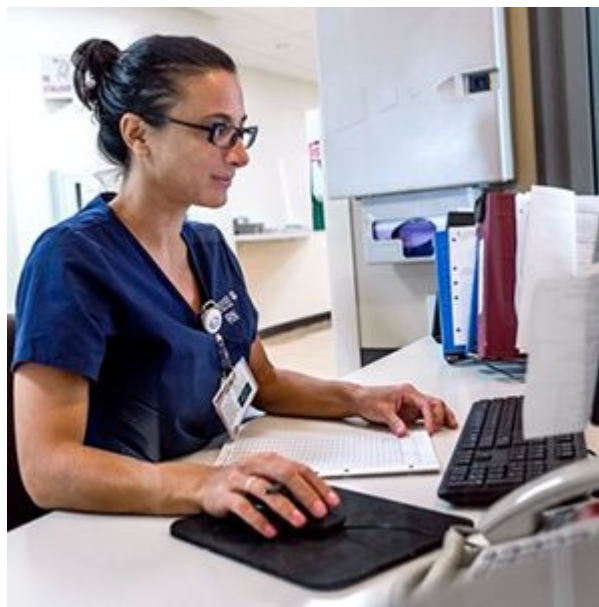




Student Handbook  
Health Information Management Program (HIM)

**2021-2022**



Allied Health Department  
Career Technology Program  
Scott Community College  
(563) 441-4264



Eastern Iowa Community College:  
Scott Community College  
Belmont Campus  
500 Belmont Road  
Bettendorf, Iowa 52722

Welcome to the Health Information Management (HIM) program. Upon entering, this program you have chosen a challenging and rewarding career as a Health Information Management professional. When you graduate and enter the profession you will function as a key member of the health team.

The HIM faculty congratulates you and welcomes you to a great profession. The program course of five semesters will be busy, challenging and very rewarding. The courses are delivered in an online format for all of the core courses, except the Professional Practice Experience. The Professional Practice Experience requires a student to be on site working with health information management.

We understand that being a student is only one part of your life, and we would like to be of assistance to you in any way we can to make sure you are successful in the program, please keep us informed if you have questions or problems arise. We are available during posted office hours; please call to schedule an appointment. We are here so that you are successful in the HIM Program.

This handbook has been designed to provide you with initial information about the expectations from yourself and the faculty. Please contact us if you have any questions regarding materials in this handbook.

I look forward to working with each of you as you progress toward a career as a health information management professional.

Sincerely,

Carrie Jackson, RHIA, M.Ed  
Program Director, HIM/CIM  
563-441-4264  
Office: Belmont Rm 210  
[cajackson@eicc.edu](mailto:cajackson@eicc.edu)

## **Scott Community College Handbook**

Refer to the Scott Community College Student Handbook for the following policies:

<https://www.eicc.edu/about-eicc/student-handbook/>

Academic Information  
Financial Aid  
EEO – Discrimination Complaint Procedure  
Sexual Harassment  
Outreach Services  
Alcohol and Substance Abuse  
College Attendance and Communicable Disease Policy  
Students' Rights and Responsibilities and Student Code of Conduct  
American Disabilities Act  
Scholastic Dishonesty  
College policies & procedures  
Communication and Information Services  
Counseling and Advising Services  
Campus Activities

## AHIMA Code of Ethics

The AHIMA Code of Ethics serves six purposes:

- Promotes high standards of HIM practice.
- Summarizes broad ethical principles that reflect the profession's core values.
- Established a set of ethical principles to be used to guide decision-making and actions.
- Established a framework for professional behavior and responsibilities when professional obligations conflict or ethical uncertainties arise.
- Provides ethical principles by which the general public can hold the HIM professional accountable.
- Mentors practitioners new to the field to HIM's mission, values, and ethical principles.

**Ethical Principles:** The following ethical principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members and certificates.

A health information management professional shall:

- Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
- Put service and the health and welfare of persons before self-interest and conduct oneself in the practice of the profession so as to bring honor to oneself, their peers, and to the health information management profession.
- Preserve, protect, and secure personal health information in any form or medium and hold in the highest regards health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.
- Refuse to participate in or conceal unethical practices or procedures and report such practices.
- Use technology, data, and information resources in the way they are intended to be used.
- Advocate for appropriate uses of information resources across the healthcare ecosystem.
- Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
- Represent the profession to the public in a positive manner.
- Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
- Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
- State truthfully and accurately one's credentials, professional education, and experiences.
- Facilitate interdisciplinary collaboration in situations supporting health information practice.
- Respect the inherent dignity and worth of every person.

<http://bok.ahima.org/doc?oid=105098#.XQuoelhKhaQ>

## **Health Information Management Handbook**

This handbook has been prepared as a special resource containing information pertinent to the program. If you have questions, need assistance or clarification on any policies, procedures, or requirements, you are strongly encouraged to see your program director. No rule or statement in this handbook is intended to discriminate nor will this program knowingly, for the purpose of clinical experience, place students in agencies which discriminate on the basis of sex, race, color, creed, national origin, religion, age, disability, sexual orientation, or marital status.

The college and program faculty reserve the right to add or change college and program policies during the school year. The college and program faculty will make reasonable efforts to notify students of such changes.

### **Student Responsibilities**

Each student is responsible for reading and complying with information appearing in this program handbook as well as the Scott Community College Student Handbook. Failure to read the information will not be considered an excuse for non-compliance.

Policies in this program handbook have been adopted by the faculty. If a student finds that an extenuating circumstance might justify a waiver of a particular policy, the student may petition the program director. The program reserves the right to change policies or revise curricula as necessary due to unanticipated circumstances. Students registered in technical courses will be informed of curricular changes. At the end of this handbook you will have to sign an acknowledgement that you have read and understand the expectations of the program by reading the handbook. You will not be able to register for classes until you have signed this acknowledgement.

**Please contact your instructor before you choose to rent vs buy a book. We strongly suggest you buy the books, many of the books in this program are used in multiple courses.**

## **HIM Program Mission**

The Health Information Management program will enable our students to develop the technical skills necessary for an entry or mid-level job managing health information in both paper and electronic media across the entire continuum of healthcare delivery systems. This program will adequately prepare our graduates in all required competencies for successful completion of the Registered Health Information Technician (RHIT) credentialing exam. The attainment of this credential will offer our students good job opportunities in hospitals, long-term care facilities, ambulatory care facilities, commercial insurance and government agencies processing medical claims, and private industry.

## **What is an HIM Professional**

If you have an interest in healthcare and information technology, health information management (HIM) may be the right career choice for you. As one of the fastest growing occupations in one of the fastest growing industries, an HIM career places you right where the expanding arena of healthcare meets the cutting edge of technology.

HIM professionals are experts in the field of patient health information and medical records. HIM professional duties can include operating computer information systems, coding diagnoses and procedures for reimbursement, maintaining quality control of health records, and more. These professionals are also the caretakers and guardians of personal health information—ensuring that confidential patient information is secure and released only according to strict state and federal laws.

## **Career Possibilities:**

Careers in health information management can expect to be in high demand as the healthcare industry continues to expand.

- Admitting/Patient Intake
- Auditing
- Case Mix Management
- Clinical Documentation Improvement
- Coding – Inpatient
- Coding – Outpatient
- Coding – Physician Services
- Coding – Post Acute
- Compliance
- Customer Service
- Data Analysis and Reporting
- Data Collection
- Database Management
- Education
- Electronic Health Record
- Health IT
- HIPAA Compliance
- Medical Billing
- Medical Records Technician
- Patient Accounts
- Privacy Officer
- Reimbursement
- Release of Information
- Revenue Cycle Management

## **Healthcare Setting HIM Professionals work:**

- Hospitals
- Ambulatory care facilities
- Physician practices
- Managed care organizations
- Long-term care facilities
- Home care providers
- Behavioral health facilities
- Consulting firms
- Information systems vendor
- Rehabilitation centers
- Colleges and universities
- Governmental agencies
- Pharmaceutical companies
- Insurance providers
- Electronic Health Care companies
- Internet-based healthcare organizations
- Accreditation organizations
- Healthcare research organizations
- Independent consultants

HIM offers cutting-edge technology, as health data grows in volume and complexity, HIM professionals work more and more with cutting-edge technology for almost all functions of the HIM Department. While at one time all medical records were kept on paper, the process of creating and maintaining health data is constantly becoming more computer-oriented, sophisticated, and high tech.

HIM offers a dynamic environment, there is no more challenging atmosphere than today's ever-changing healthcare environment. The more healthcare regulations change and expand, and the more issues such as privacy and computerized records gain center stage, the greater the demand will be for HIM professionals.

### **Collaboration:**

Within healthcare facilities, HIM professionals are in the middle of the action. Acting as the institution's informational hub, the HIM Department staff works closely with doctors, insurance providers and patients.

HIM Department directors most often report to the chief financial officer or the chief information officer, although in smaller facilities, they may report directly to the CEO.

Outside the HIM Department, working with physicians is key, as is working closely with the Billing Department and the IS Department. Close working relationships are maintained with the Quality Assurance, Utilization Review, and Risk Management Departments. HIM professionals also work closely with the Admitting Department to ensure that correct patient information is entered into the hospital's computer system.

Outside the facility, HIM professionals work with vendors for EHR software, coding services and agencies, accounting/billing offices, insurance companies, and government entities.

## **Expectations of an HIM professional:**

An HIM professional's duties are often determined by his or her credentials. AHIMA's education-based credentials include the RHIA and RHIT.

Registered Health Information Administrators (RHIAs) are trained in the collection, interpretation, and analysis of patient data. They often hold managerial positions related to these functions. In a recent survey. To obtain an RHIA credential, one must complete a Bachelor's of Science in Health Information Management at a CAHIIM accredited college. If you are interested in continuing your education please speak with the Program Director as we do have partnerships with accredited colleges who offer the program.

Registered Health Information Technicians (RHITs) are trained to ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems. Utilize computers applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. RHITs often work in entry-level and mid-level jobs, but can easily work their way up to management and supervisory roles.

## **Program Description**

Health Information Management professionals are the individuals who compile the data for medical-related agencies. More importantly, they determine specifically how that data is compiled and reported to insurance companies, government agencies and others. These individuals have the technical skills needed to maintain the components of health information systems consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system.

A career in Health Information Management is right for you if you:

- Wish to work in health care, but not directly with patients.
- Have an inclination toward science, but also like computers, management and law.
- Like to work with professionals: physicians, nurses, lawyers, administrators.
- Desire a career with a diverse variety of career opportunities.
- Seek a field with an excellent outlook for future opportunities.

Health Information Management programs focus is to train students in medical record management, health informatics, health information security and protocols, and health data management, and medical coding. Students will be introduced to electronic medical records, digital security and health information.

The Health Information Management (HIM) AAS is a 66 credit degree that can be completed in 5 terms. The HIM program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the AAS are eligible to sit for the national certification exam – Registered



Health Information Technician (RHIT) issued by the American Health Information Management Association. Graduates of the HIM AAS degree will be eligible for entry or mid-level positions in the HIM field.

The credentials of RHIT indicate that a student has graduated from an associate's degree program that is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). Earning the RHIT credential by passing the national certification examination validates a student's competency in health information systems. The program at Scott Community College is accredited by CAHIIM.

### **Program Faculty**

Carrie Jackson, M.Ed., RHIA – Program Director (563) 441-4264

Donna Clarquist, BS, RHIT – Full Time Faculty (563) 441-4314

Nan Boden, BA, CCS – Adjunct Faculty

Lora Spencer, BS, RHIA, CDIP – Adjunct Faculty

Kerry Reeg, RHIT – Adjunct Faculty

We, the faculty and staff of Scott Community College, welcome you and want you to know that we are here to assist you in every way we possibly can. We consider it a privilege to have each and every one of you as students here. Faculty are available by email or phone, full-time faculty will have office hours during the Fall and Spring semesters.

## HIM Program Competencies

Program will follow the competency requirements provided by the program accreditation, CAHIIM.

<b>Domain I. Data Structure, Content, and Information Governance</b>	
1. Describe healthcare organizations from the perspective of key stakeholders	HIT-200 Health Record Data, Content, and Structure
2. Apply policies, regulations, and standards to the management of information	HIT-200 Health Record Data, Content and Structure HIT-515 Revenue Cycle Management
3. Identify policies and strategies to achieve data integrity	HIT-525 Quality Management
4. Determine compliance of health record content within the health organization	HIT-200 Health Record Data, Content, and Structure HIT-265 Health Informatics HIT-515 Revenue Cycle Management
5. Explain the use of classification systems, clinical vocabularies, and nomenclatures	HIT-265 Health Informatics
6. Describe components of data dictionaries and data sets	HIT-200 Health Record Data, Content and Structure HIT-265 Health Informatics
7. Evaluate data dictionaries and data sets for compliance with governance standards	HIT-415 Healthcare Data Management
<b>Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security</b>	
1. Apply privacy strategies to health information	HIT-422 Medico Legal Ethics
2. Apply security strategies to health information	HIT-422 Medico Legal Ethics HIT-265 Health Informatics HIT-515 Revenue Cycle Management
3. Identify compliance requirements throughout the health information life cycle	HIT-422 Medico Legal Ethics HIT-265 Health Informatics
<b>Domain III. Informatics, Analytics and Data Use</b>	
1. Apply health informatics concepts to the management of health information	HIT-200 Health Record Data, Content, and Structure
2. Utilize technologies for health information management	HIT-265 Health Informatics HIT-415 Healthcare Data Management
3. Calculate statistics for healthcare operations	HIT-415 Healthcare Data Management HIT-451 Allied Health Statistics HIT-535 Leadership

4. Report health care data through graphical representations	HIT-415 Healthcare Data Management HIT-525 Quality Management
5. Describe research methodologies used in healthcare	HIT-415 Healthcare Data Management HIT-525 Quality Management
6. Describe the concepts of managing data	HIT-415 Healthcare Data Management HIT-422 Medico Legal Ethics
7. Summarize standards for the exchange of health information	HIT-200 Health Record Data, Content, and Structure HIT-265 Health Informatics
8. Manage data within a database system	HIT-415 Healthcare Data Management
9. Identify standards for exchange of health information	HIT-265 Health Informatics HIT-525 Quality Management
<b>Domain IV. Revenue Cycle Management</b>	
1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines	HIT-205 ICD-10-CM Coding HIT-305 CPT Coding HIT-405 ICD-10-PCS Coding HIT-485 Medical Billing and Reimbursement Systems HIT-505 Advanced Coding
2. Describe components of revenue cycle management and clinical documentation improvement	HIT-415 Healthcare Data Management HIT-485 Medical Billing and Reimbursement
3. Summarize regulatory requirements and reimbursement methodologies	HIT-485 Medical Billing and Reimbursement HIT-515 Revenue Cycle Management HIT-525 Quality Management
4. Determine diagnosis and procedure codes according to official guidelines	HIT-205 ICD-10-CM Coding HIT-305 CPT Coding HIT-405 ICD-10-PCS Coding HIT-485 Medical Billing and Reimbursement Systems HIT-505 Advanced Coding
5. Evaluate revenue cycle processes	HIT-515 Revenue Cycle Management
6. Evaluate compliance with regulatory requirements and reimbursement methodologies	HIT-515 Revenue Cycle Management
<b>Domain V. Health Law and Compliance</b>	
1. Apply legal processes impacting health information	HIT-422 Medico Legal Ethics HIT-515 Revenue Cycle

	Management
2. Demonstrate compliance with external forces	HIT-422 Medico Legal Ethics
3. Identify the components of risk management related to health information management	HIT-422 Medico Legal Ethics HIT-515 Revenue Cycle Management
4. Identify the impact of policy on health care	HIT-422 Medico Legal Ethics HIT-515 Revenue Cycle Management HIT-525 Quality Management HIT-535 Leadership
<b>Domain VI. Organizational Management Leadership</b>	
1. Demonstrate fundamental leadership skills	HIT-535 Leadership
2. Identify the impact of organizational change	HIT-535 Leadership
3. Identify human resource strategies for organizational best practices	HIT-535 Leadership
4. Utilize data-driven performance improvement techniques for decision making	HIT-535 Leadership
5. Utilize financial management processes	HIT-535 Leadership
6. Examine behaviors that embrace cultural diversity	HIT-535 Leadership
7. Assess ethical standards of practice	HIT-200 Health Record Data, Content, and Structure HIT-422 Medico Legal Ethics HIT-535 Leadership
8. Describe consumer engagement activities	HIT-415 Healthcare Data Management HIT-535 Leadership
9. Identify processes of workforce training for healthcare organizations	HIT-535 Leadership

## Health Information Management 2021-2022

### Term 1

Course #	Course Name	Credits
BIO-163	Essentials of Anatomy and Physiology	4.00
CSC-116	Information Computing	3.00
HIT-121	Pharmacology	2.00
HIT-170	Principles of Human Disease	3.00
HSC-113	Medical Terminology	2.00
		<b>14.00</b>

### Term 2

Course #	Course Name	Credits
ENG-105	English Composition I	3.00
HIT-200	Health Record Data, Content, and Structure	3.00
HIT-205	ICD-10-CM Coding	3.00
HIT-265	Health Informatics	3.00
HSC-137	Math for Healthcare	3.00
		<b>15.00</b>

### Term 3

Course #	Course Name	Credits
HIT-305	CPT Coding	3.00
HIT-355	Professional Practice Experience I	2.00
PSY-111 or	Introduction to Psychology OR	3.00
SOC-110	Introduction to Sociology	3.00
		<b>8.00</b>

### Term 4

Course #	Course Name	Credits
HIT-405	ICD-10-PCS Coding	3.00
HIT-415	Healthcare Data Management	3.00
HIT-422	Medico-Legal Ethics	3.00
HIT-451	Allied Health Statistics	3.00
Hit-485	Medical Billing and Reimbursement Systems	3.00
		<b>15.00</b>

### Term 5

Course #	Course Name	Credits
HIT-505	Advanced Coding	3.00
HIT-515	Revenue Cycle Management	2.00
HIT-525	Quality Management	3.00
HIT-535	Leadership	3.00
HIT-555	Professional Practice Experience II	2.00
HIT-590	Career Seminar	1.00
		<b>14.00</b>

**AAS Total: 66.00 Credits**

## **Program Registration**

The sequence of courses in the program have been carefully planned to ensure the most effective and efficient presentation of curriculum. Program advisors will assist students in the following the curriculum and registering for the proper course sections. The registration must be approved by the program Advisor. The student must have no registration holds. Holds may be due to outstanding financial obligations to the college.

If it becomes necessary to drop or add a course after registration, the student must see their Academic Advisor, complete a change of registration form and personally take it to the registration office. If a student does not continue to attend a course, but fails to withdraw from the course, the instructor will have no choice but to assign a failing grade. Each semester has a last day to drop classes indicated on the academic calendar. The last day to drop is 75% through a course. See the academic calendar or course syllabus for specific information. Refer to the student handbook for information regarding tuition reimbursement.

## **Health Information Management Academic Requirements**

Students are expected to achieve and maintain a cumulative 2.0 grade point average with the college. Students are expected to achieve a “C-” or in any Health Information Management course and any pre-requisite Science and Computer courses or they must retake that course before continuing on the program.

Courses in the curriculum are in a sequential manner with introductory material given as a foundation for advanced course work. For this reason, students who do not pass a prerequisite course must repeat that course before continuing in the curriculum.

## **Grading Scale**

The grading scale used for all HIT courses:

**93 – 100% = A   85 – 92% = B   77 – 84% = C   70 – 76% = D   0 – 69% = F**

## **Withdrawal from the Program**

A student who finds it necessary to withdraw from the program should first confer with the program director. The program reserves the right to request with withdrawal of any students whose health, work, or conduct is determined to be detrimental to the health and safety of themselves, other students or patients.

## **Grievance & Academic Appeal Policy**

For concerns or appeals, students should first meet with the course instructor and then, if necessary, the program director, then the Division Dean. These concerns should be addressed as soon as possible. Grade appeals must be presented within 60 days from the date of which the grade was assigned. Refer to the SCC Student Handbook for additional information.

## Professional Practice Experience Information

### Professional Practice Experience (PPE) Description:

Professional Practice Experience courses are clinical on-site training. If you currently work full time and you are taking online courses, you will need to manage your time and be able to take off time in order to complete your PPE hours. If this is something that you cannot complete, this may not be the program for you.

PPE consists of directed practice clinical on-site learning experience at hospitals, clinics, physician offices, or various other medical facilities. We secure a clinic site for you upon receipt of all required paperwork. The programs Healthcare Site Coordinator will work in cooperation with the student to locate an available site in their area, and assist with arranging hours and any other necessary paperwork. Paperwork must be on file in the office of HIM Program Director before you can register for Professional Practice Experience I – HIT 355.

Professional Practice Experience I is approximately 96 hours of hands-on clinic-site training. Most students complete this by doing 2 days per week for 6 weeks. Students should have completed or be taking Term 1 and Term 2 courses before taking HIT-355.

Professional Practice Experience II is approximately 96 hours of hands-on clinic-site training. Most students complete this by doing 2 days per week for 6 weeks. Students must have completed or be completing Coding III to begin HIT-555.

Both PPE courses will also require students to participate in weekly assignments and student lounge discussions within the Canvas course.

Students must follow SCC HIPAA training and also the clinic site HIPAA procedures. The HIPAA training will be provided to you by the Site Coordinator.

A criminal background check is required on all HIM students prior to beginning PPE. A negative criminal record with felony incident and/or child/elder abuse may prevent the student from participating in PPE and furthermore may prevent the student from completing the HIM program. The cost of the background check is \$65.

Students must also provide proof of health immunization updates and current physical exam. Cost of exam depends on your insurance and provider. The requirements for health immunization, physical and TB test are determined by the site you are assigned. Additional medical information may be requested based on the site that you are assigned to. All forms are located at the end of the Handbook

Professional Practice Assignments are unpaid educational experiences; therefore, students do not receive financial compensation for work performed in PPE. Students may be employed in the clinical facility if the employer agrees to allow the student to complete PPE at place of employment.

## **PPE Attendance Policy**

Students are expected to be present every day to their site. Should a student be unable to attend for any reason, he/she is to report the absence by notifying the PPE instructor by phone and PPE site supervisor ahead of time or within a reasonable amount of time for each day he/she will be absent or tardy and state the reason. All absences or failures to be on-time will be documented in the student's record. Before leaving the clinical site, the student must inform the PPE site supervisor. Failure to notify SCC Instructor and/or clinic site supervisor may result in failure of the student for PPE.

**Smoking Policy:** As mandated by law, smoking is restricted to designated areas only of the clinical facility. In addition, students may smoke only on breaks or lunch periods.

**Incidents:** Any incident which is inconsistent with routine hospital care or patient treatment must be reported immediately to the PPE site supervisor and a written report describing the incident must be completed.

## **PPE Professional Conduct**

Students and employees absolutely must conduct themselves in a professional manner during all PPE experiences and at all health care agencies. They are forewarned that a series of minor violations or any serious violation may be just cause for their immediate dismissal from the program.

1. The student is responsible for being available and ready for instruction in his/her assigned area or location.
2. The student will be present and ready for work at the assigned time, and will report to the PPE instructor or department supervisor.
3. The student is responsible to the PPE site supervisor, or in the supervisor's absence, the department supervisor.
4. The student must develop a sense of protection and responsibility for the health and well-being of the patient by careful, complete, and professional medical record practices.

The following is a list of examples of misconduct which will not be tolerated. These are merely examples and this list is not to be construed as all-inclusive.

- Dishonesty
- Falsifying records or information
- Theft
- Destruction or misuse of property
- Failure to follow directions or neglect of assigned duties
- Violating confidentiality, or disclosing information about patients, fellow students or workers, technicians or physicians and their practices
- Leaving without permission
- Undue absenteeism or tardiness



- Conducting personal business or making personal calls during Professional Practice Experience hours
- Excessive use of cell phone while training
- Sleeping or loafing on or during the Professional Practice Experience assignment or on the premises
- Any immoral conduct, use of alcohol, or illegal drug activity will on duty or on the premises.
- Any disorderly conduct, fighting, horseplay, overly loud talking
- Possession of a weapon on the premises
- Making threats of any nature to any person in a health care setting
- Discourtesy, including vile, abusive, or vulgar language, towards patients, visitors, physicians, or follow workers
- Abuse of break or lunch times
- Disregard for safety rules, policies, or procedures
- Smoking in unauthorized areas
- Chewing gum in the presence of patients or visitors
- Dress code violation or unprofessional attire
- Discrimination toward any patient, visitor, co-worker, student, or physician because of race, color, sex, age, religion, or handicap

### **PPE Physical Examination**

During PPE assignments, students may be in direct contact with patients at clinical sites. It is extremely important for each student to have a physical examination prior to starting a PPE assignment to assure both the student and the clinical affiliate that the student is able to participate as required.

Each student must have a physical performed by a licensed physician. In addition, documentation and/or results of the following tests and immunizations are required:

- Poliomyelitis
- MMR or Rubella
- Blood Test for TB
- Tetanus/Diphtheria Booster
- Seasonal flu shot
- Hepatitis B

Each site may require different immunizations or records. The completed form will be kept in the student's permanent file. Forms are located at the end of the handbook.

### **Academic and Graduation Requirements**

All students graduating from this program must successfully complete all required program courses and achieve a minimum 2.0 cumulative grade point average.

All students must complete an "Application to Graduate" in the semester before expectation of graduation.

Courses in the curriculum are sequential. For this reason, students who do not pass a prerequisite course must successfully complete that course before continuing in the curriculum. Refer to the course descriptions in the college catalog for prerequisites.

Students may not graduate with an incomplete, "F" or no pass grade in any program course. If money is owed for fines, lost or damaged equipment. If they have any registration holds such as outstanding fines.

## **PROGRAM POLICY AGREEMENT**

**Receipt of Scott Community College (SCC) Health Information Management**

**Program Student Handbook:** I have received a student handbook. I understand I am responsible to read it completely. I further understand that I will be held accountable for complying with all policies and procedures of the Health Information Management program. It is my responsibility to ask for clarification from the Program Director of Health Information Management regarding any policy or procedure I do not understand. I will read any and all new policies or procedures that are issued by the program and I will staple them into my student handbook. I understand that I am responsible to read and comply with the general student policies of SCC.

**Responsibility for Conduct and Actions as a Health Information Management**

**Student:** I understand that having been admitted to the SCC Health Information Management program, I am held responsible for my conduct and actions as a Health Information Management student. I understand that breach of SCC or Health Information Management program policies or Health Information Management ethics may result in consultation, or possibly probation, suspension, or dismissal depending on the nature of my actions. I understand that client safety, privacy, and dignity are the highest priority in Health Information Management and Health Information Management education.

**Titles VI and XII of the Civil Rights Act of 1964 and Title IX of the Education**

**Amendments of 1972:** I understand that SCC complies with Titles VI and XII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other Federal laws and regulations; and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services. I understand I may follow the grievance procedure guidelines described in the student handbook if I wish to file a complaint.

**Medical Treatment:** I understand I am responsible for payment for any medical treatment that may be necessary subsequent to any injury or disease or exposure to disease associated with any clinical assignment.

**Computer User Agreement:** As a condition of using the SCC computer equipment, I agree not to use the equipment to duplicate copyrighted software in violation of its end-user's license agreement, whether it is my personal copy or is owned by SCC. I assume liability for any copyright infringements caused by myself.

---

(Student Signature)

(Date)

Students should sign this form, scan and email to [ltmclaughlin@eicc.edu](mailto:ltmclaughlin@eicc.edu) – Lorene McLaughlin, Program Advisor

**SCOTT COMMUNITY COLLEGE**

**AUTHORIZATION FORM**

Mail, fax or scan/email completed and signed form to:

Jackie Nash  
Health Information Management Program  
500 Belmont Road, Bettendorf, IA 52722  
Fax (563)441-4204  
[jnash@eicc.edu](mailto:jnash@eicc.edu)

\_\_\_\_\_  
Name: Last First: Middle:

\_\_\_\_\_  
Alias Names Maiden, previous Married Name (list every previous name)

\_\_\_\_\_  
Address: Street City State Zip

\_\_\_\_\_  
Date of Birth Race Sex (M/F) Social Security #

\_\_\_\_\_  
Driver's License Number State Issuing License

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime in this state or any other state? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, please explain the nature of the incident and date of occurrence.

**AUTHORIZATION AND RELEASE**

The undersigned acknowledges:

1. I have executed this document in conjunction with admission into the Allied Health program at Eastern Iowa Community College District. (Hereinafter referred to as "EICCD")
2. I hereby authorize EICCD access to any criminal history record produced by federal, state, or local law agencies pertaining to me.
3. I agree to release EICCD and any other person, company or other entity from any and all causes of action that otherwise might arise from supplying clinical agencies with information they may request pursuant to this release.
4. I understand that any false answers or statements, or misrepresentations by omission made by me on this form or any related document, for my immediate discharge should such falsifications or misrepresentation be discovered after my nursing program begins.
5. I understand and agree that if I am rejected for participation in a clinical experience by an affiliating agency or if I refuse to submit to the registry checks that are required by an affiliating agency, I will be unable to complete my program of study in the allied health program.
6. I understand that during my educational program with EICCD, it is my responsibility to report any criminal, child abuse, and adult abuse charges pending against my record. I further authorize EICCD to conduct background checks on my record at any time during my educational program, as needed.

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

**SCOTT COMMUNITY COLLEGE**

**HEALTH INFORMATION MANAGEMENT PROGRAM  
STUDENT HEALTH FORM**

To Be Completed by Applicant:

Name \_\_\_\_\_ DOB: \_\_\_\_\_

Sex M / F

Address \_\_\_\_\_

Phone \_\_\_\_\_

Do you have a health condition that will interfere with your performing the physical activities required by this program?

\_\_\_\_\_  
\_\_\_\_\_

I UNDERSTAND THAT FAILURE TO SUBMIT THIS COMPLETED HEALTH FORM BEFORE CLINICAL PROFESSIONAL PRACTICE EXPERIENCE WILL KEEP ME FROM ENTERING THE CLINICAL SETTING.

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

Health Form Continued:

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

### PHYSICAL EXAMINATION

This student has been accepted into the Health Information Management Program at Scott Community College. While enrolled, this student will be required to achieve in a very rigorous academic program involved in stressful situations, required to effectively use all sense organs, engaged in activities which require above average manual dexterity, expected to lift, move and file health records and may be required to be on his/her feet for eight consecutive hours at one time.

### IMMUNIZATION STATUS

\*It is mandatory that all of these immunizations (Hepatitis B vaccine is optional) are completed prior to entering the clinical setting.

Tetanus Toxoid (date) \_\_\_\_\_

(Must be within the last 10 years)

Rubella (date) \_\_\_\_\_ vaccine or titer

Varicella (date) \_\_\_\_\_

2-Step Tuberculin Test or Quantiferon Gold: (Must be within the last 12 months)

Date Administered \_\_\_\_\_ Date Read \_\_\_\_\_

Results \_\_\_\_\_

Seasonal Flu (October-March)) \_\_\_\_\_ (upon availability)

Hepatitis B (optional)

Waiver Signed and Attached \_\_\_\_\_ YES \_\_\_\_\_ NO

1st Vaccine \_\_\_\_\_ 2nd vaccine \_\_\_\_\_ 3rd vaccine \_\_\_\_\_

Can this person function as a student in the program without posing a "direct threat" to the health or safety of the person or others? \_\_\_\_\_ YES \_\_\_\_\_ NO

Physician Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Health Form Continued:

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**STUDENT WAIVER OF HEPATITIS B VACCINATION**

I \_\_\_\_\_, a student at Scott Community College, Bettendorf, IA, have been informed by College administration, faculty, or staff that it is recommended that I receive the Hepatitis B vaccine for prevention of Hepatitis B virus infection. I am aware of the risks involved by not received the vaccine, but choose not to receive the vaccination at this time.

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

Witness \_\_\_\_\_ Date \_\_\_\_\_

**SCOTT COMMUNITY COLLEGE**

**HEALTH INFORMATION MANAGEMENT PROGRAM  
CONFIDENTIALITY STATEMENT**

Throughout the Health Information Management Program at Scott Community College, Bettendorf, Iowa, I \_\_\_\_\_ will have limited access to patient health information. I realize that health information is private and should be kept confidential. I further realize that any unauthorized release of information is punishable by fine and/or imprisonment. Throughout my training in the Health Information Management Program at Scott Community College, I will at no time whatsoever inappropriately release confidential health information. In addition, I understand I must adhere to the Code of Ethics of the American Health Information Management Association (AHIMA). I understand that the release of unauthorized patient information will result in my immediate termination from the Health Information Management Program at Scott Community College.

Student  
Signature \_\_\_\_\_

Student  
ID# \_\_\_\_\_

Date \_\_\_\_\_

\* Health information is any information that applies to a patient's health condition now, in the past, or in the future. If health information includes data that would assist someone in identifying the patient, it is considered protected health information and may not be released without proper authorization. Casual conversations within and outside of the health care environment is also considered a breach of patient confidentiality.