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|  | Health Information  Technology Program  Student Handbook/Application 2014-2015 |  |
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Crowder College Health Information Technology Student Handbook

Academic Year: 2014 - 2015



Dear Applicant to the Health Information Technology Program:

Thank you for your interest in the Crowder College Health Information Technology (HIT) program. We look forward to your participation in our stimulating and challenging program.

The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The HIT courses are taught by credentialed HIM professionals with a broad range of expertise. This is an “online program” with online courses. Students should review Crowder College Distance Learning requirements prior to considering admission to this program.

This packet contains the *Health Information Technology Student Handbook* and the materials necessary to complete your application to the program. Please read the information, guidelines, and details on admission requirements carefully. Note that the application process includes two steps: (a) Application for Admission to Crowder College including official transcripts and application fee, and (b) Application for the HIT Program for admission and application fee. The HIT Program application must be completed by **August 1 for fall entry** and **January 1 for spring entry**. For Crowder College application and enrollment deadlines please visit the Crowder College web site at [http://www.crowder.edu.](http://www.crowder.edu/)

Although currently at this time admission to the HIT Program is not limited, early application is encouraged to ensure the availability of course offerings. Students will not be accepted to the HIT Program and enrolled in courses after the Crowder College semester enrollment deadline.

Please feel free to call me with questions at (417) 455-5408 or email me at [susanfoster@crowder.edu,](mailto:susanfoster@crowder.edu) or [HIT@Crowder.edu.](mailto:HIT@Crowder.edu) I look forward to meeting you in person. Congratulations on your choice of Crowder College!

Sincerely,

Susan L Foster, MBA, RHIA, CHPS, CPC-H, CPCO

HIT Program Director and Professor (417) 455-5408

[susanfoster@crowder.edu](mailto:susanfoster@crowder.edu)

Enclosure: HIT Handbook/Application

601 Laclede Avenue Neosho MO 64850 (417) 455‐3223

### APPLICATION CHECK LIST HEALTH INFORMATION TECHNOLOGY PROGRAM MEDICAL CODING SPECIALIST CERTIFICATE



**Program Starting August 2014**

Please check off the following items as they are completed in order to be an eligible candidate for the Crowder College Health Information Technology Program.

1. I have applied to Crowder College through an admissions advisor or online at

https://my.crowder.edu/ICS/Admissions/ and have paid my $25 admission fee.

1. I have read the entire Health Information Technology Program Handbook and will deliver to Crowder College (by mail or in person) my signed application materials and the $35 application fee before the application deadline.

Address: Crowder College

ATTN HIT Program Director 601 Laclede Avenue

Neosho MO 64850

1. I have provided Current Official transcripts from ALL colleges and schools attended to the Crowder College Records Office. For transcript submission follow-up, I can contact the Crowder College Records Manager at 417-455-5664.

* Provide official high school transcripts or proof of GED to the Crowder College Records Office.
* If you are planning to submit an international (out of the U.S.) transcript, first contact the Crowder College International Admissions Office at 417-455-5572 to schedule an appointment. Start this process at least eight

(8) weeks before the deadline date.

1. I verify that I understand and have met the Academic Standards and Requirements.
2. I verify that all immunization requirements listed in HIT Program Handbook have been started, AND will be completed prior to enrollment in the HIT 290 Clinical Application Experience course.

**PLEASE NOTE:** The Hepatitis B series requires 3 shots over a 6 month period. So start your immunizations in time to complete prior to enrollment in the HIT 290 Clinical Application Experience course.

1. I acknowledge that I will be required to pass a Drug Screening and Background Check. I also acknowledge that these required checks will be administered within 30 days prior to the start of the HIT 290 Clinical Application Experience course. If I fail either of these requirements, I acknowledge that I will not be allowed to enroll in the HIT 290 course to complete the program.

\*\*Applicants are encouraged to call or email the Health Information Technology Department prior to the deadline date to see if all materials have been received. They can be reached at 417-455-5504 or at [HIT@crowder.edu.](mailto:HIT@crowder.edu)

By signing below, I verify that I have read and understand that I am responsible for providing, and meeting, the criteria listed in this document. If it is discovered that any of the information I have provided for application has been falsified, I will be respectfully dismissed from the program.

Student Signature / Date



### Statement of Student Responsibility

***The following Statement of Student Responsibility must be completed before acceptance into the Health Information Technology Program. Please read the statement carefully and initial your response in the appropriate places.***

I have read the Crowder College Health Information Technology Program Handbook. By submitting an application, I agree to abide by the admission requirements of this program. To be considered, I accept full responsibility for submitting a complete admission packet. I understand that OFFICIAL TRANSCRIPTS FOR ALL PREVIOUS COLLEGES ATTENDED MUST BE ON FILE WITH THE RECORDS OFFICE. I further

understand that I will not be accepted into the program until I have completed all admission requirements.

Agree Disagree

Once I have submitted my application for enrollment online or through the Crowder College Admissions Office, I understand that it is my responsibility to inform this office of any change in my name, address, telephone number, intentions to enroll or any other information that would affect my entrance into the program. I understand that if I am not accepted, I will need to reapply in order to be considered for the next class. I further understand that I must complete all Academic Standards and requirements prior to admission.

Agree Disagree

I understand that the purpose of this program is to prepare me to take the National Registered Health Information Technician (RHIT) examination and to become a professional in the Health Information Management field, and that I will be required to become a student member of the American Health Information Management Association (AHIMA) during my first year in the HIT program at my own expense Crowder College Educational Program Code is 786. I will also be responsible for the fees involved in taking the National RHIT exam.

Agree Disagree

I understand that it is my responsibility to attend classes regularly, complete all coursework in a timely manner, and keep myself informed of all assignments and projects. It is also my responsibility to contact my instructors should I need assistance prior to missing class or assignments.

Agree Disagree

I certify all of the information I have provided is complete and correct. I acknowledge that deliberate omissions or falsifications may subject me to rejection of my application or dismissal from the program.

Applicant's Name Date

Applicant's Email Address:



## Health Information Technology Application

Please complete the following application. When you have completed and submitted the application, the HIT program director will contact you to set up an appointment to review your application.

Name: Date:

Student ID# Date of Birth: SS#

Address:

City/State/Zip:

Phone: ( ) ‐ E‐mail:

List any work related experience in the healthcare field (please include dates):

**Education:**

Name of High School: Graduation Date:

Other College: Degree or classes:

|  |  |  |
| --- | --- | --- |
| College Objective: | ☐transferring credits to another college | ☐entering job market |
|  | ☐preparing for occupation | ☐self‐improvement |
| Degree/Major | ☐non‐degree seeking | ☐degree seeking elsewhere |
|  | ☐degree seeking (AAS, AS, AGS, etc.) | ☐certificate seeking |

Have you previously applied for any Health Information Management Programs? ☐Yes ☐No

If yes, where? Have you ever been convicted of or plead guilty or nolo contendere to a crime? ☐Yes ☐No

**Disclaimer**: Students with criminal records should research their ability to gain employment and/or be accepted by outside certifying organizations prior to entering the program. Many healthcare facilities may refuse to permit an individual to perform a clinical internship at their facility, if convicted in a criminal prosecution.

I have given true, accurate and complete information on this application to the best of my knowledge. I hereby authorize investigation of all statements and understand that omissions or misrepresentation of facts may jeopardize my position as a candidate for admission or be cause for dismissal if I am accepted as a student. I have read the Health Information Technology Handbook and understand the requirements for applying and acceptance into Crowder College Health Information Technology Program.

Student Signature Date

## WELCOME!

*Welcome to the Health Information Technology (HIT) Program at Crowder College!*

We are pleased that you have chosen to be part of our program. Crowder College has talented, professional, and caring faculty who are dedicated to making this an enjoyable learning experience. We hope that you will find the coursework stimulating, challenging, and rewarding.

This HIT Handbook has been prepared to provide you with information regarding the HIT Program and to serve as a guide for students who are enrolled in the Associate of Applied Science – Health Information Technology Program at Crowder College. The requirements provided in this handbook apply to all students enrolled in the HIT Program. Understanding the curricula, policies, and requirements of the program will further assist you in the successful completion of the HIT Program. It is the responsibility of the student to become familiar with and make plans to comply with the requirements in this handbook. Students are also responsible for information pertinent to the HIT Program found in the Crowder College Catalog and on the Crowder College Web site at [www.crowder.edu.](http://www.crowder.edu/)

## The Health Information Technology Program

The Health Information Technology (HIT) Program is a two-year online associate degree program dedicated to producing competent health information management professionals. All courses, including the general education courses, can be completed online. The HIT core courses are only offered online. Students receive education and training which include courses in general education, anatomy and physiology, pathophysiology/pharmacology, medical terminology, legal aspects of health information, health care statistics, quality improvement in health care data, health care electronic data and technologies, and medical diagnostic and procedural coding, as well as a professional practice experience. The coursework prepares the student for the national certification exam through the American Health Information Management Association (AHIMA).

## Accreditation

Crowder College is accredited by the Higher Learning Commission, a commission of the North Central Association. Crowder College is also affiliated with the Missouri Department of Higher

Education and seeks approvals through the Coordinating Board of Higher Education. The HIT Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM is an independent accrediting organization for degree-granting programs in health informatics and information management. CAHIIM serves the public interest by establishing and enforcing quality accreditation standards for HIM educational programs which prepare future health information management professionals. Additional information regarding accreditation standards can be viewed at [www.cahiim.org.](http://www.cahiim.org/)

### Philosophy:

## Program Philosophy, Mission, and Vision

The Crowder College Health Information Technology faculty is guided by the philosophy and objectives of the college. We believe that a person is a bio-psychosocial spiritual being who progresses through development stages as a unified approach. Each person is believed to be continually responding to a hierarchy of needs. The person is in constant interaction with the internal and external environment in a vigorous, adaptive process. We believe that health information education is a dynamic level of the teaching/learning process. Each student and faculty member comes to the program with a diverse background. The faculty guides the teaching/learning process which moves from simple to complex and uses selected learning experiences and a competency-based evaluation system. The students learn by active participation in the educational process. As graduates, students will recognize the value and necessity of lifelong learning as health information management professionals.

### Mission:

The Health Information Technology Program at Crowder College will provide graduates a quality educational experience that prepares them to begin dynamic careers as health information technicians.

### Vision:

Successfully train and educate a workforce for health information transformation.

### Crowder College Mission:

Building a civil, serving, literate, learning community of responsible citizens.

## Non-Discrimination and Equal Opportunity

Crowder College is an Equal Opportunity/Affirmative Action educational employment institution and is nondiscriminatory relative to race, religion, color, national origin, sex, age and qualified disabled. Crowder College is committed to providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the basis of handicap, race, color, sex, creed, or national origin.

### AMERICANS WITH DISABILITIES ACT (ADA):

Crowder College makes every effort to reasonably accommodate students with disabilities. Students seeking accommodation must first contact the Disability Services Coordinator at the Neosho campus, 417-455-5733, to apply for and request reasonable

accommodations for documented disabilities. Students at an off-campus instructional site may start this process with the director of that site.

## Faculty and Staff

College President Dr. Jennifer Methvin

Vice President, Academic Affairs Dr. Glenn Coltharp

Division Chair, Business Division Kali Bard, MS

HIT Program Director Susan Foster, MBA, RHIA

Full-Time Faculty Sally Nichols, MS, RHIT

Part-Time/Adjunct Faculty Natalie Sims, RHIA Dr. Ashley Wilson Teresa Thomas, RHIT

Administrative Assistant Peggy Williams

## Academic Standards and Requirements

### Crowder College Admission Requirements:

1. Submission of application to Crowder College, meeting all the college admission requirements, and acceptance.
2. Submission of high school transcript indicating date of graduation or GED Certificate as well as any college transcripts (must be official transcripts; hand carried transcripts are not accepted).
3. Completion of COMPASS testing, given by the Student Success Center (SSC). Students must place in at least college level English and reading. If not, students will be required to complete college preparatory classes which are not considered part of the HIT program and may prolong your program completion.

### Admission to the college does not guarantee admission to the Health Information Technology Program. The following enrollment steps must be completed before your enrollment in the Health Information Program is complete. To be a competent healthcare provider, you must know how to read directions, comprehend directions, be able to follow directions, and perform tasks in a timely manner. To be considered for continued acceptance into Crowder College’s Health Information Technology Program, you must:

1. Read, understand, and comprehend Health Information Technology (HIT) Program Handbook; complete (HIT) Program Application; sign and return completed (HIT) Program application to Susan Foster (susanfoster@crowder.edu), 417-455-5408.
2. Have a high school GPA of at least 2.0 on a 4.0 scale, or a passing GED score, or a minimum cumulative GPA of 2.0 on a 4.0 scale for previous college hours.
3. It is the responsibility of the applicant to ensure that the documentation is complete and then schedule an appointment for an in-person or telephone interview with the Health Information Technology Director at the college.

No applicant will be considered until all required documentation has been submitted and the interview completed.

Admission to the program may be at the discretion of the program director when there is a waiting list or when student success is at risk.

### Alternative Learning Award for College Credit:

To provide career opportunities for students in career and technical education programs, Crowder College agrees to award at no cost (other than the application for admission fee and alternative learning credit fees) full college credit in the following areas: Medical Terminology, Anatomy and Physiology, Pathophysiology with Pharmacology and ICD-9-CM and CPT coding to eligible students who have received and maintained the Certified Professional Coder(CPC) rating/certification through the American Academy of Professional Coders (AAPC) or the Certified Coding Associate (CCA) rating/certification through the American Health Information Management Association (AHIMA). Certification must have been attained no more than five

1. years prior to award of credit request. To be considered for the award of credit, please

contact the HIT Program director at 417-455-5408 or email [HIT@crowder.edu](mailto:HIT@crowder.edu) to request forms and processing instructions.

### Student Health and Required Screenings:

Successful student participation in the HIT Program requires maintenance of a level of physical health sufficient to complete the program. The HIT Program is required by our affiliation agreements with clinical sites to provide documentation upon request of a physical health screening, TB screening, a drug screen, immunizations/titer results, and a criminal background check with fingerprinting as well as proof a student has registered with the Missouri Family Care Safety Registry. These requirements must be successfully completed by HIT students in order to participate in a clinical application experience and complete the program.

### Physical Exam:

Prior to the beginning of the HIT 290 Clinical Application Experience course, each student must undergo a general physical exam, TB screening and provide immunization/titer results. A ***Health Certificate form*** will be provided to the student to have completed by a physician, nurse practitioner (ARNP), or physician’s assistant. The physical exam must be completed no earlier than one (1) year prior to the beginning of the HIT 290 course to be considered current.

### Immunizations:

The immunization/titer requirements given below are recommended for health care workers by the Center for Disease Control (CDC). It is the HIT Program’s policy that all of the following immunization/titer requirements be completed before any student can participate in a clinical application experience. Hepatitis B, or a signed Hepatitis B waiver, must be on file in the HIT Clinical Coordinator’s office or other designated office.

Chickenpox (varicella) Measles, Mumps, Rubella Tuberculosis (TB) screen Tetanus-Diphtheria Influenza Vaccination

### Drug Screening:

Crowder College supports and is in compliance with the Drug Free Schools and Communities Act (Public Law (102-226). Drinking or the possession of drugs or alcoholic beverages on the campus, or at any official college function, is prohibited and will result in judicial action by the college. The Crowder College Drug and Alcohol Program directed by the Vice President of Student Affairs is designed to provide intervention, prevention, and general education to students, faculty, and staff. See our Student Handbook concerning disciplinary action. In

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| addition, being under the influence of illegal drugs or alcohol poses serious safety and health | | |  | |
| risks to the user and to all persons who come in contact with him/her. Our clinical affiliation | |  | |  |
| sites require students to complete a drug screening before they will be placed in the clinical | |  |
| setting. Some clinical sites may also require drug screening, with or without cause, during the | | | |  |
| course of the clinical placement. |  | | |  |

### Criminal Background Checks/Fingerprinting:

There are numerous Federal and State regulations that require all health care students to have a criminal background check with fingerprints that include an FBI check (42 CFR 455.434 – Criminal Background Checks, 42 CFR 455.436 – Federal Database Checks). Also, The Joint Commission, which is a healthcare accrediting agency, has made this a standard for healthcare providers to follow.

Based on current legislation and standards, the student’s successful completion of the Health Information Technology Program will be affected by the results of his or her background check, and ultimately could potentially prevent the student from employment with a healthcare provider.

The passage of Missouri House bill 490 established the Family Care Safety Registry (FCSR) and gave the Department of Health and Senior Services (DHSS), in coordination with the Department of Social Services and the Department of Public Safety, the task of creating the registry effective January 1, 2001. Persons who care for children, the elderly, and the physically or mentally disabled must be screened for employment purposes. A caregiver who fails to submit a completed registration form to the FCSR upon employment may be guilty of a class B misdemeanor. In order for students to be placed in a clinical experience (internship) site, they must complete a background check with the Family Care Safety Registry.

Crowder College reserves the right to deny admission to any of its programs and to expel from any of its programs a student based on his or her criminal conviction or history of criminal conviction. Students should be aware that an employer may deny a position to an applicant who has been convicted of a felony or certain misdemeanors or is addicted to drugs or alcohol.

### The costs of the student health and required screenings are not covered by any college fee, and, therefore, become the responsibility of the student in advance of final placement in a clinical application experience internship or professional practice experience (PPE).

Information and forms for participation at a clinical application experience (PPE) site are provided to the student in the ***PPE (Internship) Handbook*** at the time of enrollment in the HIT 290 Clinical Application Experience course.

### Online Student Requirements and Expectations:

**Student Requirements:**

* + College level English and Reading (refer to “Take a Placement Exam:COMPASS or ACT” on the Crowder College website at https://my.crowder.edu/ICS/Admissions/).
  + Keyboarding and word processing skills
  + Access to a properly equipped computer with web camera, speakers, microphone, and Internet

### Basic Expectations:

* + Recognize that online courses are not easier than seated courses. In fact, you may find online courses more challenging because you must keep yourself motivated and organized in order to succeed.
  + Understand that online courses are not self-paced. Crowder College online courses follow the same academic calendar as seated courses and require submission deadlines throughout the semester to keep you on track. You will spend a great deal of your time in online discussion forums, learning through interactive dialogue, and collaborative projects.
  + Read and follow each instructor’s course syllabus very carefully. While all online courses must follow certain policies and procedures, specific expectations and procedures may vary from instructor to instructor. The syllabus tells you what is required for each course, and it is your contract with your instructor. Know it well; make it your good friend!
  + Manage your time and tasks wisely. Build time into your schedule to write papers, to research, to study for tests, etc. Note when major assignments are due and when major tests occur in all of your classes so that you can pace yourself throughout the semester. Incorporate your study schedule into your other life responsibilities, such as work requirements.
  + Use Crowder College Webmail. Because of privacy regulations, when communicating via email, faculty and staff can only communicate with students through the Crowder College system. Be sure to check your Crowder College email account regularly for important messages.
  + Communicate positively, proactively, and politely. In online courses, you will communicate with others primarily through written words. Carefully choosing your words when communicating with others is critical to maintain a safe learning environment based on mutual respect and civility.
  + Seek help as needed from your instructors. The only way your online instructors can know that you need help is if you let them know. Ask questions and seek clarification as early and as often as needed; delay can only hinder your learning.
  + Possess basic computer skills. Be able to access and navigate the Internet, send and receive emails with attachments, cut and paste text from documents, create and retrieve files, and download and install software from the internet.
  + Have access to reliable technology. Slow or unreliable Internet connections can impair your ability to complete online coursework effectively. Technical problems cannot serve as a reasonable excuse for missing a deadline or failing to complete other course requirements. Prepare now for technical difficulties by having an alternative plan for internet access.

### Minimum Computer Requirements:

Students taking online courses at Crowder College must have access to a computer that meets Crowder College’s minimum software and hardware requirements. If you are unsure, please review the information provided on the Crowder College website at [http://www.crowder.edu/academics/online-classes/.](http://www.crowder.edu/academics/online-classes/)

Please note that Firefox is the preferred browser when using Blackboard. If you do not have Firefox currently installed on your computer, you can download it for free at [www.mozilla.org.](http://www.mozilla.org/)

### Proctoring Requirement:

All Health Information Technology (HIT) courses require at least one proctored assessment. This requirement means that you must take a designated assessment (e.g., exam, presentation, etc.) for each online course in the presence of an approved proctor who will verify your identity and monitor the completion of the assessment. Crowder College has partnered with ProctorU, a 24/7 remote proctoring service that will allow you to take your proctored exams in a secure fashion within the comfort of your home.

This service is provided as a convenience and requires an additional fee of $25.00 (two hour exam) to be paid by the student through a course fee added to each HIT online course. Students must schedule their exams at least 72 hours in advance of their test time or other fees may apply.

Students will need to meet the technology specifications required for a ProctorU exam. For required technology, see [http://proctoru.com/portal/crowder/techspecs.php.](http://proctoru.com/portal/crowder/techspecs.php) Students will be required to register with ProctorU at <http://proctoru.com/portal/crowder/index.php>prior to scheduling to take their proctored exams.

### Academic Performance:

Students must maintain a level of performance with a grade of C or better in each of the HIT courses in order to progress to the next semester of the HIT Program. At no time may the student’s overall grade point average fall below 2.5 (on a 4.0 scale). Students must maintain an overall GPA of 2.5 to successfully complete the program.

Students who fail to meet the minimum level of performance for any required course shall be required to repeat that course in order to continue in the HIT Program. Permission will be granted to retake the course after consulting with the HIT Program Director. The student must provide evidence of ability to succeed in the course prior to approval.

### Student Success Services:

The Student Success Services Center (SSC) at Crowder College is available to provide academic support including tutoring, career services, and retention and student success services, as well as information for transfer services. Assistance with the admission process is the initial service offered through academic assessment, advisement, and placement. SSC can be found on the Neosho Campus in McDonald Hall, 1st Floor, Room M115,( phone 417- 455-5602 for more information).

### Grading System:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Score** | **Grade** | **Score** |
| A | 90 – 100 | D (non-passing) | 60 -- 69 |
| B | 80 – 89 | F (non-passing) | 0 -- 59 |
| C | 70 -- 79 |  |  |

I – Incomplete issued at instructor’s discretion. See college catalog for details. W – Withdrawals are per general college policy.

### Program Advising:

Upon entrance to the HIT Program, students will meet with the program director or an assigned HIT faculty member. Subsequently, the HIT student will meet with the director each term. It is the responsibility of the student to arrange this appointment. Students must arrange an appointment for academic program advising prior to registration for each term. Students should not register for program specific courses until they have met or consulted with the director.

### Completion of the Program:

Because working in the health care industry requires constant improvements and revisions, the coursework and certification exam is continuously updated to reflect current professional practice. Therefore, the time frame to complete the HIT Program will be limited. An HIT student must graduate from the program no later than five years after beginning the program. If a student cannot meet this time frame, he/she will be required to repeat those HIT courses outside of the 5-year window.

### Withdrawals:

A student should meet with his or her HIT Program Director to discuss his or her withdrawal from the HIT Program before making application from the admissions office to withdraw from the program or program classes. Students are not permitted to re-enroll in any HIT course without the HIT Program Director’s permission.

### Dismissal:

The following are considered causes for possible dismissal from the program:

1. Failure to maintain an overall 2.5 GPA.
2. Unethical or illegal behavior, or failure to follow the standard of student conduct as outlined in the Crowder College Student Handbook (i.e. plagiarism).
3. Unethical or unprofessional conduct as outlined in the AHIMA Code of Ethics.
4. Unauthorized disclosure of confidential information.
5. Failure to abide by the rules and regulations set forth in this handbook and the Crowder College Student Handbook.
6. Failure to pass drug screen,and criminal background check.

## Affiliations

All students are required to become student members of the American Health Information Management Association (AHIMA) and the corresponding component state association of their residency. This is required during the first year of enrollment in the HIT Program. AHIMA membership allows students access to research and knowledge which includes industry articles, government publications, practice briefs, write papers, and position statements. Membership also provides a huge network of more than 71,000 other health information management professionals to assist students in navigating their career path. Students as members also receive up to 20% off on AHIMA products and services, including the RHIT credential exam.

## Abilities and Essential Functions

In order to be considered for admissions or to be successful in Crowder College’s Health Information Technology Program, all students must be able to demonstrate the following abilities:

* Ability to acquire and apply information from classroom instruction, laboratory and practicum experience, independent learning, and team projects
* Ability to communicate effectively in English in oral and written form with colleagues, patients, third-party payers, health care professionals, and others who demonstrate a need for information from patient records or databases maintained in health information management departments
* Ability to use computers and complete computer-based assignments in a timely fashion
* Ability to function (consult, negotiate, share) as part of a team
* Ability to delegate
* Ability to read materials used in HIM setting such as coding manuals, policy and procedures, and patient health records
* Ability to calculate mathematical information, such as hospital statistics, budgets, and productivity information
* Manual dexterity necessary to file medical records and cards and assemble paper medical record forms
* Visual ability and manual dexterity necessary to prepare office layouts and to design forms and computer screens
* Ability to operate equipment, word processors, transcription equipment, electronic movable files, and copiers
* Ability to synthesize information regarding health care outcomes for formal, verbal, and written presentation to health care professionals

Students requiring reasonable accommodations in order to meet program requirements must meet with the Program Director as soon as possible to discuss their individual needs. Students should also contact Crowder College’s Disability Services Coordinator at the Neosho campus, 417-455-5733[, or email HIT@crowder.edu.](mailto:HIT@crowder.edu)

(Adapted from the AHIMA Clinical Practice Sites/Professional Practice Experience (PPE) Guide Version III. Courtesy of: Robyn Roncelli, MA, RHIA of Macomb College.)

## Student Learning Outcomes

1. Domain: Health Data Management

* 1. Subdomain: Health Data Structure, Content, and Standards
     1. Collect and maintain health data (such as data elements, data sets, and databases).
     2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
     3. Apply policies and procedures to ensure the accuracy of health data.
     4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.
  2. Subdomain: Healthcare Information Requirements and Standards
     1. Monitor and apply organization-wide health record documentation guidelines.
     2. Apply policies and procedures to ensure organizational compliance with regulations and standards.
     3. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
     4. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.
  3. Subdomain: Clinical Classification Systems
     1. Use and maintain electronic applications and work processes to support clinical classification and coding.
     2. Apply diagnosis / procedure codes according to current nomenclature.
     3. Ensure accuracy of diagnosis / procedural groupings such as DRG, MS-DRG, APC, and so on.
     4. Adhere to current regulations and established guidelines in code assignment.
     5. Validate coding accuracy using clinical information found in the health record.
     6. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT).
     7. Resolve discrepancies between coded data and supporting documentation.
  4. Subdomain: Reimbursement Methodologies
     1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
     2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth. (NEW)
     3. Support accurate billing through coding, charge master, claims management, and bill reconciliation processes.
     4. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
     5. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective payment systems.
     6. Ensure accuracy of diagnosis / procedural groupings such as DRG, APC, and so on. (NEW)

1. Domain: Health Statistics, Biomedical Research, and Quality Management
   1. Subdomain: Healthcare Statistics and Research
2. Collect, maintain, and report data for clinical indices / databases / registries to meet specific organization needs such as medical research and disease registries.
3. Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.
4. Comprehend basic descriptive, institutional, and healthcare vital statistics.
   1. Subdomain: Quality Management and Performance Improvement
5. Abstract and report data for facility-wide quality management and performance improvement programs.
6. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.
7. Domain: Health Services Organization and Delivery
   1. Subdomain: Healthcare Delivery Systems
8. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
9. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
   1. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues
10. Adhere to the legal and regulatory requirements related to the health information infrastructure.
11. Apply policies and procedures for access and disclosure of personal health information.
12. Release patient-specific data to authorized users.
13. Maintain user access logs / systems to track access to and disclosure of identifiable patient data.
14. Apply and promote ethical standards of practice.
15. Domain: Information Technology & Systems
    1. Subdomain: Information and Communication Technologies
16. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
17. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
18. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
19. Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
20. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs. (NEW)
    1. Subdomain: Data, Information, and File Structures

1. Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs.

* 1. Subdomain: Data storage and Retrieval

1. Use appropriate electronic or imaging technology for data/record storage.
2. Query and generate reports to facilitate information retrieval using appropriate software.
3. Apply retention and destruction policies for health information. (NEW)
   1. Subdomain: Data Security
4. Apply confidentiality and security measures to protect electronic health information.
5. Protect data integrity and validity using software or hardware technology.
6. Apply departmental and organizational data and information system security policies.
7. Use and summarize data compiled from audit trails and data quality monitoring programs.
8. Domain: Organizational Resources
   1. Subdomain: Human Resources
9. Apply the fundamentals of team leadership.
10. Participate in and work in teams and committees.
11. Conduct orientation and training programs.
12. Monitor and report staffing levels and productivity standards for health information functions.
13. Use tools and techniques to monitor, report, and improve processes.
14. Comply with local, state, and federal labor regulations. (NEW)
    1. Subdomain: Financial and Resource Management
15. Make recommendations for items to include in budgets and contracts.
16. Monitor and order supplies needed for work processes.
17. Monitor coding and revenue cycle processes.
18. Recommend cost-saving and efficient means of achieving work processes and goals.
19. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.

### Crowder College Health Information Technology Program



**Associate Degree Program**

**Estimated Costs**

**Tuition and Facility Use and Distance Learning Fees:**

In District $7062

Out of District $9306

### Program Associated Fees/Costs: Fees:

\*Lab Fees for Specific Courses:

HIT 220 ICD Coding $60.00

HIT 230 CPT Coding $60.00

HIT 240 Advanced Coding $60.00

\*Online Proctor Fee @ $25 per course: $1625

HIT 290 Clinical Application Experience Course:

**\***Professional Liability Insurance $13.00

FBI Criminal Background Check Fee $55.00

Physical Exam/Immunizations/TB Test (costs may vary) $400.00

Urine Drug Screen (costs may vary) $20.00

MO Department of HSS Family Care Safety Registry $11.00 National Certification Exam Fee:

|  |  |  |
| --- | --- | --- |
| RHIT (Registered Health Information Technician) | AHIMA Member | $229.00 |
| **Other:** AHIMA Student Membership Dues (annually) |  | $45.00 |
| **Total Fees, Mechanisms, Other:** |  | **$2578** |

### TOTAL ESTIMATED COST OF HIT ASSOCIATE DEGREE PROGRAM: $9640 - $11884

(Based on 66 credit hours and does not include the cost of books.)

***\*****This fee will automatically be charged to your account by the Business Office. All other fees are the responsibility of the student.*

Fall 2014

# ASSOCIATE OF APPLIED SCIENCE DEGREE HEALTH INFORMATION TECHNOLOGY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST YEAR:** |  | **Recommended Program of Study** |  | |
| *Fall Semester*  COLL | 101 | College Orientation |  | Hours 1 |
| ENGL | 101 | English Composition I\* |  | 3 |
| HIT | 110 | Introduction to Health Information Technology\* |  | 3 |
| OA | 215 | Medical Terminology |  | 3 |
| HIT | 180 | Survey of Anatomy and Physiology (Fall Only) |  | 5 |
|  |  |  | **TOTAL** | **15** |

*Spring Semester* Hours

|  |  |  |  |
| --- | --- | --- | --- |
| HIT | 210 | Pathophysiology w/Pharmacology for HIT\* (Spring only) | 3 |
| HIT | 220 | ICD Coding\* (Spring only) | 3 |
| HIT | 230 | CPT Coding\* (Spring only) | 3 |
| MATH | 107 | Intro to Mathematics (or higher) | 3 |
| BSAD | 125 | Computer Applications | 3 |
|  |  | **TOTAL** | **15** |

*Summer Semester* Hours

HIT 240 Applied Coding\* (Summer only) 3

PLSC 103 National, State, Local Government (or HIST 106) 3

### TOTAL 6

### SECOND YEAR:

*Fall Semester* Hours

|  |  |  |  |
| --- | --- | --- | --- |
| HIT | 115 | Health Information Management Systems\* (Fall only) | 3 |
| HIT | 250 | Quality Management in Healthcare\* (Fall only) | 3 |
| HIT | 280 | Healthcare Statistics\* (Fall only) | 3 |
| ENGL | 102 | English Composition II\* | 3 |
| SPCH | 101 | Fundamentals of Speech\* | 3 |
|  |  | **TOTAL** | **15** |
| *g Semester* Hours  HIT 200 Alternative Healthcare Delivery Systems\* (Spring only) 3 | | | |
| HIT | 260 | Healthcare Law and Ethics\* (Spring only) | 3 |
| PSYC | 101 | General Psychology (or SOC 101) | 3 |
| HIT | 270 | Management for Healthcare (Spring only) | 3 |
| HIT | 290 | Clinical Application Experience\* | 3 |
|  |  | **TOTAL** | **15** |
|  |  | **TOTAL HOURS REQUIRED** | **66** |

*Sprin*

\*Prerequisite required

Effective Fall 2014



# Health Information Technology AAS Degree Program

### GENERAL CORE COURSES:

**ENGL 101 – English Composition** (3-3-0)

The primary aim of this freshman writing course is to give students instruction and practice in writing mechanically correct, well organized, and well-developed expository themes on topics of importance and significance. This course fulfills a portion of communications general education requirements.

**PREREQUISITES:** *ENGL 100 or an appropriate score on the placement exam; OA 105 or an appropriate keyboarding placement score*.

### ENGL 102 -- Advanced English Composition (3-3-0)

This writing course continues the study of clearly effective written expository prose for those who have successfully completed English 101. In addition, students advance to study more complex methods of thesis development, particularly argument. Research and documentation procedures are integral subject matter. This course fulfills a portion of communications general education requirements.

**PREREQUISITES:** *ENGL 101 and OA 105 or appropriate keyboarding placement score.*

### SPCH 101 – Fundamentals of Speech (3-3-0)

Fundamentals of Speech is an introduction to the fundamentals of effective public speaking and listening. The course is designed to develop confidence in self-expression and interpersonal communications. Speech 101 includes preparing, organizing and delivering oral messages within a variety of real life situations of communication. Audience analysis, the listening process and clarity of expression are emphasized.

**PREREQUISITES:** *ELI 35, if required by Crowder College’s standard Admission testing procedures.*

**MATH 107 – Introduction to Mathematics** (3-3-0) This course emphasizes some of the basic concepts, principles and methods of mathematics. Topics

include set theory, geometry, statistics, probability, number systems and the metric system.

**PREREQUISITES:** *MATH 100 or an appropriate placement exam score.*

**PLSC 103 – National, State, Local Government (**choice of student**)** (3-3-0)

PLSC 103 introduces the basic principles and structures of the American national government, and state and local government organizations and functions. Emphasis is placed on constitutional development and interpretation; the place of government in the social process; and the function of the executive, legislative, and judicial branches. Successful completion of PLSC 103 fulfills the State of Missouri constitution requirements and partially fulfills Social and Behavioral Science general education requirements.

**PREREQUISITES:** *Reading at least at college level.*

**HIST 106 – U.S. History I (**choice of student**)** (3-3-0)

This introductory course surveys the development of American culture from the Colonial Period through Reconstruction. The growth of political, social and economic institutions is emphasized. Successful completion of History 106 at an accredited Missouri college fulfills the Missouri State requirements in constitutional study and partially fulfills Social and Behavioral Science general education requirements. (Prerequisite:

**PREREQUISITES:** *Reading at least at college level.*

**PSYC 101 – General Psychology (**choice of student**)** (3-3-0)

An introduction to the scientific study of human behavior including motivation, perception, learning, emotions, intelligence and the physiological basis of behavior is presented. Successful completion of this course partially fulfills Social and Behavioral Science general education requirements.

**PREREQUISITES:** *None.*

**SOC 101 – General Sociology (**choice of student**)** (3-3-0) This introduction analyzes groups, institutions and individual behavior in group environments.

Successful completion of this course partially fulfills Social and Behavioral Science general education requirements.

**PREREQUISITES:** *None.*

### BSAD 125 – Computer Applications (3-2-2)

Students are introduced to word processing, database and spreadsheet and presentation applications. Learning is enhanced through the use of current business software and hands-on experience with PC- compatible computers. Students must have access to the version of Microsoft Office being used at Crowder College. This includes Word, Excel, Access, and PowerPoint. Software used in this course is best suited within a Windows environment.

### OA 215 – Medical Terminology (3-3-0)

This course introduces and explains basic medical terminology. Roots, combining vowels, prefixes and suffixes are examined. Basic anatomy, spelling and abbreviations are included.

**PREREQUISITES:** *None.*

### PROGRAM SPECIFIC COURSES:

**HIT 110 – Introduction to Health Information Technology** (3-3-0)

This course is designed to expose students to the educational requirements and professional credentials for the health information management profession, as well as ethics and professional organizations. The organizational structure of the American Health Information Management Association (AHIMA) is reviewed along with member services provided. Analysis of health records with emphasis on record format, content, documentation guidelines, and procedures for quantitative and qualitative analysis of

the record are also examined. Other topics addressed include the Master Patient Index, data sets, numbering and filing systems, record tracking, retrieval and retention and release of information.

**PREREQUISITES:** *Admission to the Health Information Technology program.*

### HIT 115 – Health Information Management Systems (3-3-0)

This course provides an overview of computerized health information systems, computer-based patient records including architecture and design, evaluation and acquisition, data integrity, security and privacy concepts, automated registries and applications in Health Information Technology. Students are introduced to state and federal initiatives, regulations and guidelines related to information systems for healthcare delivery systems. Also examined are topics of data dictionaries, data modeling, data warehousing, screen design, personal health records and micrographics, electronic or imaging technology for data/record storage and retrieval.

**PREREQUISITES:** *HIT 110 and BSAD 125.*

### HIT 180 – Survey of Anatomy and Physiology (5-4-2)

**COURSE DESCRIPTION:** This course introduces the student to the structure and function of the human body from the basics of cellular and molecular functions, cell structure and the pathophysiology for the organs and organ systems. The course will emphasize the: (a) integumentary, (b) musculoskeletal, (c) histological and (d) neurological and special senses systems of the human body, (e) endocrine, (f) blood/circulatory and cardiovascular, (g) lymphatic and immune, (h) respiratory, (i) digestive and metabolism, and (j) urinary and reproductive systems of the human body. The course will address the inter-relationships between systems and how the entire body functions as a unit. Credit earned in this course cannot be used to satisfy the AA, AS or ADN science requirement.

**PREREQUISITES:** *None.*

### HIT 200 – Alternative Healthcare Delivery Systems

(3-3-0)

This course will examine the alternate care settings in healthcare including physician practice, ambulatory, long-term and managed care, mental health, rehabilitation medicine and hospice, home health and dental care with respect to accrediting agencies, regulatory guidelines, and professional associations. Topics discuss include documentation requirements, systems and administrative procedures, software and technological tools and professional practice standards related to management of health information in each of the settings.

**PREREQUISITES:** *HIT 110*

### HIT 210 – Pathophysiology with Pharmacology for HIT (3-3-0)

This course is an introduction to human disease processes and treatment. Students will become familiar with common diseases by understanding the etiology (cause), signs and symptoms, diagnostic criteria, tests and procedures, associated complications and treatment regimens including surgical procedures and/or medications. Drug classification and adverse drug reactions are examined as are the implications

of diagnostic test results. This course will prepare the student for coding by focusing on etiology, signs and treatment of diseases of the human body.

**PREREQUISITES:** *OA 215and HIT 180.*

**HIT 220 – ICD Coding** (3-2-2)

This course introduces the student to the coding conventions, coding principles and Centers for Medicare and Medicaid Services (CMS) official (inpatient) coding guidelines using the International Classification of Diseases (IDC) system. The coding principles of every section of the ICD system will be practiced. Topics discussed include MDCs (major diagnostic categories) and DRGs (diagnostic related groups). Students will be required to assign ICD codes to diagnosis/procedure using the ICD manual and web-based assignments assisting in the development of basic skills needed for accurate coding for medical billing purposes.

**PREREQUISITES:** *OA 215; HIT 210 co-requisite required for HIT program admitted students.*

**HIT 230 – CPT Coding** (3-2-2)

This course introduces the student to the theory, structure and process of coding procedures using Current Procedural Terminology (CPT) and Healthcare and Financing Administration’s (HCFA) Common Procedural Coding System (HCPCS). CPT coding guidelines, principles and conventions along with ambulatory services coding related to facility and professional services will be examined in detail. Students will also be exposed to HCPCS codes and the hospital chargemaster.

**PREREQUISITES:** *OA 215; HIT 220 as co-requisite.*

**HIT 240 – Applied Coding** (3-2-2)

This course will introduce advanced coding concepts and address more complex issues related to the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding. Web based assignments focusing on case studies, mock records and applying learning at a higher coding skill level. This course will prepare the student for their Clinical Application Experience course.

**PREREQUISITES:** *HIT 230.*

**HIT 250 – Quality Management in Healthcare** (3-3-0) This course introduces the concepts and theories of utilization management, quality management and

performance improvement principles focusing on historical, theoretical and practical applications and

methodologies. Students are introduced to quality improvement theory and techniques (departmental and hospital-wide) and to the “team concept approach” including a review of member and/or facilitator skills needed to successfully participate. Quality management and performance improvement principles, tools and techniques are applied to the collection and analysis of data; regulatory, accreditation and patient safety compliance; credentialing and utilization; case and risk management.

**PREREQUISITES:** *HIT 110 and ENGL 101.*

### HIT 260 – Healthcare Law and Ethics (3-3-0)

The focus of this course is on legal and ethical principles pertaining to healthcare, health information and the health record as a legal document. It will expose the student to the American legal system, the judicial process, liability, and statutes with practical application of these principles and concepts to health records. Patient privacy/confidentiality and security of health information is addressed as are the Health Insurance Portability and Accountability Act (HIPAA) regulations. Other topics include informed consents, special protections for patient records, release of information, response to subpoenas, admissibility, discoverability, negligence, living wills, advanced directives, compliance, fraud and abuse and electronic health information exchange (e-Health) issues.

**PREREQUISITES:** *HIT 110.*

### HIT 270 – Management for Healthcare (3-3-0)

**COURSE DESCRIPTION:** This course focuses on how supervisors and managers of health service organizations accomplish their tasks and build effective teams. Examined will be models of supervision, leadership styles, staff orientation and training, communication and interpersonal skills, workflow design and evaluation performance. There will be a focus on organizational plans and budgets as well as resource allocation.

**PREREQUISITES:** *None.*

### HIT 280 – Healthcare Statistics and Research (3-3-0)

This course is an introduction to healthcare statistics, including a review of mathematics, interpretation of healthcare statistical formulas, presentation of data, and application of medical research tools. Students are provided with the basic hospital and healthcare statistics including the sources, definitions and calculation of common rate and percentages. Examination of use of statistics in relation to long- range healthcare planning and development, application of automated systems, integration of reports and registration of vital statistics. Students are introduced to, and apply knowledge-based research techniques and research protocol.

**PREREQUISITES:** *HIT 110 and MATH 107.*

### HIT 290 – Clinical Application Experience (3-1-5)

**COURSE DESCRIPTION:** This course is a supervised work experience which allows the student to correlate the didactic experiences of previous and concurrent courses with an individualized professional practice experience in various healthcare settings. The student will complete eighty (80) on-site hours in an approved clinical setting. Topics include confidentiality, privacy and security of health information, retention, retrieval, storage and release of health information, electronic health records and compliance with reimbursement, coding, case mix analysis, and use of coded and abstracted data in addition to regulatory and accreditation requirements for health information. Included in this course will be a

review of the health information principles and applications to prepare Health Information Technology graduates for the American Health Information Management Association’s (AHIMA) national Registered Health Information Technician (RHIT) examination. Students will use mock test questions, discussion boards and other resources to prepare them for the national exam.

**PREREQUISITES:** *HIT 115, HIT 240, HIT 250 and HIT 280; and co-requisite in HIT 200 and HIT 260; and a minimum cumulative GPA of 2.50 or permission of instructor*