

HUTCHINSON COMMUNITY COLLEGE
HEALTH INFORMATION MANAGEMENT PROGRAM
STUDENT HANDBOOK
2018 - 2019



HUTCHINSON
COMMUNITY COLLEGE

TABLE OF CONTENTS

Content	Page No.
Welcome/Accreditation	5
Mission, Vision	5
Philosophy	6
Important Telephone Numbers	7
HIM Advisory Committee	7
The Health Information Technician	8
The Healthcare Coding Specialist	8
Curriculum Competencies	9
Selection Criteria	12
Admission Procedure	12
Readmission procedure	12
Course Requirements	13
Graduation Requirements	13
Fees and Financial Aid	13
Scholarships	13

Curriculum	14
Course Descriptions	15
Professional Practice Experience	20
Confidentiality	21
Job Placement	21
Academic Honesty	21
Alcohol and Drug Free Environment	21
Attendance	21
Late Policy	22
Student Responsibilities	22
Evaluations	
Assignments	23
Examinations	23
Quizzes	23
Final Examinations	23
Review Session	24
Grading System	24
Professional Associations	24

AHIMA Code of Ethics	25
AHIMA Vision, Mission and Core Values	26
Appendices	
Readmission form	Appendix 1
Health Forms	Appendix 2
Goals and Standards	Appendix 3

HUTCHINSON COMMUNITY COLLEGE

STUDENT HANDBOOK

WELCOME

Hutchinson Community College is pleased to provide you with information regarding the Health Information Management Program. This handbook is designed to serve as a guide to information concerning the associate degree in Health Information Management and the Healthcare Coding Specialist certificate and to student policies that are particular to these courses of study (hereafter known as “the Program”). The requirements given in this handbook apply to all students enrolled in the Program. The student should become familiar with and make plans to comply with these guidelines. Please feel free to discuss any questions or concerns with the instructors in the Program. Be sure to read through the entire handbook. This Handbook is available online at the HCCHIM website. All HIM students are subject to the policies in this Handbook.

ACCREDITATION

Hutchinson Community College is accredited by The Higher Learning Commission (HLC). The HIM Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM is the accrediting organization for degree-granting programs in health informatics and information management. CAHIIM serves the public interest by establishing quality standards for the educational preparation of future health information management professionals. When a program is accredited by CAHIIM, it means that it has voluntarily undergone a rigorous review process and has been determined to meet or exceed the Standards set by the Board of Commissioners and curricula by the sponsoring professional organization – the American Health Information Management Association (AHIMA).

MISSION

The Health Information Management Program at Hutchinson Community College offers a student-centered, quality educational experience from an accredited Health Information Management program.

VISION

Develop tomorrow's leaders in Health Information Management.

PHILOSOPHY

The Health Information Management Program at Hutchinson Community College provides instruction and professional practice experiences to assist students in developing the HIM Associate Degree Entry-Level Competencies – Domains, Subdomains and Tasks of a health information technician. These are developed by the Board of Commissioners of the Commission on Accreditation for Health Informatics and Information Management Education and are included in this Handbook. The program also provides instruction and professional practice experiences for the Healthcare Coding Specialist certificate. The Health Information Management Program staff is committed to providing the best possible learning environment for the student. Every effort will be made to meet the individual needs of the student within the framework of the college requirements and professional standards. Each student is expected to accept responsibility for his/her own education and to make full use of the learning opportunities offered by the College.

Hutchinson Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies:

[For printed materials]

Coordinator of Equity & Compliance

1300 N. Plum

Hutchinson, KS 67501

(620) 665-3500

equity@hutchcc.edu

[For electronic materials]

Jacob Gunden, Coordinator of Equity & Compliance

1300 N. Plum

Hutchinson, KS 67501

(620) 665-3512 [or (620) 665-3500]

gundenj@hutchcc.edu [or equity@hutchcc.edu]

Any student who has a documented learning and/or physical disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and the Americans with Disability Act) must contact the HutchCC Coordinator of Disability Services, at 665-3554, or Student Success Center, Parker Student Union. The student must have appropriate documentation on file before eligibility for accommodations can be determined.

IMPORTANT TELEPHONE NUMBERS

Name	Title	Telephone Number
Dr. Carter File	President of the College	665-3506 (ext 3506)
Dr. Cindy Hoss	Vice President of Academic Affairs	665-3507 (ext 3507)
Brett Bright	Vice President of Student Services	665-3579 (ext.3579)
Jacob Gunden	Coordinator of Equity and Compliance/ Title IX Coordinator	665-3512 (ext. 3512)
Bonnie Folkerts	HIM Program, Director	694-2455 (ext.2455)
Becky Rice	Instructor, HIM Program	694-2440 (ext.2440)
Cathy Diggs	Clinical Coordinator, HIM Program	665-4946 (ext.4946)
Annette Kershaw	Administrative Asst., HIM/Dept 1	694-2456 (ext.2456)

HutchCC's long distance number is 800-289-3501 with the extension above.

HEALTH INFORMATION MANAGEMENT PROGRAM ADVISORY COMMITTEE

The Health Information Management Program maintains a group of health information and academic program professionals who serve as advisors to the program. These individuals are responsible for providing advice to the HIM program on current health information trends and needs of the community. They maintain a liaison function between the program and the health information professionals in the community. This group meets a minimum of twice per year. For a complete listing of current members, please inquire to one of your health information instructors.

THE HEALTH INFORMATION TECHNICIAN

The Health Information Management Program is designed for persons interested in pursuing a career that combines skills in the following areas: information systems; interpreting/analyzing medical information; handling responses regarding consent for treatment and release of information; privacy and security of health information; managing data; and, maintaining the components of health record systems and the personnel required for systems to function.

Health information professionals are responsible for maintaining components of health information computer systems, protecting patient privacy and providing information security, ensuring health information is complete and available to legitimate users, coding and classifying data for reimbursement, analyzing information necessary for decision support, complying with standards and regulations regarding health information, preparing health data for accreditation and licensing surveys, and analyzing clinical data for research and public policy. In all types of facilities, and in various locations within a facility, the health information technician possesses the technical knowledge and skills necessary to process, maintain, compile, and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality improvement and research. The health information technician may be responsible for functional supervision of the various components of the health information system.

This program provides instruction and professional practice experience to assist students in developing the technical skills necessary to become Health Information Technicians.

Graduates receive the Associate in Applied Science degree from the college and are eligible to write the AHIMA national qualifying examination to become a Registered Health Information Technician (RHIT).

Our courses transfer to four year colleges and universities offering a Bachelor's degree in Health Information Management. If you decide to continue your education to pursue a Bachelor's degree in Health Information Management, the four-year institution should be contacted to assure a smooth transfer of credit.

THE HEALTHCARE CODING SPECIALIST

Medical coders assign codes to diagnoses and procedures in order to receive proper reimbursement from third party payers. Medical coders use the International Classification of Diseases and Current Procedural Terminology coding system in order to assign accurate codes for compliance with federal regulations and insurance requirements. Coded information is used to prepare statistical reports for research and public policy. Coders require a solid background in medical terminology, anatomy and physiology, pathophysiology and pharmacology. Graduates receive the Healthcare Coding Specialist Certificate from the college and are eligible to write the AHIMA national qualifying examination to become a Certified Coding Associate.

Curriculum Competencies

DOMAIN I: Health Data Management

A. 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 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.

B. 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.

C. 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 diagnostic/procedural groupings such as DRG, MSDRG, 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 (e.g. DSM IV, SNOMED-CT).
7. Resolve discrepancies between coded data and supporting documentation.

D. 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.
3. Support accurate billing through coding, chargemaster, 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 diagnostic/procedural groupings such as DRG, APC and so on.

DOMAIN II: Health Statistics, Biomedical Research, and Quality Management

A. Subdomain: Healthcare Statistics and Research

1. Collect, maintain, and report data for clinical indices / databases/registries to meet specific organization needs such as medical research and disease registries.
2. Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.
3. Comprehend basic descriptive, institutional, and healthcare vital statistics.

B. Subdomain: Quality Management and Performance Improvement

1. Abstract and report data for facility-wide quality management and performance improvement programs.
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.

DOMAIN III: Healthcare Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems

1. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.
2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

B. Subdomain: Healthcare Privacy, Confidentiality, Legal and Ethical Issues

1. Adhere to the legal and regulatory requirements related to the health information infrastructure.
2. Apply policies and procedures for access and disclosure of personal health information.
3. Release patient-specific data to authorized users.
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
5. Apply and promote ethical standards of practice.

DOMAIN IV: Information Technology and Systems

A. Subdomain: Information and Communication Technologies

1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.

2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
4. 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.
5. Participate in the planning, design, selection, implementation, integration, testing, evaluation and support for EHRs.

B. Subdomain: Data, Information and File Structures

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

C. 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.

D. Subdomain: Data Security

1. Apply confidentiality and security measures to protect electronic health information.
2. Protect data integrity and validity using software or hardware technology.
3. Apply departmental and organizational data and information system security policies.
4. Use and summarize data compiled from audit trail and data quality monitoring programs.

DOMAIN V: Organizational Resources

A. Subdomain: Human Resources

1. Apply the fundamentals of team leadership.
2. Participate in and work in teams and committees.
3. Conduct new staff orientation and training programs.
4. Conduct continuing education programs.
5. Monitor and report staffing levels and productivity standards for health information functions.
6. Use tools and techniques to monitor, report and improve processes.
7. Comply with local, state, and federal labor regulations.

B. Subdomain: Financial and Resource Management

1. Make recommendations for items to include in budgets and contracts.
2. Monitor and order supplies needed for work processes.
3. Monitor coding and revenue cycle processes.
4. Recommend cost-saving and efficient means of achieving work processes and goals.

5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.

SELECTION CRITERIA – ASSOCIATE DEGREE

In order to promote student success in the Health Information Management Program and in the health record profession, the following criteria is established:

1. a. High school graduation with a minimum cumulative grade point average of 2.0 on a 4.0 scale for the last two years of high school, or
b. Minimum cumulative grade point average of 2.0 on a 4.0 scale for a minimum of twelve semester hours of college, or
c. Satisfactory performance on the GED.

Consideration will be given to applicants who do not meet the selection criteria at the time of application. Students may be considered for provisional admission; however, the grade point requirement must be met by successful completion (grade point average of 2.0 on a 4.0 scale) of the first college semester (minimum 12 hours). Provisional admission of any student is considered on an individual basis.

Please refer to the College website for information about the admission process at <http://www.hutchcc.edu/future-students/admissions/process.php>.

ADMISSION PROCEDURE

1. Submission of application to HutchCC and required official transcripts from high school and all colleges previously attended. www.hutchcc.edu/Admissions
2. Submission of application to the Health Information Management program. www.hutchcc.edu/hit
3. It is the responsibility of the applicant to ensure that the documentation is complete.
4. No applicant will be considered until all required documentation has been submitted.

There is no selection criteria for the Healthcare Coding Specialist Certificate Program.

Readmission procedures:

A student must reapply to the HIM program if:

- He/she has previously been admitted to the HIM program and there is a lapse in continuous enrollment for one fall and spring semester.
- He/she has been dismissed from the HIM program.

The student should submit the readmission form found in Appendix 1 and the HIM application found at www.hutchcc.edu/hit. Final decision for readmission is made by the selection committee of the Health Information Management Program Advisory Committee. (Appendix 1)

COURSE REQUIREMENTS

All health information core courses in all programs must be completed with a grade of "C" or better in order to progress to the next course and/or successfully complete any of the programs. Core courses include all classes designated with an "HR" at the beginning of the course number.

GRADUATION REQUIREMENTS

The specific course requirements for the Associate in Applied Science degree in Health Information Management and the certificate in Healthcare Coding Specialist are listed under "Curriculum" in this Handbook. Please review these with your advisor to make certain you have met all the requirements for graduation. Students are encouraged to view the degree audit in their DragonZone accounts to track graduation requirements.

Please refer to the College website at <http://www.hutchcc.edu/catalog/policy/?id=16> to ensure that you are ready for graduation.

FEES

Please refer to the college catalog on the website at <http://www.hutchcc.edu/business-office/cost-and-fees> for a current listing of tuition and fees.

FINANCIAL AID

Students with financial aid concerns are encouraged to talk with the Financial Aid Office and visit the website at <http://www.hutchcc.edu/financial-aid>.

SCHOLARSHIPS

The Health Information Management Program participates in the scholarships program of the College. Speak with your advisor or visit the Financial Aid website at <http://www.hutchcc.edu/financial-aid> for more information.

Other scholarships are available from the AHIMA Foundation (<http://www.ahimafoundation.org/education/meritscholarships.aspx>), the Kansas Health Information Management Association (<http://www.khima.com/careers/careers2.html>) and some healthcare facilities. Other state health information management associations offer scholarships for students. You are encouraged to consult your state association. Healthcare organizations often offer scholarships to current employees. Consult the Program Coordinator or your health information contact at your facility for further information, and be sure to check with your facility's Human Resources office.

CURRICULUM - ASSOCIATE IN APPLIED SCIENCE IN HEALTH INFORMATION MANAGEMENT

FIRST SEMESTER COURSES*	CREDIT HOURS
CS104 Computers in Healthcare	3
EN101 English Composition IA or EN100 English Composition IB or EN107 Business English	3
PS100 General Psychology or PS101 Human Relations	3
HR100 Health Record Applications I	1
HR103 Health Information Processes	3
HR105 Medical Terminology	3
SECOND SEMESTER COURSES	
BI103 Human Anatomy and Physiology**	6
IS104 Microcomputer Applications***	3
HR107 Legal and Ethical Issues in Health Information	3
HR210 CPT Coding	2
THIRD SEMESTER COURSES	
AL153 Pharmacology	3
BU203 Principles of Supervision	3
HR203 Health Record Practicum I	1
HR212 Pathophysiology	4
HR214 Health Statistics	2
HR217 Health Record Applications II	1
HR222 ICD-10-CM/PCS I	4
FOURTH SEMESTER COURSES	
BU109 Business Communications or EN108 Technical Writing	3
HR208 Quality Improvement in Healthcare	2
HR228 Healthcare Analytics	2
HR211 Health Record Practicum II	1
HR216 Reimbursement Methodologies	3
HR218 Health Record Applications III	1
HR223 ICD-10-CM/PCS II	3
HR224 Coding Lab	1
SPRING, SUMMER OR FALL SEMESTER	
HR215 Clinical Affiliation	2
TOTAL HOURS	66

* All first-time full-time students are required to enroll in Success Seminar/College Orientation (ED105) during their first semester. Part time students attending college for the first time are required to take the Success Seminar/College Orientation class. Students transferring in to the Health Information Management program from other colleges who have a GPA of less than 2.0 or have been out of school for at least ten years are required to take the Success Seminar/College Orientation (ED105) during their first semester. This is a 1 credit hour course designed to provide students with the skills and knowledge important to success in college and beyond and is open to any student.

**Students must meet the prerequisite for BI103 Human Anatomy and Physiology – either College Biology and College Chemistry or BI100 Basic Concepts for Allied Health Students. Students who take BI100 must receive a C or better in the class to proceed to BI103 Human Anatomy and Physiology.

***IS103 is the prerequisite, unless the student has comparable coursework or computer experience.

CURRICULUM - CERTIFICATE IN HEALTHCARE CODING SPECIALIST

PREREQUISITES*	CREDIT HOURS
BI 100 Basic Concepts for Allied Health Studies**	1
CODING CORE COURSES	
BI103 Human Anatomy and Physiology**	6
HR105 Medical Terminology	3
HR107 Legal and Ethical Issues in Healthcare	3
HR212 Pathophysiology	4
CODING SPECIFIC COURSES	
AL153 Pharmacology	3
CS104 Computers in Healthcare	3
HR100 Health Record Applications I	1
HR103 Health Information Processes	3
HR202 ICD-10 Coding for Long Term Care	2
HR210 CPT Coding	2
HR216 Reimbursement Methodologies	3
HR222 ICD-10-CM/PCS Coding I	4
HR223 ICD-10-CM/PCS Coding II	3
HR224 Coding Lab	1
HR225 Health Coding Practicum	1
IS104 Microcomputer Applications***	3
TOTAL HOURS	45

* All first-time full-time students are required to enroll in Success Seminar/College Orientation (ED105) during their first semester. Part time students attending college for the first time are required to take the Success Seminar/College Orientation class. Students transferring in to the Health Information Management program from other colleges who have a GPA of less than 2.0 or have been out of school for at least ten years are required to take the Success Seminar/College Orientation (ED105) during their first semester. This is a 1 credit hour course designed to provide students with the skills and knowledge important to success in college and beyond and is open to any student.

**Students must meet the prerequisite for BI103 Human Anatomy and Physiology – either College Biology and College Chemistry or BI100 Basic Concepts for Allied Health Students. Students who take BI100 must receive a C or better in the class to proceed to BI103 Human Anatomy and Physiology.

***IS103 is the prerequisite, unless the student has comparable coursework or computer experience.

HEALTH INFORMATION COURSE DESCRIPTIONS

AL153 Pharmacology

3 Credit Hours

Basic pharmacology for students pursuing allied health professions-basic drugs as related to diseases, effects of drugs on different systems of the body, interaction of drugs, side effects, contraindications and effectiveness in relation to dosages.

Prerequisite: None

HR100 Health Record Applications I

1 Credit Hour

Lab providing overview of the health information profession; experience in assembly, analysis, and filing of health records; data entry and abstracting of health information; indices; filing of reportable events.

Prerequisite: Admission to the HIM Program or department consent

Co-requisite: HR103

HR103 Health Information Processes

3 Credit Hours

Introduction to the health care field and health records with emphasis on the roles of health professionals, functions of the health information department, content and analysis of health records in a variety of health care settings and storage and retrieval of health information and common registries.

Prerequisite: Admission to the HIM Program or department consent

Co-requisite: HR100

HR105 Medical Terminology

3 Credit Hours

Elements of medical language including common abbreviations. Emphasis is placed on spelling, pronunciation, correct usage, and meaning relating to body systems, medical science, and medical specialties.

Prerequisite: None

HR107 Legal and Ethical Issues in Healthcare

3 Credit Hours

Introduction to the U.S. legal system, laws and ethical issues and how they relate to healthcare.

Prerequisite: None

HR202 ICD-10 Coding for Long Term Care

2 Credit Hours

Fundamentals of ICD-10 Coding principles for the long term care setting.

This class does not meet the ICD-10 Coding requirements for the HIM program.

Prerequisites: HR105 or Department consent

HR203 Health Record Practicum I**1 Credit Hour**

Learning experience designed to give students the opportunity to practice skills learned in the health information courses to help prepare students to perform technical functions used with the electronic health record (EHR).

Prerequisites: HR100, HR103, HR107, or Department consent

HR208 Quality Improvement in Healthcare**2 Credit Hours**

Introduction to concepts in healthcare quality improvement with an emphasis on performance improvement; utilization and risk management.

Prerequisites: IS104, or department consent

HR210 CPT Coding**2 Credit Hours**

Current Procedural Terminology (CPT) Coding, ICD-10-CM Coding for outpatient surgery and the physician's office and reimbursement issues involved in ambulatory care.

Prerequisites: HR105 or department consent

HR211 Health Record Practicum II**1 Credit Hour**

Supervised learning experience designed to give the student the opportunity to practice skills learned from the classroom and application courses. Health information projects assigned give the students expertise in technical functions (e.g., ICD-10-CM coding and MS-DRG assignment, CPT coding, record management in alternate care facilities, quality improvement and utilization management, cancer registries, health statistics).

Prerequisites: HR222, HR214, HR217

HR212 Pathophysiology**4 Credit Hours**

Etiologies, signs, symptoms, courses and complications of diseases, and the modern practices of diagnosis and treatment.

Prerequisites: HR105, BI103, or department consent

HR214 Health Statistics**2 Credit Hours**

Health data collection including acceptable terminology, computational methodology and display of health data used in healthcare statistics.

Prerequisite: Accuplacer Elementary Algebra math test score of 25 or above or a grade of C or better in Business Math, Essential Principles of Mathematics or a higher level Math course.

HR215 Clinical Affiliation**2 Credit Hours**

Supervised learning experience with credentialed health-information practitioners in an approved facility emphasizing acting independently, completing assigned projects, practicing professionalism and demonstrating an understanding of health-information concepts.

Prerequisite: Successful completion of all course work in the Health Information Management Program and approval of the program coordinator

HR216 Reimbursement Methodologies**3 Credit Hours**

Reimbursement methodologies for inpatient hospital and physician office billing.

Prerequisite: HR222 and HR210, or department consent

HR217 Health Record Applications II**1 Credit Hour**

Laboratory in applying release of information policies and procedures; computation of health care statistics, personnel supervision, acute care ICD-9-CM Coding.

Prerequisites: HR100, HR103, HR107

HR218 Health Record Applications III**1 Credit Hour**

Laboratory designed to give the students experience in DRG concepts and case mix, quality management and utilization review; application of management principles and medical staff functions.

Prerequisites: HR208, HR216,

HR222 ICD-10-CM/PCS Coding I**4 Credit Hours**

Basic coding principles utilizing the International Classification of Diseases, 10 Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, 10th Revision, procedure Coding System (ICD-10-PCS) for the identification, coding, and sequencing of principal, primary, and secondary diagnoses, diagnostic and therapeutic procedures.

Prerequisites: HR105, BI103 within five years of enrollment or department consent

HR223 ICD-10-CM/PCS Coding II**3 Credit Hours**

A continuation of HR222. Basic coding principles utilizing the International Classification of Diseases, 10 Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, 10th Revision, Procedure Coding System (ICD-10-PCS) for the identification, coding, and sequencing of principal, primary, and secondary diagnoses, diagnostic and therapeutic procedures.

Prerequisite: HR222

HR224 Coding Lab**1 Credit Hour**

Laboratory in manual and automated encoding; specialized records; ICD-10-CM/PCS, ICD-O and Cancer Registry activities; CPT, DSM and other coding systems.

Prerequisites: HR222 or department consent

HR225 Health Coding Practicum**1 Credit Hour**

Supervised learning experience at affiliated facilities designed to give students clinical experience in inpatient and ambulatory coding.

Prerequisite: Successful completion of all coursework in the Healthcare Coding Specialist certificate program and approval of the program coordinator.

HR228 Healthcare Analytics**2 Credit Hours**

Introduction to Principles of data evaluation and analytics specific to the field of Health information Management.

Prerequisites: HR214 Health Statistics, and IS104 Microcomputer Applications, and HR222 ICD-10-CM/PCS Coding I.

HT255 Introduction to Information and Computer Science**2 Credit Hours**

This course provides a basic overview of computing concepts with periodic ties to the healthcare sector. Topics include computing terms; computer architecture; data organization, representation and structure; structure of programming languages; and networking and data communication. The design and development of a large computing system, such as one for an electronic health record, is also discussed.

Prerequisites: None

HT271 The Culture of Healthcare**2 Credit Hours**

This course introduces students to job expectations in healthcare settings. Topics also include the organization of care inside a practice setting, privacy laws, and professional and ethical issues.

Prerequisite: None

PROFESSIONAL PRACTICE EXPERIENCE

The Practicum I and II are online courses designed to be skill-building courses for students. Clinical Affiliation and Healthcare Coding Practicum courses are supervised learning experiences at affiliated facilities and are designed to give the student meaningful experiences in applying the principles and theories learned in lecture and application courses. Written assignments and evaluations are required in each course. Students may be required to locate one or more healthcare facilities in their local area for their professional practice experience. During these periods the student will have the opportunity to integrate theory and practice under close supervision of health information practitioners. Students also gain direct experience working with other health care professionals and observe the close working relationships between the health information staff as well as other facility staff. Additionally, students are responsible for preparing a written report. Students will be provided a packet of materials at the time of their professional experience.

Before the student begins his/her Professional Practice Experience (PPE) at the facility, he/she will be required to submit a completed Health Form. Students may not assume the responsibility or take the place of employees of any of the professional practice sites. Travel and other expenses incurred are the responsibility of the student. If a student is injured, before arriving at the professional practice site, during the professional practice experience or after leaving the professional practice site he/she will be responsible for any medical care provided.

The student has the responsibility to abide by the policies and procedures of the professional practice site concerning rules and regulations; clean his/her own work area before leaving the department, no matter what the time might be; and be professional at all times. The student is required to dress appropriately for the professional practice site. Specific information regarding a dress code is included in your professional practice materials. The student is provided with a name badge that must be worn while at the site. Students are responsible for paying for any duplicate name badges.

Drug and alcohol abuse: Some facilities will require drug testing before students are allowed to attend a professional practice experience. A suspicion of alcohol or drug use may require immediate testing. If a student is asked to take a drug or alcohol test and refuses, the student will be immediately dismissed from the course without refund or recourse. A positive drug test will result in dismissal from the program. Possession, use or distribution of alcohol or controlled substances at the professional practice site will result in immediate dismissal from the course without refund or recourse and immediate dismissal from the program. Please refer to the college policy for more information
<http://www.hutchcc.edu/catalog/policy/?id=36>.

Background Checks: The HIM program requires background check be performed on all staff and students working at a professional practice facility. Students are responsible for any costs incurred due to background checks. If a negative result is returned from the background check the student may not be able to complete the professional practice experience. Background checks on all HIM students are completed before the beginning of the Clinical Affiliation course.

The PPEs are an excellent opportunity for students to broaden their practical experience. Therefore, it is rare that a student will be permitted to complete the Clinical Affiliation in a facility in which he/she is employed. If the student prefers to spend his/her final Clinical Affiliation at a site not normally used by the Program (i.e., out of state or out of the region) every effort will be made to determine the feasibility of using the site. The student is responsible for arranging and providing his/her own travel and living arrangements if the student's PPE site is at a distance from his/her home.

If a student is dismissed from a clinical site for any reason, he/she may be dismissed from the class, thereby receiving a failing grade in the course. The student may be dismissed from the program.

Student Service Work Policy: All activities required in the program must be educational and students must not be substituted for paid staff.

CONFIDENTIALITY

All information contained in a patient's medical or health record is confidential. Information obtained during application courses and professional practice experiences that pertain to patients, physicians or hospital business is confidential and must not be disclosed to unauthorized individuals including family and friends. Such information is discussed only to complete required assignments. Protecting the confidential information from unauthorized individuals includes proper handling of the medical record and transcription files used in class, laboratory and at professional practice sites. They should never be left unattended where unauthorized individuals may have access. To disclose this information in any other instance is sufficient cause for immediate dismissal from the Program. Students may be required to sign a confidentiality statement at various professional practice sites.

JOB PLACEMENT

The Program does not place graduates. However, many area facilities notify us when there are job openings in their departments. Efforts are made to notify all interested students. Job placements received are posted to the HutchCC HIM Facebook page.

ACADEMIC HONESTY

Please refer to the College website at <http://www.hutchcc.edu/catalog/policy/?id=2>.

ALCOHOL AND DRUG FREE ENVIRONMENT

Please refer to the College website at <http://www.hutchcc.edu/catalog/policy/?id=36> for information about alcohol and drug abuse.

ATTENDANCE

Please refer to the College website at <http://www.hutchcc.edu/catalog/policy/?id=4> for the additional information about the Attendance Policy.

On-campus students are expected to attend and participate in all classes. In the event a student must miss a class, for whatever reason, that student is expected to call or email the instructor of the course as soon as possible to explain the absence. Telephone numbers are given in each Instructor Information page.

Attendance is taken in all on-campus classes. After three absences in a three credit hour course (2 in a 2 hour course) a notice of "irregular attendance" may be mailed to the student from the College. Continued absences may result in the student being dropped from the course. However, if the student has a valid excuse, this will be noted in the attendance record. Students who take weekend or evening classes should call the HutchCC Operator at ext. 3500 to leave a message for the instructor, or call the instructor at the number provided or send an email to the email address provided on the Instructor page.

Online students are expected to submit their assignments to the instructor within the required time period. Online students may be sent a notice of irregular attendance at the discretion of the instructor

if they do not submit assignments within a reasonable period of time or do not log on for extended periods of time.

Attendance during the professional practice experiences is mandatory. Never be late to a professional practice site. If the student is unable to report for the professional practice experience due to illness or emergency, he or she must notify the professional practice site and the Clinical Coordinator prior to the scheduled starting time, except in extreme emergencies. Failure to report to your professional practice site could result in failure of the course. Any absence must be made up at the convenience of the professional practice site so that the student may fulfill the requirements of the professional practice experience.

LATE POLICY

The instructors in the Health Information Management program at Hutchinson Community College believe all coursework is a valuable learning experience. When coursework is missed or late, the value of this learning experience decreases. Instructors also understand how important it is for students to complete all items in each course as students will be tested over the information on their national credentialing examination. All coursework must be complete and submitted in its entirety as no partially complete work will be accepted for a grade. Students who know they will be absent when coursework is due are expected to complete the work prior to being absent. In the case of an unexpected absence that could not be pre-arranged, students are expected to contact their instructor as soon as possible to arrange for the work to be submitted. Failure to communicate with the instructor will result in a zero on the coursework. When coursework is submitted late, a one letter grade deduction will immediately be applied prior to grading the coursework. For every week thereafter, an additional letter grade deduction will be applied. In all Health Information Management courses, points for late discussion posts will not be issued.

STUDENT RESPONSIBILITIES

Please refer to the College website at <http://www.hutchcc.edu/catalog/policy/?id=28> for additional information about Student responsibilities.

Students are expected to be in class on time, ready to work with all assignments completed. Students are expected to be courteous to other class members as well as the instructor. Do not interrupt the speaker, be it the instructor, a guest speaker or another class member. Do not whisper to others during class. Comments, ideas, and questions should be shared with the class. It is the responsibility of the student to ask questions as needed and to meet with the instructor for additional help during the semester. On-campus students are expected to clean their work areas when completed. Remove personal belongings and trash and replace chairs under the desk. Students are expected to clean their work spaces at any professional practice site they visit and be respectful of the site's rules and regulations.

Online students are expected to submit assignments and tests by the due date designated by the instructor. Online students must be courteous to each other during the discussion forums; if not the post may be deleted by the instructor.

Some instructors assign group work. Please be courteous to your classmates and arrange to meet them online and share the workload of any group assignment appropriately.

EVALUATIONS

ASSIGNMENTS

Assignments are due on the date and time specified by the instructor. Unless otherwise specified, late assignments will be accepted until the beginning of the next class period, and the grade for that assignment may be lowered as designated by the instructor on the Instructor Information page for that class. Assignments received after the time period specified by the instructor or the failure to notify the instructor of late work may be given a grade of zero (0) at the discretion of the instructor.

Online students will be given a time period in which to turn in assignments. Variations from the time period may result in a lowering of the grade as designated by the instructor.

EXAMINATIONS

Students must take examinations at the scheduled time. Examination schedules are given well in advance and it is the student's responsibility to be ready to take the exam. If a student is unable to take the test at the scheduled time, the student must notify the instructor prior to the scheduled exam time by calling or emailing the instructor with a message to explain the reason for missing the test. However, the instructor may require that there be no make-up examinations except in extreme emergencies. Students must take the exam before the next class period or risk lowering of the test score as designated by the instructor for that class. Scheduling of the make-up exam with the instructor is the student's responsibility. When a student fails to notify the instructor of the reason for missing the test prior to the exam time the student may be allowed to take the exam before the next class period and the grade may be lowered as designated by the instructor. Grades for exams taken after the next class period may be lowered as designated by the instructor.

Online students will be given a time period in which to take exams and quizzes. Variations from the time period may result in a lowering of the grade as designated by the instructor for that class. Online students should not wait until the last day to take the exam just in case the student is unable to take the exam. Online exams are generally open for an extended period of time.

QUIZZES

Missed quizzes can only be retaken at the discretion of the instructor. The student may receive a zero (0) for missed quizzes. Please refer to the individual course Instructor Information page.

FINAL EXAMINATIONS

Final examinations are scheduled by the college and are taken at the scheduled date and time. Online students will be given a specified period of time and duration in which to take the final exam. Courses in which there is a comprehensive final exam require a proctor. Information about proctors are explained in individual courses. Students must have at least a D average grade in the course or permission from the instructor to take the final exam.

REVIEW SESSION

The student may enroll in the RHIT Review Session upon completion of the HIM program. The RHIT Review Session is a non-credit course and is based on material covered in the Health Information Management courses. The purpose of the Review Session is to give graduates an opportunity to identify areas that may require further study prior to the national certification examination. A grade is not assigned in the Review Session. A mock comprehensive examination is available on the Review Session course which is designed to mirror the national certification examination given by the AHIMA.

GRADING SYSTEM

Please refer to the College website at <http://www.hutchcc.edu/catalog/policy/?id=13> for information about grades and GPA.

Unless otherwise noted, the grading scale for the Health Information Management Program is as follows:

94 - 100 = A	75 - 81 = D
88 - 93 = B	0 - 74 = F
82 - 87 = C	

A grade of C or better is required in all classes with an HR prefix. If a student receives a D or F in two core HIM classes in the same semester, they will be removed from the program and will need to reapply. Students are allowed only one retake for any class with an HR prefix. If the student does not achieve a C or better in an HR course on the second attempt, the student will be required to take the course from another CAHIIM approved HIM program and transfer the course to the HutchCC HIM program. If a student withdraws from a course by the refund period, that enrollment will not count against them. If a student withdraws from a course after the refund period, that enrollment will count as taking the course. The student may appeal the decision to the HutchCC HIM Program Director.

PROFESSIONAL ASSOCIATIONS

The American Health Information Management Association (AHIMA) www.ahima.org is the professional organization representing health information professionals. Students enrolled in HR100 are charged a \$45.00 course fee that is used to pay for his/her AHIMA student membership. Students will be directed to the appropriate application during HR100 class to complete for membership. Student membership in this organization is mandatory, as many assignments require the student to go to the AHIMA Body of Knowledge and Engage Communities which requires a membership number. Additionally, your student membership fees also includes

- Student membership in your local state component of the AHIMA. For example, students residing in Kansas will have a student membership in KHIMA.
- A subscription to the *Journal of the American Health Information Management Association*.
- (Usually) discounted or gratis registration fees at national and state association meetings.
- Discounted fees for the national credentialing examination.

It is the student's responsibility to maintain his/her membership in AHIMA during the course of their studies in the Health Information Management Program after the conclusion of the HR100 class.

Code of Ethics 2011 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 certificants.

A health information management professional shall:

1. **Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.**
2. **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.**
3. **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.**
4. **Refuse to participate in or conceal unethical practices or procedures and report such practices.**
5. **Advance health information management knowledge and practice through continuing education, research, publications, and presentations.**
6. **Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.**
7. **Represent the profession to the public in a positive manner.**
8. **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.**
9. **State truthfully and accurately one's credentials, professional education, and experiences.**
10. **Facilitate interdisciplinary collaboration in situations supporting health information practice.**
11. **Respect the inherent dignity and worth of every person.**

Acknowledgement

Adapted with permission from the Code of Ethics of the National Association of Social Workers.

Resources

National Association of Social Workers. [Code of Ethics](#). 2008. Available on the NASW web site.

AHIMA. Code of Ethics, 1957, 1977, 1988, 1998, and 2004.

AHIMA. [Standards for Ethical Coding. 2016](#). Available in the AHIMA Body of Knowledge.

Harman, L.B., ed. Ethical Challenges in the Management of Health Information, 2nd ed. Sudbury, MA: Jones and Bartlett, 2006.

McWay, D.C. Legal and Ethical Aspects of Health Information Management, 3rd ed. Clifton Park, NY: Cengage Learning, 2010.

Revised & adopted by AHIMA House of Delegates – (October 2, 2011)

The Vision, Mission, and Values of the American Health Information Management Association

Mission:

AHIMA leads the health informatics and information management community to advance professional practice and standards.

Vision and Core Values:

AHIMA is working to promote this mission through:

- **Informatics:** Transforming data into Health Intelligence
- **Leadership:** Developing HIM leaders across all healthcare sectors
- **Information Governance:** Being recognized as the health industry experts in information governance
- **Innovation:** Increasing thought leadership and evidence-based HIM research
- **Public Good:** Empowering consumers to optimize their health through management of their personal health information

Name _____ Student ID# _____

Address _____

Email _____

Day telephone _____

Reason(s) for leaving the HIM Program

Reason(s) for GPA less than 2.0

What would you do differently to ensure success in the HIM Program?

HIM Use:

GPA in required HIM program courses: _____

Readmission form reviewed by:

(Name)

(Date)

Decisions and recommendations by the selection committee:



HUTCHINSON COMMUNITY COLLEGE

Hutchinson Community College
 Health Information Management Program
 Peel Allied Health Center
 1 West Ninth Avenue
 Hutchinson, KS 67501
 (620) 694-2455 or 1-800-289-3501 ext. 2455
 Fax: (620) 694-2490

HEALTH FORM

Name _____ Date of Birth _____

Address _____ Telephone _____

Health Insurance: Yes ___ No ___ Company/Policy # _____

Do any blood relatives have: Asthma ___ Diabetes ___ Kidney disease ___

Cancer ___ Hay Fever ___ Heart disease ___ Mental illness ___

HEALTH HISTORY

Have you ever had or do you have any of the following:

	Y	N		Y	N		Y	N
fainting/dizziness			epilepsy			kidney disease		
abnormal fatigue			severe headaches			liver disease		
unusual weight gain/loss			chest pain/heart condition			urinary tract infection		
malignant tumor			chronic cough			venereal disease		
benign tumor			high blood pressure			amputations		
anemia			shortness of breath			back injury		
allergies			varicose veins			arthritis		
mental/nervous disorder			stomach/duodenal ulcer			eye injury/disease		
head injury			diabetes			any surgical procedure		

Describe any of the conditions above marked yes

Date

If any of the conditions above are marked yes, do you need accommodations from the college to allow you to have equal access in the clinical setting? _____ Yes _____ No

PHYSICAL EXAMINATION

(completed by physician)

On examination do you find any abnormalities:

	Y	N		Y	N		Y	N
Head			Chest			Circulatory System		
Ears			Breasts			Extremities		
Hearing			Lungs			Lymph System		
Eyes			Heart			Hernia		
Nose			Abdomen			Hygiene		
Throat			Bones, Joints, Muscles			General Appearance		
Neck			Neurological System			*Rectal/Pelvic		

*Not required unless indicated by health history

Height _____ Weight _____ Blood pressure ____ Pulse _____

List all medications presently taken

Date

After this examination, do you believe that the health history, physical examination, and psychological impressions qualify this student to undertake training in health care institutions?

Yes___ No ___

Remarks:

Signature _____ Date _____

All records submitted to the college are kept confidential. They become the property of Hutchinson Community College. This report will not be given to any third party without the written consent of the student

Needs Tdap at 2 year anniversary.

--OR--

Tetanus / Diphtheria within last 10 years, if over age 64.

Date given _____

Hutchinson Community College
Health Information Management program
Immunization Record - continued

8. Transmissible Infections _____ individual states no known infection as of
_____ (date)

Completed by _____ Date _____
Agency _____ Phone _____
Address _____

Hutchinson Community College Health Information Management Program

To be read and signed by the student: (This must be notarized)

I acknowledge that Hutchinson Community College, hereinafter referred to as “the College”, does not carry health insurance to cover me, and that neither the College nor any of its affiliations is responsible for health care provisions or costs in the case of any injury or the exposure to or infection with a disease while I am participating in program-related activities. I hereby waive and release the College and the affiliating agencies from any and all claims or responsibility for any such injury or exposure and/or insurance and hospital or health insurance benefits for health care services.

Student Signature

Date

Subscribed and sworn before me this _____ day or _____.

My commission expires: _____

Notary Public: _____

Program Goals and Standards

Curriculum Goal

Appendix 3

GOAL 1: The HIM curriculum will include, at minimum, the required knowledge clusters with content and experiences to enable students to meet current entry-level competencies.

Outcome:

- A. The curriculum will include all required domains and subdomains and knowledge cluster content as identified in the Commission on Accreditation for Health Informatics and Information Management Education Curriculum Competencies and Knowledge Clusters for Health Information Management (HIM) Education at the Associate Degree level.
- B. The curriculum will reflect current practice within the profession.
- C. Working graduates will express satisfaction with the preparation they received from the program.

Plan:

- A. Completion of the Commission on Accreditation for Health Informatics and Information Management Education Curriculum Competencies and Knowledge Clusters for Health Information Management (HIM) Education at the Associate Degree level form.
- B. Assessment and input from the Health Information Management Program Advisory Board by review of syllabi every two years.
- C. Graduate follow-up surveys.

GOAL 2: To ensure that faculty members demonstrate current knowledge, skills, qualifications and professional development in the content areas in which they teach.

Outcome:

- A. All credentialed faculty members will meet the continuing education requirements of AHIMA.
- B. All full-time and adjunct faculty members will participate in at least one education-focused program such as those offered by the AHIMA.
- C. All full-time faculty members will participate in required college – sponsored professional development activities.

Plan:

- A. Check the faculty members' CE cycle to ensure they are credentialed. If not, discuss opportunities to continue the credential.
- B. Visit with faculty to ensure that they are completing continuing education in the area in which he/she teaches.
- C. Documentation of participation in at least one education-focused program.
- D. Documentation of participation in college-sponsored professional development activities.

Students and Graduates Goal

GOAL 3: Program graduates will demonstrate the HIM entry-level competencies as identified by the Commission on Accreditation of Health Informatics and Information Management Education.

Outcome:

- A. 90% of students will receive a rating of at least 3 or 4 from the site supervisor in the Clinical Affiliation course.
- B. Students will meet or exceed the average national score on the national credentialing examination.

Plan:

- A. Review of Site Supervisor evaluation forms. If the program does not meet this goal we will talk with professional practice sites to determine what issues they have that we may be able to correct.
- B. RHIT Examination scores. If we do not meet this goal we will analyze the scores to determine which areas of the exam the student needs to improve; then discuss ways the instructor can present the material.

Communities of Interest Goal

GOAL 4: The HIM program will demonstrate responsiveness to the needs of the community of interest.	
Outcome: <ul style="list-style-type: none">A. Courses will be offered on flexible schedules.B. Provide at least one continuing education event every other year.	Plan: <ul style="list-style-type: none">A. Review of published course schedules.B. Discuss this with the HIM Advisory committee to determine what programs may be needed.

Advisory Committee Goal

Goal 5: The HIM Program will have an Advisory Committee representative of its communities of interest	
Outcome: <ul style="list-style-type: none">A. The HIM Advisory Committee will include a number of members from the program's community of interest.B. The HIM Advisory Committee assists the HIM Program by reviewing syllabi every two years.C. The HIM Advisory Committee meets at least annually.D. The HIM Advisory Committee members complete a self-evaluation to determine its effectiveness at least annually.	Plan: <ul style="list-style-type: none">A. Determine healthcare delivery system in which committee members are working.B. Check to determine that Advisory Committee is reviewing syllabi.C. Check minutes to determine there is at least an annual committee meeting.D. Check minutes to determine if there are the result of the HIM Advisory Committee evaluation.

12/7/18