

**HEALTH INFORMATION TECHNOLOGY  
MEDICAL CODING PROGRAM**

**Student Handbook  
2009-2010**

**ICD-9-CM  
CPT-4  
INSURANCE CODING  
CONFIDENTIALITY  
HIPAA**

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## I. Welcome

Welcome to the Health Information Technology-Medical Coding Program. The faculty and staff wish you success in the pursuit of your educational goals.

The *Austin Community College Health Information Technology-Medical Coding Program Student Handbook* has been compiled by the faculty to provide information pertinent to students enrolled in the Health Information Technology-Medical Coding 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/index/htm>.

The Health Information Technology-Medical Coding Program is just one of the programs within the Division of Health Sciences. The Health Science Division is comprised of the following programs: Associate Degree Nursing, Licensed Vocational Nursing, Dental Hygiene, Diagnostic Medical Imaging (DMI – Radiology), Emergency Medical Services, Occupational Therapy Assistant, Physical Therapist Assistant, Medical Coding, Medical Laboratory Technology, Surgical Technology, Pharmacy Technician, and Sonography. 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. 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.

## **II. Philosophy of Health Information Technology-Medical Coding Education**

The health care industry today is dynamic, both from efforts within itself to seek new and improved health care delivery systems, and from external developments, in the areas of basic and applied sciences, technology and government.

As a vital part of the health care industry, the health information profession must also be dynamic. The educational program in Health Information Technology-Medical Coding must respond to the projected future needs of the profession.

To meet these needs, the student must be prepared for and willing to accept a multifaceted role as a member of the health care team – as administrator, planner, consultant, educator, researcher, and practitioner.

The educational program must be geared to the development of those skills and qualities needed to fulfill these roles and to the development of attitudes and principles which will encourage continuing growth in a profession that is rapidly expanding in scope and responsibility in the dynamic environment of the health care industry.

Supervised professional practice assignment for Health Information Technology-Medical Coding students shall be structured to gain experiences in applying knowledge to technical procedures in health information systems and in developing professional attitudes for interacting with other professionals and consumers in the healthcare field. Professional practice experiences may be included in the curriculum as separate courses, incorporated within courses, and/or developed as simulated professional practice modules. Off-campus assignments shall be facilities, organizations, or agencies related to healthcare.

### III. Program Outcomes/Goals/Objectives

#### Objectives of the Health Information Technology-Medical Coding Program

In addition to preparing the graduates of the Health Information Technology-Medical Coding Program to achieve the skills necessary to perform the activities addressed in the Domains, Subdomains, and Tasks Competencies for Registered Health Information Technicians, the objectives of the professional portion of the Health Information Technology-Medical Coding Program are to prepare the student, by means of theoretical, practical, and clinical instruction to:

- I. Develop and demonstrate the ability **to respond to the changing informational needs** of the patient, the providers of health care, researchers and educators.
- II. Develop and demonstrate **awareness of the technologies and equipment** affecting information storage and retrieval and to develop the ability to utilize these resources appropriately.
- III. **Function as a member of the health team** by development and acceptance of his/her responsibilities in the total health care of the patient.
- IV. Develop and demonstrate the **ability to communicate** with ease in a group setting in both the leadership and supportive roles and to communicate effectively in written form.
- V. Develop and demonstrate an **understanding of the history and evolution** of health information management with particular emphasis on current and future developments in the profession.
- VI. Develop and demonstrate and understanding of the **current scope and responsibilities** of health information management and its relationship to other professions.
- VII. Develop an awareness of the need for **continued professional education and growth**.
- VIII. Develop an interest in the **promotion of health information management** as a career and in the encouragement of potential candidates toward this goal.
- IX. Support and practice the **ethical principles** of health care and health information management.

## IV. Program Information

### Admission Requirements *Health Information Technology-Medical Coding Program: Admissions Process*

1. Apply for admission to the college. (No application fee required.)
2. Complete the COMPASS test with a minimum score of 85 on both the reading and writing portions of the test.
3. Take the following prerequisites classes before applying to the Medical Coding Program:
  - HITT 1305/1005 Medical Terminology
  - HITT 1301/1001 Health Data Content and Structure – this class requires fieldtrips.
  - BIOL 2404 Introduction to Anatomy and Physiology
  - **NOTE: A minimum combined GPA of 2.0 on the prerequisites is required to be eligible to apply to the program.**
4. Attend an orientation (offered online) or program information session
5. Submit the following completed application information to the Health Information Technology Medical Coding Program – Eastview Campus after successful completion of the prerequisites:
  - Application to the program. (Available after successful completion of the orientation session and admission criteria.)
  - Official college transcripts should be turned into the ACC admissions and Records Department for transfer credit evaluation if student has taken other medical coding classes outside of ACC.
  - **New Immunization Requirements**  
Health Sciences students must comply with both Texas Law and clinical facility requirements related to immunization.

**\*\*Texas has new immunization requirements effective as of April 2004\*\***

Documentation of immunizations is now required at the time of application.

Copy of immunization form is available for print out at  
<http://www.austincc.edu/health/immunizations.php>

- **New Criminal Background Checks Required:**  
Criminal background checks will be required. The Community Standard for Criminal Background Checks has been posted on the Health Sciences Website at <http://www.austincc.edu/health/background.php>

- Applicants are selected based on a review of competitive admission criteria.
- Applicants are notified in writing of admission into the program.
- Departmental approval will be required for course registration. Each student must petition classes. This form is found at the website: <http://www.austincc.edu/health/hitt> This means a student must fill out the form and submit and wait for a response from the department prior to registering **and** paying for their classes.
- Minimum abilities expected include but are not limited to:
  - safe performance of physically taxing tasks
  - adequate visual acuity (normal or corrected)
  - adequate auditory acuity (normal or corrected)
  - effective communication
  - sufficient hand/eye coordination
  - stable emotional health

### ***Health Data Requirements***

Health sciences students must possess the physical abilities and characteristics required to meet the technical standards for their health sciences program. Therefore, all health sciences students are required to have a health assessment performed by a physician or other approved licensed health professional within six months of beginning a health sciences program. A student must submit a current Health Data Form if he/she has a break in program enrollment for one year or more.

## Health Data Form / Physical Exam

<b>Indicate program of application:</b>	
<input type="checkbox"/> Associate Degree Nursing – Traditional Track <input type="checkbox"/> Associate Degree Nursing – FasTrack <input type="checkbox"/> Associate Degree Nursing – Mobility Track <input type="checkbox"/> Dental Hygiene <input type="checkbox"/> Diagnostic Radiology Programs <input type="checkbox"/> Diagnostic Sonography Programs <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Medical Coding	<input type="checkbox"/> Medical Lab Technician <input type="checkbox"/> Molecular Diagnostics <input type="checkbox"/> Occupational Therapy Assistant <input type="checkbox"/> Personal Fitness Trainer <input type="checkbox"/> Pharmacy Technician <input type="checkbox"/> Phlebotomy <input type="checkbox"/> Physical Therapist Assistant <input type="checkbox"/> Surgical Technology <input type="checkbox"/> Vocational Nursing

<b>Applicant information:</b>			
Last Name	First Name	MI	Maiden
Address	City	State	Zip
Date of Birth	Social Security Number		
Phone	E-mail		

<b>Person to notify in case of emergency:</b>		
Full Name	Relationship	
Address – Number & Street		
City	State	Zip
Home Phone	Work Phone	
Student Signature		

**Certain minimum physical abilities and characteristics are required in health sciences professions. See program web page for specific requirements. Are you able to meet the minimum technical skills standards for the program to which you are applying?**

Yes       No

If no, explain:

The following must be completed by a physician or approved licensed health professional:

General Information:				
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height (inches)	Weight (lbs)	Blood Pressure	Pulse

Identify any problems in the following:			
Head, ears, nose, throat	<input type="checkbox"/> Yes or <input type="checkbox"/> No	Genitourinary	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Respiratory	<input type="checkbox"/> Yes or <input type="checkbox"/> No	Musculoskeletal	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Cardiovascular	<input type="checkbox"/> Yes or <input type="checkbox"/> No	Metabolic/Endocrine	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Gastrointestinal	<input type="checkbox"/> Yes or <input type="checkbox"/> No	Neurological	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Hernia	<input type="checkbox"/> Yes or <input type="checkbox"/> No	Skin	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Eyes	<input type="checkbox"/> Yes or <input type="checkbox"/> No	Psychiatric/Emotional	<input type="checkbox"/> Yes or <input type="checkbox"/> No

If problems are present, would they create a limitation in health care delivery?  Yes  No  
See program specific technical standards.

Explain:

Tuberculosis: must show proof of:	
<b>A. Tuberculin Skin Test: REQUIRED ANNUALLY OR</b>	Date: _____ <input type="checkbox"/> Positive _ <input type="checkbox"/> Negative _
<b>B. Chest X-ray (required IF skin test is positive)</b> Must provide signed documentation of results	Date: _____ X-ray results: _____

Physician or Approved Licensed Health Professional Information:	
Printed Name	
Address	
Signature	Date

## Technical Standards and Essential Functions

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-Medical Coding Program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

### Health Information Technology-Medical Coding Program Technical Standards and Essential Functions

The following technical standards and essential functions outline reasonable expectations of a student in the Health Information Technology-Medical Coding Program for the performance of these functions. The Health Information Technology-Medical Coding Program student must be able to apply the knowledge and skills necessary to function in a variety of clinical situations while providing the essential competencies of Medical Coding/Health Information. *These requirements apply for the purpose of admission and for continuation in the program.*

The student must demonstrate the following abilities:

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 50 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>

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
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 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.</li> <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>	<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 relationships with clinical team.</li> <li>❑ Comply with the professional standards of the AHIMA.</li> </ul>

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 if they feel they cannot meet one or more of the technical standards listed. Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of each semester.

## Community Standards for Criminal Background Checks

### Purpose

Community Standards for criminal background checks were developed in conjunction with the Austin Health Industry Steering Committee (HISC) to meet clinical agency compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards pertaining to human resource management. JCAHO requires verification of competency of all individuals who have direct contact with patients or employees; this includes students doing clinical rotations in the facility. Competency extends beyond technical skills to an individual's criminal history.

### Implementation

Effective for the Fall 2005 semester, criminal background checks for all currently enrolled and newly admitted students will be implemented. Successful completion of a criminal background check is required for admission and continuation in all Health Sciences Programs.

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.** The above information must be verifiable through the college/school and must be sent to the clinical agency.

Once accepted into the program, it is the student's responsibility to immediately notify the Dean of Health Science 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. Students enrolled in programs longer than one year in length may be required to sign an affidavit at the beginning of the second year of the program attesting that their criminal history has not changed.

### Criminal Background Check

Criminal Background Check – The following histories will disqualify an individual from consideration for a clinical rotation:

1. Registered sex offenders
2. Health and Human Services – Office of Inspector General list of excluded individuals, U.S. General Services Administration excluded parties list, Employee Misconduct Registry, U.S. Treasury - Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN), Texas Health and Human Services Commission, excluded providers in Medicaid and Title XX provider exclusion data.
3. Felony convictions
4. Felony deferred adjudications involving crimes against persons (physical or sexual abuse)

### **For students accepted to a clinical program with access to a licensing/registry body review process:**

- If an individual does not meet one or more of the aforementioned standards, she/he may pursue a declaratory order process with her/his licensing/registry body. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation.

**Disclaimers**

- 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.

**Allocation of Cost**

- Cost of the criminal background check will be the responsibility for any students beginning Health Sciences Programs in Fall 2005, and thereafter.

**Questions**

For additional questions, please contact:

Eileen Klein, EdD, RN

Dean Health Sciences

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Last Updated: 9/29/2009 10:10 AM

**Immunizations**

Healthcare professions include inherent health and safety risks. Therefore, 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. Additional information related to immunizations is available at: <http://www.austincc.edu/health/>. Click on Immunizations.

## **Immunizations and Tests Required by State Law/Clinical Facilities**

Name: \_\_\_\_\_ ACC ID#: \_\_\_\_\_

Program: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**EMT-Basic Applicants Only:**

In addition to the other vaccines listed below, proof of Tuberculosis Skin Test (PPD skin test or chest x-ray) with a negative reading is required with the submission of application. (Test may not be more than 180 days old on the first day of class.) Date: \_\_\_\_\_ Results: \_\_\_\_\_

**Measles (Rubeola):** Those born on or after January 1, 1957, must show proof of either:

**A. Two** doses of measles vaccine on or after their first birthday and at least 30 days apart **OR**  
**\*See note.**

Date #1 \_\_\_\_\_ Date #2 \_\_\_\_\_  
(mm/dd/yy) (mm/dd/yy)

**B.** Record of physician-diagnosed measles **OR**  
**\*\*See note.**

Date \_\_\_\_\_  
(mm/dd/yy)

**C.** Serologic test positive for measles antibody  
**\*\*See note.**

Date \_\_\_\_\_ Result \_\_\_\_\_  
(mm/dd/yy)

**Mumps:** Those born on or after January 1, 1957, must show proof of either:

**A.** One dose of mumps vaccine on or after their first birthday **OR**

Date \_\_\_\_\_  
(mm/dd/yy)

**B.** Record of physician-diagnosed mumps **OR**  
**\*\*See note.**

Date \_\_\_\_\_  
(mm/dd/yy)

**C.** Serologic test positive for mumps antibody  
**\*\*See note.**

Date \_\_\_\_\_ Result \_\_\_\_\_  
(mm/dd/yy)

**Rubella:** ALL students must show proof of either: **NEW REQUIREMENT**

**A.** One dose of Rubella vaccine on or after their first birthday **OR**

Date \_\_\_\_\_  
(mm/dd/yy)

**B.** Record of physician-diagnosed Rubella **OR**  
**\*\*See note.**

Date \_\_\_\_\_  
(mm/dd/yy)

**C.** Serologic test positive for Rubella antibody  
**\*\*See note.**

Date \_\_\_\_\_ Result \_\_\_\_\_  
(mm/dd/yy)

\*Combined MMR Vaccine is vaccine of choice if recipients are likely to be susceptible.

\*\*Must be the date of diagnosis or test collection; not when primary care provider signed immunization form.

+Vaccines administered after September 1, 1991 shall include the MM/DD/YY each vaccine was given.

<b>Hepatitis B</b> must show proof of:	
<b>A.</b> Three doses of vaccine administered over a period of 4-6 months. Initial vaccine followed by 1 and 4-6 months vaccines respectively <b>OR</b>	Date #1 _____ (mm/dd/yy)
	Date #2 _____ (mm/dd/yy)
	Date #3 _____ (mm/dd/yy)
<b>B.</b> Serologic test positive for Hepatitis B antibody <b>**See note.</b>	Date _____ Result _____ (mm/dd/yy)

<b>Varicella</b> must show proof of:	
<b>A.</b> <b>Two</b> doses of Varicella vaccine administered 4-8 weeks apart <b>OR</b>	Date #1 _____ Date #2 _____ (mm/dd/yy) (mm/dd/yy)
	Date _____ Results _____ (mm/dd/yy)
<b>B.</b> Serologic test positive for Varicella antibody <b>OR</b> <b>**See note.</b>	
<b>C.</b> Physician documented history or diagnosis of Varicella <b>**See note.</b>	Date Disease Occurred _____ (mm/dd/yy)
<b>*Only one dose of Varicella vaccine is needed if the student received first dose before the age of thirteen (13).</b>	

<b>Diphtheria, Tetanus (Td):</b> One dose within past 10 years at the time of application	Date _____ (mm/dd/yy)
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<b>Physician or Approved Licensed Health Professional Information:</b>	
Printed Name _____	
Address _____	
Signature of Primary Care Provider _____	Date _____

## Associate of Applied Science Degree Program Length

The medical coding program is designed to be completed within 7 semesters for non-working adults.

## Associate of Applied Science Degree Cost of Program

The cost of the Medical Coding Program for in-district students is approximately \$3,560.00 for tuition plus the cost of textbooks and other materials.

## Associate of Applied Science Degree Plan

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	64
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>1,536</b>

## Certificate Program Length

The medical coding program is designed to be completed within 4 semesters for working adults.

## Certificate Cost of Program

The cost of the Medical Coding Program for in-district students is approximately \$1,600.00 for tuition plus the cost of textbooks and other materials.

## Certificate Plan

Prerequisites	Credit Hours	Contact Hours
HITT 1305 Medical Terminology	3	48
HITT 1301 Health Data Content and Structure	3	64
BIOL 2404 Introduction to Anatomy and Physiology	4	96
<b>First Semester</b>		
HITT 1213 Insurance Coding	2	48
HITT 1349 Pharmacology	3	64
<b>Second Semester</b>		
HITT 1341 Coding and Classification Systems	3	64
HPRS 2301 Pathophysiology	3	48
HITT 1353 Legal and Ethical Aspects of Health Information	3	48
<b>Third Semester</b>		
HITT 2353 Coding and Reimbursement Methodologies	3	64
<b>Fourth Semester</b>		
+HITT 2335 Clinical-Health Information/Medical Records Technology/Technician	2	128
<b>Total</b>	<b>29</b>	<b>672</b>

## Transfer of College Credit

Credit for courses satisfactorily completed at other accredited colleges and universities will be evaluated and may be transferred to Austin Community College.

## Advanced Placement

In order to be eligible to take a challenge exam, the applicant must be a current or former ACC college-credit student and meet the course prerequisites and institutional enrollment requirements. Students must complete at least one course in residence before challenge exam results will be recorded on an official transcript. A student receives credit by passing the exam with a grade of A or B.

There are three (3) classes you can challenge. They are:

- 1) Medical Terminology HITT 1305
- 2) Health Data Content and Structure HITT 1301
- 3) Anatomy and Physiology BIOL 2404

### **Re-admission and requirements**

A student may only re-enroll once after dropping the Medical Coding Program.

### **Licensure Eligibility**

A student is eligible to sit for the National Exam through AHIMA as a CCA or CCS candidate. They are also eligible for the National AAPC Exam. You are to contact these National Associations directly.

## V. Program Policies

### Attendance

Students are expected to always come to class and lab prepared. This includes bringing the correct textbook, assignments which are due, material for note taking and accessories to be used in class or lab.

1. Classroom  
Class attendance for the Health Information Technology-Medical Coding Program course is expected. Except for contagious illness or family death, absences are strongly discouraged. The student is required to notify the instructor if an absence is anticipated.

Roll will be taken at every class meeting. If absences exceed three (3), the student may be dropped from the course unless there are extremely extenuating circumstances.

If absent, the student is responsible for contacting the instructor to obtain any assignments or handouts.

2. Laboratories  
Absences from student laboratory sessions are strongly discouraged due to the difficulty in planning and scheduling make-up sessions. Repeating the lab is virtually impossible.
3. Practicum Sites

### Absences

Should you have any reason to be absent from your clinical site on an assigned day, you **MUST** notify the **Clinical Site Supervisor as soon as possible**. You need to contact the ACC faculty immediately at 223-5928 (leave a message). A daily Coding Practicum Report should be completed for the day missed stating that you were out on that day and the reason you missed clinical site. Another report has to be filled out for the made up day. This day must be arranged with your clinical site supervisor. You must attend all 224 hours in order to receive a grade for the course. **ALL ABSENCES MUST BE MADE UP.**

### Method of Evaluation

Your grade will be based on your attendance at the clinical site and meetings 50%, evaluation by the Clinical Site Supervisor 25%, and submission of all required assignments 25%.

## Grade

**Grade:** The grade for all courses will either be

**A= 90 – 100**

**B= 80 – 89**

**C= 70 – 79**

**F= below 69.**

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

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 (128 hours-certificate/192 hours-AAS).
- 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 (128 hours-certificate/192 hours-AAS).

## 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-Medical Coding 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. 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.

### **Hospital Visitation**

Students are prohibited from entering a hospital or any health care setting with their ACC student nametag at any time other than when required to be there for a class or practicum rotation. Any student found to be out of compliance may be withdrawn from the Program.

### **Cell Phones and Pagers**

Cell phones and pagers **MUST** be muted during class. Each cell phone and pager interruption will be counted against your grade. If you must answer a call or page during class or lab, please excuse yourself from the class to make/take the call. Do **NOT** answer the phone during class or lab. Likewise, cell phones and pagers should be muted when on practicum site.

### **Inclement Weather**

Weather in Central Texas and the Austin area can change quickly. The ultimate decision to cancel classes/close the College rests with the College President. The information will be disseminated to all of the major Austin area radio and TV stations. If classes are currently in session, the Vice President's office will appoint staff to deliver notices to all classrooms/laboratories. If you are in a practicum site when the official notice is released, you should use your best judgment as to whether it is safer to remain at the site until the roads are safer or to leave immediately. All practicum time missed will need to be made-up, regardless of the reason.

**Austin Community College  
Health Information Technology-Medical Coding Program**

**Early Concern Note**

Student name \_\_\_\_\_

Course \_\_\_\_\_ Date \_\_\_\_\_

Person originating this note (print) \_\_\_\_\_

This form is being completed based on:

- \_\_\_\_\_ my direct observation(s) or encounter(s) with this student
- \_\_\_\_\_ information about this student provided to me by a third party

---

A student with any of the following patterns of behavior is not meeting the personal or professional standards inherent to the profession of health sciences. Mark the area(s) that best describe your concerns and about this student. Provide comments in the space provided on the back.

Integrity and personal responsibility. The student:

- \_\_\_\_\_ fails to fulfill responsibilities reliably
- \_\_\_\_\_ misrepresents or falsifies actions and/or information
- \_\_\_\_\_ fails to accept responsibility for actions
- \_\_\_\_\_ fails to respect patient confidentiality
- \_\_\_\_\_ threatens or violates the safety of peers, patients, faculty, staff, or self
- \_\_\_\_\_ other \_\_\_\_\_

Motivation for excellence and insight for self-improvement. The student:

- \_\_\_\_\_ has inadequate personal commitment to honoring the needs of patients
- \_\_\_\_\_ is resistant or defensive in accepting criticism
- \_\_\_\_\_ remains unaware of his/her limitations
- \_\_\_\_\_ resists considering or making changes based on feedback
- \_\_\_\_\_ appears to seek or accept the minimal acceptable level of effort as a goal
- \_\_\_\_\_ other \_\_\_\_\_

Personal interactions – compassion and respect. The student:

- \_\_\_\_\_ does not function and interact appropriately within groups
- \_\_\_\_\_ inadequately establishes rapport with patients or healthcare team members
- \_\_\_\_\_ is insensitive to the needs, feelings or wishes of others
- \_\_\_\_\_ uses demeaning or disrespectful language about others
- \_\_\_\_\_ is abusive or arrogant during times of stress
- \_\_\_\_\_ fails to maintain a professional appearance or attire
- \_\_\_\_\_ other \_\_\_\_\_



## VI. Academic Policies

### Academic Integrity

Health professionals receive a high level of public trust and respect. Maintaining academic and clinical integrity is essential to the development of the characteristics required for ethical and professional practice. Therefore, health sciences students must demonstrate ethical, responsible, professional behavior and accountability for their actions throughout the program.

### Academic Dishonesty

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.

ACC Health Science programs' definition of academic dishonesty and discipline policies follows.

#### **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, 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 by borrowing ideas, wording or organization from another source, without appropriate referencing of the source
- Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements
- Unauthorized entry (hacking) into test banks or examinations
- Falsifying data in a patient health record
- Assisting others in academic dishonesty
- Discussing any assessment tools such as examinations or mastery check-offs with students who have not taken the exam or completed the check-off
- Having a copy of the examination outside the time and place of test administration
- Lying about or misrepresenting care given, clinical errors, or any action related to clinical experience
- Recording, taping, taking pictures without consent from instructor
- Submitting of another student's work as own

Since dishonesty harms the individual, fellow students, and the integrity of the program, policies on academic dishonesty must be strictly enforced. Any documented incidences of academic dishonesty will result in probation at a minimum and can result in withdrawal from the program. If the withdrawal is for academic dishonesty, the student is not eligible for readmission into the program.

## Program Progression

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

- Complete prerequisite courses before progressing in the program
- Be enrolled in co-requisite courses in the discipline at the same time
  - a. Withdrawal from any co-requisite course in the discipline prior to the college official withdrawal date may result in withdrawal from all other discipline specific co-requisite courses regardless of the current grade in the course
  - a. Students who fail a co-requisite course in the discipline may be required to retake all co-requisite courses in the discipline
  - b. Students who withdraw from a general education co-requisite course during the semester may be ineligible for progression to the next semester until that course is completed
- Achieve a minimum grade of "C" in all health science courses in the degree plan
- Satisfactorily meet course objectives

## Progressive Discipline

The ACC faculty is committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting courses objectives in theory, lab, clinical or practicum 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 – remediation by faculty, utilization of peer study groups, tutors, computer-assisted instruction, and seeking assistance from ACC counselors.

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

- **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 or program objectives not met. A remediation contract including deadlines for completion will be developed to correct the deficit so the student can successfully progress through the program.

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, if applicable.

▪ Step 3: **Probation**

Probation may be implemented for, but not limited to the following behaviors:

- Academic dishonesty
- Unsatisfactory clinical or practicum performance
- Unsatisfactory clinical attendance and punctuality
- Unethical, unprofessional behavior, and/or unsafe clinical, lab, or practicum practice
- Refusal to participate with a procedure
- Behavior which compromises clinical or practicum affiliations

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 faculty will complete a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

The probation period for safety or professional conduct violation is until the student successfully completes all program requirements.

▪ 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" for failure or "U" for unsatisfactory).

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

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" for failure or "U" for unsatisfactory.

The withdrawing student must meet with the course instructor and/or department chair to complete all exit forms and have an **Exit Meeting** within two weeks of the withdrawal.

The student is required to turn in their program student ID and any equipment or items that belong to the department. Failure to do so may compromise their standing at ACC.

### **Student Complaint Procedure**

Health Science programs follow the college's general policy for student complaints as set forth in the *Austin Community College 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 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 then the student should refer to the *Austin Community College Student Handbook* for the policy and procedure related to sexual and racial harassment. 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>.

### **Grade Change Policy and Procedures**

ACC Health Science Programs follow the college's general policy on grade change as set forth in the *Austin Community College 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 or objections to the grading policy in a course, those must be brought up during the semester. Such questions or objections should first be addressed to the instructor and then, if the student believes it is appropriate, to the instructor's supervisor. These questions are not relevant when determining whether an error occurred in assigning a performance grade.

### **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 "Procedure for Determination of Error of a Performance Grade" found in the *Austin Community College 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/>.

## **VII. Safety and Health 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 provided skills to implement precautions appropriate to these risks as part of the program curriculum.

All students are expected to provide appropriate care to all patients assigned to them in any setting. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis A, B, or C or AIDS. Additionally, it is the responsibility of the student to implement standard precautions 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:  
<http://www.austincc.edu/ehs/Insurance>

### **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. Payment for insurance coverage is assessed at registration.

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.

#### **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 choose 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.

Forms are available in published course materials and on the web at:

- <http://accweb.austincc.edu/accforms/forms/HZCM004studentaccidentclaim.pdf>
- <http://accweb.austincc.edu/accforms/formsfrontpage/supersinjuryrep.html> (select view form)

### **Blood and Body Substance Exposure**

Students 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 report the incident to the instructor and seek medical evaluation/care as soon as possible (preferable within one hour). Faculty will ensure that copies of the appropriate insurance 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 use at ACC in order to educate students and faculty in procedures mandated by health care facilities. All of the Seton Healthcare Network and St. David's Healthcare Partnership facilities, in which we are affiliated, have agreed to the use of these procedures in order to educate students and faculty prior to their clinical rotations in those facilities.

Students are required to complete these modules according to specified deadlines established by the program. The purpose of the test is not simply to pass it, but to understand the concepts 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 exams are available at: <http://www.austincc.edu/health/dmt.php>. 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.

### **Health Insurance Portability Accountability Act (HIPAA)**

The Health Insurance Portability Accountability Act (HIPAA) requires that all protected health information be kept private and secure by all persons that handle, or have access to that information. 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 students and care plans), all health science students must complete an online HIPAA 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.

### **Workplace Violence**

Students who are assigned a clinical or practicum experience in a Seton Healthcare facility are required to complete the **Safety Module for Non-Employees: Workplace Violence Module**.

### **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 classes 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. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
4. After the drug screen specimen has been obtained, the student will be transported by taxi to home.
5. Student is excluded from all clinical activities pending results of the drug screen.
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 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.
8. 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 *Austin Community College Student Handbook*.
9. If drug screen is positive and unexplained, 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.
10. A student who tests positive will be referred by the ACC counselor to a community resource for evaluation at the student's expense.

11. 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.
12. 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. Students who do not pass a drug screen may be unable to continue in the program as alternative clinical arrangements may not be available.

## 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.

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

## VIII. Clinical/Practicum Policies

### Professional Behavior

Austin Community College and the Health Sciences Programs have certain expectations of behavior. Health Science students while on campus or while representing Austin Community College at any clinical agency must conduct themselves in a professional manner as to reflect favorably upon themselves and the Program they represent. Students are expected to assume responsibility for their actions and will be held accountable for them. If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, patients, health care team, they will be referred to the "Student Discipline Policy and Procedures" as outlined in the *Austin Community College Student Handbook* and administered through the office of Student Services. Students will abide by clinical agency policies during each clinical experience.

Students will also be disciplined for academic dishonesty and unprofessional conduct. Unprofessional conduct includes, but is not limited to:

- Verbal or non-verbal language, actions, or voice inflections, or insubordination which compromise rapport or working relations with peers, faculty, patients and their family or healthcare team members.
- Any behavior that may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.
- Using or being under the influence of any drug (OTC, prescription, and/or illegal) or alcohol that may alter judgment and/or interfere with safe performance.

Violations of the professional behavior standards can result in immediate removal from the clinical site, probation, or withdrawal from the program.

### Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Refer to the regulations in the Health Insurance Portability Accountability Act (HIPAA). Failure to comply with the above is cause for immediate dismissal from the program.

### Safe/Unsafe Clinical 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 an academic requirement of each program.

Unsafe clinical practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, faculty, staff or self. Unsafe or unprofessional clinical practice may result in:

- a performance conference and written report
- a probation conference and written report
- immediate withdrawal from 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" for failure or "U" for unsatisfactory.)

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 potentiate 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 and correct 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, faculty, staff 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.

## IX. General Information

### Student Organizations and Services, Counseling Services, Financial Aid and Learning Resource Center-Library

Here are some of the services ACC offers to help students succeed. Check the *ACC Student Handbook* for a complete list of helpful offices and websites.

#### **Admissions and Records Office**

- Verification of enrollment, course schedules and registration information
- Applications for graduation
- Official transcripts of ACC course work (fee applies)
- Forms to request name, address and social security number changes
- Form to request a change of major
- Transfer credit evaluations
- Answers to withdrawal, record and residency questions
- Student ID cards

#### **Advising Center**

- Questions about Texas Success Initiative (TSI) requirements and compliance
- Advising for co-enrollment and dual enrollment high school students
- Course placement, advising/educational planning and transfer information

#### **Assessment Center**

- COMPASS testing to fulfill Texas Success Initiative (TSI) requirements (fee applies)
- English-as-a-Second-Language (ESL), testing mainly for persons whose primary language is not English

#### **Campus Administrative Office**

- General information about the College/Campus
- Information about faculty teaching schedules, office hours, and phone numbers
- Vending machine refunds

#### **Counseling Center**

- Educational planning, course placement, and university transfer information
- Workshops on motivation, learning styles, choosing a major, communication and stress management
- Information about college and community resources
- Career counseling
- Short-term crisis counseling

#### **Financial Aid/Veterans' Affairs**

Provides students with an opportunity to apply for:

- Federal/State loans and grants
- Scholarships
- College work-study
- Veterans' benefits and services (RVS and NRG only)

#### **International Student Office**

- Answers to specific questions regarding international student status and immigration

#### **Library Services / Instructional Technology**

- Assistance in seeking information, course-related materials, and college support materials
- Access to electronic and print resources
- Instruction in seeking/locating electronic and print information in the library and from remote locations
- Study space for students
- Course reserve and reference materials

#### **Office for Students with Disabilities (OSD)**

Provides assistance to students with disabilities. ACC urges students with disabilities to submit diagnostic paperwork and apply for accommodations at least three weeks before the start of the semester.

#### **Student Life**

Offers social, cultural and educational events to ACC students, faculty and staff including:

- Cultural Heritage Series
- Leadership training and awards Student Government Association
- Student newspaper
- Student organizations and clubs

#### **Support Center**

Financial and counseling support for eligible students enrolled in associate of applied science degree programs and workforce education certificate programs. Assistance includes:

- Community resource information and referrals (e.g., food, housing, medical assistance, child care, support groups)
- A textbook lending library
- Child care payment assistance
- Textbook and educational supplies payment assistance

#### **Testing Center**

- Administers tests for Distance Learning courses, or when requested by faculty to students who miss regularly scheduled classroom tests

**Counselors provide assistance through:**

- Individual and group counseling sessions
- Workshops on motivation, learning styles, choosing a major, communication, stress management
- Courses for Orientation, Creative Learning, and Career Development
- Special events such as job fairs, career weeks, and visits from college and university representatives
- New Student Orientation

Counselors provide students with educational planning that best meets their needs, goals, and expectations. Career counseling and educational planning often are accomplished in the same process. The process includes self-assessment (interests, skills, history), research (educational and career information), decision-making, and development of employability skills (resume writing, interviewing skills, communication and job search skills).

Counselors assist students with undeclared or General Studies majors to define educational and career goals, to develop degree plans, and to discuss degree plans and courses as they relate to transferability to other colleges and universities.

Counselors also assist students with issues that affect their learning effectiveness, such as motivation, confidence, concentration, learning style, stress management, family or work pressures, test anxiety, time management and academic difficulties, including academic probation. Community referrals are made when needed.

<b>Location</b>	<b>Phone #</b>	<b>Fax #</b>	<b>Staff</b>	<b>Operating Hours</b>
Cypress Creek	223-2010	223-2048	CYP	Mon-Tues: 8-6:30; Wed-Fri: 8-5
Eastview	223-5188	223-5900	EVC	Mon-Tues: 8-6:30; Wed-Fri: 8-5
Northridge	223-4719	223-4652	NRG	Mon-Tues: 8-6:30; Wed-Fri: 8-5; Sat: 9-1
Pinnacle	223-8108	223-8190	PIN	Mon-Tues: 8-6:30; Wed-Fri: 8-5
Rio Grande	223-3126	223-3408	RGC	Mon-Tues: 8-6:30; Wed-Fri: 8-5
Riverside	223-6051	223-6711	RVS	Mon-Tues: 8-6:30; Wed-Fri: 8-5; Sat: 9-1
South Austin	223-9140	223-9167	SAC	Mon-Tues: 8-6:30; Wed-Fri: 8-5

# Student Signature Sheet

Please read each statement below. Initial each statement in the space indicated and provides your name, signature, and date below.

1. \_\_\_\_ I have read and agree to, and will comply with the student policies as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in the Syllabus and Student Policies of (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. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouthpieces, resuscitation bags, and other protective equipment. 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 clinical educational training modules and submit signed documentation to the Program as required.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Austin Community College

## Health Sciences

### Student Consent for Drug Screening

I, \_\_\_\_\_, recognize that the use and abuse of alcohol, drugs or substances can create an unsafe clinical working environment for others and myself.

I agree to provide a blood, urine and/or breath sample to the drug testing laboratory designated by Austin Community College. I also permit the testing laboratory to release the results of the drug screening test to designated Austin Community College authorities.

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Faculty Date