers for Disease Control (CDC) for persons of all ages who are or will be at increased risk of infection with HBV. Health care workers who have direct clinical patient contact or handle potentially infective materials or items are considered to have an increased risk for contracting hepatitis B.

Contraindication

Vaccination is contraindicated for women who are pregnant or for anyone with hypersensitivity to yeast or any component of the vaccine. Persons experiencing hypersensitivity reactions after an injection of the vaccine should not receive further injections.

Student Vaccination

All students entering the Health Information Technology Program at Shelton State Community College are required to sign the Shelton State Hepatitis Policy forms and receive the proof of previous hepatitis B vaccination or to provide proof of immunity to hepatitis B prior to visiting the PPE site/clinical agency. Students must complete the series of three (3) doses in the six (6) month period or the equivalent in order to continue to be allowed to attend the PPE. Students are responsible for the full cost of the vaccine and its administration.

Students who have had the series completed more than two (2) years prior to admission must have a titer drawn or provide proof of immunity. A titer less than ten (10) requires the student to complete the three-vaccine series again or have a booster shot at the discretion of the physician.

Verification from the student's physician of administration of each of the three (3) vaccine doses or equivalent should be provided to the course coordinator and placed in the student's file.

March 2016
Reviewed August 2020

Appendix G-2: SSCC HIT Hepatitis B Vaccination Policy for Students

The Centers for Disease Control (CDC) recommends that students in health professions be vaccinated with the hepatitis B vaccine. Students at the College should be aware of the risks involved in exposure to hepatitis B and the benefits of the hepatitis B vaccination. The following consent to receive the hepatitis B vaccination must be submitted upon enrollment in the HIT Program. The student must complete and submit the attached validation forms within six months following enrollment in the first HIT course. Vaccination can be arranged through the student's personal physician at an approximate cost of $150.00. Vaccinations may also be arranged through the Tuscaloosa Health Department at an approximate cost of $130.00. Walgreens also offers hepatitis B vaccinations; students must provide insurance information to Walgreens for a quote.

The following information on hepatitis B is extracted from the Morbidity and Mortality Weekly Report, June 23, 1992, published by the U.S. Department of Health and Human Services/Public Health Service.

Hepatitis B virus (HBV) infection is a major cause of acute and chronic hepatitis, cirrhosis, and primary hepatocellular carcinoma in the U.S. and worldwide. Hepatitis B is the most commonly reported type of hepatitis in the U.S.

A safe and effective vaccine for prevention of hepatitis B is available. It is given in a series of three doses over a six-month period.

Health care workers having blood, blood products, or blood contact (such as accidental needle-stick exposures) are identified as persons for whom hepatitis B vaccine is recommended.

In vaccinated persons who experience percutaneous or needle exposure, serologic testing to assess immune status is recommended unless testing within the previous twelve months has indicated adequate levels of antibody. In other words, once an individual has developed antibodies, no further action is required for approximately seven years.

Please keep in mind the following items:
1. When an incident occurs that involves accidental exposure to blood or blood products, the situation is one demanding immediate attention because of the potential effects it can have on the health of the student.
2. Students are responsible for reporting immediately to their faculty member or preceptor any incident that involves accidental exposure to blood or blood products.
3. Students assume responsibility for adhering to established policies and procedures of the clinical agency when situations of accidental exposure to blood or blood products occur.
4. Students have an accident policy through Shelton State to cover the cost of emergency room fees and laboratory tests for students should an accidental exposure to blood or blood products occur. However, the cost of prophylaxis, if necessary, will be the student's financial responsibility.

The student's signature below indicates the information printed above has been read and understood. Student have been given two forms. One is for the student's personal record, and the other is to be signed and uploaded to employment screening service.

I consent to receive the hepatitis B vaccine and understand it is my responsibility to arrange and pay for vaccinations. I agree to receive the complete series of immunizations according to the following

schedule:

1st dose of vaccine at a date prior to attending clinical lab
2nd dose of vaccine one month later
3rd dose of vaccine six months after the initial dose

Failure to complete the vaccine series will result in dismissal from the HIT Program. I agree to hold SSCC and any and all of its agents, officials, or employees harmless from injury, complication, or side effect(s) caused by the administration of said vaccine.

_____

myShelton A#   **Student Signature**   **Date**

_____   _____
        Witness Signature   **Date**

Students who have had the series completed more than two years prior to admission must have a titer drawn. A titer less than ten requires the student to complete the three-vaccine series again.

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Appendix G-3: SSCC HIT Verification of HBV Vaccinations

Verification of #1 HBV Vaccination

(Please print.)

_____   _____
myShelton A#   **Student Name**

has received the first (#1) in a series of three (3) vaccinations for hepatitis B on this date_____.

The next vaccination in the series is due on_____.

_____   _____
Physician Name   **Address**

_____   _____
Physician Signature   **City, State   Zip**

– –

Verification of #2 HBV Vaccination

(Please print.)

_____   _____
myShelton A#   **Student Name**

has received the second (#2) in a series of three (3) vaccinations for hepatitis B on this date_____.

The next vaccination in the series is due on_____.

_____   _____
Physician Name   **Address**

_____   _____
Physician Signature   **City, State   Zip**

– –

Verification of #3 HBV Vaccination

(Please print.)

_____   _____
myShelton A#   **Student Name**

has received the third (#3) in a series of three (3) vaccinations for hepatitis B on this date_____.

The next vaccination in the series is due on_____.

_____   _____
Physician Name   **Address**

_____   _____
Physician Signature   **City, State   Zip**

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Appendix G-4: SSCC HIT Change of Health Status Form

Any change in health status while enrolled in a HIT course must be reported to the HIT Clinical Education Coordinator. Medical clearance from a health care provider is required to continue class and PPE course work. It is the right of the PPE Site Coordinator and/or HIT Clinical Education Coordinator to determine if a student demonstrates the ability to achieve course and PPE objectives and participate in HIT departmental activities.

TO BE COMPLETED BY STUDENT:

Last Name:	First Name:	Middle Name:
myShelton A#:	Date of Birth:	Gender:
Mailing Address:	City/State:	Zip Code:
Email:	Home Phone:	Cell Phone:
Emergency Contact:		Phone:
Describe change in health status:		
Are you taking any medications? Yes No If yes, list medication (name, dosage, and frequency).		

Please list any restrictions:

I understand it is my responsibility throughout the program of study to inform the HIT Program Director and Clinical Education Coordinator of any change(s) in my health status. I understand that this disclosure is necessary

to protect my health and well-being, as well as the health and well-being of patients and professionals with whom I may come in contact. I acknowledge the information contained in this form is accurate, current, and complete. I am aware that falsification of any health information is sufficient cause for dismissal from the HIT Program.

Student Signature	**Date**

Physician Signature	**Date**

Appendix H: SSCC HIT Student Incident Report

(Please print.)

Name: _____

myShelton A#: _____

Student Phone Number: _____ **Email:** _____

Course Name & Number: _____

Location of Incident (specific PPE agency/area): _____

Describe any injuries suffered in the event:

_____

_____

_____

Name other persons involved or injured:

_____

_____

List special equipment being used at the time of the incident:

_____

_____

_____

Name witnesses to the incident:

_____

_____

_____

Briefly describe the incident (work being performed, how incident occurred or any contributing factors, any relevant facts pertaining to the incident):

_____

_____

_____

Note actions that were taken (persons involved, treatment, reporting, etc.):

_____

_____

_____

Suggest recommendations for avoiding repetition:

_____

_____

_____

Provide name and address of physician seen/to be seen for treatment follow-up if applicable:

_____

_____

Describe follow-up care required for the above incident:

_____

_____

_____

_____

_____   _____
Student Signature   **Date**

_____   _____
Preceptor/Instructor Signature   **Date**

_____   _____
HIT Program Director Signature   **Date**

Appendix I: AHIMA Associate HIM Level Curricular Competencies
(American Health Information Management Association)

Domain I. Data Structure, Content, and Information Governance

I.1. Describe health care organizations from the perspective of key stakeholders.

I.2. Apply policies, regulations, and standards to the management of information.

I.3. Identify policies and strategies to achieve data integrity.

I.4. Determine compliance of health record content within the health organization.

I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures.

I.6. Describe components of data dictionaries and data sets.

I.6. DM Evaluate data dictionaries and data sets for compliance with governance standards.

Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security

II.1. Apply privacy strategies to health information.

II.2. Apply security strategies to health information.

II.3. Identify compliance requirements throughout the health information life cycle.

Domain III. Informatics, Analytics, and Data Use

III.1. Apply health informatics concepts to the management of health information.

III.2. Utilize technologies for health information management.

III.3. Calculate statistics for health care operations.

III.4. Report health care data through graphical representations.

III.5. Describe research methodologies used in health care.

III.6. Describe the concepts of managing data.

III.7. Summarize standards for the exchange of health information.

III.6. DM Manage data within a database system.

III.7. DM Identify standards for exchange of health information.

Domain IV. Revenue Cycle Management

IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.

IV.2. Describe components of revenue cycle management and clinical documentation improvement.

IV.3. Summarize regulatory requirements and reimbursement methodologies.

IV.1. RM Determine diagnosis and procedure codes and groupings according to official guidelines.

IV.2. RM Evaluate revenue cycle processes.

IV.3. RM Evaluate compliance with regulatory requirements and reimbursement methodologies.

Domain V. Health Law & Compliance

V.1. Apply legal processes impacting health information.

V.2. Demonstrate compliance with external forces.

V.3. Identify the components of risk management related to health information management.

V.4. Identify the impact of policy on health care.

Domain VI. Organizational Management & Leadership

VI.1. Demonstrate fundamental leadership skills.

VI.2. Identify the impact of organizational change.

VI.3. Identify human resource strategies for organizational best practices.

VI.4. Utilize data-driven performance improvement techniques for decision making.

VI.5. Utilize financial management processes.

VI.6. Examine behaviors that embrace cultural diversity.

VI.7. Assess ethical standards of practice.

VI.8. Describe consumer engagement activities.

VI.9. Identify processes of workforce training for health care organizations.

Appendix J: SSCC Code of Conduct

1. Health Services students will not bring negative attention to the College or the organization. This includes all forms of social media.
2. Health Services students whose behavior in the community is inappropriate or unlawful will be dismissed from the organization.

A Health Services student may be dismissed for any of the following reasons:
1. Violation of Code of Conduct as determined by the College and Health Services Programs
2. Behavior that compromises the integrity of the Health Services programs or the reputation of the College (at the discretion of the Associate Dean of Health Services and the Dean of Students)

Appendix K: American Health Information Management Association
Mission, Vision, and Values and Code of Ethics

Mission
Empowering people to impact health.

Vision
A world where trusted information transforms health and healthcare by connecting people, systems, and ideas

Values
1. Outcome focused
2. Agility
3. Quality
4. People driven

The person is connected to the data, ensuring their information stays human-because when information stays human, it stays relevant. This perspective is critical to the success of all modern health organizations.

Code of Ethics
HIT Students must adhere to the Health Information Management Code of Ethics found at AHIMA Code of Ethics To view hyperlink, highlight and select "open hyperlink".

The AHIMA Code of Ethics serves six purposes:
1. Promotes high standards of HIM practice
2. Summarizes broad ethical principles that reflect the profession's core values.
3. Establishes a set of ethical principles to be used to guide decision-making and actions.
4. Establishes a framework for professional behavior and responsibilities when professional obligations conflict or ethical uncertainties arise.
5. Provides ethical principles by which the public can hold the HIM professional accountable.
6. Mentors and practitioners new to the field to HIM's mission, values, and ethical principles.

The code includes principles that are 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.

Appendix L: Family Educational Rights and Privacy Act of 1974 (FERPA)

Under the Federal Education and Privacy Rights Act of 1974 (FERPA), student education records are considered confidential and may not be released without the student's written consent. To find out more about the Family Educational Rights and Privacy Act of 1974 (FERPA), visit the SSCC catalog.

The Family Education Rights and Privacy Act affords students certain rights with respect to their education records. These rights include the following:

- The right to inspect and review the student's education records.
- The right to request the amendment of his or her educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleges failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA Release Form To view hyperlink, highlight and select "open hyperlink."

Appendix M: Social Networking Policy for Health Programs

Definition: As non-limiting examples of social networking sites, this policy is intended to cover Facebook, Linked-In, Twitter, Snapchat, TikTok and any other site normally considered social networking.

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure of information that could lead to the identification of a patient, intentional or unintentional, will result in appropriate disciplinary actions up to and including dismissal from the health program. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is thus deemed insufficient to protect confidential patient information.

Students are not to make negative, disparaging, or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites, or other health care professionals through social media. Any negative or disparaging remarks through social media, intentional or unintentional, will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

The guidelines below are to be followed.
- Do not save confidential or sensitive patient information, or information of any sort which could serve as identifying information, on any personal computer or other electronic device.
- Email or texting correspondence with faculty should be treated confidentially and should not include patient identifying information.
- Do not transmit any patient-related information or images through social media. Do not take pictures or videos of patients or record discussions with cell phones or other personal devices.
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There's no such thing as a "private" social media site.
- Comply with clinical agency regulations regarding use of computers, cameras, electronic devices, and cell phones while present in the clinical agency.
- Always maintain patient privacy and confidentiality.
- Report breaches of confidentiality or privacy to the health program instructor promptly.
- Health Services students will not bring negative attention to the College or the organization. This includes all forms of social media.
- Health Services students whose behavior in the community is inappropriate or unlawful will be dismissed.

A Health Program student may be dismissed for any of the following reasons:
1. Violation of code of conduct as determined by the College and Health Services Programs
2. Behavior that compromises the integrity of the Health Services Programs or the reputation of the College (at the discretion of the Associate Dean of Health Services and the Dean of Students)

Printed Name: _____

Signature: _____ Date: _____

July 2022

Prepared by faculty, staff, and students
of the Health Information Technology Program

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