Hutchinson Community College

Health Information Management Program

Student Handbook

2025 - 2026

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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 certificate in Medical Coding 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 an accrediting organization which has independent authority in all actions pertaining to accreditation of educational programs in health informatics and health information management. CAHIIM serves the public interest by operating in a consistent manner with all applicable ethical, business and accreditation best practices. Accreditation is a voluntary, self-regulatory process by which nongovernmental associations recognize educational programs found to meet or exceed standards for educational quality. 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 Directors and curricula by the sponsoring professional organization – the American Health Information Management Association (AHIMA).

Program Mission

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

Program Vision

Develop tomorrow's leaders in Health Information Management.

Program Philosophy

The Health Information Management Program at Hutchinson Community College provides instruction and professional practice experiences to assist students in achieving the desired Bloom's levels outlined in the six domains of the 2018 AHIMA Health Information Management Curricula Competencies Model developed by the American Health Information Management Association (AHIMA) and the Council for Excellence in Education (CEE) representing the areas of mastery important for all HIM students and practitioners. The program also provides instruction and professional practice experiences for the certificate in Medical Coding. 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.

HutchCC Mission Statement

Expanding the tradition of excellence through learning and collaboration.

HutchCC Vision Statement

Hutchinson Community College will be the premier, two-year Kansas educational institution, delivering accessible opportunities for learning, growth and improved quality of life.

HutchCC Values

- Teaching and Learning – HutchCC empowers students and other stakeholders to develop abilities, talents, and skills while assessing outcomes, celebrating achievements, and encouraging lifelong learning.
- Integrity and Social Responsibility – HutchCC contributes to the public good by demonstrating responsible institutional citizenship and treating people and organizations with equity, civility, and respect.
- Service and Collaboration – HutchCC provides a dynamic environment of active internal and external partnerships embracing the potential for innovation.
- Diversity – HutchCC celebrates the uniqueness of individuals, ideas, and forms of expression by supporting and listening to students and stakeholders.
- Tradition and Responsiveness – HutchCC respects tradition while examining future-focused trends to predict how conditions will change, develop innovations, and meet the mission-driven needs of our students and stakeholders.
- Leadership and Stewardship – HutchCC fosters the development of and provides opportunities for leadership within the institution and community while undertaking responsible management of resources.

HutchCC Institution-Wide Outcomes

I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
III. Demonstrate effective communication through reading, writing, listening, and speaking.
IV. Demonstrate effective interpersonal and collaborative skills.
V. Demonstrate effective quantitative-reasoning and computational skills.

Equity & Compliance

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:

Bernadett Dillon

Academic Advisor

Title IX Coordinator

1300 North Plum

Hutchinson, KS 67501

Phone: (620) 728-8163

Email: DillonB@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. Tricia Paramore	President of the College	620-665-3506 (ext.3506)
Mel Whiteside	Vice President of Academic Affairs	620-665-3508 (ext.3508)
Christopher Lau	Vice President of Student Services	620-665-3583 (ext.3583)
Bernadett Dillon	Academic Advisor/Title IX Coordinator	620-728-8163 (ext.8163)
Bonnie Folkerts	HIM Program, Director	620-694-2455 (ext.2455)
Becky Warman	HIM Program, Instructor	620-694-2440 (ext.2440)
Cathy Diggs	HIM Program, Clinical Coordinator	620-665-4946 (ext.4946)
Annette Kershaw	Administrative Asst., HIM/Dept 1	620-694-2456 (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 Professional

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 Medical Coder

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 certificate in Medical Coding from the college and are prepared to write the AHIMA national qualifying examination to become a Certified Coding Associate.

Curriculum Competencies

Domain I. Data Structure, Content, and Information Governance

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

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

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

Domain III. Informatics, Analytics, and Data Use

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

Domain IV. Revenue Cycle Management

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

Domain V. Health Law & Compliance

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

Domain VI. Organizational Management & Leadership

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

Admission Criteria – Associate Degree and Certificate Program

In order to promote student success in the Health Information Management profession, the following selection criteria is established for all Health Information Management and Medical Coding – CERT C program students:

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 12 semester hours of college, or

c) Satisfactory performance on the GED.

Provisional admission will be granted to a student who does not meet the GPA requirement. Progression in the program will be allowed if the student earns a GPA of at least a 2.0 on a 4.0 scale during the first 12 credit hours.

Please refer to the College website for information about the admission process at HutchCC Admissions (https://www.hutchcc.edu/apply-enroll).

Admission Procedure

1. Submission of application to HutchCC (https://www.hutchcc.edu/apply-enroll) noting the applicant's degree path of choice, and required official transcripts from high school and all colleges previously attended.
2. It is the responsibility of the applicant to ensure the documentation is complete.
3. No applicant will be considered until all required documentation has been submitted.

Readmission procedures:

A student must reapply to the Health Information Management and/or Medical Coding – CERT C program if:

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

Students must submit the readmission form provided by their advisor. The readmission form is found in Appendix 1 of the HIM Handbook. Final decision for readmission is made by the selection committee of the Health Information Management Program Advisory Committee.

Course Requirements

All students in all programs must complete each course with a grade of "C" or better in order to progress to the next course and/or successfully complete any of the programs.

Graduation Requirements

The specific course requirements for the Associate in Applied Science degree in Health Information Management and the certificate in Medical Coding 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.

Fees

Please refer to the college catalog (https://www.hutchcc.edu/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 (https://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 Types of Aid webpage (https://www.hutchcc.edu/types-of-aid#scholarships) for more information.

Other scholarships are available from the AHIMA Foundation (https://ahimafoundation.ahima.org/programs-partnerships/education/scholarships), the Kansas Health Information Management Association (https://www.khima.com/him-careers/scholarships) 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 Degree in Health Information Management

First Semester Courses	Credit Hours
HR103 Health Information Processes	4
HR105 Medical Terminology	3
PS100 General Psychology or PS101 Human Relations or PS102 Human Growth and Development or SO100 Fundamentals of Sociology	3
EN101 English Composition IA or EN107 Business English Grammar	3
IS104 Microcomputer Applications	3
BI100 Basic Concepts for Allied Health Studies (Prerequisite for BI103 A&P)	1

Second Semester Courses	Credit Hours
HR107 Legal and Ethical Issues in Health Information	3
BU109 Business Communications or EN108 Technical Writing or SH101 Public Speaking or SH210 Interpersonal Communication	3
CS104 Computers in Healthcare	3
BI103 Human Anatomy and Physiology	6
HR203 HIM Virtual Lab I	1

Third Semester Courses	Credit Hours
HR214 Health Statistics	2
HR212 Pathophysiology*	4
HR208 Quality Improvement in Healthcare	2
HR222 ICD-10-CM/PCS Coding I	4
AL153 Pharmacology	3
HR228 Basic Statistics and Analytics	2
HR217 Health Record Lab I	1

Fourth Semester Courses	Credit Hours
HR223 ICD-10-CM/PCS Coding II	3
HR210 CPT Coding	2
HR229 Healthcare Leadership	3
HR211 HIM Virtual Lab II	1
HR216 Reimbursement Methodologies	3
HR218 Health Record Lab II	1
HR224 Coding Lab	1

Spring, Summer or Fall Semester	Credit Hours
HR215 Clinical Affiliation	2

Total Hours **67 hours**

*Patho must be taken before or at the same time as HR222.

General Ed Requirements for Graduation – Minimum of 15 college credits. Courses should be from not less than three of the following areas: Communications (Comm); Math/Science (M/S); Social Science (SS); Arts/Humanities (A/H); Health/PE (PE)

Curriculum – Medical Coding – CERT C

Course	Credit Hours
BI100 Basic Concepts for Allied Health Studies (Prerequisite for BI103 A&P)	1
HR103 Health Information Processes	4
HR105 Medical Terminology	3
HR107 Legal and Ethical Issues in Healthcare	3
BI103 Human Anatomy and Physiology	6
CS104 Computers in Healthcare	3
AL153 Pharmacology	3
HR212 Pathophysiology*	4
HR222 ICD-10-CM/PCS Coding I	4
IS104 Microcomputer Applications	3
HR210 CPT Coding	2
HR202 ICD-10 Coding for Long Term Care	2
HR223 ICD-10-CM/PCS Coding II	3
HR224 Coding Lab	1
HR216 Reimbursement Methodologies	3
HR225 Health Coding Practicum	1
Total Hours	**46 hours**

*Patho must be taken before or at the same time as HR222.

Health Information Management 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

HR103 Health Information Processes **4 Credit Hours**

Introduction to the foundational concepts of the health record including content, characteristics, requirements, and processes designed to maintain the integrity of the healthcare data and information within the health record.

Prerequisite: Admission to the HIM Program or department consent

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 course does not fulfill the ICD-10-CM/PCS requirements of the Health Information Management Program or the certificate in Medical Coding.

Prerequisites: HR222 ICD-10-CM/PCS Coding I or department consent

HR203 HIM Virtual Lab I **1 Credit Hour**

Learning experience designed to give students the opportunity to practice skills learned in health information courses to help prepare students to perform technical functions required in a Health Information Department.

Prerequisites: HR103 Health Information Processes, and HR107 Legal Aspects of Health Information, 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 Microcomputer Applications 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 Medical Terminology or department consent

HR211 HIM Virtual Lab II **1 Credit Hour**

Application of health information course material designed for technical functions such as ICD-10-CM/PCS coding, CPT coding, MS-DRG assignment, quality improvement, risk management, utilization review, cancer registries, and health statistics.

Prerequisites: HR222 ICD-10-CM/PCS Coding I, and HR214 Health Statistics, or department consent

HR212 Pathophysiology **4 Credit Hours**

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

Prerequisites: HR105 Medical Terminology, and BI103 Human A&P, 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: IS104 Microcomputer Applications or department consent

HR215 HIM Clinical Affiliation **2 Credit Hours**

Supervised learning experience emphasizing acting independently, completing assigned projects, practicing professionalism and demonstrating 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 ICD-10-CM/PCS Coding I, and HR210 CPT Coding, or department consent

HR217 Health Record Lab I **1 Credit Hour**

Applications in release of information policies and procedures, computation of health care statistics, and general health information practices.

Prerequisites: HR107 Legal and Ethical Issues in Healthcare, and HR214 Health Statistics, or department consent

HR218 Health Record Lab II **1 Credit Hour**

Laboratory provides students with experience in Prospective Payment Systems concepts and case mix, quality management and utilization review; application of leadership ideals.

Prerequisites: HR208 Quality Improvement in Healthcare, and HR216 Reimbursement Methodologies, or department consent

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

Basic coding principles utilizing the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, Tenth 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 Medical Terminology, and BI103 Human Anatomy & Physiology (within five years of enrollment), or department consent

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

A continuation of HR222 ICD-10-CM/PCS Coding I. This course continues the instruction in coding principles utilizing the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, Tenth 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 ICD-10-CM/PCS Coding I or department consent

HR224 Coding Lab **1 Credit Hour**

Coding various types of health records utilizing the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, Tenth Revision, Procedure Coding System (ICD-10-PCS), International Classification of Diseases for Oncology, 3rd Edition (ICD-O-3) for Cancer Registry activities, Current Procedural Terminology (CPT), and Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, Text Revision (DSM-5-TR).

Prerequisites: HR222 ICD-10-CM/PCS Coding I or department consent

HR223 ICD-10-CM/PCS Coding II and/or HR210 CPT Coding can be taken concurrently with the HR224 Coding Lab or by department consent

HR225 Health Coding Practicum **1 Credit Hour**

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

Successful completion of all coursework for the certificate in Medical Coding. Minimum 45 clock hours required.

Prerequisites: Departmental consent.

HR228 Statistics and Analytics **2 Credit Hours**

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

Prerequisites: HR214 Health Statistics, IS104 Microcomputer Applications, or department consent.

HR229 Healthcare Leadership **3 Credit Hours**

Management principles from a healthcare viewpoint, presenting a foundation and path for sound management practice and decision-making for professionals in the current healthcare environment.

Prerequisites: None

While the information is based more in the healthcare field, this course is certainly still suitable for all students in the healthcare fields.

Professional Practice Experience

The HIM Clinical Affiliation and Health Record 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 the 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 with 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 complete and submit the HutchCC Health Forms. Students may not assume 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 (https://www.hutchcc.edu/catalog) for more information.

Background Checks: The HIM program requires a background check performed on all staff and students prior to completing their Professional Practice Experience (PPE) at a 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 HIM Clinical Affiliation course.

The PPEs are an excellent opportunity for students to broaden their practical experience. Therefore, it is at the discretion of the clinical coordinator that a student be permitted to complete the HIM Clinical Affiliation in a facility in which he/she is employed. If the student

prefers to spend his/her final HIM 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 the required assignments. Protecting 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 HutchCC Academic Honesty policy (https://www.hutchcc.edu/catalog).

Alcohol and Drug Free Environment

Please refer to the College website for the Alcohol and Drug Free Environment Policy (http://www.hutchcc.edu/catalog).

Attendance

Please refer to the College website for the additional information about the Attendance Policy (http://www.hutchcc.edu/catalog/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 Sheet.

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 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 event 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 for additional information about Student responsibilities (http://www.hutchcc.edu/catalog/policy/?id=28).

Students are expected to participate in classes. Students are expected to be courteous to other class members as well as the instructor. It is the responsibility of the student to ask questions as needed and to contact 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 workspace 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 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 is 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.

Grading System

Please refer to the College website for information about grades and GPA (http://www.hutchcc.edu/catalog).

Unless otherwise noted, the grading scale for the Health Information Management program is:

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

A grade of C or better is required in all classes in order to graduate from the program. If a student receives a D or F in two core HIM classes in the same semester, they may be removed from the program and will need to reapply. Students may be allowed only one retake for any class with an HR prefix. If a student withdraws from a course, that enrollment will not count against them. 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. Student membership in this organization is highly recommended as some assignments in this program require the student to utilize the AHIMA site. Additionally, your student membership fees also include the following:

- Student membership in your local Component Association (CA). For example, student members of AHIMA who reside in Kansas will automatically be student members of the Kansas Health Information Management Association (KHIMA).
- A subscription to the *Journal of AHIMA.*
- (Usually) discounted or gratis registration fees at national and state association meetings.
- Free Toolkits - Student Resources.
- Member Exclusive Online Community.
- Preferred pricing on all AHIMA products and Career Assist, AHIMA's Career Center.
- Discounted fees for the national credentialing examination.

It is the student's responsibility to maintain his/her membership with AHIMA.

AHIMA Code of Ethics

Principles: The following principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members, non-members CCHIIM certifications, and students.

1. Advocate, uphold, and defend the consumer'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 regard 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. Use technology, data, and information resources in the way they are intended to be used.
6. Advocate for appropriate uses of information resources across the healthcare ecosystem.
7. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
8. Represent the profession to the public in a positive manner.
9. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
10. 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.
11. State truthfully and accurately one’s credentials, professional education, and experiences.
12. Facilitate interdisciplinary collaboration in situations supporting ethical health information principles.
13. Respect the inherent dignity and worth of every person.

Acknowledgement

Adapted with permission from the 1999 Code of Ethics of the National Association of Social Workers. Revised & adopted by the AHIMA House of Delegates – April 20, 2019.

Resources

- National Association of Social Workers. Code of Ethics. 2017. Available online on the NASW web site.
- AHIMA. Code of Ethics, 1957, 1977, 1988, 1998, and 2004, 2011.
- AHIMA. Standards of Ethical Coding. 2016. Available in the AHIMA Body of Knowledge.
- Harman L., Cornelius F. Ethical Health Informatics: Challenges and Opportunities (formerly titled Ethical Challenges in the Management of Health Information). 3rd ed. Burlington, Massachusetts: Jones & Bartlett Learning; 2017.
- McWay, D.C. Legal and Ethical Aspects of Health Information Management, 4th ed. Clifton Park, NY: Cengage Learning; 2014.

American Health Information Management Association Mission, Values and Vision

Mission of the American Health Information Management Association:

To be the professional community that improves healthcare by advancing best practices and standards for health information management and the trusted source for education, research, and professional credentialing.

AHIMA Values:

- The public's right to accurate and confidential personal health information
- Innovation and leadership in advancing health information management practices and standards worldwide
- Adherence to the AHIMA Code of Ethics
- Advocacy and interdisciplinary collaboration with other professional organizations

AHIMA Vision:

Quality healthcare through quality information.

Approved by AHIMA's Board of Directors August 2006

Appendix 1
Hutchinson Community College
Health Information Management Program
Readmission Form

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
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

Appendix 2: Health Forms

Name _____ Date of Birth _____

Address _____ City _____ State ___ Zip _____

Email _____ Phone _____ Student ID# _____

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?

Condition	Y	N	Condition	Y	N	Condition	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:

_____

_____

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:

Condition	Y	N	Condition	Y	N	Condition	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 current medications: _____

_____

After this examination, do you believe 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.

Hutchinson Community College
Health Information Management program
Immunization Record

Student Name_____

Please document the following items:

1. Tuberculosis screening (required within the last 12 months)

   Date_____ Results_____

2. Measles _____ no verification required – born before 1957
   _____ serologic evidence of immunity
   _____ documentation of 2 MMRs

3. Mumps _____ no verification required – born before 1957
   _____ serologic evidence of immunity
   _____ documentation of 2 MMRs

4. Rubella _____ no verification required – born before 1957
   _____ serologic evidence of immunity
   _____ documentation of 2 MMRs

5. Varicella _____ individual states a positive history of chicken pox/herpes zoster
   _____ documentation of 2 doses of varicella vaccine
   _____ positive varicella titer (date)_____

6. Hepatitis B _____ documentation of 3 doses of hepatitis B vaccine

   Date #1_____
   Date #2_____
   Date #3_____
   _____ Signed declination/refusal of vaccinations statement

7. Tdap (DPT) _____ documentation of **one** booster dose of **Tdap**

   vaccine within last 10 years. Date given_____
   --or—
   documentation of TD if given in last two years. Date given_____.
   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)

9. Influenza vaccine (if required by facility) _____ (date)

10. COVID-19 vaccines (if required by facility) _____ (dates)

Completed by _____ Date _____

Agency_____ Phone _____

Address_____

_____ _____
Student Signature Date

_____
Print Name

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 of _____, _____.

My commission expires: _____

Notary Public: _____

Last Handbook Revision: 7.17.25