



**Austin Community  
College**

**Health Information Technology**

**Student Handbook**

**2010-2011**





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## Introduction and Welcome

Welcome to the Health Information Technology Program at Austin Community College. The faculty and staff wish you success in the pursuit of your educational goals. We are glad to have you and will treat you with courtesy and respect. The student is our only product and consequently, our most important product. Therefore, we are here to assist you in gaining an education both within the classroom and in professional practice activities scheduled for application of knowledge gained from the classroom.

Austin Community College is accredited by the Commission on Colleges, Southern Association of Colleges and Schools <http://www.sacs.org/>. The Austin Community College program is presently entering into candidacy for accreditation by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Austin Community College Health Information Technology Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in the Health Information Technology program. The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the Austin Community College Student Handbook and serves to bridge the overriding policies of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student.

A copy of the Austin Community College Student Handbook is available at each campus's administrative offices or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/> .

The Division of Health Sciences is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

**The Health Sciences programs prohibit discrimination. Employment at the College and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. ACC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.**





## Handbook Organization

There are two sections to this Handbook. Section A deals with policies and procedures applicable to students in any health science program. Section B contains the policies and procedures specifically for the Health Information Technology program.

Students are expected to abide by all of the stated policies and procedures in both sections.



## A. Health Sciences Division Policies and Procedures

The Austin Community College Health Science Division Policies and Procedures have been compiled by the Health Sciences faculty to provide information pertinent to all students in the Health Science programs.

These policies and procedures should be used as a supplement to the Austin Community College Student Handbook and the program specific student handbook.

The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability

We wish you success in the pursuit of your educational goals.

## Policies and Procedures

Students enrolled in ACC Health Sciences programs are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the ACC Student Handbook.

### **ACADEMIC DISHONESTY**

Academic integrity is an essential component of professional behavior in Health Sciences programs. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the specific program.

ACC Health Sciences programs follow the college's general policies on academic integrity as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at:

<http://www.austincc.edu/handbook>

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Definition:

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or PDA's for calculation; 3 approved calculators allowed); talking to another student during the test; looking at another student's test during the examination; or removal of privacy screen on computer.
- Plagiarizing - when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.
- Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements.
- Unauthorized entry into test banks or examinations.
- Assisting others in academic dishonesty.
- Sharing the details of an examination/competency check-off with other students.
- Having a copy of the examination outside the time and place of test administration or review.

## **PROGRAM PROGRESSION**

In order to successfully progress through Health Science programs, the student must:

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
  - a. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.
  - b. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission.
- Achieve a minimum grade of “C” in all health science courses.
- Satisfactorily meet course objectives.

## **STUDENT COMPLAINT PROCEDURE**

Health science programs follow the college’s policies for student complaints as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus’s administrative offices, or may be downloaded from the ACC website at:

<http://www.austincc.edu/handbook>

The purpose of the student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint

### ***Sexual and/or Racial Harassment Complaints***

If a Health Science student has a complaint regarding sexual or racial harassment the student should refer to the ACC Student Handbook for the policy and procedure related to sexual and racial harassment. <http://www.austincc.edu/handbook/policies2.php>.

## **GRADE CHANGE POLICIES AND PROCEDURES**

ACC Health science programs follow the college’s policies on grade change as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus’s administrative offices, or may be downloaded from the ACC website at:

<http://www.austincc.edu/handbook>.

### ***Assignment of Grades***

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the

department chair to discuss the matter or, if the instructor is the department chair, with the dean.

### ***Grade Change Appeal***

If a student believes that an error has been made in the assignment of a grade, he or she should follow the “Procedures to Resolve Grade Disputes” on the ACC website at:

<http://www.austincc.edu/handbook/policies2.php>.

### **STATEMENT ON PROFESSIONAL BEHAVIOR**

Health care is a profession that requires not only the mastery of a large body of knowledge and the acquisition of clinical skills, but also high standards of behavior and appropriate attitudes. This Statement on Professional Behavior describes the Program’s expectations concerning the behavior of students, and is presented for incoming students to read, refer to, and be guided by in the semesters leading up to program completion. All incoming students will also be required to sign a statement acknowledging that they have read and understand this statement.

In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct. Some students may demonstrate deficiencies in certain professionalism skills and will require more intensive help in developing these skills. A faculty member who is concerned about a student’s behavior will give feedback to the student and make suggestions for improvement. The faculty member will complete an Early Concern Note and use it to describe details and examples of behaviors that are seen as deficient. The contents of the form will be shared with the student and counseling given on appropriate solutions to the problem. The Early Concern Note is then given to the Program Chair to co-sign and file in the student’s folder. If the student receives one or more Early Concern Notes, he/she will meet with the Program Chair to discuss the incident. If the behavior is repeated or is initially serious, the Student Discipline Policy and Procedures (as outlined in the ACC Student Handbook) may be initiated. In those instances, the student may be placed on probation or be dropped from the Health Information Technology-Medical Coding Program.

The following personal characteristics are among those observed and evaluated throughout the Program curriculum. Students are expected to demonstrate these characteristics, both in the campus and clinical settings.

**Integrity:** Displays uprightness of character and honesty in all situations and interactions. Refrains from scholastic dishonesty and reports any instances of scholastic dishonesty observed on the part of others. Is able to identify information that is confidential and maintain its confidentiality.

**Interpersonal relationships:** Provides support and is empathetic in interactions with peers, patients and their families. Interacts effectively with “difficult individuals”. Demonstrates respect for and complements the roles of other professionals, staff, and faculty. Is cooperative, easy to work with, and earns respect.

**Initiative:** Independently identifies tasks to be performed and makes sure tasks are completed satisfactorily. Performs duties and assignments promptly and efficiently. Is willing to spend

additional time and to assume new responsibilities. Is able to recognize when help is required and when to ask for guidance.

**Dependability:** completes tasks promptly and well. Arrives on time and actively participates in both didactic and clinical activities. Follows through and is reliable.

**Attitudes:** Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts criticism and uses it to improve performance.

**Tolerance:** Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others, including peers, faculty, staff and other professionals.

**Function under stress:** Maintains professional composure and exhibits good personal judgment in stressful situations.

**Appearance:** Displays appropriate professional appearance and is appropriately groomed. The undersigned students admitted to the ACC Health Information Technology-Medical Coding Program has read and agrees to be guided by the above Statement of Professional Behavior, and to receive and respond to feedback given by the faculty during their enrollment in the Program.

## Clinical/Practicum Policies

### **PROFESSIONAL BEHAVIOR**

Faculty of Austin Community College and the Health Sciences Programs have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Austin Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the HIT Student Handbook.

### **PROFESSIONAL ETHICS AND CONFIDENTIALITY**

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

### **SAFE/UNSAFE CLINICAL/PRACTICUM PRACTICES**

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in this Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

**Physical Safety:** Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

**Biological Safety:** Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

**Emotional Safety:** Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

**Unprofessional Practice:** Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

## Progressive Discipline

Faculty are committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

### **Step 1: Warning**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to utilization of peer study groups, tutors, computer-assisted instruction, and/or seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference done.

### **Step 2: Conference**

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Science Conference Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program.

### **Step 3: Probation**

Probation action is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program.

The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The student and faculty will review and sign a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

#### **Step 4: Withdrawal**

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
  - Academic dishonesty
  - Falsification of documentation
  - Unprofessional behavior that seriously jeopardizes patient, student staff, or preceptor safety
  - Unprofessional behavior that seriously jeopardizes clinical affiliations.
  - NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.
- 
- <http://www.austincc.edu/admrule/1.06.003.htm>
  - <http://www.austincc.edu/admrule/4.01.002.htm>

## Health and Safety Information

### PROFESSIONAL RISKS

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

### HEALTH INSURANCE

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at: [www.austincc.edu/ehs/Insurance](http://www.austincc.edu/ehs/Insurance) under Optional Student Health Insurance. Should medical care be required, it will be the responsibility of the student to assume responsibility for all costs of treatment/medical care unless it is an accident covered under the accident insurance policy described below.

<http://www.austincc.edu/support/international/healthinsurance.php>

### ACCIDENTS/EXPOSURE

Medical Professional Liability Insurance--***Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.***

***Accident Insurance***--Student accident insurance coverage is required for students participating in certain college sponsored laboratory/clinical activities. The maximum medical benefit is \$10,000 per student with a \$25.00 deductible. The student is responsible for the \$25.00 deductible. For covered classes, the student pays an insurance fee at the time of registration. Student Accident Insurance pays benefits for specific losses from accidents only. Benefits are not paid for loss due to sickness.

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom. For the most updated information, see [www.austincc.edu/ehs/Insurance](http://www.austincc.edu/ehs/Insurance).

## ACCIDENT PROCEDURES

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may chose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an itemized medical bill before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:

**Austin Community College  
Risk Management Department**

9101 Tuscany Way  
Austin, TX 78754

Phone: 223-1015      Fax: 223-1035

6. The student submits a copy of the completed insurance form and HIPAA release form to the Assistant Dean of Health Sciences immediately after the incident.
7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
8. The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier and medical provider.

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FORMS ARE AVAILABLE IN PUBLISHED COURSE MATERIALS and on the web

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.004>

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.003>

## EXPOSURE RESPONSE

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferably within one hour) to their immediate

supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Department Chair to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

### **ENVIRONMENT OF CARE**

Austin Community College Health Science students and faculty will follow procedures outlined in the Seton Safe Environment of Care (EOC) and the St. David's Mandatory Education Module designed by Seton and St. David's and adapted for the use at ACC in order to educate students and faculty in procedures mandated by health care facilities. All of the Seton and St. David's health organizations, with which ACC is affiliated, have agreed to the use of these procedures in order to educate students and faculty prior to their clinical rotations in those facilities.

The purpose of the test is to understand the safety and regulatory requirements related to patient care presented in the Seton Safe EOC Manual and St. David's Mandatory Education Module. The scope of these tests includes general safety, hazardous materials and waste, medical equipment, security, emergency preparedness, life safety and building construction, utility systems and social environment. These tests are primarily multiple-choice with some short answers questions. These exams require the student to self-remediate. The students will not be able to move forward until they have correctly answered each question.

These exams are available at: <http://www.austincc.edu/health/dmt.php> or on departmental home pages. Specific instructions about how to access the test will be given to students by their instructor. When students have completed the test, they will be required to make a copy for themselves and electronically mail a copy to their program. These files must be kept, so that the College can prove compliance with the health care facilities' accreditation requirements.

### **HIPAA**

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information (see HIPAA Compliance Manual at <http://www.austincc.edu/hipaa/manual.php>). Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all health science students must complete an online training module on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation. ACC Website: <http://www.austincc.edu/hipaa/training/>

## **WORKPLACE VIOLENCE**

Students who are assigned a clinical or practicum experience in a Seton Family of Hospitals facility are required to complete the **Safety Module for Non-Employees: Workplace Violence Module** (<http://www.austincc.edu/health/dmt.php>)

## **STATEMENT OF RESPONSIBILITY**

Students who are assigned a clinical or practicum experience in a St. David's Healthcare Partnership facility will be required to sign a Statement of Responsibility form. (<http://www.austincc.edu/health/dmt.php>)

## **SUBSTANCE ABUSE POLICY**

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

### Testing Procedure

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
  - a. The student will sign a consent to undergo drug screening.\*
  - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.

3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Dean of Health Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
  - a. Explain the cause of the positive drug screen.
  - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the ACC Student Handbook.
10. If drug screen is positive and unexplained or unverified via the Medical Review Officer, the student will be:
  - a. Dismissed from the program and
  - b. Reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
13. Readmission to the program is based on program admission policies.
  - \* Please refer to the Consent for Drug Screening form located in the Appendices section at the end of this handbook.  
NOTE: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.

## PRE PLACEMENT DRUG SCREENING (IF APPLICABLE)

**Rationale:** Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all Health Sciences programs and the clinical agencies that provide essential clinical experiences for the students. Clinical rotations are an essential component of Health Sciences programs and the College must meet the contractual obligations contained in affiliation agreements.

**Scope:** ACC currently does not require drug screening as part of the admission process. Clinical agencies can establish more stringent standards for meeting clinical requirements than those imposed as part of the admission process, if they so desire, to ensure compliance with JCAHO standards and agency regulations pertaining to human resource management. This may include (but is not limited to) additional background checks and/or pre-placement drug screening.

**Clinical Placement:** Clinical placements will be made by the program based on the learning objectives of the students; once a placement has been made, students cannot select out of that placement because of the drug screen.

**Process for Drug Screening:** The following process is to be followed when a clinical agency requires a drug screen prior to placement.

1. Faculty will notify the student of the requirement for a drug screen and the timelines to be in compliance with the clinical agency and provide all necessary consent forms.
  - The student must complete the drug screen within the timelines provided by the program. A drug screen outside that timeline will have to be re-submitted at an additional expense to the student.
2. Program will provide the student with a list of approved vendors to perform the drug screening.
  - **Student must pay the cost of the drug screening.**
  - Cost is non-refundable
  - Program will designate what level of drug screen is required.
  - Results from any company or government entity other than those designated by Health Sciences will not be accepted.
  - Unless specifically directed, clinical agencies will not conduct the drug screen; they must be performed by approved vendor.
  - For clinical sites that do conduct the drug screening, students must sign an authorization for the clinical site to release positive results to the Compliance Coordinator, the Executive Dean or their designee.
3. Student will sign a HIPAA release giving the lab performing the test permission to provide results to the Executive Dean or the Health Sciences Compliance Coordinator.
4. Student will sign a release giving permission for ACC to release the results of a negative drug screen to the requesting clinical agency if required.

5. **Refusal to consent to the drug screening will result in the student being withdrawn from the program.**
6. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
7. Results will be sent to the Dean of Health Sciences and/or the Compliance Coordinator where they will be kept in a confidential, locked file. Negative results of the drug screen will be released only to the student or the requesting clinical agency.
8. Verification of a negative drug screen will be provided to the indicated clinical affiliate.
9. All positive drug screens will be reviewed by an independent Medical Review Officer, provided by the vendor. There will be an additional charge if review by the Medical Review Officer is required and the student is responsible for all costs related to this review. If after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, the test results will stand.  
(If the student refuses/fails to pay for costs associated with the Medical Review, the test results will stand).
  - Any appeal right based on a positive screen is solely among the applicant, the Medical Review Officer and the vendor.

### **Period of Validity**

Drug screening will generally be honored for the time the student is in the program unless there is a break in enrollment, defined as being out for one full semester. However, students may be required to test on a more frequent basis depending on the requirements of the clinical rotation site in which they are placed to meet their learning objectives.

### **Positive Drug Screen**

- A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.
- Any student with a positive drug screen will not be given placement in any clinical facility and will be withdrawn from the program.

### **Confidentiality of Records**

- Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

### **Readmission**

- Any student withdrawn for a positive drug screen will not be eligible for readmission for a minimum of twelve months from the date of withdrawal.
- If accepted for readmission, the student must provide a negative drug test and satisfactory documentation of successful drug counseling and treatment, at the expense of the student.

## **CRIMINAL BACKGROUND**

Successful completion of a criminal background check is required for admission and continuation in all Health Sciences Programs. Criminal background requirements are found at <http://www.austincc.edu/health/background.php>

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program.

Additionally,

- Successful completion of a criminal background check for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

## **EMERGENCY INSTRUCTIONS**

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas.

Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See the ACC Student Handbook or <http://www.austincc.edu/handbook/emergency.php>.

### ***General Emergencies***

To reach the ACC Police Department dial 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off campus. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

### ***Medical Emergencies***

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact the ACC Police Department by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.

### ***Severe Weather/Outdoor Hazards***

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

### ***Fire***

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit.
2. Take personal belongs if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal “all clear” signal.

### ***Gunman on Campus***

Students or staff who see an armed person or receive information that an armed person is on campus should to take the following steps.

1. Contact the ACC Police Dispatch by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an “All Clear” given by a police officer or authorized, known voice

### ***Contacting a Student in an Emergency***

With thousands of students at different locations, it is **not possible** for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule.

When students anticipate someone may need to contact them on campus, they should leave the necessary information in the [campus manager’s office](#). Under no circumstances will ACC permit persons to search for students on campus.

***Family Education Rights and Privacy Act***

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.



## B. Health Information Technology Policies and Procedures

### **Description of the Health Information Technology Profession**

Graduates of Austin Community College's AAS Program in Health Information Technology are prepared to serve as entry level health information technicians. In large to medium facilities, technicians may specialize in a specific aspect of health information or might supervise health information clerks or transcriptionists. Some medical records and health information technicians specialize in the coding of patient medical information for insurance purposes. These technicians assign a code to each diagnosis and procedure, relying on their knowledge of disease processes. They use classification software to assign patients to one of several hundred diagnosis-related groups. They are pivotal in determining the amount of reimbursement that a hospital or other healthcare provider will receive for the services provided as medical records coders or coding specialists.

A strong clinical background is needed to analyze the contents of medical records as well as knowledge of medical terminology, anatomy and physiology, even though these individuals may have little or no contact with patients. Health information technicians may also specialize in cancer, or similar registries. Cancer registrars maintain facility, regional and national registers of cancer patients and assign codes for the diagnosis and treatment of different cancers and benign tumors, based on established criteria.

### **American Health Information Management Association Code of Ethics Preamble**

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

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

### **Code of Ethics 2004**

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

Health Information Management professionals:

- I. Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
- II. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.
- III. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records and other information of a confidential nature, taking into account the applicable statutes and regulations.
- IV. Refuse to participate in or conceal unethical practices or procedures.
- V. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
- VI. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
- VII. Represent the profession accurately to the public.
- VIII. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
- IX. State truthfully and accurately their credentials, professional education, and experiences.
- X. Facilitate interdisciplinary collaboration in situations supporting health information practice.
- XI. Respect the inherent dignity and worth of every person.



## Program Mission and Goals

### **Program Mission and Goals**

The Health Information Technology program of Austin Community College strives to be an exemplary program graduating highly qualified individuals to fill the employment needs for Health Information Technologists. The general goal of the Health Information Technology Program at Austin Community College is to prepare competent health information technology professionals through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals, maintaining a student-centered philosophy, striving to make wise use of community and educational resources and materials, conducting ongoing self-evaluation of the program, and maintaining an outstanding accreditation rating.

The Health Information Technology program is committed to providing its students with a basic general education as well as presenting the opportunity for the student to develop specific skills within a two-year, Associate of Applied Science degree program which will prepare the graduate for employment in the Health Information field. The faculty and staff of the Health Information Technology program are committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction.

The Health Information Technician Program, with the assistance of its clinical affiliate sites, is committed to providing quality didactic and clinical instruction, encompassing the cognitive, psychomotor, and affective domains of learning, to prepare its graduates to work upon career entry as competent Health Information Technicians in health care facilities. The program is committed to meeting the employment needs of healthcare facilities.

## SCANS Competencies

The Secretary's Commission on Achieving Necessary Skills (SCANS), formed in 1990 was established to determine skills students need to succeed in the workplace. The Commission determined that to be successful, a student needed a firm foundation in basic literacy and computational skills, the thinking skills to put knowledge to work, and the personal qualities that make workers dedicated and trustworthy. Objectives for the theory, lab and clinical components of the program are written to incorporate the SCANS competencies. Please go to <http://www.austincc.edu/mkt/scans.php> for a complete definition and explanation of SCANS. This list summarizes the SCANS competencies.

### 1.0 Resources

- 1.1 Manages Time
- 1.2 Manages Money
- 1.3 Manages Material and Facility Resources
- 1.4 Manages Human Resources

### 2.0 Interpersonal

- 2.1 Participates as a Member of a Team
- 2.2 Teaches Others
- 2.3 Serves Clients/Customers
- 2.4 Exercises Leadership
- 2.5 Negotiates to Arrive at a Decision
- 2.6 Works with Cultural Diversity

### 3.0 Information

- 3.1 Acquires and Evaluates Information
- 3.2 Organizes and Maintains Information
- 3.3 Interprets and Communicates Information
- 3.4 Uses Computers to Process Information

### 4.0 Systems

- 4.1 Understands Systems
- 4.2 Monitors and Corrects Performance
- 4.3 Improves and Designs Systems

## **5.0 Technology**

- 5.1 Selects Technology
- 5.2 Applies Technology to Task
- 5.3 Maintains and Troubleshoots Technology

## **6.0 Basic Skills**

- 6.1 Reading
- 6.2 Writing
- 6.3 Arithmetic
- 6.4 Mathematics
- 6.5 Listening
- 6.6 Speaking

## **7.0 Thinking Skills**

- 7.1 Creative Thinking
- 7.2 Decision Making
- 7.3 Problem Solving
- 7.4 Mental Visualization
- 7.5 Knowing How to Learn
- 7.6 Reasoning

## **8.0 Personal Qualities**

- 8.1 Responsibilities
- 8.2 Self-Esteem
- 8.3 Sociability
- 8.4 Self-Management
- 8.5 Integrity/Honesty

## Entry Level Competencies

Upon graduation and initial employment, the Health Information technician should be able to demonstrate entry-level competency in the areas of professional practice listed below:

### I. Domain: Health Data Management

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

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

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

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

#### **C. Subdomain: Clinical Classification Systems**

1. Use and maintain electronic applications and work processes to support clinical classification and coding.
2. Apply diagnosis/procedure codes using ICD-9-CM.

3. Apply procedure codes using CPT/HCPCS.
4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.
5. Adhere to current regulations and established guidelines in code assignment.
6. Validate coding accuracy using clinical information found in the health record.
7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. ICD-10-CM, SNOMED).
8. Resolve discrepancies between coded data and supporting documentation.

**D. Subdomain: Reimbursement Methodologies**

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

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

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

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

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

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

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

**A. Subdomain: Healthcare Delivery Systems**

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

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

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

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

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

1. Use technology, including hardware and software, to ensure data collection, storage, analysis and reporting of information.
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, email and so on in execution of work processes.
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
4. Apply policies and procedures to the use of networks, including intranet and internet applications to facilitate the electronic health (EHR), personal health record (PHR), public health, and other administrative applications.

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

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

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

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

### **D. Subdomain: Data Security**

1. Apply confidentiality and security measures to protect electronic health information.
2. Protect data integrity and validity using software or hardware technology.
3. Apply departmental and organizational data and information system security policies.
4. Use and summarize data compiled from audit trail and data quality monitoring programs.

5. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.

**E. Subdomain: Healthcare Information Systems**

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

**V. Domain: Organizational Resources**

**A. Subdomain: Human Resources**

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

**B. Subdomain: Financial and Resource Management**

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

## Essential Functions and Technical Standards

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Health Information Technology program as indicated below. Satisfactory completion of the HIT Program and successful employment following graduation demands your ability to meet the following requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the HIT Department Chair.

| Categories of Essential Functions | Definition  | Example of Technical Standard (Not Limited to)   |
|-----------------------------------|---|--|
| Observation                       | Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component. Such observation usually requires functional use of visual, auditory, and somatic sensations. | <p><b>Visual (Corrected as necessary)</b></p> <ul style="list-style-type: none"> <li>❑ Able to visually discriminate alphanumeric numbers for entering into database.</li> <li>❑ Able to visually discriminate different numbers.</li> <li>❑ Able to not transpose numbers.</li> <li>❑ Recognize and interpret diagnosis codes.</li> <li>❑ Recognize and differentiate between ICD-9-CM and CPT codes.</li> </ul> <p><b>Auditory (Corrected as necessary)</b></p> <ul style="list-style-type: none"> <li>❑ Recognize and respond to voices.</li> <li>❑ Distinguish between direct orders and instructions.</li> </ul> <p><b>Tactile</b></p> <ul style="list-style-type: none"> <li>❑ Turn pages using thumbs and fingers on both hands.</li> </ul> |
| Communication                     | Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, and all members of the healthcare team.   | <ul style="list-style-type: none"> <li>❑ Able to elicit information.</li> <li>❑ Assess nonverbal communications.</li> <li>❑ Transmit information to fellow students, faculty and staff, and members of the health care team.</li> <li>❑ Receive, write, and interpret written communication in both academic and clinical settings.</li> </ul>   |

| Categories of Essential Functions | Definition   | Example of Technical Standard (Not Limited to)  |
|-----------------------------------|--|---|
| Motor                             | <p>Sufficient motor ability to execute the movement and skills required for safe and effective emergency exiting from building, corridors, file areas and tight spaces.</p> <p>Sufficient motor ability to perform basic filing, shifting and moving records from various locations.</p>   | <ul style="list-style-type: none"> <li>❑ Demonstrate adequate coordination, balance, and speed when entering data into computer.</li> <li>❑ Move, adjust and position oneself to bending, stooping, sitting, and squatting for long periods of time without standing or moving around.</li> <li>❑ Lift up to 20 pounds.</li> <li>❑ Sit for long periods of time (6-8 hours).</li> <li>❑ Possess finger and manual dexterity necessary to manipulate computer equipment and adding machine.</li> </ul>   |
| Intellectual                      | <p>Ability to collect, interpret and integrate information and make decisions.</p>   | <ul style="list-style-type: none"> <li>❑ Read and comprehend relevant information in textbooks, medical records and professional literature.</li> <li>❑ Measure, calculate, reason, analyze and synthesize.</li> <li>❑ Utilize intellectual abilities, exercise good judgment and complete tasks, within required time limits.</li> <li>❑ Retain information.</li> <li>❑ Apply knowledge to new situations and to problem solving scenarios.</li> </ul>   |
| Behavioral and Social Attributes  | <ul style="list-style-type: none"> <li>❑ Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with members of the health care team.</li> <li>❑ Possess the ability to</li> </ul> | <ul style="list-style-type: none"> <li>❑ Manage heavy academic schedules and deadlines.</li> <li>❑ Perform in fast paced clinical situations.</li> <li>❑ Display flexibility.</li> <li>❑ Sustain professional activities for prolonged periods under conditions of physical and emotional stress.</li> <li>❑ Demonstrate emotional health required for full utilization of intellectual abilities and exercise of good judgment.</li> <li>❑ Demonstrate integrity, concern for others, interpersonal skills, interest and motivation.</li> <li>❑ Accepts responsibility and accountability for one's own actions.</li> <li>❑ Develop mature, sensitive and effective</li> </ul> |

| Categories of Essential Functions | Definition   | Example of Technical Standard (Not Limited to)  |
|-----------------------------------|--|---|
|                                   | <p>tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings.</p> <ul style="list-style-type: none"> <li>❑ Possess compassion, integrity, concern for others, and motivation.</li> <li>❑ Possess the ability to demonstrate professional behaviors and a strong work ethic.</li> </ul> | <p>relationships with clinical team.</p> <ul style="list-style-type: none"> <li>❑ Comply with the professional standards of the AHIMA.</li> </ul> |

### Students with Disabilities

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Students with Disabilities (OSD) if they feel they cannot meet one or more of the technical standards listed. Students can obtain complete information from the OSD website at <http://www.austincc.edu/support/osd/index.php> or through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes; for locations see <http://www.austincc.edu/support/osd/contact.php>.



# Program Policies

## Admission Requirements

Admission to Austin Community College does not automatically qualify a student for admission to the Health Information Technology program.

Admission requirements for the Health Information Technology program include:

1. Completion of high school or GED equivalent.
2. Meet current requirements for admission to ACC.
3. Complete:
  - BCIS 1305 Business Computer Applications
  - HITT 1305 Medical Terminology
  - HITT 1301 Health Data Content and Structure
  - BIOL 2404 Introduction to Anatomy and Physiology.
4. Complete the HIT online information session:  
[http://www.austincc.edu/health/hitt/infoession\\_AAS/introAAS.php](http://www.austincc.edu/health/hitt/infoession_AAS/introAAS.php)
5. Meet with an HIT faculty member for advising.
6. Submit an application for the Health Information Technology Program.
7. Immunizations - Health Science students must comply with both Texas Law and Clinical facility requirements related to immunizations. Healthcare professions include inherent health and safety risks. All health sciences students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients. A copy of your immunization records must be provided at the time of application. The required immunization form can be found at:  
<http://www.austincc.edu/health/documents/ImmunizationsForm.doc> . Additional information related to immunizations is available at  
<http://www.austincc.edu/health/immunizations.php>
8. Satisfactory health status as certified by submission of a completed Health Data Physical form signed by a licensed healthcare provider within the last twelve months. The Health Data Physical form is available at <http://www.austincc.edu/health/dmt.php> . A student must submit a current Health Data Physical form if there has been a break in program

enrollment for one year or more.

### **Program Length**

The Austin Community College Health Information Technology Program is a full time two year (six semesters) degree program which culminates in an Associate of Applied Science (AAS) degree.

During the second year of the program students should prepare themselves as well as their family members to make the commitment for the length of the Program. Each student should be expected to be in class and/or clinical Monday through Friday from 8 A.M until 2:30 P.M. Students should visit “Hints on How to Succeed in College Classes” <http://tinyurl.com/3dgeg2> to formalize a plan of time management during the last 3 semesters of the program.

Each student’s level of preparedness will determine the amount of time required to complete the Program.

### **Program Progression**

In order to successfully progress through Health Science programs, the student must:

- Complete pre-requisite courses before progressing in the program.
- Achieve a minimum grade of “C” in all health science courses.
- Satisfactorily meet course objectives.

### **Certification Eligibility**

The Austin Community College Health Information Technology program is presently entering into candidacy for accreditation by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon successful completion of Program and College requirements for the Associate of Applied Science Degree in Health Information Technology and upon accreditation of the program by CAHIIM, the graduate is eligible for the national examinations for Health Information Technology offered by the American Health Information Management Association in Registered Health Information Technology (RHIT). Passing of a national certification exam is not required for awarding the AAS degree in Health Information Technology.

## Degree Plan

A current degree plan with course descriptions can be found in the ACC College Catalog or online at the Health Information Technology home page:

<http://www.austincc.edu/health/hitt/index.php>

| Prerequisites  | Credit Hours | Contact Hours |
|--|--------------|---------------|
| BCIS 1305 Business Computers Applications                        | 3            | 64            |
| HITT 1305 Medical Terminology                                    | 3            | 48            |
| HITT 1301 Health Data Content and Structure                      | 3            | 48            |
| BIOL 2404 Introduction to Anatomy and Physiology                 | 4            | 96            |
| <b>First Semester</b>  |              |               |
| MATH 1332 College Math   | 3            | 48            |
| HITT 1353 Legal and Ethical Aspects of Health Information        | 3            | 48            |
| HITT 1213 Insurance coding                                       | 2            | 48            |
| ENGL 1301 English Composition                                    | 3            | 48            |
| HITT 1349 Pharmacology   | 3            | 64            |
| <b>Second Semester</b>   |              |               |
| SPCH 1318 Interpersonal Communication                            | 3            | 48            |
| HITT 1345 Health Care Delivery Systems                           | 3            | 48            |
| HITT 1341 Coding and Classification Systems                      | 3            | 64            |
| HPRS 2301 Pathophysiology  | 3            | 48            |
| <b>Third Semester</b>  |              |               |
| HITT 2231 Medical Terminology-Advanced                           | 2            | 32            |
| HITT 1160 Clinical-Health Information/Medical Records Technology | 1            | 96            |
| <b>Fourth Semester</b>   |              |               |
| HITT 1255 Health Care Statistics                                 | 2            | 32            |
| HITT 1260 Clinical-Health Information/Medical Records Technology | 2            | 128           |
| Humanities/Fine Arts Elective                                    | 3            | 48            |
| <b>Fifth Semester</b>  |              |               |
| HITT 2335 Coding and Reimbursement Methodologies                 | 3            | 64            |
| HITT 2360 Clinical-Health Information/Medical Records Technology | 3            | 192           |
| HITT 2343 Quality Assessment and Performance Improvement         | 3            | 48            |
| Social and Behavioral Sciences Elective                          | 3            | 48            |
| <b>Sixth Semester</b>  |              |               |
| HITT 2339 Health Information Organization and Supervision        | 3            | 64            |
| HITT 2249 RHIT Competency Review                                 | 2            | 48            |
| <b>Total</b>   | <b>66</b>    | <b>1,520</b>  |

**NOTE:** A general rule of thumb for college classes is that you should expect to study about 2 to 3 hours per week outside class for each unit of credit. Please visit <http://tinyurl.com/3dqqgz> “Hints on How to Succeed in College Classes” to assist you in creating a class study schedule.

### **Transfer of College Credit**

All courses to be transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Records office of Austin Community College. Please request a transcript evaluation through the Admissions and Records office as soon as possible.

Students may transfer credit from Health Information Technology accredited programs to ACC. The criteria used to assess a transfer student's work shall be:

1. Course description and grade received. A grade of “D” or less will not be accepted for transfer.
2. Course(s) must have been completed no more than 5 years prior to acceptance to the ACC HIT program.

The HIT Program officials will authorize approval of credit after reviewing transcripts and course descriptions. In any instance, however, additional assessment may be required in the form of an ACC final course exam in that particular HIT course and a laboratory practical exam or the student may be required to audit all courses transferred.

### **Challenge Exam Policy**

Students may presently request to challenge prerequisite coursework in Medical Terminology – HITT 1305 and in Health Data Content and Structure – HITT 1301. Students requesting credit through the Challenge Exam must complete at least one college credit course at ACC before appropriate credit is posted on their ACC academic record. There is a per credit hour charge. For more information, students should review the current College Catalog.

The student must provide a letter of request outlining the subject area being challenged and the reason and justification for eligibility for the challenge exam. This letter of request must be presented to the HIT Program officials at least four weeks prior to the proposed test date.

To successfully complete the challenge, the student must pass a written exam covering fundamental concepts and demonstrate all competencies required by the course including a lab practical to prove acquisition of essential laboratory skills. Minimum scores of 80% are required for both the written and practical exams.

## Program Readmission Policy and Conditions

A student who withdraws from the program or fails to achieve the minimum course grade for progression may be re-admitted **one time only** to the HIT Program upon the recommendation of the HIT Program Admissions Committee and according to the Readmission Criteria as outlined in the section below.

- The student must meet the current admission criteria including current negative TB test, clear criminal background check as well as any other admissions requirements currently in effect.
- The student will be given, and expected to follow, the policies of the current HIT Student Handbook
- The student retakes all HIT courses starting with the Fall semester of the second year unless otherwise stipulated by the Admissions Committee.

## Readmission Criteria

- A student who has been out of the HIT program for more than one year must reapply as a new applicant and will complete all second year HIT course work.
- The student must meet current admission requirements.
- The individual must submit a letter requesting re-admission to the HIT Department Chair four weeks prior to the re-entry semester. This letter serves as a reentry request. It is in the individual's best interest to address the criteria addressed below, if possible.
- Each reentry request will be evaluated by the HIT Admissions Committee, who will make the determination of whether to allow the student to reenter. Criteria used in this determination will include, but are not limited to:
  - The student's motivation, interest in the field, and compatibility with the profession as can be demonstrated by successful employment or volunteer activities in laboratory related area, attendance and participation in professional activities, and / or continuing college coursework in related studies.
  - The correction of any identified Program related problems.
  - Available space.
- Re-admitted students are conditionally accepted and will be required to repeat previous course work as determined by the Admissions Committee.

## Readmission Priority

The Admissions Committee will review the files of all students requesting re-admission to the HIT program. The following guidelines will determine the priority acceptance process for readmitted students:

### First Priority:

- Students having minimum course grades of "B" who withdrew for personal/health reasons.
- GPA on HIT course work may be used to rank equally qualified students.

**Second Priority:**

- Students having minimum course grades of “C” who withdrew for personal/health reasons.
- Students who withdrew on or before the last day to withdraw who were not currently in good academic standing. Good academic standing is defined as an academic average of 75 or above in HIT course work.
- Students, who did not earn a minimum grade of “C” in HIT course work.
- GPA on HIT course work may be used to rank equally qualified students.

***Students who are unsuccessful during their second admission to the program and those students who are withdrawn for unsafe clinical practice are ineligible for readmission and may not re-apply to the HIT Program.***



# Academic Policies

## Textbooks and Supplies

Health Information Technology textbooks are available at the Eastview Campus Bookstore. Please visit the bookstore site for hours of operation: <http://austincc.bkstore.com/bkstore/content>. The purchase of the required textbooks for each course is mandatory. The course syllabus will list the required textbooks. Required textbooks and supplies for each course are described in the individual course syllabi. The Student Support Center has a limited number of textbooks available to loan to students for a semester. They must be returned by the end of the semester. Please visit <http://www.austincc.edu/support/financialaid/center/lendinglibrary.php> for more information.

Students are responsible for providing the following:

- Sharpie or other type of permanent, waterproof marker
- Three ring binder for each course
- Spiral notebook for journal
- Black or blue ink pen
- Flash Drive

It is strongly advisable that students have a dependable home personal computer with internet access. The College provides student access to internet accessible computers located at various College locations.

Students will be required to print out all materials for their courses. This can be done at home, at an ACC computer lab (<http://irt.austincc.edu/CollegeComputers/>) or saving files to a CD or flash drive and taking to a printing company. Course materials can be found by following the appropriate link to your course within Blackboard and through <http://www5.austincc.edu/directory/info.php?id=nmercado>

## Attendance Policy

Students are expected to always come to class and clinical prepared. This includes bringing the correct textbook, any assignments which are due, materials for note taking, calculators and accessories to be used in classroom or clinical. A student may be dismissed from class or clinical if not prepared.

## General Applications

Punctual attendance is expected for scheduled lecture, laboratory and clinical days for each HIT course. Routine medical or dental appointments, well child check-ups, etc should be scheduled outside of course time. Specific attendance policies are found in the syllabus of each HIT course. According to each course's syllabus, excessive absences

will result in implementation of the Progressive Discipline Policy possibly resulting in dismissal from the course or program.

**1. Classroom**

Absences from class for reasons other than health or emergencies will not be tolerated. The student is responsible for contacting the instructor to obtain any assignments or handouts. Students are expected to be on time for class.

**2. Laboratory**

Absences from student laboratory sessions are particularly unacceptable because of the difficulties with planning and scheduling make-up sessions. Make-up sessions for lab time are virtually impossible. The skills learned in student laboratory are essential for entry into the rotations in a practicum site to develop competency. Critical lab skills must be demonstrated to the satisfaction of the course instructor. The amount of credit achieved for the activity will vary according to each course's syllabus.

**3. Practicum/Clinical Sites**

Regular and punctual attendance on all clinical days is required. Students should carefully review the attendance policies stated within the clinical courses syllabi. Absences or tardiness from clinical sites for reasons other than health or emergencies will not be tolerated and the student will be subject to the Progressive Discipline policy which may ultimately result in being withdrawn from the Program.

**Grading and Academic Requirements**

This is a competency based program. Each student is expected to successfully demonstrate competency in classroom work and in clinical experiences. The syllabus for each course is presented to the student physically or electronically on or before the first day of class and contains unit or course objectives and the specific criteria for grade calculations. The criteria outlined in each specific course syllabus are used in determining grades. Unless otherwise stated in the syllabi, HIT courses require a minimum of 70% in **both** the lecture and the laboratory components, even though the average of the two components may be 70% or greater.

The HIT courses use the following scale for determination of final grades:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- F = 69% and below

**A grade of 70% or above is required for passing any subject area.**

To receive **an A in clinical** one must:

- Attend required number of days at assigned site with any absences made-up by the end of the semester (192 hours for AAS degree).
- Receive acceptable evaluation from clinical site supervisor
- Submit a Coding Clinical Report for each day at the site on due date; place these forms in your notebook.
- Submit notebook following guidelines on due date

If students do not turn in their notebooks, the grade will be an automatic C for the class contingent upon the student attending all required time (192 hours requirement)

The student must achieve a minimum grade of “C” in all academic course work of the degree plan (English, Math, etc.), and must meet all requirements established by the college for the Associate in Applied Science (AAS) degree.

Early in the last semester of the Program, students must request application for graduation. Please visit <http://tinyurl.com/lveje> for complete information on graduation.

### **Exams/Testing**

Most testing will take place in the classroom, testing center, or laboratory setting. Distance learning courses will have most exams in the ACC Testing Centers. Students in distance learning classes will be asked at the beginning of each class to designate a preferred testing center. Students may select more than one testing center. The goal is to ensure an adequate supply of tests at each testing center.

Students who test in a testing center should find out the hours of the testing center at the beginning of the semester. Students should allow at least one hour for any given exam, and should not arrive at the testing center so late that they are unable to complete an exam. In addition, students should be aware that testing centers are very busy at the end of the semester and should plan accordingly. Students are advised to not wait until the exam deadline to complete an exam to avoid being unable to have adequate time to complete an exam.

### **Dress Code**

While on campus and in the Health Information Technology Program lectures, students may wear clothing and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.

While at the clinical site the students must adhere to the dress code of the facility to which he/she is assigned. You will be informed regarding each facility dress code during

your clinical orientation. In addition to the facility dress code, or if the dress code is optional, the following rules apply:

- Students must not wear clothing made of denim material of any color (no jeans or jean skirts, etc.).
- Students must not wear t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind.
- Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
- While attending practicum rotations, student's hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard they must keep them clean and well groomed.
- Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from excessive use of cologne/perfume/after shave lotion, or makeup.
- Keep fingernails clean and a reasonable length.
- Dress tactfully. Avoid wearing clothes that are overly revealing, which may represent a safety hazard, or which may be offensive to patients or fellow personnel.

Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor's or course instructor's discretion. Any and all class or clinical time missed will need to be made-up, regardless of reason.

### **Clinical Visitation**

Students are permitted in the hospital in the role of "HIT Student" only during the designated clinical rotation and clinical preparation times. Additional time must be arranged with the clinical instructor. When not in the role of "HIT Student," students assume the role of visitor and abide by hospital and clinic regulations. ACC or practicum name tags should not be worn while the student is in the role of visitor.

### **Electronic Communication Devices**

In any learning setting, the use of electronic communication devices, such as pagers and telephones must be limited to emergency situations only. To facilitate a positive learning environment for all students:

- Cell phones are to be turned off/on silent in the class or practicum setting
- No texting during class time or practicum time
- No phone calls made or answered during class or practicum time, except during approved breaks

- Laptops and computers are to be used only for taking notes or accessing websites when directed by faculty. No “surfing” the Internet allowed during class.

Failure to adhere to these policies will result in the initiation of the progressive discipline policy and could result in withdrawal from the program.

If it is necessary for a student to respond to an emergency situation, the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break. If a cellular phone is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Electronic communication devices may be used in the clinical setting for appropriate purposes only. These purposes will be determined by the clinical instructor. Tape recorders, PDAs, cameras and other recording devices are not to be used in the clinical setting for recording identifiable client data.

### **E-mail Access**

All ACC faculty and staff are instructed to communicate with students using the student’s ACC Gmail account so students must be accessible via this electronic mail address. ACC will also send important information to you at this account and will notify you of any college related emergencies using this account. Students may utilize the computers on campus to create and check their e-mail accounts. E-mail accounts should be checked for new messages at least twice each week, if not more frequently. Visit <http://www.austincc.edu/google/index.php> for instructions on accessing the student Gmail account and forwarding it to your home email account.

### **Transportation**

Transportation to clinical facilities is the sole responsibility of the student. Clinical facilities can include learning experiences in cities located in adjacent towns (e.g., San Marcos, Round Rock, Georgetown). Students should be prepared to accommodate travel to any facility deemed applicable to meeting course objectives within and outside the Austin metropolitan area.

### **Inclement Weather**

Classes at Austin Community College may be cancelled due to inclement weather. If classes are in session, notification is made to instructors and students by the Executive Vice President or the designated site supervisor. When classes are not in session, notification is made through local radio and television stations, ACC’s Channel 19 and the ACC Website. These local media sources should be consulted regarding resumption of classes.

### **Employment**

Students are advised against full-time employment while enrolled in the HIT Program. If employment is necessary, students must determine how many hours they can work and

continue to meet the requirements of the HIT program. No special consideration will be afforded students with regard to their employment.

### **Noncompliance with Program Policies**

Noncompliance with the policies and procedures of the HIT Program or clinical affiliates may be grounds for dismissal from the program.

### **Policy and Procedure Changes**

All policies are subject to change by the HIT Program faculty as deemed necessary. Students will be notified of changes in writing and will sign the notification, which will be kept in the student file.

### **Probation**

Students are placed on probation, and may be withdrawn from the program, for unsafe or unprofessional clinical practice that is grossly negligent or failure to improve after verbal and/or written notification of unsatisfactory performance.

Probation action is implemented for students who are not meeting lecture, laboratory and/or clinical objectives, have unsatisfactory or unsafe performance in the clinical experience, and/or violate college policies listed in the ACC Student Handbook and/or program policies found in the HIT Student Handbook. Please refer to the “Progressive Discipline” section of this document.

### **Student Records**

Academic and health information pertinent to each HIT student is maintained by the HIT Program in the Department Chair’s office. After the student graduates or withdraws from the program, the files are moved to the secured storage room in the Dean’s office and kept for 5 years. At the five-year mark, transcripts and pertinent information are sent to Institutional Records and stored according to college policy. All other documentation is destroyed according to college policy.

Students can access their academic and health files by arranging an appointment with the HIT Department Chair to review these records. Students are expected to keep their file information current in case emergency notification becomes necessary. Student files are stored to protect the file and the information contained in the file. Any public inquiries concerning a student will be referred to the Department Chair.

*Academic records may include:*

- Application(s) / Transcripts
- Signed HIPAA Confidentiality form
- Correspondence to and from the student
- Clinical evaluation tools
- Conference forms
- Probation forms

- Student information sheet
- Documentation of Safe Environment of Care and/or Mandatory Education

*Health records may include:*

- Physical examination form
- Immunization records
- Correspondence to and from the student or health care provider(s)
- Medical releases



## Clinical Policies

### **Alternate Status for Clinical Rotations**

HIT clinical rotations are not easily acquired and clinical sites are precious. The Austin area is fortunate to have had dramatic growth as the numbers of hospitals in the central Texas area and local clinics are expanding as well. At this time, the Program has sufficient clinical sites for 10 students. If, there are more than 10 students eligible to begin clinical, the first ten students admitted chronologically will be allowed to register for the clinical course. Any remaining spaces will be filled by additional students based on the date that the HIT application was accepted. Students who are not able to be placed in clinical will be placed as soon as clinical sites become available.

### **Service Work Policy**

Health Information Technology students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. A clinical institution which employs a currently-enrolled HIT student in another position, such as a medical coder or transcriptionist, will schedule the student for work during **non-instructional** hours. These paid hours may not count as clinical time as the student is performing the duties of an employee not a student in training. A student may be sponsored by a healthcare facility and receive payment for training hours as long as the student performs the training activities with qualified supervision and the student is not replacing qualified staff.



## Student Services

### Shared Governance

All students are invited and encouraged to participate in the shared governance activities of Austin Community College. Detailed information can be found at <http://accstudentlife.info/campus-governance>

### Advising and Counseling

Advisors and counselors are here to help ensure your academic success at Austin Community College. Professional counselors are available to provide counseling, educational and career planning. They are available to provide confidential assistance to students by appointment and on a drop-in basis.

The counselors assist with the most frequently expressed student concerns:

- **Academic/Education Planning:** selecting courses, degree planning, and information on transferring ACC credits to other schools
- **Career Planning:** job-search strategies, career exploration, skills identification, resume writing, job interviewing, goal setting, and vocational assessment
- **Transfer services:** Transfer services can help you with these areas, core curriculum, Course equivalencies/transfer guides, how to transfer, transfer programs and university recruiting visits
- **Counseling:** personal adjustment, crisis intervention, help on issues interfering with school, time management, relationships, communication, trust building, and stress management. Counselors also provide an assessment program. Vocational interest inventories identify areas of interest in career fields. Aptitude tests assess skills and abilities. Personality tests clarify problem areas in personal functioning. Students can consult with a counselor to determine if an assessment is needed.
- **College skills workshops and classes:** College Success workshops and Study skills and career planning classes

The counselors are the people to see for any type of help you might need. If they are unable to provide the information or assistance you need, they will be able to refer you to someone who can. Visit <http://www.austincc.edu/support/advising/> for locations, phone numbers and hours.

*Sandra Elizondo is the designated health science counselor and should be your first point of contact: EVC 9102, phone 512-223-5810 and E-mail [selizond@austincc.edu](mailto:selizond@austincc.edu). More information can be found at <http://www.austincc.edu/health/hscounselor.php>*

The HIT instructor(s) or Department Chair may require a student to make an appointment with the counselor.

### **Financial Aid**

Don't let finances get in the way of achieving your dreams. Each year, Austin Community College helps students receive over \$31 million in financial aid, scholarships, grants, Work-Study, and loans. Visit the following website for more complete information or to find out if you might be eligible for financial aid:

<http://www.austincc.edu/support/financialaid/> for deadlines and application information.

Financial Aid information is also available at the Eastview Financial Aid Office Building 2000, First Floor. In addition to completing the proper financial aid forms, the student should have an interview with a Financial Aid Officer. Financial aid *rarely* covers all of your school and living expenses. Students should have other resources to assist them in covering the expenses of the program. Please refer to the College catalog for more detailed information.

### **Learning Resource Center - Library Services**

The Learning Resource Center(LRC) at the Eastview Campus is comprised of library, media and computer services. The LRC has a health sciences collection available for study or reference reading. Students are encouraged to utilize the Reference Librarians to assist them in selecting appropriate LRC resources.

All ACC libraries offer access to the college online network of resources through the Library Services home page at <http://library.austincc.edu/>. Librarians are available to instruct and assist students in setting up their home computer to access the Library catalog, electronic indexes and databases. The librarians are available to assist with on-line computer searches for specific subjects and should be your first contact when working on research projects.

The TexShare libraries have agreed to extend free reciprocal borrowing privileges to each other's library patrons in an effort to provide direct access to materials that are not available at the home library. For more information visit: <http://www.texshare.edu/> For a list of participating college and university libraries visit: <http://www.texshare.edu/generalinfo/about/programs.html>

### **College Computing Labs and Facilities for Students**

ACC is committed to providing computer access to students. In addition to the libraries students computer labs with internet access are located at each campus. Please visit <http://irt.austincc.edu/CollegeComputers/> for a list of locations and hours.

## **Student Life**

Austin Community College students can get together to share common interests, celebrate diverse cultures, enjoy a variety of cultural events, and much more. You can also develop and demonstrate leadership qualities and establish contacts within the college and Austin community. Students can participate in a wide variety of clubs and organizations, community-building events, experiential learning programs, leadership and volunteer opportunities. These resources enable students to succeed in the classroom and beyond. Please visit their website at <http://www.austincc.edu/life4u/> to learn more about their services including: housing information, volunteerism, campus governance and more.

**Student Signature Page**  
**HIT Student Handbook**

Please read each statement below. INITIAL each statement in the space indicated to signify your understanding and agreement to abide by the policies and procedures in this Handbook. Print, sign and date in the space below.

1. \_\_\_\_ I have read and agree to comply with the student policies and procedures as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in each course Syllabus and Student Policies of the Health Information Technology Program.
  
2. \_\_\_\_ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
  
3. \_\_\_\_ I have been informed regarding the inherent health/safety hazards in the health care field and release ACC from any liability for such hazards.
  
4. \_\_\_\_ I have read and agree to the "Substance Abuse Administrative Policy."
  
5. \_\_\_\_ I agree to criminal background checks and agree to immediately notify the Dean of Health Sciences in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
  
6. \_\_\_\_ I will complete all required clinical educational training modules and submit signed documentation to the Program as required.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_