

Medical Coding And Health Information Technology 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 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 If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

Technical Standards and Essential Functions for Medical Coders and Health Information Technicians

The following technical standards and essential functions outline reasonable expectations of a student in the Medical Coding Program for the performance of these functions. The 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>Visual (Corrected as necessary)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Able to visually discriminate alphanumeric numbers for entering into database. <input type="checkbox"/> Able to visually discriminate different numbers. <input type="checkbox"/> Able to not transpose numbers. <input type="checkbox"/> Recognize and interpret diagnosis codes. <input type="checkbox"/> Recognize and differentiate between ICD-9-CM and CPT codes. <p>Auditory (Corrected as necessary)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recognize and respond to voices. <input type="checkbox"/> Distinguish between direct orders and instructions. <p>Tactile</p> <ul style="list-style-type: none"> <input type="checkbox"/> Turn pages using thumbs and fingers on both hands.

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
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"> ❑ Able to elicit information. ❑ Assess nonverbal communications. ❑ Transmit information to fellow students, faculty and staff, and members of the health care team. ❑ Receive, write, and interpret written communication in both academic and clinical settings.
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"> ❑ Demonstrate adequate coordination, balance, and speed when entering data into computer. ❑ Move, adjust and position oneself to bending, stooping, sitting, and squatting for long periods of time without standing or moving around. ❑ Lift up to 50 pounds. ❑ Sit for long periods of time (6-8 hours). ❑ Possess finger and manual dexterity necessary to manipulate computer equipment and adding machine.
Intellectual	Ability to collect, interpret and integrate information and make decisions.	<ul style="list-style-type: none"> ❑ Read and comprehend relevant information in textbooks, medical records and professional literature. ❑ Measure, calculate, reason, analyze and synthesize. ❑ Utilize intellectual abilities, exercise good judgment and complete tasks, within required time limits. ❑ Retain information. ❑ Apply knowledge to new situations and to problem solving scenarios.

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
Behavioral and Social Attributes	<ul style="list-style-type: none"> ❑ 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. ❑ 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. ❑ Possess compassion, integrity, concern for others, and motivation. ❑ Possess the ability to demonstrate professional behaviors and a strong work ethic. 	<ul style="list-style-type: none"> ❑ Manage heavy academic schedules and deadlines. ❑ Perform in fast paced clinical situations. ❑ Display flexibility. ❑ Sustain professional activities for prolonged periods under conditions of physical and emotional stress. ❑ Demonstrate emotional health required for full utilization of intellectual abilities and exercise of good judgment. ❑ Demonstrate integrity, concern for others, interpersonal skills, interest and motivation. ❑ Accepts responsibility and accountability for one's own actions. ❑ Develop mature, sensitive and effective relationships with clinical team. ❑ Comply with the professional standards of the AHIMA.

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.