2018-2019

HEALTH INFORMATICS PROGRAMS

Policy Manual

INDIANHILLS
COMMUNITY COLLEGE

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TABLE OF CONTENTS

Welcome to Indian Hills Community College. This is the Health Informatics Program Policy Manual. The Health Informatics Programs include: Health Information Technology, Medical/Insurance Coding, Healthcare Documentation Specialist, and Health Unit Coordinator.

The Health Informatics Programs are part of the Health Science Division. Jill Budde is Executive Dean, Career and Workforce Education. Heidi Jones is Associate Dean of Health Sciences Programs. Sarah Cottington, is Health Informatics Program Director. Carol Yochum, is a Health Informatics Professor.

This Program Policy Manual is to serve as a guide for all students enrolled in the Health Informatics Programs. It is a supplement to the Indian Hills Community College Student Handbook and College Catalog; consequently, all policies and regulations from the handbook and catalog are to be observed in addition to those outlined in the following pages.

Please read this Program Policy Manual in its entirety.

We welcome you and want you to know we are here to assist you in every way possible. It is a privilege to have each of you enrolled at Indian Hills Community College in one of our Health Informatics programs.

Sincerely,

Sarah Cottington,
MHA, RHIA, FAHIMA, CPHQ, FNAHQ, CHTS-IM
Health Informatics Program Director

INDIAN HILLS COMMUNITY COLLEGE MISSION

Indian Hills Community College changes lives by inspiring learning, diversity, social enrichment, and regional economic advancement.

INDIAN HILLS COMMUNITY COLLEGE VALUES

- Academic Excellence and Student Success
- Integrity, Relationships, and Teamwork
- Acceptance, Inclusion, and Accessibility
- Tradition and Culture
- Innovation and the Future

INDIAN HILLS COMMUNITY COLLEGE PURPOSE

Indian Hills Community College is dedicated to providing a dynamic and timely response to the ever-changing needs of our business community and the populace of our small towns and rural areas.

In this context, it is our purpose to provide, to the greatest extent possible, the following education opportunities and services.
1. The first two years of college work, including pre-professional education.
2. Career and technical training.
3. Programs for in-service training and retraining of workers.
4. Programs for high school completions for students of post-high school age.
5. Programs for all students of high school age who may best serve themselves by enrolling for career and technical training, while also enrolled in a local high school, public or private.
6. Programs for students of high school age to provide advanced college placement courses not taught at a student's high school while the student is also enrolled in the high school.
7. Student personnel services.
8. Community services.
9. Career and technical education for persons who have academic, socioeconomic or other disabilities which prevent succeeding in regular career education programs.
10. Training, retraining and all necessary preparation for productive employment of all citizens.
11. Career and technical training for persons who are not enrolled in a high school and who have not completed high school.
12. Developmental education for persons who are academically or personally under prepared to succeed in their program of study.

ACCREDITATION

Indian Hills Community College is accredited by the Higher Learning Commission, member of the North Central Association and the State of Iowa, Iowa Department of Education.

The Health Information Technology program at Indian Hills Community College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Indian Hills Community College Medical/Insurance Coding program is approved by the AHIMA Professional Certificate Approval Program. This designation acknowledges the coding program as having been evaluated by a peer review process against a national minimum set of standards for entry-level coding professionals. This process allows academic institutions to be acknowledged as offering an approved coding certificate program.

HIT Mission Statement: To provide a program of Health Information education which builds upon previous experiences and affords the student the opportunity to acquire knowledge, skills, and attitudes necessary to become a competent health information professional.

HIT Program Goals:
1.   Students will possess the knowledge, skills and attitudes required to function as competent entry-level health information professionals
2.   The program curriculum will adhere to the accreditation standards and guidelines essential to prepare competent health information technicians
3.   The HIT program in cooperation with the Rural Health Education Partnership will provide one continuing education workshop each academic year
4.   Faculty members will be knowledgeable of current trends in the Health Information profession

HIT Philosophy: Indian Hills Community College, as a community centered institution, strives to meet the needs of all people for post-secondary education.   The College believes every opportunity should be provided for each student to develop to his/her maximum potential in order that he/she might become a valuable citizen who contributes to our complex and ever-changing society.

We believe Health Information Technology is an art and science that has as its primary focus the development, use, and maintenance of health records for medical care, preventative medicine, quality improvement, professional education, administrative practices and study purposes with due consideration to the patient's right to privacy.   We believe that the best knowledge base for practice is a combination of general and technical education.   Therefore, education in Health Information Technology is based upon general education principles and a specialized body of knowledge and skills that focuses on the preparation of a competent specialized professional.

The faculty of the Health Information Technology program believes that learning is an individual and continuous process resulting in a behavioral change which can be measured; and that learning is facilitated and affected by motivation, self-discipline, and structured experience.   We further believe that the role of the instructor is to identify learning needs, guide the learner, and establish an environment conducive to learning.

We believe that the Health Information Technology student is an <u>adult</u> <u>learner</u> and as such shares the responsibility for his/her learning.   This allows the student to develop into a life-long learner, effective practitioner, and a responsible citizen.   We also believe that students are accountable to the ethical practices of the Health Information profession.

MIC Mission Statement: To provide a program of Medical Insurance Coding education which builds upon previous experiences and affords the student the opportunity to acquire knowledge, skills, and attitudes necessary to become a competent medical insurance coding professional.

MIC Program Goals:
1. Possess the knowledge, skills and attitudes required of an entry level medical insurance coder
2. Communicate effectively with clients, family and health care team members
3. Adhere to ethical and legal principles in relation to standards of practice
4. Demonstrate accountability for professional behavior, development and growth
5. Use written documentation that is concise and grammatically correct

MIC Philosophy: Indian Hills Community College, as a community centered institution, strives to meet the needs of all people for post-secondary education. The College believes every opportunity should be provided for each student to develop to his/her maximum potential in order that he/she might become a valuable citizen who contributes to our complex and ever-changing society.

We believe Medical Insurance Coding is an art and science that has as its primary focus developing, using, and maintaining health records and coding diagnoses and procedures. We believe that the Medical Insurance Coder must adhere to the patient's right to privacy. We believe that the best knowledge base for practice is a combination of general and technical education. Therefore, education in Medical Insurance Coding is based upon general education principles and a specialized body of knowledge and skills that focuses on the preparation of a competent specialized professional.

The faculty of the Medical Insurance Coding program believes that learning is an individual and continuous process resulting in a behavioral change which can be measured; and that learning is facilitated and affected by motivation, self-discipline, and structured experience. We further believe that the role of the instructor is to identify learning needs, guide the learner, and establish an environment conducive to learning.

HDS Mission Statement: To provide a program of healthcare documentation education which builds upon previous experiences and affords the student the opportunity to acquire knowledge, skills, and attitudes necessary to become a competent healthcare documentation specialist.

HDS Program Goal:
1. Students will possess the knowledge, skills and attitudes required to function as competent entry-level healthcare documentation specialists.

HDS Philosophy: Indian Hills Community College, as a community centered institution, strives to meet the needs of all people for post-secondary education. The College believes every opportunity should be provided for each student to develop to his/her maximum potential in order that he/she might become a valuable citizen who contributes to our complex and ever-changing society.

We believe that Healthcare Documentation is an art and science with a primary purpose of translating from oral to written form information about patients dictated by health care professionals. These medical reports take many forms, including histories and physicals, consultations, operative reports, discharge summaries, referral letters, and an array of documentation spanning over thirty (30) medical specialties and subspecialties. We believe that Healthcare Documentation Specialists should possess specific competencies that include: correct utilization of medical terminology, accuracy, keyboarding speed, correct grammar and spelling, auditory discrimination, ear and hand coordination, proofreading and editing skills along with high level computer and documentation equipment expertise.

The faculty of the Healthcare Documentation Specialist program believes that learning is an individual and continuous process resulting in a behavioral change which can be measured; and that learning is facilitated and affected by motivation, self-discipline, and structured experience. We further believe that the role of the instructor is to identify learning needs, guide the learner, and establish an environment conducive to learning. We believe that the Healthcare Documentation student is an adult learner and as such shares the responsibility for his/her learning. This allows the student to develop into a life-long learner, effective practitioner, and a responsible citizen. We also believe that students are accountable to the ethical practices of the Healthcare Documentation Specialist profession.

HUC Mission Statement: To provide a program of health unit coordinator education which builds upon previous experiences and affords the student the opportunity to acquire knowledge, skills, and attitudes necessary to become a competent health unit coordinator.

HUC Program Goals:
1. Possess the knowledge, skills and attitudes required of an entry level health unit coordinator
2. Communicate effectively with clients, family and health care team members
3. Adhere to ethical and legal principles in relation to standards of practice
4. Demonstrate accountability for professional behavior, development and growth
5. Use written documentation that is concise and grammatically correct

HUC Philosophy: Indian Hills Community College, as a community centered institution, strives to meet the needs of all people for post-secondary education. The College believes every opportunity should be provided for each student to develop to his/her maximum potential in order that he/she might become a valuable citizen who contributes to our complex and ever-changing society.

We believe Health Unit Coordinator is an art and science that has as its primary focus assembling and maintaining patient health records, processing of patient orders, assuring communication on the unit, and ordering appropriate medical supplies and equipment. We believe that the Health Unit Coordinator must adhere to the patient's right to privacy. We believe that the best knowledge base for practice is a combination of general and technical education. Therefore, education in the Health Unit Coordinator program is based upon general education principles and a specialized body of knowledge and skills that focuses on the preparation of a competent professional.

The faculty of the Health Unit Coordinator program believes that learning is an individual and continuous process resulting in a behavioral change which can be measured; and that learning is facilitated and affected by motivation, self-discipline, and structured experience. We further believe that the role of the instructor is to identify learning needs, guide the learner, and establish an environment conducive to learning.

The HIT program begins every year in the spring and the fall and is <u>only offered online</u>. The program is seven (7) terms, (21 months) in length. Upon successful completion of the program, an Association of Applied Science (AAS) Degree will be awarded.

The HIT curriculum is designed as a progression with increasing complexity of each subsequent course and prerequisites that build on each other. Part Time curriculum plan allowed with approval of Program Director.

All HIT core courses must be taken during the designated term. An (*) - Denotes an HIT core course.

TERM I [Fall/Spring]

Number	Course Name	Credits
BIO161	Basic Anatomy & Physiology ...	3
BIO199	Basic Anatomy & Physiology Lab	1
HIT125	*Essentials of Health Records .	2
HIT126	*Health Records Laboratory	1
CSC105	Computer Essentials	1
HSC113	Medical Terminology	2
HSC141	Pharmaceutical Applications	1
	TOTAL	**11**

TERM II [Winter/Summer]

Number	Course Name	Credits
HIT130	*Health Records Systems	3
HIT530	Professional Experience I	1
HIT700	*Virtual Lab Exploration I	1
HIT270	*ICD-10 Procedural Coding	2
HIT260	*ICD-10 Diagnostic Coding	2
HSC212	Pathophysiology	3
MTR156	*HDS Fundamentals	2
	TOTAL	**14**

TERM III [Spring/Fall]

Number	Course Name	Credits
HIT701	*Virtual Lab Exploration II	1
HIT141	*Health Law and Ethics	3
HIT325	*CPT Coding	3
HIT290	*Reimbursement Methods…	3
	TOTAL	**10**

TERM IV [Summer/Winter]

Number	Course Name	Credits
HIT410	*Practical Coding Application…	3
HIT161	*Health Information E-Systems	3
HIT531	Professional Experience II	5
HSC230	Employment Preparation	1
	TOTAL	**12**

TERM V [Fall/Spring]

Number	Course Name	Credits
HIT221	*Compliance/Risk Management	3
HIT225	*Leadership and Organization	3
HIT702	*Virtual Lab Exploration III	1
XXXXX	Approved Cultural Course	3
XXXXX	Approved Mathematical Course	3
	TOTAL	**13**

TERM VI [Winter/Summer]

Number	Course Name	Credits
ENG105	Composition I	3
HIT227	*Health Statistics	3
HIT440	*Quality Management…	3
XXXXX	Approved Communication Course	3
	TOTAL	**12**

TERM VII [Spring/Fall]

Number	Course Name	Credits
HIT532	Professional Experience III	5
HIT950	*HIT Seminar	1
ENG106	Composition II	3
	TOTAL	**9**

PROGRAM TOTAL 81

MEDICAL INSURANCE/CODING CURRICULUM

The MIC program begins every year in the fall and is only offered online. Medical Insurance/Coding (MIC) program is four (4) terms, (12 months) in length. Upon successful completion of this program, a diploma will be awarded.

The MIC curriculum is designed as a progression with increasing complexity of each subsequent course and prerequisites that build on each other. Part Time curriculum plan allowed with approval of Program Director.

All MIC core courses must be taken during the designated term. An (*) - Denotes an MIC core course.

TERM I   [Fall/Spring]

Number	Course Name	Credits
BIO161	Basic Anatomy & Physiology	3
BIO199	Basic Anatomy & Physiology Lab	1
HIT125	*Essentials of Health Records	2
HIT126	*Health Records Laboratory	1
CSC105	Computer Essentials	1
HSC113	Medical Terminology	2
HSC141	Pharmaceutical Applications	1
	TOTAL	**11**

TERM II   [Winter/Summer]

Number	Course Name	Credits
HIT130	*Health Records Systems	3
HIT260	*ICD-10 Diagnostic Coding	2
HIT270	*ICD-10 Procedure Coding	2
HSC212	Pathophysiology	3
HIT700	*Virtual Lab Exploration I	1
HIT530	Professional Experience I	1
	TOTAL	**12**

TERM III   [Spring/Fall]

Number	Course Name	Credits
HIT141	*Health Law and Ethics	3
HIT325	*CPT Coding	3
HIT701	*Virtual Lab Exploration II	1
HIT290	*Reimbursement Methods	3
	TOTAL	**10**

TERM IV   [Summer/Winter]

Number	Course Name	Credits
HIT410	*Practical Coding Application	3
HIT531	Professional Experience II	5
HIT161	*Health Information E-Systems	3
HSC230	Employment Preparation	1
	TOTAL	**12**

PROGRAM TOTAL…………………….45

The HDS curriculum sequence begins every year in the fall and is only offered online. The program is four (4) terms, (12 months) in length. Upon successful completion of this program, a diploma will be awarded.

The HDS curriculum is designed as a progression with increasing complexity of each subsequent course and prerequisites that build on each other. All HDS core courses must be taken during the designated term. An (*) - Denotes an HDS core course.

TERM I	[Fall]	
Number	**Course Name**	**Credits**
ADM108	Keyboarding Skill Development …………….……1	
BIO161	Basic Anatomy Physiology…... 3	
BIO199	Basic Anatomy & Physiology Lab 1	
HSC141	Pharmaceutical Applications....1	
HSC113	Medical Terminology................2	
HIT125	*Essentials of Health Records 2	
HIT126	*Health Records Laboratory.....1	
	TOTAL............................11	

TERM II	[Winter]	
Number	**Course Name**	**Credits**
BCA134	Word Processing.....................3	
BUS128	Foundation to Entrepreneurship.....................3	
ENG105	Composition I 3	
HSC212	Pathophysiology.......................3	
MTR156	*HDS Fundamentals 2	
	TOTAL............................14	

TERM III	[Spring]	
Number	**Course Name**	**Credits**
ENG106	Composition II 3	
*HIT141	Health Law and Ethics 3	
*MTR200	HDS Technology...................... 3	
*MTR201	Advanced HDS 3	
	TOTAL.............................12	

TERM IV	[Summer]	
Number	**Course Name**	**Credits**
HSC230	Employment Preparation 1	
*MTR300	HDS Seminar........................... 3	
MTR301	HDS Practicum 5	
	TOTAL...............................9	

PROGRAM TOTAL……………………46

HEALTH UNIT COORDINATOR CURRICULUM

The HUC curriculum sequence begins in the fall and is only offered online. The program is two (2) terms, (6 months) in length. Upon successful completion of this program, a diploma will be awarded.

The HUC curriculum is designed as a progression with increasing complexity of each subsequent course and prerequisites that build on each other. Part Time curriculum plan allowed with approval of Program Director.

All HUC core courses must be taken during the designated term. An (*) - Denotes an HUC core course.

TERM I	[Fall]	
Number	**Course Name**	**Credits**
ADM108	Keyboarding Skills Development 1	
CSC105	Computer Essentials 1	
HSC141	Pharmaceutical Applications 1	
HSC113	Medical Terminology 2	
HIT125	*Essentials of Health Records 2	
HIT126	*Health Records Laboratory 1	
	TOTAL................................... 8	
Optional Course		
PNN147	Nursing Essentials I…….…........ 3	
	TOTAL…………………….….....11	

TERM II	[Winter]	
Number	**Course Name**	**Credits**
HSC230	Employment Preparation 1	
HUC121	*Health Unit Coordinator 5	
HUC122	HUC Practicum…...................... 2	
ENG105	Composition I 3	
	TOTAL................................. 11	

PROGRAM TOTAL 19
   +Optional Course…………22

HIT125 Essentials of Health Records   **Credits: 2**

This course introduces the student to the components of the health record. An overview of the departments in the health care facility and the role of the health care team members will be discussed. The importance of confidentiality, child and dependent adult abuse, HIPAA, and infection control principles will be addressed.

HIT126 Health Records Laboratory   **Credits: 1**

This laboratory course involves preparing various types of records in accordance with Standards for Certification and Accreditation. The course will provide extensive practice exercises to help students become proficient in basic health record functions.

HIT130 Health Record Systems   **Credits: 3**

This course emphasizes the Standards for Certification and Accreditation of records in alternate facilities. Trends in health care delivery will be presented.
Prerequisites: HIT125 Essentials of Health Records and HIT126 Health Records Laboratory

HIT141 Health Law and Ethics   **Credits: 3**

Federal, state, and local law governing the preparation and use of health information is the focus of this course. Particular attention is paid to HIPAA and other regulations regarding privacy and confidentiality. Ethical issues, as they relate to the use of health information, are covered.

HIT161 Health Information E-Systems   **Credits: 3**

Emphasis in this course is on emerging technologies, including software, that are changing the management of health information.
Prerequisites: HIT130 Health Records Systems and HIT325 CPT Coding

HIT221 Compliance/Risk Management   **Credits: 3**

Fundamentals of loss exposure, negligence, liability, litigation management, and loss prevention are examined. The role and responsibilities of the Compliance Officer are emphasized throughout the course.
Prerequisite: HIT141 Health Law and Ethics

HIT225 Leadership & Organization   **Credits: 3**

Leadership skills and techniques, especially in a team environment, are the focus of this course. Students will become familiar with the basics of organizational management through problem-solving activities.
Prerequisites: HIT141 Health Law & Ethics and HIT531 Professional Experience II

HIT227 Health Statistics   **Credits: 3**

Basic descriptive statistics used in preparing monthly and yearly reports are presented in this course. Students will use statistics to analyze data and generate reports.
Prerequisite: HIT530 Professional Experience I

HIT260 ICD-10 Diagnostic Coding   Credits: 2

This course is designed to develop skills in the use of the International Classification of Disease, Tenth Revision, Clinical Modification (ICD-10-CM). Students will review medical diagnostic statements and assign appropriate alpha-numeric codes(s). Laboratory sessions include diagnostic coding applications.
Prerequisites: HIT 125 Essentials of Health Records and HIT 126 Health Records Laboratory

HIT270 ICD-10 Procedural Coding   Credits: 2

This course is designed to develop skills in the use of International Classification of Disease, Tenth Revision, Procedural Coding System (ICD-10-PCS). Students will review procedural information and assign appropriate alpha-numeric codes(s). Laboratory sessions include procedural coding applications.
Prerequisites: HIT125 Essentials of Health Records, and HIT126 Health Records Laboratory

HIT290 Reimbursement Methods   Credits: 3

This course provides students with the opportunity to study the uses of coded data and health information reimbursement systems appropriate to all health care settings. Emphasis will include prospective payment systems, charge master maintenance and identification of fraudulent billing practices.
Prerequisites: HIT130 Health Record Systems, HIT260 ICD-10 Diagnostic Coding, and HIT270 ICD-10 Procedural Coding

HIT325 CPT Coding   Credits: 3

This course is designed to develop skills in the use of Current Procedural Terminology (CPT). Students will review procedures and services performed by physicians and other healthcare providers and assign appropriate code(s). Laboratory sessions include procedural coding applications.
Prerequisites: HIT260 ICD-10 Diagnostic Coding, and HIT270 ICD-10 Procedure Coding

HIT410 Practical Coding Applications   Credits: 2

This course provides students with the opportunity to become proficient coders. Students will apply coding guidelines, rules and regulations. Course activities consist of case scenarios and chart coding using the International Classification of Disease, Tenth Revision, Clinical Modification (ICD-10-CM), International Classification of Disease, Tenth revision, Procedural Coding System (ICD-10-PCS) and Current Procedural Terminology (CPT) Coding System. Alternative coding applications will be explored.
Prerequisite: HIT 325 CPT Coding

HIT440 Quality Management   Credits: 3

This course will expose the student to the basics of a quality improvement program. Emphasis will be placed on medical care evaluation procedures. Criteria development, variation, deficiency analysis, and data display techniques will be introduced. Medical record peer review, ancillary audit techniques and utilization review will be discussed.
Prerequisite: HIT225 Leadership and Organization

HIT530 Professional Experience I   **Credit: 1**

This professional practice experience is designed to provide the student with an opportunity to experience and perform technical functions within the Health Information Management and Admissions Departments.
Prerequisites: HIT125 Essentials of Health Records and HIT126 Health Records Laboratory

HIT531 Professional Experience II   **Credits: 5**

This professional practice experience is designed to provide the student with an opportunity to obtain foundation within the Health Information Management Department and other associated departments.
Prerequisites: HIT141 Health Law and Ethics, HIT325 CPT Coding, HIT530 Professional Experience I, and HIT701 Virtual Lab Exploration II

HIT532 Professional Experience III   **Credits: 5**

This professional practice experience is designed to provide the student with an opportunity to build on their knowledge of foundation skills. The student will perform numerous management functions within the Health Information Management Department and other associated departments.
Prerequisites: HIT227 Health Statistics, HIT440 Quality Management, HIT410 Practical Coding Application, and HIT531 Professional Experience II

HIT700 Virtual Lab Exploration I   **Credits: 1**

In this course the student will be introduced to the virtual laboratory. The student will establish the foundation of the electronic patient record at a beginner level with exercise/applications
Prerequisites: HIT125 Essentials of Health Records and HIT126 Health Records Laboratory

HIT701 Virtual Lab Exploration II   **Credits: 1**

In this course the student will explore Quadramed Quantim, 3M Coding and Reimbursement applications. The student will be accessing electronic health records in the V-Lab and assigning appropriate diagnoses and procedure codes while analyzing their impact on reimbursement.
Prerequisites: HIT700 Virtual Lab Exploration I, HIT260 ICD-10 Diagnostic Coding, and HIT270 ICD-10 Procedural Coding

HIT702 Virtual Lab Exploration III   **Credits: 1**

In this course the student will employ advanced techniques in electronic health records management. The student will provide analysis and display of dataset searches using multiple graph techniques.
Prerequisites: HIT161 Health Information E-Systems and HIT701 Virtual Lab Exploration II

HIT950 HIT Seminar   **Credits: 1**

This course reviews curriculum content pertinent to the Registered Health Information Technician accreditation examination. The application of critical thinking skills is included. Mock examinations will be given.
Prerequisite: HIT440 Quality Management

HSC113 Medical Terminology   Credits: 2

This course offers a study of the basic medical language essential to health sciences careers. Emphasis will be placed on word analysis and construction, definitions, pronunciation, spelling, and standard abbreviations.

HSC141 Pharmaceutical Applications   Credits: 1

This course provides information on the classification of drugs, their generic names, and normal route of administration. Accurate spelling is emphasized.

HSC212 Pathophysiology   Credits: 3

The nature, cause, and treatment of disease are the focus of pathophysiology. The characteristics and etiology of diseases are presented using appropriate medical terminology to help students understand the relationship between clinical signs and disease processes.

HSC230 Employment Preparation   Credits: 1

This course is designed for students preparing to seek employment. Written documents including letters and resumes will be discussed and created. Job seeking techniques including interviewing skills and human relations skills will also be addressed

HUC121 Health Unit Coordinator   Credits: 5

This course introduces the basic concepts required to function as a Health Unit Coordinator in a health care facility. Students will gain knowledge in requisitioning basic diagnostic tests, ordering unit supplies, using computer service skills, transcribing physician orders and maintaining the health record.
Prerequisites: HSC113 Medical Terminology and HIT125 Essentials of Health Records

HUC122 HUC Practicum   Credits: 2

This practicum experience is completed in a health care setting. Knowledge and skills acquired in the classroom and laboratory environment will be utilized in performing Health Unit coordinator responsibilities.
Prerequisite: Concurrently with HUC121 Health Unit Coordinator

MTR156 HDS Fundamentals   Credits: 2

Students will acquire basic and intermediate transcription and editing skills using standard reference sources. Practical experience includes transcription/editing of basic and to progress to intermediate reports, this may include letters, history and physical reports, consultation reports, operative reports, discharge summaries, and office notes.
Prerequisites: HSC113 Medical Terminology, HIT125 Essentials of Health Records, and HIT126 Health Records Lab

MTR200 HDS Technology   Credits: 3

This course enables the students to study, synthesize, and apply technologies specific to appropriate and relevant healthcare documentation. It will also orient the student to emerging technologies such as the electronic health record.
Prerequisite: MTR156 HDS Fundamentals

MTR201 Advanced HDS   Credits: 3

This course provides opportunities to develop skills in the transcription/editing of intermediate and advanced medical dictation. This may include letters, history and physical reports, consultation reports, operative reports, discharge summaries, office notes, radiology reports, and pathology reports.
Prerequisite: MTR156 HDS Fundamentals

MTR300 HDS Seminar   Credits: 3

This course reviews curriculum content pertinent to the Registered Medical Transcriptionist accreditation examination. The application of critical thinking skills is included. Mock examinations and cognitive assessment will be given.
Prerequisites: MTR200 HDS Technology, MTR201 Advanced HDS and MTR301 HDS Practicum

MTR301 HDS Practicum   Credits: 5

This practicum provides the student with an opportunity to obtain clinical practice in a health care environment. This course will focus on actual allied health dictation and the various medical office functions.
Prerequisite: MTR201 Advanced HDS

CAMPUS SAFETY

At Indian Hills Community College the safety and security of our students, faculty and staff is always a priority. Safety and the prevention of accidents are the responsibility of faculty, staff and students. Everyone on campus is encouraged to use all available resources and information, as well as common sense decisions, to help foster a safe environment. Refer to the college catalog, student handbook, and appropriate signage posted throughout the campus for policies and procedures regarding safety on campus. If an accident or injury does occurs while on the Indian Hills campus it will be immediately reported to a member of the staff or faculty. Emergency care will be provided on campus until emergency medical services arrive. Potential safety hazards will also be reported to the staff or faculty.

IHCC Campus Security – Please call 641.683.5300

http://www.indianhills.edu/about/security.php

OFF CAMPUS SAFETY

While attending a professional experience/practicum at the professional experience/practicum sites, health and safety policies and procedures of the facility will be observed. If an accident or injury occurs during a practicum experience the procedure described in the Health Informatics Program Manual under the heading Professional Experience Incidents will be followed. If an accident or injury occurs during an off-campus experience it will immediately be reported to the Professional Experience/Practicum Supervisor and Health Informatics Program Director so the appropriate procedures can be followed.

PROFESSIONAL EXPERIENCES/PRACTICUMS

The purpose of the professional experience/practicum is to allow the student to observe the healthcare setting and flow of patient information, and to apply the knowledge and skills acquired thus far in their studies. Each student will be supervised by a designated professional experience/practicum supervisor. Students are to abide by the hours and policies of the assigned professional experience/practicum facility. Refer to the Professional Experience Manual for a complete description of the professional experience/practicum and a detailed discussion on student responsibilities during the professional experience/practicum.

HIM Annual Meeting - Students enrolled in the HIT and MIC programs will be required to attend their state/regional HIM annual meeting. Hours of attendance will be credited to Professional Experience II or III as outlined in the Professional Experience Manual.

Note: Refer to the Professional Experience/Practicums course descriptions for the required prerequisites prior to enrolling in a professional experience.

Professional Experiences/Practicums are scheduled as follows:

HEALTH INFORMATION TECHNOLOGY		
HIT530 Professional Experience I	Hours are to be completed throughout the 12 week term as per the approved schedule.	40 hours *Onsite
HIT531 Professional Experience II	Hours are to be completed throughout the 12 week term as per the approved schedule.	200 hours *Facilitated online
HIT532 Professional Experience III	Hours are to be completed throughout the 12 week term as per the approved schedule.	200 hours *Blended- 100 hours onsite and 100 hours facilitated online
TOTAL:		**440 hours**

MEDICAL INSURANCE/CODING		
HIT530 Professional Experience I	Hours are to be completed throughout the 12 week term as per the approved schedule.	40 hours *Onsite
HIT531 Professional Experience II	Hours are to be completed throughout the 12 week term as per the approved schedule.	200 hours *Facilitated online
TOTAL:		**240 hours**

	HEALTHCARE DOCUMENTATION SPECIALIST	
MTR301 HDS Practicum	Hours are to be completed throughout the 12 week term as per the approved schedule.	200 Hours *Facilitated online
TOTAL:		**200 Hours**

	HEALTH UNIT COORDINATOR	
HUC122 HUC Practicum	Forty hours per week for 4 weeks as scheduled by the Program Director.	160 hours *Onsite
TOTAL:		**160 Hours**

LIABILITY

Indian Hills Community College maintains professional liability coverage for students in the Health Science Division.

CRIMINAL BACKGROUND CHECKS

Students are required to have a background check prior to beginning any clinicals of the Health Informatics Programs. Students are responsible for assuming responsibility for the fee. Results may affect the student's ability to participate in practicum experiences and continue in the Health Informatics Programs.

HIT, MIC, & HUC students will complete their background checks through their program package with CastleBranch.

HDS students will complete their background check through One Source.

More information will be available within orientation or upon request from the Program Director. Students also have the responsibility to inform the Program Director if they have an arrest and conviction after entering the program.

Indian Hills Community College Health Sciences
Criminal and Abuse Background Checks

National and State criminal and dependent adult/child abuse checks are required of every student preparing to enroll in an Indian Hills Community College Health Sciences program. The cost of the required checks is the responsibility of the student/applicant.

The Criminal and Dependent Adult/Child abuse background check procedure is established to meet the requirements for the partnerships between the College and the clinical facilities and/or sites. Students who have a criminal history, and are cleared to participate in an IHCC Health Sciences academic program, are still responsible to work

with their professional licensing or certification board for determination if they are eligible to sit for that profession's licensure or certification.

Timeline for completion of background check policy: *(Non-CNA students)*
- Check must be run PRIOR to the Last day to Drop of the <u>first term</u> of the program, or the student will not be allowed to participate in core class or labs.
- Students who change from one IHCC Health Sciences program to another *without* a term between may use the first program's check ONLY if it is no more than <u>12 months</u> since the initial check was run.
  - o *Students entering the ECE program must undergo that specific process to enter, regardless of previous checks.
- Students who complete a Health Sciences program and have more than <u>one term</u> before the next program start will need to have the check repeated, no matter how long ago the first check was completed.

The below criteria is used to determine whether a student is eligible to participate in an Indian Hills Community College Health Sciences program:

At Any Time	- Refusal to participate in the background check or evaluation process. - Iowa DHS record check evaluation determines the student is not eligible to participate in the clinical portion of the course and/or to work in a health care facility. - A felony conviction. - A felony, serious misdemeanor or aggravated misdemeanor charge with an outstanding disposition or warrant. - A serious misdemeanor or aggravated misdemeanor conviction in which the probationary period has not been completed. - A criminal conviction, of any kind, related to past employment, and/or a healthcare system or organization. - Inclusion on the child, dependent adult and/or sexual abuse registry.
The Past 5 Years	A criminal conviction of any kind related to illegal distribution or theft of drugs.
The Past 2 Years	A serious or aggravated misdemeanor conviction of theft or a pattern of theft convictions.
The Past 1 Year	A criminal conviction related to the possession of drugs, paraphernalia, and/or illegal substances.
Any of the criteria listed below may disqualify you from enrollment in IHCC's Health Sciences programs based on factors such as job/program relatedness, patterns, timeframes and/or completion of sentence.	
- Recent criminal conviction(s) or charges of any type. - A misdemeanor conviction involving domestic abuse with injury, violence, or sexual misconduct. - A pattern of criminal convictions or charges. 2 or more OWI convictions.	
*While enrolled in any Health Sciences program at IHCC, it is expected that students report all child abuse, dependent adult abuse, and/or criminal activity, in which they are involved, to IHCC within forty-eight (48) hours of the incident. Failure to do so could result in criminal charges per Iowa Code and removal from the program.	

All Health Science students will be **required to have a drug screen** prior to clinical experience. The **student portfolio** (on CastleBranch) will contain the drug screen results. Those results will be available to both the student and program administration.

The process will be as follows:
- The student will be provided with information on setting up their account for the CastleBranch portal during the mandatory program orientation.
- The student will place an order and pay for the drug screen on the portal.
- The student is responsible for the drug testing fee.
- CastleBranch accepts Visa, Mastercard, Discover, debit, electronic check or money order.
- The confirmation of payment will be issued to the student.
- The confirmation form will be printed as proof to the program administrator.
- The program administrator will then issue the Forensic Drug Testing Custody and Control Form.

How should students schedule their drug test?
- Contact the appropriate Quest or LabCorp testing center through CastleBranch to set up a drug testing appointment.
- Take the Forensic Drug Testing Custody and Control Form to the appointment.
- Results will be submitted to the CastleBranch Certified Background database from the lab testing site.
- The student will receive an email to check their account for further information.

Who gets the results?
- The test result will first be reported to the Medical Review Officer (MRO) associated with CastleBranch for review and interpretation.
- The MRO will then report a confirmed positive test result to the student.
- The MRO will attempt to call the student two times from this phone number 1-800-526-9341. The hours of the follow up phone call will be between 8-5 EST.
- Any questions regarding the results of any drug or alcohol test may be directed to the MRO.

Negative Results:
- Negative Test Result: notice will be posted on the Castle Branch student account of passing the initial drug or alcohol test.

Positive Results:
- Positive Test Result/Failed Test: The MRO will confirm any proof of the student prescriptions, and make any necessary updates to the positive test result.
- Right to Secondary Confirmatory Test: A student with a confirmed positive test result may ask for a second confirmatory test using ONLY the results from the first test sample from another approved laboratory within seven days of the IHCC mailing of the positive test results to the student.
- The confirmatory test will be conducted on a portion of the sample collected at the same time as the sample that produced the positive test result.
- *The student is responsible for the cost of second confirmatory test.*
- The **sample** of collection test will be split in the presence of the individual student to allow for the confirmatory testing of any initial positive test result.

- During the confirmatory process, students may be suspended from the clinical and/or classroom experience.

Confirmed Positive Results:
- Students with any **confirmed positive results** will be withdrawn from the program.

Legal Medication/Drugs Notification
- A student must notify the clinical supervisor or program director whenever he/she is using a prescription or over-the-counter drug, which may affect safety or work-performance.
- In making this determination, the student is responsible for consulting with their licensed healthcare professional and reviewing any warning on the label to determine if any medication or drug would adversely affect the student's ability to safely perform essential functions of the clinical or classroom experience.
- If the student is deemed by a Medical Doctor, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner to be safe during the clinical or classroom experience, a "release to attend clinical/classroom document" is required to be signed and kept in the student's file at IHCC.
- The student who does not fully disclose this information will be subject to possible disciplinary action which may lead to dismissal from the program.

Prescription medications that do not impair performance may be brought to the clinical site and should be taken as prescribed. All prescription drugs must be kept in the pharmacy dispensed container.

Testing due to reasonable suspicion:
- Once a student is enrolled in the program, if there is a **reasonable suspicion** of drug or alcohol use, the Program Director will have the right to approve an additional drug or alcohol test at the student's expense. The clinical site also has the right to request a drug/alcohol test at the student's expense.

Reasonable suspicion may include, but is not limited to:
- student behavior or conduct including physical manifestations
- evidence that the involved student has caused or contributed to a clinical or classroom related accident
- objective signs that the involved student may have used drugs or alcohol (i.e., slurred speech, staggering gait, odor of alcohol), or reports from others of a clinical "accident", slurred speech, etc.

When a program director, faculty member or clinical instructor has suspicion of alcohol or drug use during the clinical experience, the following steps will be taken:
- Remove student from the patient care area or assigned work area and notify the clinical instructor and the Program Director.
- Consult with another faculty, clinical instructor, or employee for verification of suspicions in a confidential manner.
- Upon verification by a second person, inform the student that he/she is relieved from duty and that there is a need "for cause" drug/alcohol screening.
- If the student admits to alcohol and/or drug use, the student must undergo urine drug testing
- Pending the resolution of any testing, the student will be suspended from clinical and/or classroom sites
- A student subsequently found to have positive test results will be removed from the program.

- All incidents involving "reasonable suspicion" drug testing in the clinical setting will be handled with strict confidentiality
- Costs for "reasonable suspicion" drug testing are the student's responsibility.

Transportation of student after reasonable suspicion:
- An unimpaired person (such as a family member or friend) or taxi cab must transport the student to nearing testing facility. A release form must be signed by the person transporting the student and provided to the Clinical Supervisor/Program Director. If a taxi is transporting the student, the person observing the student enter the taxi may sign the release form and provide to the Clinical Supervisor/Program Director.
- If the nearest testing facility is at the clinical site, student should be sent for testing and then an unimpaired individual or taxi cab should take the student home. If a taxi is transporting the student, the person observing the student enter the taxi may sign the release form.
- While awaiting transport, the student should not be allowed to leave the supervisor's presence or ingest any substances.
- If the student insists on driving, either clinic supervisor or Program Director will notify law enforcement.
- Pending the resolution of any testing, the student will be suspended from clinical and field sites.
- A student subsequently found to have positive test results will be removed from the program.

If the student refuses "reasonable suspicion" testing:
- Have an unimpaired individual or taxi take the student home
- Document the following in writing:
  - Student behavior
  - Actions taken
  - Written statement of person verifying behaviors
  - Student's response
- Contact the Clinical Supervisor/Program Director as soon as possible and deliver written documentation to the Clinical Supervisor/Program Director within 3 days of the incident.
- Students who refuse reasonable suspicion testing will be removed from the program.

If a facility other than the approved testing site performs drug/alcohol testing:
- The student is **obligated to notify** the Program Director of any request by a clinical site for additional testing due to reasonable suspicion.
- If tested by a clinical site, the student shall provide the Program Director with a copy of any test results.
- Failure to promptly notify the Program Director shall be ground for dismissal from the program.
- The student is responsible for any expense incurred with testing.

If a student voluntarily discloses a drug or alcohol problem:
- If a student **voluntarily discloses** that he/she has an alcohol/drug problem and requests assistance, they are then referred to IHCC Student Health.
- Students may be temporarily suspended from the program and/or clinical experience until such time as they have completed drug/alcohol treatment and are considered safe to return to both the classroom and clinical site by a Medical Doctor, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner.

Minor Students:
- Any **minor student** under the age of 18 must abide by the drug and alcohol testing policy.
- A parent or legal guardian of a student under the age of 18 must sign an acknowledgment of receipt of a copy of this policy.
- Those students who are minors under the age of 18 must obtain notarized parental/legal guardian consent on Section II of the Drug/Alcohol Test Release & Consent for Minors.
- Lack of consent for testing will disqualify the minor from continued clinical participation and participation in the Program.

Providing False Information:
- Any student who provides false information when completing paperwork required for a drug test or when responding to required questions for an alcohol or drug screen test will be removed from the Program.
- Any student who dilutes, contaminates, tampers with, alters or interferes in any way with the collection of a specimen for testing purposes will removed from the program.

Costs:
- The costs of alcohol or drug rehabilitation, treatment and counseling will be the responsibility of the student.
- Costs of drug/alcohol testing are the responsibility of the student.

INDIAN HILLS COMMUNITY COLLEGE

INDIAN HILLS COMMUNITY COLLEGE
DRUG TEST OF MINOR

I give permission for _____

to have a drug test as required by the IHCC Health Sciences Division. I also

authorize "reasonable suspicion testing of"_____.

_____
Signature of Parent or Legal Guardian

_____
Printed Name

_____
Date

Return completed form to your Clinical Supervisor or Program Director.

07/26/16

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INDIAN HILLS COMMUNITY COLLEGE

INDIAN HILLS COMMUNITY COLLEGE
TRANSPORTATION WAIVER

I hereby assume responsibility for transporting _____

from _____. I accept responsibility for taking

_____ to the assigned facility for drug and

alcohol testing then transporting the individual to their home.

_____
Driver's Signature

_____
Printed Name

_____
Date

Return completed form to your Clinical Supervisor or Program Director.

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INDIAN HILLS COMMUNITY COLLEGE
MEDICATION WAIVER

I verify that the medication being taken by _____

Will not impair his/her performance in the classroom or clinical experience.

_____
Signature of MD, DO, NP, PA

_____
Printed Name

_____
Date

Return completed form to your Clinical Supervisor or Program Director.

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INDIAN HILLS COMMUNITY COLLEGE
TRANSPORTATION WAIVER TAXICAB

I verify that _____ has been transported by

_____ taxicab and the taxicab has been

instructed to take _____ to the assigned

facility for drug and alcohol testing and then provide transport to the individual's

home.

_____
Signature of person observing individual entering taxicab

_____
Printed Name

_____
Date

Return completed form to your Clinical Supervisor or Program Director.

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STIPENDS

Adherent to the Student Service Work Policy of CAHIIM Standard V.E.4. "All activities required in the program must be educational and students must not be substituted for paid staff". Students are not to be substituted for paid staff during any professional experience/practicum. There must be a clear distinction between professional experience/practicum time and work time for those students completing their professional experience/practicum at their work site.

HEALTH INSURANCE

Students are encouraged to maintain their own personal health care coverage, at their own costs. While professional experience/practicum site will make emergency medical care available to students, the student is responsible for the costs. Students may be required by some professional experience/practicum facilities to have proof of health insurance prior to beginning a professional experience/practicum.

ATTENDANCE POLICY

Prospective employers consider attendance records a good indicator of future employee behavior and typically inquire about the attendance records of the student/graduate. The faculty consider attendance important because learning rarely takes place if a student is absent, regardless of the reason.

ATTENDANCE POLICY AT THE PROFESSIONAL EXPERIENCE/PRACTICUM SITE

- Students are expected to be present for all professional experiences/practicums.
- If a student is unable to attend, he/she is to report the absence each day via e-mail in the professional experience/practicum course. The Professional Experience/Practicum Supervisor at the assigned facility will also be contacted by the student regarding the absence.
- Professional Experience/Practicum attendance will be documented in the student's record.
- If a student does not report as scheduled, the Professional Experience/Practicum Supervisor and the Program Director will counsel the student. Changes in the schedule, including make-up days must be coordinated and approved by the Program Director.
- Students are required to make up the time for all time missed.
- Students failing to comply with attendance requirements may be recommended for dismissal from the program.

- A release from a physician will be required to return to a professional experience/practicum following three (3) or more consecutive days of absence due to illness/injury.
- Children may not attend professional experience/practicum with the parent.
- Before leaving the professional experience/practicum site, the student must report to the Professional Experience/Practicum Supervisor.
- If a student is running late, they are responsible for contacting the Professional Experience/Practicum Supervisor and provide an estimated time of arrival.

LEAVE OF ABSENCE

Students wishing to take a leave of absence from the Program must submit a written request to the Program Director. A leave of absence may be granted for emergencies including: hospitalization, birth of a child, or death in the student's immediate family. A leave of absence may be granted if:

- The student has demonstrated the ability to meet the performance expectations of the program
- The student and faculty are able to develop a curricular plan that assures the student's progression through the program.
- The student must be able to meet course requirements no later than six (6) weeks following the date the leave of absence is granted, following the Incomplete Grades policy, as described in the College Catalog.

DRESS CODE

As a student in the Health Informatics Program you are representing the college and the Health Information profession. It is imperative that certain standards be met and a dress code followed. While at the Professional Experience/Practicum, students are to abide by the following dress code.

Professional Experience/Practicum Dress Code: Students should ask their Professional Experience/Practicum Supervisor about the required dress code. Some health care facilities allow "business casual" dress or have "casual Fridays"; others do not. Follow the direction of your Professional Experience/Practicum Supervisor.

- HUC Students are required to wear the HUC polo shirt which is to be purchased through the IHCC bookstore. Students are also required to wear blue or black "Docker" dress pants.

- Be clean: brush hair, trim nails, and shave.

- Clothes will be clean, neatly pressed and odor free.

- Avoid heavy perfumes/aftershave, tobacco odors, and deodorant issues.

- Long hair will be pulled back. Beards and mustaches will be neatly trimmed.

- **Use common sense:** No jeans or flip-flops. Wear appropriate undergarments.

- Keep makeup and jewelry to a minimum.

- Wear any identification required by the healthcare facility

- Remove body piercing jewelry (other than earrings) during on-site hours. Cover tattoos with clothing.

Dress code violations will not be tolerated and are subject to reprimand. Any student who chooses to disregard the dress code will be verbally warned once and the second infraction will warrant a written warning. A third infraction will result in suspension from the professional experience/practicum site on that same day until a conference is held with the Program Director.

PROFESSIONAL CONDUCT

Students in the Health Informatics Programs must conduct themselves in a professional manner at all times. Inappropriate conduct will result in a conference with the course instructor and the Program Director. Behavior deemed unprofessional may lead to dismissal from the program.

PHYSICAL EXAMINATION

It is required that students in the HIT, MIC and HUC programs have a physical examination to ensure that the student is physically able to participate in the activities required of a student. Each student will have a physical performed by licensed qualified personnel limited to: physician, physician assistant, or nurse practitioner. In addition, documentation and/or results of the following immunizations and tests are required: MMR or Rubella Titer; Two-step Mantoux Skin Test for Tuberculosis; Tetanus/Diphtheria Booster; Hepatitis B (optional); Varicella (optional); and Influenza (optional, seasonal).

PREGNANCY POLICY

When the student has confirmation of pregnancy, she will be required to submit a statement from a qualified licensed practitioner, indicating the student's continued ability and/or limitations related to participation in the professional experience/practicum courses. The Leave of Absence policy will be utilized in preparation for the student's estimated delivery date.

Students may be participating in activities within the Health Sciences Programs, which have potential for exposure to infectious diseases including but not limited to Hepatitis B and HIV. Health sciences students must take all necessary precautions to minimize the risk of exposure. Students who fail to comply with the blood borne pathogen and HIV policy may be asked to withdraw from the program.

In the event of a significant exposure (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material, including saliva), the student must report the incident **immediately** to the instructor or clinical supervisor. The ACCE or Program Director will file a Safety/Loss Report Form describing the incident. The completed form will be submitted to the Dean of Health Sciences.

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician or the emergency room. Students are responsible for the cost of their own medical care.

Hepatitis B

It is highly recommended that all students providing direct patient or child care in the Health Sciences Division receive immunization against Hepatitis B. Although this is not required, it is highly recommended and is considered to be an extremely good investment. Students are particularly vulnerable to contamination as their hand washing skills generally are not yet well developed. Although the incidence of the infection is relatively low, the outcome can be fatal. Since there is a vaccine available, all health care providers who are at risk are encouraged to become immunized.

The Disease

Health care professionals are at increased risk of contracting Hepatitis B infection. Hepatitis B is usually spread by contact with infected blood or blood products and the risk of acquiring Hepatitis B increases with the frequency of blood contact. Hepatitis B virus may also be found in other body fluids, such as urine, tears, semen, vaginal secretions and breast milk. Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become chronic carriers.

The Vaccine

Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a six month period. Because of the long incubation period for Hepatitis B, it is possible for an unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis.

Procedures
You will need your physician's approval or order prior to being immunized. He or she will provide you with information regarding the contraindications and side effects of the vaccine. Contact your physician for additional information.

Education
As part of the curriculum all students in Health Science programs will receive instruction regarding Hepatitis B and HIV prior to providing patient care. This instruction shall include but not be limited to:
1. Epidemiology
2. Method of transmission
3. Standard blood and body fluid precautions
4. Types of protective clothing and equipment
5. Work practices appropriate to the skills they will perform
6. Location of appropriate clothing and equipment
7. How to properly use, handle, and dispose of contaminated articles
8. Action to be taken in the event of spills or personal exposure
9. Appropriate confidentiality and reporting requirements
10. Review of program policy related to refusal to care for specific patients

Post Exposure Procedure for Health Sciences Students
1. If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:
   a. Immediately wash the affected area with the appropriate solution (soap and water, alcohol, water),
   b. Seek appropriate medical attention through their personal physician (students are responsible for their own medical care). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the student's status in regard to tetanus and hepatitis immunization at this time.)
   c. Follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students are responsible for the cost of any testing)
   d. Maintain confidentiality of patient,
   e. Seek appropriate counseling regarding risk of infection.

Guidelines for HIV Positive Health Care Providers
1. The Center for Disease Control has specific guidelines for health care workers which are revised periodically. They have been incorporated into these policies and are reviewed annually.
2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
3. Barrier or standard blood and body fluid precautions are to be used routinely for all patients. These include:
   a. The use of glove(s) when:
      1) Cleaning rectal and genital areas;

2) Carrying soiled linen;
3) Bathing patients, if the student has a cut on the hand;
4) Suctioning or irrigating even if the orifice does not require sterile technique;
5) There is, at any time, a possibility of spillage of blood or body fluid onto the student's hands, (i.e. accucheck, discontinuing an I.V., I.M.s) regardless of the presence of open lesions;
6) Emptying urine drainage bags, suction catheters, colostomy and ileostomy pouches; and
7) Providing mouth care.
   b. The use of masks, goggles or glasses and/or aprons when there is a possibility of fluids splashing onto the face or body and clothing.

Specific Guidelines for Known HIV - Infected Health Sciences Students
1. HIV positive health sciences students who do not perform invasive procedures need not be restricted from work/clinical experience unless they have other illnesses or signs and symptoms for which such restrictions would be warranted.
2. HIV positive health sciences students should wear gloves for direct contact with mucous membrane or non-intact skin of patients.
3. HIV positive health sciences students who have exudative lesions or weeping dermatitis should refrain from direct patient care and from handling patient care equipment and utensils.
4. Reasonable accommodations will be made within the curriculum to assist the HIV positive student to meet course/program objectives.
5. The policy of agencies utilized for clinical experience will supersede college policy if they are more stringent.
   Confidentiality will be maintained whenever possible, with only the appropriate individual(s) being informed of the HIV status of health science students.

Provision of Care
1. Assignments are made in the clinical setting to enhance and/or reinforce student learning. It is the expectation that students will provide care for clients to whom they are assigned. In the event that a student refuses to care for an individual the following will occur:
   a. In consultation with the student the faculty member will determine the reason for the refusal.
   b. If the reason is determined to be valid the student will be reassigned.
   c. If the reason is not valid the student will be counseled about unethical conduct and "discriminating against a client regarding but not limited to the following: Age, race, sex, economic status or illness of the patient or client.
   d. If it is determined that the reason for refusal to care for specific individual is as noted above, the student will be counseled to consider his/her future in health care.
   e. The Dean shall be notified of any such occurrence and may meet with the student along with the faculty member to discuss options, one of which may be withdrawal from the program.

In order to graduate, a student must receive a passing grade in all core courses listed for that major and achieve a cumulative grade point average (GPA) of 2.00 or above. This is equivalent to a "C" average.

Minimum satisfactory scholastic achievement is represented by a 2.0 grade point average each term of enrollment. Students who fall below this level will be placed on academic probation for the following term. Students who fail to achieve a 2.0 GPA during their probationary term may then be dismissed from their current program or college. Students not dismissed must have permission from the Dean and from the Registrar to re-enroll for the next term. Very poor work in any term, however, may result in dismissal at the close of that term. Academic probation may affect financial aid. The student is encouraged to see a financial aid counselor for clarification of an individual situation.

Students who are unable to complete assigned work in a course may be given a grade of "I" (incomplete). Students must complete the assigned work as soon as possible (at the discretion of the instructor/department chair), but no later than six weeks into the following term. Grades for courses left with an "I" past the six-week completion period will automatically convert to "F".

To progress through the Program a student must achieve a passing grade in all non-core prerequisite courses. Students will first contact the course instructor regarding questions with individual course assignments and grades.

Students must pass program core courses with a minimum of a "C", or a 78% to progress in the program core courses. Students who fail to earn a "C" or better in a core course will be required to repeat the course at its next offering, typically in two terms. The following are considered core courses for each of the programs in the Health Informatics Program.

Course	Core Course Requirement
Essentials of Health Records HIT125	HIT, MIC, HDS, HUC
Health Records Laboratory HIT126	HIT, MIC, HDS, HUC
Health Records Systems HIT130	HIT, MIC
ICD-10 Diagnostic Coding HIT260	HIT, MIC
ICD-10 Procedural Coding HIT270	HIT, MIC
HDS Fundamentals MTR156	HIT, HDS
Virtual Lab Exploration I HIT700	HIT, MIC

Course	Core Course Requirement
Health Law and Ethics HIT141	HIT, MIC, HDS
CPT Coding HIT325	HIT, MIC
Reimbursement Methods HIT290	HIT, MIC
Virtual Lab Exploration II HIT701	HIT, MIC
Practical Coding Application HIT410	HIT, MIC
Health Information E-Systems HIT161	HIT, MIC
Compliance/Risk Management HIT221	HIT
Leadership and Organization HIT225	HIT
Virtual Lab Exploration III HIT702	HIT
Health Statistics HIT227	HIT
Quality Management HIT440	HIT
HIT Seminar HIT950	HIT
HDS Fundamentals MTR156	HIT, HDS
HDS Technology MTR200	HDS
Advanced HDS MTR201	HDS
HDS Seminar MTR300	HDS
Health Unit Coordinator HUC121	HUC

Health Sciences Grading Is Based On the Following Percentage Scale:

Percentage Scale	Letter Grade	Numerical Grade
100 – 93	A	4
92 – 85	B	3
84 – 78	C	2
77 – 75	D	1
74 – 0	F	0

You may compute your GPA at any time by following this example:

Course	Credit Hours	Numerical Grade	Grade Points
Basic Anatomy and Physiology	3	A(4)	12
Basic Anatomy and Physiology Lab	1	B(3)	3
Medical Terminology	2	C(2)	4
Essential of Health Records	2	B(3)	6
Health Records Laboratory	1	D(1)	1
Credit Hours Attempted	**9**	**Total Grade Points**	**26**

Total Grade Points divided by Credit Hours Attempted (excluding pass/fail credit hours) = Grade Point Average (GPA) (26 / 9 = 2.88 GPA).

Conferences will be scheduled periodically to discuss grades, progress, and concerns. Students may schedule conferences with the instructor or program director at any time. **Students are expected to take the initiative in scheduling conferences when grades fall below average!**

Grades are based upon individual achievement, not upon the relative performance of the whole class. Should a student be unable to complete some portion of assigned course work during the regular term, a mark of "I" (incomplete) may be assigned. The student must then finish incomplete course work by midterm of the next term. "Incomplete" grades automatically convert to the letter grade "F" unless the work is satisfactorily completed within the time period specified.

Students wishing to withdraw from the program are required to contact the Program Director who will complete the required withdrawal forms. Proper withdrawal procedures ensure a student does not receive failing grades for all of the courses enrolled in at the time of withdrawal. Withdrawals must be completed prior to two weeks before the end of the term.

TESTING

The Health Informatics Programs have the following policies regarding testing. Students are responsible for reading the course syllabus and course schedule and any course orientation materials to understand any course-specific or instructor-specific policies.

- Tests are given throughout each course. Each instructor will determine the time of the tests and a schedule will be provided to the student.
- Students enrolled in online courses will be given a zero/"0" for submitting late assignments or not submitting examinations according to the course schedule.
- Students enrolled in online courses will be required to utilize software applications to monitor examinations virtually.

APPEAL OF FINAL GRADE

If a student wishes to appeal a final course grade, the appeal process must be initiated within two (2) weeks following the end of the term in which the course was taught. The student must first contact the course instructor with questions concerning the final grade. If the student is not satisfied with the outcome of the meeting with the course instructor, the Student Appeals Process outline in the Indian Hills Community College Student Handbook must be followed.

http://www.indianhills.edu/students/docs/student_grievances_appeals.pdf

ACADEMIC HONESTY

Honesty is expected in all actions and activities related to the program. Cheating is defined as the use of unauthorized resources by a student during a test and/or written assignment. This includes using notes, books or other written information during a test or duplicating someone else's work. Test questions are expected to be answered without prompts and all written work is expected to be original. Plagiarism will not be tolerated.

A violation of this policy will result in a zero/ "0" for the test or a failure (F) for the written assignment. In the event that a student is suspected of violating this policy, the instructor or administrator suspecting the violation shall notify the student and report the violation in accordance with the Indian Hills Community College Student Code of Conduct Policy.

http://www.indianhills.edu/about/policies/studentcodeofconduct.php

The student has the right to appeal. All appeals are to follow the Student Appeal Process outlined in the college wide handbook.

http://www.indianhills.edu/students/docs/student_grievances_appeals.pdf

ACADEMIC INTEGRITY STATEMENT

Indian Hills Community College expects a full commitment to academic integrity from each student.

Academic integrity means:
- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not plagiarize in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet
- You will not manufacture or falsify data
- You will not receive assistance from another person or other outside source (book, internet, etc.) while taking any type of test or completing an online course

ACADEMIC MISCONDUCT

Plagiarism or any form of cheating on assignments, quizzes, exams or any course materials is considered academic misconduct and will not be tolerated. Plagiarism is defined as copying or using ideas or words (from another person, an online classmate, or an internet or print course) and presenting them as your own. Students should be aware of the various types of plagiarism when writing papers or reports. These include but are not limited to students who:

- Buy a paper from an Internet site, another student or writer, or any other source
- Turn in any paper that someone else has written, whether it was given to you, you download it from the Internet, or you copied it from any other source
- Change selected parts of an existing paper, and claim the paper as your own
- Combine the ideas from many sources and claim that they're your own thoughts
- Use general or specific ideas from a source without using full and correct documentation telling where you got the ideas
- Copy or paste into your paper any key terms, phrases, sentences or longer passages from another source without using documentation to tell precisely where the material came from
- Neglect to put quotation marks around words that you quote directly from a source, even if you document the source

(Quitman Troyka, Lynn and Douglas Hesse. QA Compact. Upper Saddle River, NJ: Prentice Hall, 2007.)

ACADEMIC INTEGRITY REQUIREMENTS

1. Indian Hills Community College requires all students taking online exams to utilize Respondus Lockdown Browser and Respondus Monitor.

2. Students completing make-up exams or exams through distance learning must do so through a pre-approved proctor.

SANCTIONS FOR ACADEMIC MISCONDUCT

Indian Hills Community College takes all cases of academic misconduct seriously utilizing various forms of technology to monitor and detect academic misconduct. Faculty may require students to use technology that searches for instances of plagiarism in written assignments and software that ensures academic integrity while taking quizzes or exams. Faculty will report instances of academic misconduct through the college's electronic reporting system. Students who commit academic misconduct are subject to the following sanctions:

1. Failure of the assignment
2. Failure of the course
3. Removal from the academic program
4. Indefinite suspension from the college

Each case of academic misconduct will be reviewed by the appropriate faculty member and college administration. Cases of academic misconduct deemed to be a serious threat to the academic mission of the program or institution may result in immediate action including indefinite suspension from the college. A higher level of sanction may be deemed appropriate if a student has prior academic misconduct offenses.

APPEAL OF ACADEMIC MISCONDUCT

Students who fail a course due to academic misconduct may appeal the course failure by following the Indian Hills Community College Appeal of Final Grade Policy. Students who have reached the level of removal from an academic program or indefinite suspension from the college due to academic misconduct may appeal this decision using the following process:

1. The student wishing to complete an academic misconduct appeal hearing before the Academic Standards Committee must submit in writing and must fully state the basis for the academic misconduct appeal. The written appeal shall be filed by the student with the Executive Dean of Student Services within 15 regular academic days following the decision. The written appeal should be completed in the form of a standard business letter. The appeal letter must document the rationale for the appeal, and include appropriate facts related as to why the individual believes they did not complete academic misconduct.

2. The Executive Dean of Student Services shall present the student's written appeal to the chairperson of the Academic Standards Committee. The written appeal shall be sent electronically to the chairperson who will set a hearing date in the consultation with other members of the Academic Standards Committee. The chairperson will have 5 regular academic days to identify the appropriate meeting date, time, and location of the hearing. The chairperson of the Academic Standards Committee will communicate in writing the date of the

hearing to the student and appropriate faculty member or college administrator.

3. At least 5 regular academic days of notice must be given to the parties affected to insure an opportunity to prepare for the hearing. The Academic Standards Committee hearing shall be held in closed session unless the student requests in writing to the Chair of the Academic Standards Committee that it be open. The open session must be requested 2 regular academic days prior to the hearing.

4. During the hearing, both the student making the appeal and the faculty member or college administrator who issued the program removal or indefinite suspension shall be given the opportunity to testify and present evidence and/or witnesses. Each shall have the opportunity to hear and question adverse witnesses.

5. The Academic Standards Committee decision shall be based solely on the evidence introduced at the hearing. The student has the burden of proving that there are sufficient grounds that academic misconduct was not completed.

6. After hearing the appeal, the Academic Standards Committee shall have up to 2 regular academic days to decide either to reject the appeal or to uphold it. The Office of the Executive Dean of Student Services will be notified of the decision and rationale for the decision in writing by the Academic Standards Committee chairperson. The Executive Dean of Student Services shall in turn notify in writing the appropriate faculty member or college administrator of the decision. Should the appeal be granted, the committee chairperson and the faculty member or college administrator shall determine the steps to reinstate the student. The decision of the Academic Standards Committee is final.

A student who wishes to pursue the academic program removal or indefinite suspension beyond the jurisdiction of the Academic Standards Committee may submit a written appeal within five (5) days through the Executive Dean of Student Services to the Vice President of Academic Affairs, who will review all facts and determine if the student's due process rights were protected.

COUNSELING

Instructors, the Program Director, Associate Dean and Executive Dean are available for academic counseling. Further counseling is available to students through assigned counselors or by student choice. The program faculty has open office hours. Students are welcome anytime. Counseling will always be held confidential and conducted in a professional manner.

We have included the following table to help make suggestions for who you should seek assistance and guidance from for different circumstances that come up...

Not Sure Who To Call?		**Here's Who we Suggest**
Difficulty/concern with a specific course		Course Instructor
Difficulty with course work in general or problems of a general nature		SUCCESS Center Program Director Associate Dean Executive Dean SUCCESS Center
Concerns about clinical experiences Concerns/issues at clinical site		Program Director Associate Dean Executive Dean
Information concerning Policies and Procedures		Program Director Associate Dean Executive Dean
Personal Issues		Student Health Program Director Course Instructor Student Health Associate Dean Executive Dean
Concerns about the program		Program Director Associate Dean Executive Dean

NON-DISCRIMINATION POLICY

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, 683-5108; Chris Bowser, Executive Dean, Student Services (students), 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

http://www.indianhills.edu/about/policies/equalopportunity_nondiscrim.php

SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination in violation of Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive classroom or clinical environment.

Behaviors that may constitute sexual harassment include (but are not limited to):
- Sexual innuendo or comments about a person's body
- Sexual jokes or stories
- Whistling at someone or making "cat calls"
- Looking a person up and down
- Making sexually suggestive gestures, facial expressions or body movements
- Displaying sexually suggestive visuals
- Patting or pinching
- Any touch of a sexual nature
- Standing close or brushing up against another person

If you believe you are being sexually harassed, report the situation following the IHCC Sexual Misconduct Policy. Sexual harassment will not be tolerated and is cause for dismissal from the program.

IHCC Sexual Misconduct Policy -
http://www.indianhills.edu/about/policies/sexualmisconduct.php
IHCC Title IX Information - http://www.indianhills.edu/about/policies/titleix.php

PLACEMENT SERVICES

Placement services are available to assist students, graduates and alumni in obtaining employment. Contacts with health care facilities are maintained to help individuals find employment. Every reasonable effort is made to assist the student in finding satisfactory job opportunities. Students, graduates and alumni may view job openings on the Indian Hills Community College Website, IHCC Health Informatics Facebook page and other social media outlets.

IHCC Health Informatics Facebook: https://www.facebook.com/ihcchealthinformatics/

Please refer to your IHCC Student Handbook and IHCC College Catalog (web link below) for a full listing of college-wide policies, procedures and available services and resources, including Career Coach. http://catalog.indianhills.edu/index.php?catoid=39

Career Coach: https://indianhills.emsicareercoach.com/

PROFESSIONAL ASSOCIATIONS

Students in the HIT and MIC programs are <u>required</u> to become student members of the American Health Information Management Association (AHIMA). Cost of a student membership is $49.00 annually. Students will be given instruction regarding membership in the Program Orientation materials. www.ahima.org

Students in the HDS program are encouraged to become members of the Association for Healthcare Documentation Integrity (AHDI). Currently, AHDI is waiving the membership fee for students. We would encourage you to join. www.ahdionline.org

Students in the HUC program are encouraged to become student members of the National Association of Health Unit Coordinators (NAHUC). Currently, membership is $35.00 for the first year. We would encourage you to join. www.nahuc.org

STAFF DIRECTORY

STAFF	Building, Room	PHONE	E-MAIL
Jill Budde, Executive Dean	RHEC, #105	641-683-5165	Jill.Budde@indianhills.edu
Heidi Jones, Department Chair	RHEC, #106	641-683-5292	Heidi.Jones@indianhills.edu
Sarah Cottington, Program Director	Rosenman, #123	641-683-5163	Sarah.Cottington@indianhills.edu
Carol Yochum, Professor	Rosenman, #31	641-683-5758	Carol.Yochum@indianhills.edu
Administrative Assistants			
Michelle Engle	RHEC, #104	641-683-5164	Michelle.Engle@indianhills.edu
Vicki Ellis	RHEC, #104A	641-683-5247	Vicki.Ellis@indianhills.edu

IHCC has a toll-free line, 1-800-726-2585. The extension you desire would be the last four numbers of the regular telephone number.

<u>IHCC normal business hours are Monday-Thursday, 7:15 a.m. – 4:45 p.m.</u>