MVCC
MOHAWK VALLEY COMMUNITY COLLEGE

STUDENT HANDBOOK

Handbook Revised 5/27/2024

Dear Health Information Technology Student,

Welcome to Mohawk Valley Community College and the Health Information Technology Program, either as a new or returning student. It is our intent that upon graduation from the AAS Health Information Technology Program, that you will be a skilled and competent Health Information Professional who is prepared to pass the national credentialing Registered Health Information Technician examination and assume employment in your new profession. The purpose of this handbook is to serve as a guide as you progress through the AAS Health Information curriculum. We encourage you to use this manual as a supplement to the College Catalog, the MVCC Student Handbook and the specific Health Information course syllabi. All information listed within this booklet is particular to the MVCC Health Information Technology Program; it is your responsibility to be familiar with the information contained within. The handbook is designed to provide you with easy access to program information/policies and to make you aware of how the program functions.

Health Information is an exciting, challenging and sometimes stressful health profession. Keep an open mind and be receptive to suggestions; take an active role in the learning process; stay focused on the task at hand; and care about your learning. The faculty and staff are here to assist and guide through the program and are eager to help you reach your potential as a Health Information Technician

You are invited to meet with me at any time to discuss issues related to your status in the program. You are also encouraged to use the many resources available to you at the college. The Health Information faculty wishes you success as you participate in clinical practicum, which consists of 100-hours scheduled at an on-site location scheduled according to your geographical location. If you have questions and/or concerns as you proceed through our program, please make an appointment to see the Program Coordinator. Clear communication is the foundation to a good Health Information Professional as well as a sound education.

Pursuing a career as a Health Information Professional show your desire to make a difference in the lives of others. We wish you fulfillment in your journey ahead and hope to exceed your expectations from your MVCC experiences. Study hard and good luck.

The HIT academic program is an online program, and all of the core courses are offered online only. Students are permitted to take general education courses on campus (face-to-face) or online.

For many of you, this is your first experience taking an online course, and that format provides a different way to pursue academic study and, thus, requires different skills from students who take traditional on-campus courses.

You will find that as an online learner, your own self-motivation and discipline are vital. This means that you are completely responsible for establishing and maintaining a regular schedule for academic study. Some students anticipate that online courses will be easier than face-to-face courses.

From my experience, most students say … online courses are NOT easier. You will be responsible for using the same course materials and adhering to the same standards of excellence required of students who complete on-campus face-to-face courses. Faculty are available here to provide you with instruction and support during the completion of your online courses, and you must be aware that self-discipline is required to successfully complete online courses.

HIT courses are taught using Brightspace, the learning management system used by MVCC. You may, however, be required to use other software and Internet-based applications throughout your coursework. The ability to adapt and use different types of technology and software applications are important skills as a student at MVCC, and they are equally important as a HIT professional.

Courses are available to you on the first day of class, each semester. It is important that you get started right away and maintain the pace required in each course syllabus (as established by adherence to due dates scheduled by your instructor). My experience with online study is that getting started and remaining on schedule (adhering to course deadlines) are most important to successful completion.

Your success in this program is very important to me!

NOTE: All faculty will provide their contact information in course syllabi.

Sincerely,

Heidi Palmiter, BS, RHIA
Program Coordinator and Faculty Instructor

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GENERAL INFORMATION

- MVCC's health information technology (HIT) program is housed in the School of Health Sciences.

- HIT faculty are available online for office hours, in addition, HIT Program Coordinator has an office located in Academic Building of the Utica Campus, Room 113.

- The Dean, School of Health Sciences, and College Support Associate (CSA) office is located in the Academic Building of the Utica Campus, Room 113.

- HIT office phone number in Utica is (315) 792-5378 (Heidi Palmiter, HIT Program Coordinator).

- The HIT fax number is (315) 731-5855.

- The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 200 East Randolph, Suite 5100, Chicago IL 60601, (312) 235-3255, http://www.cahiim.org.

- The HIT program is registered with the New York State, Department of Education (DOE), Office of the Professions, State Education Building, 2nd floor, Albany, NY., 518) 474-3817, http://www.op.nysed.gov

- MVCC's website is: www.mvcc.edu

- The Health Information Technology Program website is: Health Information Technology AAS (mvcc.edu)

HEALTH INFORMATION TECHNOLOGY VISION STATEMENT

To be the leading and innovative HIT program in the Mohawk Valley that prepares safe, competent, and autonomous health information management leaders who will engage in lifelong learning to improve the health of people within the Mohawk Valley and global communities.

HEALTH INFORMATION TECHNOLOGY MISSION STATEMENT

The online Health Information Technology program provides high-quality education in health information management that is responsive to the needs of the communities of interest and meets the diverse learning and scheduling needs of students. The program curriculum offers opportunities for students to demonstrate the knowledge and skill-based competencies required for successful completion of national certification exams and for employment as health information technicians in a variety of healthcare settings.

CIVILITY STATEMENT

Mohawk Valley Community College is committed to civility in and out of the classroom. MVCC believes everyone has the right to an environment that creates the safe opportunity for educational, professional, and social development. MVCC recognizes its responsibility to model and encourage a culture of civil behavior.

TITLE IX STATEMENT

Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Protections also extend to sexual harassment and assault or violence that impairs or interferes with access to equitable educational and employment opportunities. For more information visit the Title IX website at: www.mvcc.edu/title-ix.

PHILOSOPHY

We believe that health information management is a caring and helping professional relationship. The practice of health information management is based upon a growing body of knowledge unique to the profession as well as an integration of knowledge from the sciences and technology. The practice of health information management (HIM) requires critical thinking, which is guided by the HIM process.

We believe that education is a life-long process involving the acquisition of knowledge and the development of critical thinking skills. Learning occurs in a variety of settings and should be self-directed, flexible, and learner focused, progressing from simple to complex. We view health information management education as dynamic and ongoing, resulting in changes in knowledge, attitude, and behavior of students. We believe health

information management education requires students to develop a scientific and psychosocial theory base, communication skills, and the ability to apply the health information management process.

We believe health information technology students are unique and come to health information management education with different life experiences, learning styles, and socio-cultural backgrounds.

We believe health information management education must account for diversity among the student population while ensuring that the high standards and rigor of the profession are upheld. It is the responsibility of health information technology educators to remain aware of trends in health care and to educate students for the workplace of the future. We provide our students with the educational preparation to apply the health information management process in making critical decisions in their role as health care team members. We prepare graduates to function successfully within the scope of their academic preparation and to make a commitment to the value of caring and to their own professional growth.

HEALTH INFORMATION PROGRAM COORDINATOR FACULTY CONTACT INFORMATION

Program Coordinator and Clinical Coordinator
Heidi Palmiter, BS, RHIA
Office – Academic Building 113
Office Phone # 315-792-5378
Work e-mail: hpalmiter@mvcc.edu

Faculty Instructor
Kathy Reilly, MS, RHIT
Office - Academic Building 113
Office Phone # 315-731-5795
Work e-mail: kreilly@mvcc.edu

ADJUNCT FACULTY

Not Applicable at this time

Full-time faculty provide 5 office hours per week for student consultation. Office hours are posted within your Brightspace course by each faculty course instructor. Since this is an entirely online program office hours are held virtually.

In person appointments are arranged as requested if a student's geographical location permits doing so.

It is the student's responsibility to arrange time to speak with your faculty instructor during office hours for advisement and course assistance.

Students are expected to work directly with the course instructor with any questions or concerns. In the event a student feels there is no resolution and has exhausted measures to resolve a conflict with the instructor, please contact the program director Heidi Palmiter.

Should an issue require additional assistance beyond the Program Director Heidi Palmiter, please contact Melissa Copperwheat, the Dean for MVCC School of Health Sciences. See the program organizational chain of command for more information.

MVCC HEALTH INFORMATION TECHNOLOGY
Program Organizational Chart/Chain of Command

The Health Information Technology students and faculty are expected to conduct themselves as professionals by following the identified chain of command at all times. At any time during the program, if the students have a problem/concern/complaint, they should first address their issue with a full-time program faculty member. Problems with adjunct instructors or supervisor/staff for Professional Practice Experience should be addressed with the Health Information Technology Program Coordinator.

If the student still has a problem/concern/complaint after meeting with the Health Information Technology Program Coordinator, then the student should make an appointment with the Dean of the School of Health Science.

If the problem/concern/complaint remains, the student should then consult with the Assistance Vice President for Learning & Academic Affairs. The College's entire Academic Complaint Policy can be found in the online MVCC Student Handbook. https://www.mvcc.edu/student-handbook

Students are Expected to Adhere to the Chain of Command at All Times

Step 1: At any time during the completion of the HIT program, if students have concerns/complaints, they should first address them with the course faculty member.

Step 2: If, after contacting and meeting with the faculty member, students continue to have concerns/complaints, they should make an appointment and meet with the HIT Program Coordinator (Heidi Palmiter, hpalmiter@mvcc.edu)

Step 3: If, after contacting and meeting with the HIT Program Director, students continue to have concerns/complaints, students should make an appointment to meet with the Dean, School of Health Sciences.

Step 4: If, after contacting and meeting with the Dean, School of Health Sciences, students continue to have concerns/complaints, students should make an appointment to meet with the Assistance Vice President for Learning & Academic Affairs.

All students are expected to conduct themselves as professionals at all times and follow this chain of command to resolve concerns/complaints. Failure to do so could result in the completion of an academic counseling form for lack of professionalism.

ESSENTIAL FUNCTION FOR HEALTH INFORMATION STUDENTS

The essential skills and relevant activities are listed for student review to help decide whether or not the requirements for the health information technology program can be met.

MVCC complies with the Americans with Disabilities Act (ADA) of 1990. The college will endeavor to provide reasonable accommodation for an applicant with a disability, who is otherwise qualified. Applicants who are unsure if they can meet these essential skills or know they will need help in meeting them should contact the College's Disability Services Office.

- College's Office of Accessibility Resources, PH Room 104H, (315) 792-5644
- Utica – Academic Building Accommodative Testing: (315) 792-5644
- Utica – Learning Disabilities: (315) 731-5702
- Utica – Other Disabilities: (315) 792-5413
- Rome – All Disabilities: Plumley Complex, (315) 334-7714

If there are any reasons why you may not be able to perform these functions with or without reasonable accommodations, you must follow the chain of command. A student in the associate degree health information technology (HIT) program must have the abilities and skills necessary for the performance of the HIT functions. The following is a representative list of the essential skills, with or without accommodation, expected of students enrolled in the HIT program.

- Demonstrate discretion and assurance of patient right to privacy and confidentiality at all times.
- Demonstrate assertiveness while maintaining professionalism when encountering tense situations.
- Demonstrate the ability to diffuse emotions while solving problems.
- Demonstrate the ability to be detailed oriented.
- Demonstrate the ability to stay focused in stressful situations.
- Demonstrate basic understanding of medical terminology, human anatomy and physiology, pathophysiology, and pharmacology.
- Demonstrate logic and the ability to analyze information.
- Demonstrate the ability to adapt to new technologies and software applications.
- Demonstrate the ability to communicate effectively and efficiently in English, both written and verbally.
- Demonstrate respect for self and others.

ADVISEMENT POLICY FOR HEALTH INFORMATION TECHNOLOGY STUDENTS

The advisement policy for Health Information Technology (HIT) students applies to all matriculated students. Matriculated students are those who have been formally accepted to the HIT program by MVCC.

- All matriculated HIT students shall be assigned a faculty advisor by the first week of classes, fall or spring term, depending upon student matriculation date.

NOTE: Students advisees will be equally distributed among HIT faculty advisors (e.g., Heidi Palmiter and Kathy Reilly) by the first week of class, fall or spring term, depending on student matriculation date.

- HIT program coordinator and faculty advisors shall monitor student academic progression through the program.

- HIT faculty advisors shall be responsible for reviewing the ARGOS report for assigned advisees before priority registration each semester.

- All HIT students are suggested to meet with their faculty advisor prior to registering for courses. Student Support Advisors will ensure students are scheduled for courses according to the course offering schedule.

- HIT faculty advisors shall be responsible for notifying the office of the Dean, School of Health Sciences, to remove "registration holds" for assigned advisees.

GRADUATION REQUIREMENTS

In order to graduate, each student shall (per the official College Catalog):

- Be matriculated in the Health Information Technology program.

- Complete all required courses and courses listed with a grade of C or higher.

- Achieve a minimum of 2.0 cumulative grade point average.

- Achieve a minimum grade of C (70%) or better in all HM courses.

- Achieve a minimum final grade of C (70%) or better in Survey of Human Anatomy & Physiology (BI110)

- Achieve a minimum final grade of C (70%) or better in all general education courses.

- Fulfill all financial obligations to the College.

- Have completed at least 25% of the required program credits for graduation at MVCC.

- Have all official transcripts on file for courses receiving transfer credit.

- Have on file at the College high school transcript(s) or GED.

- Apply to graduate (https://www.mvcc.edu/commencement/index.php)

BRIGHTSPACE LEARNING MANAGEMENT SYSTEM

Faculty use the Brightspace learning management system to convey important course information and the mandatory completion of assignments and exams. Brightspace courses are available on the first day of instruction each semester.

Accessing Brightspace

- Go to http://www.mvcc.edu
- Click on the Current Student link.
- Click on the Brightspace "D2L" Icon
- Sign in using your username" and password (same as your email account) to access the Brightspace home page.
- Review the list of online courses in which you are enrolled, there will be a separate Icon for each class.

Student Computer Account

All registered students shall be assigned a computer account (same as your email account).

HEALTH INFORMATION TECHNOLOGY PROGRAM INFORMATION

If your interest is healthcare, data management, or medical coding and reimbursement, MVCC's Health Information Technology (HIT) program will provide you with the skills needed to begin a career as a health information technician in a variety of health care settings. The program is available completely online, and you will also gain work experience by completing a 100-hour Professional Practice Experience, which is an on-site learning opportunity that will provide a real-world experience in your post-graduate career.

The program provides students with a strong background in health information management as well as general education courses, including anatomy and physiology, computer concepts and applications, medical terminology, pathophysiology, pharmacology, and math statistics, all of which are necessary to begin a health information management career. Graduates are eligible for a variety entry-level position in data structure and content management, and information governance; information protection, which includes access, use, disclosure, privacy, and security; information, analytics, and data use; revenue cycle management; health law and compliance; and organizational management and leadership.

According to the Department of Institutional Research and Analysis, the definition of graduation rate is based on 150% of time to graduation (three years) and the definition of retention rate includes graduated plus progressing students.

Graduation

HIT Graduation Rate: 80%

HIT Retention Rate: 100%

Program Outcomes

Reporting Period: Aug. 1, 2023–July 31, 2024

Employment & Transfer Rate: 100% (80% employed six months after graduation, 20% transferred to a four-year undergraduate program)

Program Satisfaction of Graduate Survey: 100% of HIT graduates indicate they agree the HIT program quality prepared them to be health information management (HIM) professionals.

RHIT Certification Exam Pass Rates: 86% of the students who sat for the RHIT exam passed on the first attempt, which is higher than the national average.

Accreditation Statement

The Health Information Technology accreditor of Mohawk Valley Community College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for Associates degree in Health Information Technology has been reaffirmed through 2028-2029. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

Mohawk Valley Community College is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, www.msche.org.

Prerequisites

- Possess a High school diploma or GED upon start of courses for the Health Information Technology Program.
- A current overall college GPA of 2.0 (minimum of 12 credits)
- High school average of 75 recommended
- A minimum grade of C or better in a college-level mathematics course taken within the last seven years.

Recommended

- High school chemistry with a lab or a college-level chemistry course completed within the last seven years is recommended but not required.
- High school biology with a lab or a college-level biology course completed within the last seven years is recommended but not required.
- Keyboarding and Microsoft Office Professional are recommended but not required.
- Prerequisites can be taken at other colleges. Please consult the Advisement Office to determine if those classes meet the minimum criteria. Credit-bearing prerequisite courses will require a minimum grade of C or better.

Transfer options.

- Graduates have successfully transferred to:
    - SUNY Polytechnic Institute
    - Southern New Hampshire University (SNHU)

- o   CUNY School of Professional Studies

Career opportunities

- Medical coder
- Electronic health record training specialist
- Clinical documentation specialist
- Health information manager
- Health information technician
- Practice workflow implementation specialist.
- Project manager
- Reimbursement specialist/medical biller
- Privacy/security officer

HEALTH INFORMATION TECHNOLOGY DESCRIPTION, GOALS, OUTCOMES

Description

Health Information Technology (HIT) is a profession that focuses on healthcare data and validity and the organization and management of health information in electronic, paper-based, or hybrid formats in a variety of healthcare settings. The HIT program prepares students to enter the profession as health information management professionals who are responsible for maintaining accessibility, accuracy, and quality of health information by using knowledge and skills from areas such as accreditation and regulation, coding and reimbursement, data collection and analytics, information management and computer technology, and legal and ethical aspects, which include privacy and security. During their last semester of academic study, students complete a nonpaid professional practice experience in the health information management department of a hospital or other appropriate healthcare facility to gain work experience prior to graduation.

Goals & Outcomes

The health information management (HIM) profession includes managers, technicians, and special experts in HIM systems and processes. The goals of the Health Information Technology (HIT) curriculum are categorized into six areas that include educational outcomes and measurable targeted outcomes, as follows:

(a) DATA STRUCTURE, CONTENT, AND INFORMATION GOVERNANCE: Describe key stakeholders for healthcare organizations; apply policies, regulations, and standards to the management of information; identify policies and strategies to achieve data integrity; determine compliance of health record content within the health organization; explain the use of classification systems, clinical vocabularies, and nomenclatures; describe components of data dictionaries and data sets; and evaluate data dictionaries and data sets for compliance with governance standards.

(b) INFORMATION PROTECTION: ACCESS, USE, DISCLOSURE, PRIVACY, AND SECURITY: Apply privacy and security strategies to health information and identify compliance requirements throughout the health information life cycle.

(c) INFORMATION, ANALYTICS, AND DATA USE: Apply health informatics concepts to the management of health information, utilize technologies for health information management, calculate statistics for healthcare operations, create graphical representations of healthcare data, describe healthcare research methodologies, describe the concepts of managing data, summarize standards for the exchange of health information, manage data within a database system, and identify standards for exchange of health information.

(d) REVENUE CYCLE MANAGEMENT: Validate the assignment of diagnostic and procedural codes and groupings in accordance with official guidelines, describe the components of revenue cycle management and clinical documentation improvement, summarize regulatory requirements and reimbursement methodologies, determine diagnosis and procedure codes according to official guidelines, evaluate revenue cycle processes, and evaluate compliance with regulatory requirements and reimbursement methodologies.

(e) HEALTH LAW AND COMPLIANCE: Apply legal processes impacting health information, demonstrate compliance with external forces (of healthcare organizations), identify the components of risk management related to health information management, and identify the impact of policy on healthcare.

(f) ORGANIZATIONAL MANAGEMENT AND LEADERSHIP: Demonstrate fundamental leadership skills, identify the impact of organizational change, identify human resource strategies for organizational best practices, utilize data-driven performance improvement techniques for decision making, utilize financial management processes, examine behaviors that embrace cultural diversity, assess ethical standards of practice, describe consumer engagement activities, and identify processes of workforce training for healthcare organizations.

(g) SUPPORTING BODY OF KNOWLEDGE: Demonstrate proficiency in prerequisite knowledge in pathophysiology and pharmacology, anatomy and physiology, medical terminology, computer concepts and applications, and math statistics.

Domains and Competencies

Domain I: Data Structure, Content, and Information Governance

I.1 Describe healthcare organizations from the perspective of key stakeholders
I.2 Apply policies, regulations, and standards to the management of information
I.3 Identify policies and strategies to achieve data integrity
I.4 Determine compliance of health record content within the health organization
I.5 Explain the use of classification systems, clinical vocabularies, and nomenclatures
I.6 Describe components of data dictionaries and data sets
I.6 (DM ONLY) Evaluate data dictionaries and data sets for compliance with governance standards

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

II.1 Apply privacy strategies to health information
II.2 Apply security strategies to health information
II.3 Identify compliance requirements throughout the health information life cycle.

Domain III: Informatics, Analytics, and Data Use

III.1 Apply health informatics concepts to the management of health information
III.2 Utilize technologies for health information management
III.3 Calculate statistics for healthcare operations
III.4 Report healthcare data through graphical representations
III.5 Describe research methodologies used in healthcare
III.6 Describe the concepts of managing data
III.7 Summarize standards for the exchange of health information
III.6 (DM ONLY) Manage data within a database system
III.7 (DM ONLY) Identify standards for exchange of health information

Domain IV: Revenue Cycle Management

IV.1 Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines
IV. 2 Describe components of revenue cycle management and clinical documentation improvement
IV. 3 Summarize regulatory requirements and reimbursement methodologies
IV.1 (RM ONLY) Determine diagnosis and procedure codes according to official guidelines
IV. 2 (RM ONLY) Evaluate revenue cycle processes
IV.3 (RM ONLY) Evaluate compliance with regulatory requirements and reimbursement methodologies

Domain V: Health Law and Compliance

V.1 Apply legal processes impacting health information
V.2 Demonstrate compliance with external forces
V.3 Identify the components of risk management related to health information management
V.4 Identify the impact of policy on healthcare

Domain VI: Organizational Management and Leadership

VI.1 Demonstrate fundamental leadership skills
VI.2 Identify the impact of organizational change
VI.3 Identify human resource strategies for organizational best practices
VI.4 Utilize data-driven performance improvement techniques for decision making
VI.5 Utilize financial management processes
VI.6 Examine behaviors that embrace cultural diversity
VI.7 Assess ethical standards of practice
VI.8 Describe consumer engagement activities
VI.9 Identify processes of workforce training for healthcare organizations

Supporting Body of Knowledge (Prerequisite or Evidence of Knowledge)

1. Pathophysiology and Pharmacology
2. Anatomy and Physiology
3. Medical Terminology
4. Computer Concepts and Applications
5. Math Statistics

HEALTH INFORMATION TECHNOLOGY

Program Semester Sequence of Courses (Degree Code #48)

Health Information Technology (HIT) is a profession that focuses on healthcare data and validity and the organization and management of health information in electronic, paper-based, or hybrid formats in a variety of healthcare settings. The HIT program prepares students to enter the profession as health information management professionals who are responsible for maintaining accessibility, accuracy, and quality of health information by using knowledge and skills from areas such as accreditation and regulation, coding and reimbursement, data collection and analytics, information management and computer technology, and legal and ethical aspects, which include privacy and security. During their last semester of academic study, students complete a nonpaid professional practice experience in the health information management department of a hospital or other appropriate healthcare facility to gain work experience prior to graduation.

First Semester

CF100 College Foundations Seminar - Credits: 1.0

EN101 English 1: Composition- Credits: 3.0

BI110 Survey of Anatomy & Physiology - Credits: 3.0

HM100 Medical Term for Health Prof - Credits: 3.0

HM101 Health Info Mgt Intro Concepts - Credits: 3.0

IS101 Computers and Society - Credits: 3.0

Second Semester

EN102 English 2: Idea&Values Lit - Credits: 3.0

HM120 Pathophysiology & Pharmacology - Credits: 3.0

HM121 ICD-10-CM & ICD-10-PCS Coding - Credits: 4.0

HM122 Leg & Ethical Asp of Health Info Mgt - Credits: 3.0

MA110 Elementary Statistics - Credits: 3.0

Third Semester

EN153 Pra&Pro Written Communication - Credits: 3.0

HM201 CPT and HCPCS Level II Coding - Credits: 3.0

HM202 Health Data & Quality Management - Credits: 3.0

HM203 Electronic Health Record Management - Credits: 3.0

HM204 Alternate Care Health Info Management - Credits: 3.0

Fourth Semester

HM220 Health Info Mgt Leadership - Credits: 3.0

HM221 Reimbursement Methodologies - Credits: 3.0

HM230 HIT Prof Practice Experience - Credits: 3.0 – This course is an internship course which requires 100 hours of on-site hands-on experience. This is scheduled according to a student's geographical location.

HM231 Health Informatics & Data Analytics - Credits: 3.0

GE Social Science Elective - Credits: 3.0

COURSE DESCRIPTIONS

CF100 College Foundations Seminar Credits: 1.0

This course is an opportunity for students to develop the skills necessary to be successful in college. Students learn the importance of the faculty-student and advisor-advisee relationship, develop time management techniques, apply effective study skill techniques, recognize the implications of living in a diverse society, utilize college resources, and explore career and transfer requirements. Collaborative projects are included. Students matriculated in a degree program must take this course in their first term of study.

EN101 English 1: Composition C-3 Cr-3

This course focuses on several kinds of writing-self-expressive, informative, and argumentative/persuasive, and others. A minimum of five essay compositions are required. The course emphasizes the composition of clear, correct, and effective prose required in a variety of professions and occupations. Prerequisites: Appropriate high school GPA or placement test score or EN090 Basic Writing Skills or SL116 ESL4: Advanced Composition or SL145 ESOL Advanced Composition

BI110 Survey of Anatomy & Physiology Credits: 3.0

This course is a systems overview of human anatomy and physiology. Topics include structure and function of integumentary, skeletal, muscular, nervous/endocrine, immune, digestive, cardiovascular, urogenital, and respiratory systems. This course presents development and integration of these systems as a basis for understanding the anatomical and physiological aspects of humans. This course will not count for credit in the science or clinical health profession programs (Nursing, Radiologic Technologies, Respiratory Care, Surgical Technician).

HM100 Medical Term for Hlth ProfCredits: 3.0

This course includes a study of the language of medicine, including roots, prefixes and suffixes and the proper pronunciation and spelling of medical terms. All body systems and functions, including the structure, meaning, and use of medical terms related to diseases and operations of the human body are covered. An introduction to pharmacology (medications) is included. (Online Only)

HM101 Hlth Info Mgt Intro ConceptsCredits: 3.0

This course includes a study of the health information management profession, functions, technologies, and purposes; health care delivery systems; health record content and documentation; data management, governance, privacy, and security; health law, including release of information processing; health information technologies; and healthcare information, including the health information exchange. (Online Only)

IS101 Computers and SocietyCredits: 3.0

This course provides knowledge of relevant computer skills and a solid foundation in the terminology and concepts of computer technology. Experience is provided with a variety of microcomputer software applications, including word processing, electronic spreadsheets, graphics, file management, and integrated software. Concepts and terms focus on preparing for a technologically oriented society and using the computer as a tool for productivity, research, and communication.

EN102 English 2: Idea&Values LitCredits: 3.0

This course encourages a deeper understanding of human nature and the human condition through the study of ideas and values expressed in imaginative literature. Emphasis is placed on the use and development of critical thinking and language skills. Library-oriented research is required. Prerequisite: EN101 English 1: Composition or EN105 English Composition for Speakers of Other Languages or EN106 English 1: Composition & Reading.

HM120 Pathophysiology & PharmacologyCredits: 3.0

This course covers pathophysiological, pharmacological, therapeutic, and diagnostic aspects of medicine. It includes concepts and medical word components for body systems and disorders encountered in health care. Pathophysiology of the normal body systems is covered. Topics include pharmacological agents, diagnostic tests and interventions, pharmacological intervention selection, and value of laboratory tests. (Online Only)

Prerequisites: BI110 Survey of Anatomy and Physiology and HM100 Medical Terminology for Health Professionals.

HM121 ICD-10-CM & ICD-10-PCS CodingCredits: 4.0

This course includes a study of the ICD-10-CM and ICD-10-PCS clinical classification systems and the inpatient prospective payment system (IPPS), which utilizes Medicare-severity diagnosis-related groups (MS-DRGs). Topics covered include the assignment of ICD-10-CM and ICD-10-PCS codes according to the Centers for Medicare and Medicaid Services (CMS) official coding guidelines, assignment of DRGs and MS-DRGs, encoder software and references (e.g., AHA Coding Clinic), accuracy of coding and DRG assignment, and physician query process. (Online Only) Prerequisites: HM100 Medical Terminology for Health Professionals, and HM101 Health Information Management Introductory Concepts. Corequisites: HM120 Pathophysiology and Pharmacology.

HM122 Leg & Eth Asp of Hlth Info MgtCredits: 3.0

This course introduces the legal and ethical aspects of health information management with an emphasis on civil law and how health care settings are affected by law and non-governmental rulemaking bodies. Topics include the general study of law and an overview of ethics. (Online Only) Prerequisite: HM101 Health Information Management Introductory Concepts.

MA110 Elementary StatisticsCredits: 3.0

This course introduces probability and statistics. Topics include graphs, tables, frequency distributions, measures of central tendency and dispersion, normal distribution, correlation and regression, probability, and inferential statistics. This course is available in two formats: lecture only, or lecture plus laboratory using technology. Prerequisite: Appropriate high school GPA or placement test score or MA089 Arithmetic.

EN153 Pra&Pro Written CommCredits: 3.0

This course covers the skills required to communicate in industrial, business, and technical settings. Emphasis is placed on the objective presentation of ideas and information. It includes the preparation of formal and informal reports, abstracts, summaries, and proposals. It covers practice in the coherent organization of ideas, stylistic conventions, standard language usage, and the design and decisions necessary for successful written communication. Prerequisites: EN101 English 1: Composition or EN105 English Composition for Speakers of Other Languages or EN106 English 1: Composition & Reading, and EN102 English 2: Ideas & Values of Literature.

HM201 CPT and HCPCS Level II CodingCredits: 3.0

This course is a study of the CPT and HCPCS level II coding systems and outpatient and physician office payment methodologies. Topics covered include assignment of CPT codes according to coding guidelines, HCPCS level II coding, ambulatory payment classifications, accuracy of coding and APC assignment, use of encoders and references, accuracy of computer-assisted coding assignment, and physician query process. (Online Only) Prerequisites: BI110 Survey of Human Anatomy and Physiology, and HM121 ICD-10-CM and ICD-10-PCS Coding.

HM202 Health Data & Quality ManageCredits: 3.0

This course includes a study of health care information requirements and standards, hospital and vital statistics, data quality and integrity, data analytics, quality management, and performance improvement. (Online Only) Prerequisites: HM121 ICD-10-CM and ICD-10-PCS Coding, HM122 Legal and Ethical Aspects of Health Information Management.

HM203 Electronic Health Record MgtCredits: 3.0

This course includes a study of health information technologies, information management strategic planning, analytics and decision support, consumer informatics, health information exchange, information integrity and data quality, and enterprise information management. (Online Only) Prerequisite: HM101 Health Information Management Introductory Concepts.

HM204 Alternate Care Health Info MgtCredits: 3.0

This course provides a comparative analysis of HIM practices and information management across the spectrum of health care settings. (Online Only) Prerequisite: HM121 ICD-10-CM and ICD-10-PCS Coding. Corequisite: HM201 CPT and HCPCS Level II Coding.

HM220 Health Info Mgt LeadershipCredits: 3.0

This course includes a study of health information management leadership. Topics include leadership roles, change management, work design and process improvement, human resources management, training and development, strategic and organizational management, financial management, ethics, project management, vendor/contract management, and enterprise information management. (Online Only) Prerequisites: HM202 Health Data and Quality Management and HM203 Electronic Health Record Management.

HM221 Reimbursement MethodologiesCredits: 3.0

This course includes a study of classification and coding systems, health information technologies, the revenue cycle and reimbursement, coding compliance, and clinical documentation improvement. (Online Only) Prerequisite:HM201 CPT and HCPCS Level 11 Coding.

HM230 HIT Prof Practice ExperienceCredits: 3.0

This professional practice experience includes online laboratory assignments and projects and the completion of externally supervised activities in the health information department of a health care agency with adequate facilities to provide varied work opportunities. Students complete externally supervised activities under the supervision of qualified Registered Health Information Administrator, Registered Health Information Technician, or other qualified personnel to whom they are assigned. The professional practice experience is designed to enable students to obtain actual work experience in health care agencies. Students will complete a minimum of 100 hours of externally supervised activities, which can be completed on a full-time basis or part-time basis. Prerequisites: HM201 CPT and HCPCS Level II Coding, HM202 Health Data and Quality Management, HM203 Electronic Health Record Management, and HM204 Alternate Care Health Information Management. Corequisites: HM220 Health Information Management Leadership and HM221 Reimbursement Methodologies.

HM231 Health Informatics & Data Ana.Credits: 3.0

This course provides a comprehensive understanding of how informatics and data management relate to the healthcare industry. (Online Only). Prerequisites: HM202 Health Data and Quality Management

GE Social Science Elective (a)Credits: 3.0

Students can take PY101 Introduction to Psychology OR SO101 Introduction to Sociology

CURRICULUM APPROVAL

The Health Information Technology academic program was approved, as follows:

- Curriculum approved by the College-wide Curriculum Committee (May 2017, May 2020).
- Curriculum approved by SUNY and State Education Department (July 2017).
- Ongoing CAHIIM (AHIMA) accreditation status, current.

The health information technology program requires both content-based and professional practice experience (PPE) courses. All students must:

- Meet prerequisites prior to taking their first health information technology (HM) course.
- Provide their own transportation to and from the healthcare facility during completion of professional practice experience on-site hours. Instructors cannot assist students with transportation issues.

Provide proof of professional liability insurance, which is available through MVCC and is included in the HM230 course registration fee.

Achieve a minimum grade of C in each course located on the health information technology curriculum display page(https://www.mvcc.edu/academics/health-sciences/health-information/index.php). Successful completion of each course is required for graduation purposes.

Complete and submit the "RHIT Predictor Exam" during completion of the HM230 courses; this exam is provided as part of HM230 course content.

Graduation from the health information technology program does not guarantee award of the Registered Health Information Technician (RHIT) certification by the American Health Information Management Association (AHIMA). For students who have charges pending or have been convicted of a felony and/or a misdemeanor, RHIT-certification may be delayed or denied by AHIMA.

HEALTH INFORMATION TECHNOLOGY GRADING AND EXAMINATION POLICY

The grading policy for Health Information Courses are as follows:

- A = 89.5 – 100
- B+ = 86 – 89.4
- B = 79.5 – 85
- C+ = 76 – 79.4
- C = 70.0 – 75
- D+ = 65 – 69.9
- D = 59.5 – 64
- F = less than 59.5

- NOTE: The minimum passing grade for each HIT course is a C letter grade.

Students shall adhere to the following program examination and other policies:

Students are required to take all examinations at the scheduled date and time.

- "Make-up" will only be arranged for missed exams or quizzes by the approval of the course instructor. Any exam or quiz missed will result in a grade of 0 (zero) being assigned.
- Additional time is NOT provided for HIT examinations or quizzes except for student arrangements made with the Office of Accessibility Resources.
- The English dictionary is NOT permitted during any examination or quiz (unless the instructor expressly permits it).
- Cheating is never tolerated. Refer to the MVCC "Academic Integrity Policy."
- All examinations/quizzes are the property of the Health Information Technology program.
- Exam grades shall be posted to the Brightspace gradebook for students within one week following the exam.

Information about the Office of Accessibility Resources is as follows:

- College's Office of Accessibility Resources, PH104H, (315) 792-5644
- Utica – Academic Building Accommodative Testing: (315) 792-5644
- Utica – Learning Disabilities: (315) 731-5702
- Utica – Other Disabilities: (315) 792-5413
- Rome – All Disabilities, Plumley Complex, (315) 334-7714

PROFESSIONAL PRACTICE EXPERIENCE (PPE)

An important part of your education is gaining health information technology (HIT) professional practice experience (PPE) prior to graduation.

In HM230, HIT PPE, students shall complete duties that are career-related, progressive, and challenging, all of which are conducted under the direction of a facility employee. HM230 requires 120 clock hours of "application of theory to practice" plus the completion of PPE-related online assignments, with a minimum of 100 hours completed on site.

The PPE may take place in any type of health care facility that contains a health information management department. Such organizations may include hospitals, nursing facilities, home health agencies, health maintenance organizations, health insurance companies, state health departments, healthcare consulting business, healthcare billing offices, healthcare contract research organizations, and quality improvement organizations. Students PPE must be under the direct supervision of an AHIMA credentialed RHIT or RHIA personnel within the PPE Site.

All activities required during completion of the PPE are to be educational, and students shall not be substituted for paid staff. The HIT program director or designated representative (e.g., PPE Coordinator) arranges all PPEs in a cooperative fashion between the student and HIM program director. Prior to participating in PPE activities at a health care facility, students must meet applicable health requirements established by the facility and any additional requirements, such as criminal background checks and drug screening.

Professional Attire

The following are required of all PPE students:

- Display your SUNY/MVCC photo ID when at the health care facility.
- Hair must be neatly groomed, clean, and off the collar.
- Beards must be neatly trimmed. Mustaches must be neatly trimmed and must not pass the sides of the mouth. Sideburns must be neatly trimmed and must not pass the middle of the ear.
- No perfume, cologne, or other scents in excessive quantities.
- No body piercings other than one non-dangling earring in each ear lobe
- No bracelets or rings other than a wedding band or engagement ring
- No visible tattoos
- Fingernails must be trimmed, short (not visible when looking at the palm of the hand), and clean with no nail polish. Artificial nails are not acceptable.

- Proper body hygiene is expected, and students shall be free of offensive odors including cigarette smoke.
- Students may be required to visit their assigned PPE site to obtain information in preparation for their on-site experience. Students are required to adhere to this dress code policy by visiting the facility to obtain assignments.
- Failure to comply with this dress code may result in the student being sent home, in which case the student is responsible to adhere to the guidelines when returning to the facility to make up any hours missed. Failure to do so will result in an "F" for the course.

Other Guidelines

- The use of alcohol or other mind-altering substances is prohibited during the PPE.
- Students are prohibited from attending the PPE while under the influence of alcohol or other mind-altering substances.
- There is no smoking at any time during the PPE, unless permitted by the organization in designated located or off site due to healthcare regulations.
- Cell phones are always prohibited during the PPE, in the event of an emergency students are required to communicate with PPE site supervisor the need for cell phone use.
- PPE requirements and opportunities vary. Thus, students are required to be familiar with the expectations of their PPE, as found in the course syllabus or by contacting the HIT program director or designated representative (e.g., PPE coordinator).

STUDENT HEALTH REQUIREMENTS

NOTE: Health Information Technology (HIT) student health requirements may differ from the College's health requirements.

HIT students shall submit a completed *Health Requirements Physical Form* separately, and in addition to, the College's regular health form if required.

If required, all health documents shall be submitted to the College's Student Health Center located on the Utica Campus in the Alumni College Center – Room 104. (315-792-5452)

The deadline is in accordance with the health requirement letter, which includes specific dates of submission.

PPE Health Requirements

The organization in which you are scheduled to complete the 100-hours of clinical experience must adhere to regulations and the following information shall be provided to the PPE site as follows.

- Students may be required to complete a criminal background check. This is at the facilities discretion.
- Students may be asked to complete mandatory drug screening. This is at the facilities discretion.
- Recent History and Physical that the student is free from any health impairment that may pose a risk of illness or injury to health center patients or interfere with the performance of his/her assigned duties is required.
- (PPD (Mantoux) skin test for tuberculosis performed within one year, and a chest x-ray if positive.
- Td (Tetanus-diphtheria) booster within ten years
- Proof of immunization against measles (Rubella) and German measles (Rubella). Lack of immunization records students will be required to complete titer testing as proof of immunity at the students' expense.
- Additional vaccination requirements as per affiliate policy and procedure may be required.

The health information and documentation as stated above shall be furnished to the PPE Affiliate with respect to each student prior to the assignment of such student for clinical experience, or prior to the start of clinical hours.

STUDENT LEARNING METHODOLOGIES

Progression and Retention

Satisfactory progress in the Health Information Technology (HIT) program promotes and enhances retention and student expansion of knowledge and skills. Therefore, once HIT courses have begun, students are advised to progress each semester. The student must complete prerequisites for each course prior to enrollment in the next course. Students must attain a minimum grade of "C" in all HIT and supporting courses, as specified in the College Catalog. The student must have achieved this required grade level in prerequisite classes before being eligible for enrollment in the professional practice experience (PPE) course. (Please review the College Catalog.)

Attendance

You are expected to attend classes for all online courses, which means completing all assignments and exams as outlined on the course syllabi (and in accordance with established due dates). If you fail to submit more than two missed assignments in accordance with course syllabi due dates, you risk being removed from the course. Students also risk having their letter grade reduced for each missed assignment.

Class Participation

You are expected to be an active participant in the learning process. This includes interacting with your peers in online discussion board forums.

Cheating/Plagiarism

The College is committed to a spirit of intellectual inquiry rooted in the ethical behavior of its participants. This means that certain acts that affect the integrity of learning are not permitted or permissible.

Engaging in dishonest or unethical behavior may result in disciplinary action taken against the student by the instructor, department head, or other appropriate college official. The following are examples of, but are not limited to the full range of, prohibited behavior in the classroom, studio, laboratory, library, computer labs, PPE sites, or other college learning sites.

Students are **not** permitted to:

- Ask for, provide, or receive help during tests, examinations, quizzes, or other course assessments/evaluations without permission of the instructor.

- Utilize textbooks, handouts (e.g., PDF files), computer-based media (e.g., websites), or other materials and equipment during tests, examinations, quizzes, or other assessments/evaluations without permission of the instructor.
- Engage in plagiarism by submitting or using as their own another person's oral, written or computer-based research or work. **All** sources of material must be cited.
- Use another person's data, solutions, ideas, computer account, or calculations without appropriate authorized permission.

Any violation of academic integrity shall result in disciplinary action, up to and including dismissal for the program.

Computer Skills

It is expected, at minimum, that students entering the Health Information Technology program have the necessary skills to be effective in an online supported learning environment. All HIT core courses are offered entirely online. General education courses may be taken online or on campus (in a face-to-face format.)

During the HIT program, you will learn how to use vendor-specific health information management related software. Prior to HM101, at minimum, a student should be able to:

- Send and receive emails.
- Attach a file to an email.
- Download files from an email.
- Perform an Internet search.
- Create folders and folder data structures.
- Move/copy files from one folder to another.
- Zip/unzip files.
- Link files to various applications.
- Navigate throughout the Brightspace learning management system.

If you are unable to perform the above functions, additional courses are available to help you learn these skills. Please see your Student Support Advisor at MVCC for advice on gaining these skills.

Ethical Behavior

Mohawk Valley Community College (MVCC) is committed to civility in and out of the classroom. MVCC believes everyone has the right to an environment that creates the safe opportunity for educational, professional, and social development. MVCC recognizes its responsibility to model and encourage a culture of civil behavior. It is expected that each health information technology student shall

engage in ethical behavior. This includes, but is not limited to, the avoidance of cheating and plagiarism on tests and assignments and that patient and facility proprietary information will remain confidential (which means **no** discussion with persons without a "need to know").

STUDENT RESPONSIBILITY AND ACCOUNTABILITY

It is the responsibility of each student enrolled in the Health Information Technology program to ensure that their academic records are complete, with special attention paid to complying with the following:

All courses identified as degree requirements in the *MVCC College Catalog,* and the *HIT Student Handbook* shall be completed prior to graduation.

(Refer to the he https://www.mvcc.edu/academics/programs/health-info-tech website to locate degree requirements.)

All demographic and biographic data requested by the College are current and complete. (Contact the Office of Records and Registration at registrar@mvcc.edu to provide updated information.)

Official transcripts from all schools for which you are seeking transfer credit are to be requested by the student using appropriate transfer request forms (from those schools) so that they can be received and recorded by MVCC. (Contact the Admissions office at admisions@mvcc.edu to follow up on their receipt of transcripts from other schools.)

Concurrent enrollment at another college must be approved by the HIT Program Coordinator prior to your taking any course or challenge examination outside the HIT after matriculation (including core, school, and elective requirements).
(Contact hpalmiter@mvcc.edu to obtain prior approval of concurrent enrollment at another college, such as taking general education courses at your local college.)

All regulatory requirements (e.g., immunizations, health assessment and physical examination, PPD tests, HIPAA confidentiality, and so on) are to be maintained as current, as directed by the student's academic advisor, HIT Program Coordinator, or the Health Professions department associate dean. (Should one of these individuals inform you that a regulatory requirement is needed, students are responsible for complying immediately.)

Students who find themselves experiencing academic difficulty are urged to promptly consult with the HIT program director at hpalmiter@mvcc.edu, or their course instructor. The following learning resources are available for all students (https://www.mvcc.edu/current-students):

- Tutoring (The Learning Commons (mvcc.edu))
- Libraries (https://www.mvcc.edu/library)
- Accessibility Resources (https://www.mvcc.edu/accessibility-resources)

All MVCC Health Information Technology students are responsible for reading, comprehending, and adhering to all information, policies, protocols, and procedures found in the *MVCC College Catalog* (http://catalog.mvcc.edu/current/catalog.pdf), the *MVCC Student Handbook* (https://www.mvcc.edu/student-handbook), and this *HIT Student Handbook* (housed in Brightspace).

Specifically, students should carefully read the following items (located in the college catalog or student handbook):

- Code of Conduct
- Academic Complaint Policy
- Academic Integrity
- General College policies and regulations

Failure to read and understand policies and procedures contained in any of the aforementioned documents and publications do not relieve the student of the responsibilities contained there therein.

An HIT academic advisor will be available to clarify policies and procedures as well as to assist you in planning your academic progress toward the completion of your academic program. You should plan to meet with your assigned academic advisor during each semester. *Failure to contact an academic advisor when indicated in the aforementioned documents does not relieve the student of this responsibility.*

The *Family Educational Rights and Privacy Act of 1974 (FERPA)* prohibits faculty or advisors from releasing the following information (about to anyone other than the student) in person, over the telephone, or in writing:

- grade point average (GPA)
- grades
- student schedule
- student information about:
  - probationary status
  - financial information
  - or number of transfer credits

TAKING the (RHIT)- REGISTERED HEALTH INFORMATION TECHNICIAN EXAMINATION

[Registered Health Information Technician (RHIT) | AHIMA](https://www.ahima.org/certification/RHIT) - https://www.ahima.org/certification/RHIT

Graduation from the health information technology program does not guarantee Registered Health Information Technology (RHIT) certification by the American Health Information Management Association (AHIMA).

If an applicant for certification has criminal charges pending or has been convicted of a felony and/or misdemeanor, certification may be delayed or denied.

Click on the above link to view information about taking the RHIT certification exam.

The Registered Health Information Technician Examination is a national credential which does not require state licensure and or registering state to state.

Eligibility Requirements

Candidates must meet one of the following eligibility requirements to sit for the RHIT examination:

Successfully complete the academic requirements, at an associate degree level, of a Health Information Management (HIM) program accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM); or

Graduate from an HIM program approved by a foreign association with which AHIMA has a reciprocity agreement.

[1] Students interested in obtaining a Post-Baccalaureate Certificate, Certificate of Completion, or Transfer of Credits information must contact the CAHIIM-accredited program in which they wish to enroll regarding their institutional policies. Please visit the CAHIIM program directory for a list of CAHIIM-accredited programs.

[2] AHIMA and the Canadian Health Information Management Association (CHIMA); Korean Medical Record Association (KMRA); and Health Information Management Association of Australia (HIMAA) shall permit a graduate of a program in HIM at the baccalaureate degree level to apply to write the appropriate certification examination consistent with the academic level achieved and given independently by the aforementioned associations. The graduate must meet the educational competencies for certification as a technician or administrator established by the association to which the application is made.

Exam Specifications

The RHIT is a timed exam. Candidates have 3.5 hours to complete the exam. The total number of questions on the exam is 150. There are 130 scored items and 20 pretest items. The exam is given in a computer-based format.

AHIMA exams contain a variety of questions or item types that require you to use your knowledge, skills, and/or experience to select the best answer. Each exam includes scored questions and pretest questions randomly distributed throughout the exam. Pretest questions are for data collection purposes, and they do not count towards the candidate's score.

The passing score for the RHIT is 300.

Competencies for RHITs fall into six domains. Each domain accounts for a specific percentage of the total questions on the certification exam. See the curriculum competencies listed within this handbook for more detail.

Eligibility for Early Testing

Students in CAHIIM-accredited HIM academic programs may be eligible to apply for and take the RHIT certification exam early. Students who meet the following requirements are eligible for early testing:

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

To apply to take the exam early, purchase the exam through the AHIMA Store. Complete the online exam application, select the early testing options, and upload the completed application for early testing. The application has requirements of the student and the program director. Please be sure to submit your exam application with the completed application for early testing, otherwise your application will not be approved.

Candidates who apply for early testing and successfully pass their exam will have their credential granted once official transcripts that include the graduation date are received and verified. Recertification requirements are the same as for others who pass the exam.

HEALTH INFORMATION TECHNOLOGY PROGRAM- CORRECTIVE ACTIONS

Corrective actions are remedial tools intended to identify and address occurrences that take place within the learning environment. These occurrences include, but are not limited to, student actions that are not congruent with:

- Standards established by AHIMA's Code of Ethics.
- Defined policies, protocols, and/or guidelines established by the Health Information Technology program.
- Requirements and expectations established the Health Information Technology program.
- Requirements and expectations established by specific course syllabi.

A health information technology referral form for academic intervention shall be completed for students who do not met the above-defined actions for the purpose of tracking student progress.

Withdrawal Policy

It is the student's responsibility to officially withdraw from course(s). Students who do not officially withdraw from course(s) shall be assigned a grade of "F" for each course. Students who withdraw from HIT courses must reapply to the HIT program by following readmission guidelines of the "HIT Program Readmission Policy."

Academic Program Dismissal Policy

Health Information Technology students may have no more than one repeat D, F, or W in any of the prerequisite college courses within five years of applying to the program.

Students are allowed one repeat of any core HM/BI course within the HIT program and one non-HM course within the HIT program.

Applicants who have received more than one D, F, or W for any of the below courses at MVCC or at any other college within five years of application are ineligible to apply to the program. If the unsuccessful grades were received beyond five years ago, you may submit an appeal request in writing to the School of Health Sciences (HLTS) to be considered for the program.

Academic Integrity Policy

Violation of MVCC academic Integrity policy and the use of Artificial Intelligence (AI) outside the permitted authority of the program coordinator or course instructor are subjected to immediate academic dismissal from the program.

SCHOOL OF HEALTH SCIENCES APPEAL PROCESS POLICY

Students who wish to appeal their dismissal from a health science program shall be held to the

following timeline.

Days from the receipt of the program dismissal	Action Step
10 Days	Student consults with the Dean of the School of Health Sciences to discuss process.
13 Days	Students submit a written appeal to the Dean of the School of Health Sciences.
18 Days	Appeal review committee is convened, and student's academic appeal is reviewed.
20 Days	The outcome of appeal is communicated in writing with the student.

Questions should be directed to the Office of the Vice President for Learning and Academic Affairs (VPLAA).

Students shall submit a written academic appeal, with supporting documentation, to the Dean of the School of Health Sciences.

Supporting documentation may include verifiable written statements from physicians, therapists, police, attorneys, financial counselors, family members, or others who can confirm the particular circumstances supporting the appeal. The student's appeal letter must include the following:

• Complete name, M number, e-mail address, and telephone number.

• Narrative statements about why the School of Health Professions should consider the student's academic appeal (resulting in the student being allowed to remain in the degree program).

• Description of extraordinary situations or unusual difficulties encountered by the student that should be considered during review of this academic appeal.

• Planned strategies for future success if allowed to continue in the degree program.

The School of Health Science Appeal committee shall include three academic program coordinators of the School of Health Sciences not affiliated with the complaint and a MVCC Student Support Advisor (SSA).

A thorough review of the student's submitted written material shall be performed along with a review of the student's academic history. The Dean of the School of Health Sciences shall notify the student about the committee's decision in writing.

NOTE: Students who are successful in their academic appeal shall remain in the academic program must contact the Dean of the School of Health Sciences to reschedule and/or reassess their academic progress.

Such students may be required to participate in academic activities as a condition of their academic appeal approval.

HEALTH INFORMATION TECHNOLOGY – ACADEMIC

SECOND CHANCE POLICY

The Health Information Technology Program agrees that Health Information Professionals are a vital commodity in healthcare and, as such, believes it necessary to afford viable, yet reasonable, opportunities for students to progress in the program towards the goal of becoming Registered Health Information Technician. Though the program has strict guidelines related to what constitutes a passing grade in a Health Information course, this policy serves as a set of parameters to evaluate students who wish to progress in the Health Information program after achieving a grade that is, otherwise, deemed to be below the required passing grade. This allows for the possibility of uninterrupted progression in the Health Information program.

To be considered under the Second Chance Policy, students must meet of the following criteria:

- Students are allowed one repeat of any core Health Information course or general education course within the HIT program, and may be eligible to take advantage of the program Second Chance Policy.

It is the student's responsibility to identify if he/she meets **ALL** the forementioned criteria. If so, the student must initiate the process by submitting a **Letter for Consideration** to the Program Coordinator within ten (10) days of the unsuccessful Final Course Grade being entered into Banner. The letter should be typed and contain the following:

- a formal request for allowance to continue, sequentially, in the Health Information Technology Program
- a detailed description of what the student feels contributed to his/her lack of success in the course.
- how, if provided the opportunity, the student plans to overcome the challenges that impacted his/her success
- a statement verifying that he/she has understood the stipulations of the second chance policy which may only be used once during the course of the two-year degree program.
- Submission of a student developed academic plan is required. This should accompany your letter of consideration and should detailed. A students plan

shall be detailed to hold yourself accountable to achieve the desired result of

passing the required courses.

- Once the students Letter of Consideration and Academic plan has been

  reviewed by the program director, a meeting shall be scheduled between the

  program coordinator ad the student to ensure all understanding of the program

  expectations and the policy requirements.

If the student satisfies all aforementioned requirements within the allotted timeframe, he/she will be, *conditionally*, granted the opportunity to continue, sequentially, in the Health Information Technology program, provided the student signs the Academic Warning and Learning Contract and complies with the remediation plan included therein.

Health Insurance Portability and Accountability Act (HIPAA) of 1996

Overview of Privacy and Security Rules

The goals for maintaining rigorous adherence to HIPAA compliance requirements within all MVCC-sponsored programs, projects and activities are designed to:

- Ensure the security and confidentiality of protected health information (PHI) and electronic protected health information (ePHI) as covered by HIPAA.
- Protect against any anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access, use, or disclosure of such information.

Each student shall complete necessary training on how to comply with the policies and procedures for maintaining HIPAA compliance.

Reminders:

- Protected health information is any information that allows you to associate a person's identity with their health care information. This applies to all forms of media including paper documents, electronic files and data, course notes, research papers, video and sound recordings, photos, charts, and so on. As it pertains to MVCC-sponsored programs, project and activities, the following are reminders of common privacy and security practices for protected health information that must be followed:
  - o Any personal documents and notes in any form that contains individually identifiable personal health information on patients that students come into contact with as a result of MVCC-sponsored training must be properly protected and its confidentiality must be maintained.
  - o MVCC students who are training at partner healthcare organizations are prohibited from removing documents that contain individually identifiable patient health information without a written and signed authorization from the institution's health information management department or authorized representative along with proper patient authorization.
  - o For MVCC students participating in MVCC-sponsored health care training, the following activities involving individually identifiable health information are explicitly prohibited:
    - Sending such information through unsecure email.
    - Posting such information on any social networking site—regardless of the user account used by the MVCC student, faculty, or staff; and
    - Disclosing such information during classroom discussions and/or presentations.

All violations of HIPAA privacy and security policies and practices are taken very seriously. All violations shall be reported to the Program Coordinator Heidi Palmiter for review to determine the extent of the violation and the appropriate sanctions to be applied, where necessary.

Sanctions may include notification of the student's advisor with a note in the student's folder, reductions in the grade assigned for the professional practice experience course up to and including failure, and remedial action as directed by the MVCC Program Coordinator up to and including dismissal from the Health Information Technology Program.

MVCC Health Information Technology Program Confidentiality Agreement

When a patient enters any healthcare facility, health information management professionals assume an obligation to keep in confidence all that pertains to that patient and to that patient's affairs. This responsibility is shared by every person employed in the healthcare facility and by all who have any direct or indirect relationships with patients. Reasons for admission, as well as information about diagnoses and treatments are confidential and must be respected as such.

As a student in each healthcare facility or community setting, you are also bound to this obligation to keep in confidence all that pertains to patients. You are obliged to refrain, both inside and outside of the facility, from discussing any patient or any information about a patient or family except in the line of duty. You may discuss patient information only with the health information management staff, physician(s), and other healthcare providers caring for the patient.

To engage in other discussions about patients for any reason is not only a breach of confidentiality but may also involve you in legal proceedings. This includes all social media. Such behavior is sufficient reason for immediate dismissal from the professional practice experience facility/community setting and from the health information technology program.

Confidential Communication: information provided by a patient or client or his/her family member, regardless of method acquired, in the belief that NO disclosure will be made to another party (moral/ethical obligation).

Privileged Communication: confidential information relayed to a healthcare professional that prohibits disclosure unless the patient waives the privilege (legal obligation).

STATEMENTS:
- I understand and agree that as a student I will come into possession of the most intimate personal information about patients and that I have both a legal and an ethical duty NOT to reveal confidential communications.
- I understand this legal duty arises because the law recognizes a RIGHT TO PRIVACY. To protect this right, there is a corresponding DUTY to obey.
- I understand and agree that all information obtained in a learning environment related to the patient or client MUST be kept in strict confidence.
- I further understand that a breach of confidentiality may involve me in legal proceedings.
- I accept the responsibility for maintaining the confidentiality of all patient/family information.

- I understand that I am prohibited from photocopying patient records.
- I understand I am not permitted to carry a cell phone or other electronic devices into healthcare organizations during professional practice experiences.
- I have received and reviewed a copy of HIPAA guidelines and agree to abide by them.
- I understand that a breach of confidentiality will result in disciplinary action, up to and including expulsion from the professional practice experience healthcare facility/community setting and from the HIT program.

Note* Students will be required to Sign and adhere to the Confidentially Acknowledgement as stated above. Signatures shall be hard copy signature and or electronic depending on program coordinator discretion.

NATIONAL PROFESSIONAL ORGANIZATIONS

1. AHIMA – American Health Information Management Association
   National professional society for Health Information Professionals, devoted to governing the professions ethical practices and development of professionals.

   AHIMA membership is required for credentialed individuals for credential maintenance, which includes recertification fees and continuing education.

   Registered Health Information Technician (RHIT) credentials require 20 CEUs (continuing education) within the Health Information Domain in a Teo year recertification cycle.

   Student Memberships are - $49 Annually which includes the Journal of AHIMA subscription and
   Student Resources free, in addition students will receive Up to 20% discount on AHIMA purchased materials.

   Upon Completion and passing of RHIT Credential Examination you will need to upgrade your AHIMA membership to a Professional pr Professional Premier either of your choosing. This information can be found at : https://www.ahima.org/ahima-membership/membership-types-and-benefits/

2. It is Highly Advisable Health Information Professionals join a local (CA) Component Association.

   AHIMA is a federation of Component Associations (CAs). The Primary purpose of a CA as a member association is to commit to excellence in the management of health information for the benefits of patients and providers. CAs provide members:

   - Local access to networking, mentoring, and professional development
   - Serve as an important forum for communicating national issues and AHIMA public policy efforts.
   - Keep members informed of regional affairs that affect health information.

Information on Local Component Associations can be found at:
https://www.ahima.org/who-we-are/governance/component-associations/

Navigate to your corresponding state to learn more.

HANDBOOK ACKNOWLEDGEMENT

I _____ (Student Name) with MVCC student

ID number; M_____. Hereby acknowledge that I have received, read, and acknowledge all policies and curriculum expectations set forth in the Health Information Technology Handbook.

- I take full responsibility for meeting all academic requirements.
- I take responsibility for achieving a minimum grade of C in all HIT program as required.
- I take responsibility for achieving a minimum 2.0 cumulative grade point average (GPA) in the A.A.S. HIT curriculum to be certified to graduate.
- If I am unsuccessful once (1) in any Core HM/BI program courses, as a result of an F–failure, W–withdrawal or D grade, I will be put on academic warning.
- If I am unsuccessful once (1) in any non-core HM/BI program courses, as a result of an F–failure, W–withdrawal or D grade, I will be put on academic warning.
- If I am unsuccessful more than twice (2) in any HIT program courses as a result of an F–failure, W–withdrawal or D grade, I will be dismissed from the HIT program with the option to reapply via the academic appeals process or the second chance policy.
- I take responsibility for meeting the MVCC HIT Program Essential Functions. If for any reason I am not able to fulfill the MVCC HIT Program Essential Functions, I am responsible for notifying the HIT Program Coordinator
- I am aware that there are no "make-ups" for any incomplete assignments and exams, unless at the discretion of the course instructor. Extenuating circumstances must be submitted to the HIT Program Coordinator or course instructor within 24 hours of the due date for full faculty review and consideration.
- I am aware of the Physical Health Form requirements.
- I take responsibility for having my high school diploma, or a GED, on file.
- I take responsibility for arranging for official transcripts to be sent from other colleges to MVCC and evaluated by MVCC for equivalency in order to be certified to graduate.
- I am aware that a criminal background check and/or drug screening may be required by the professional practice experience (PPE) facility at student's expense.
- I am aware that the MVCC HIT Program has many resources available to students. These include but are not limited to faculty, disability services, financial aid, health career advisors, counseling center, retention specialist, technical lab assistant, and the learning center. I take responsibility for seeking resources, as necessary.
- I have received a copy or been provided with electronic access to the HIT Student Handbook and accept responsibility for complying with all policies/protocols outlined.
- I have received a copy or been provided with electronic access to the MVCC Student Handbook and accept responsibility for complying with all policies/protocols outlined.
- I am aware the Second Chance Policy may only be utilized once during the two-year degree for the program.

X_____ (Student Signature) Date:_____

X_____ (Program Cord) Date:_____