



**Health Information
Technology / Medical
Coding Certificate
Student Handbook**

**2024-2025
Academic Year**



Associate of Applied Science in Health Information Technology

Student Handbook



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Mitigating Circumstances

In reference to the rules and regulations outlined in this handbook, the school reserves the right to handle individual situations on a case-by-case basis.

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Allied Health, Nursing, and Science (AHNS) Contact Information

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Faculty and Instructor Availability

Hours of full-time faculty and availability are posted on the door of the full-time faculty office and will change every semester. Full-time faculty will have designated open office hours for student appointments as needed. Adjunct faculty can be reached by appointment only. They are on campus at designated days and times.

College Phone Numbers

Main College Number	419-334-8400
Campus Safety	419-559-2253
College Store	419-559-2336
Financial Aid	419-559-2344
Library	419-559-2318
Student Activities Center (SAC)	419-559-2150
Help Desk IT	419-559-2309
Academic Service Center	419-559- 2109

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Terra State Community College

Mission Statement

To provide the highest quality education and training to our students, faculty, staff and community.

Vision

To be the model for academic excellence, student-focused service and community engagement.

Core Values

Teamwork

Working together to positively impact students, faculty, staff and community.

Excellence

Setting and achieving the highest educational standards for our students, region and workforce.

Respect

Building a campus of trust, courtesy, integrity and open communication.

Responsibility

Ensuring the health and well-being of the College.

Accountability

Taking ownership of our commitments and outcomes.

TSCC Accreditation

Terra State Community College (TSCC) is accredited through The Higher Learning Commission (formerly North Central Association of Colleges and Schools).

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INTRODUCTION

Welcome to Terra State Community College Health Information Technology (HIT) Program. Health Information is the profession that focuses on healthcare data and the management of healthcare information resources. It represents a continuum of practice concerned with health- related information and management of systems to collect, store, process, retrieve, analyze, disseminate and communicate information related to the research, planning, provision, financing and evaluation of health services. This career combines knowledge and skills from medicine, information management, business applications and computer technology within the healthcare industry.

This student resource manual has been developed for your information and guidance. It contains policies and procedures specific to the HIT Program as well as selected College policies. This handbook also applies to students in the Medical Coding Certificate program. For additional Terra State Community College policies and procedures, please refer to the current Terra State Community College online catalog, which may be found at <http://www.terra.edu>. It is the students' responsibility to read and abide by the HIT & Terra Student Handbook policies herein. Please keep this manual as a resource throughout your HIT education at Terra State Community College. Students will be notified of any changes made in policy or procedure prior to implementation of such changes. We hope your experience at Terra State Community College is a positive beginning to your Health Information Technology career.

Like us on Facebook: <https://www.facebook.com/HIT.TSCC>

LinkedIn: <https://www.linkedin.com/in/jill-caton-b5b663105/>

***Terra State Community College Health Information Technology Department reserves the right to amend, adjust or deviate from this manual as circumstances warrant. **

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Mission Statement of the Associate Degree in Health Information Technology Program:

The mission of the Health Information Technology program is to provide a quality educational experience with the state-of-the-art software and instruction while preparing our students to meet the demand for professionals in the field of health information management.

Degrees Offered:

Associate of Applied Science

Program Accreditation:

The Health Information Technology program accreditor of Terra State Community College is the Commission on Accreditation for Health Informatics and Information Management Education ([CAHIIM](http://www.cahiim.org)). The College's accreditation for Associate degree in Health Information Technology has been reaffirmed through 2021-2022. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at 312.235.3255; or by email at info@cahiim.org.

CAHIIM is the accrediting organization for degree-granting programs in health informatics and information management. CAHIIM services 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), <http://www.ahima.org/>.



Registered Health Information Technician (RHIT) Credential

The Registered Health Information Technician (RHIT) is the certification exam that provides HIT students and professionals with the RHIT credential. It is extremely beneficial to hold the credential as many employers require an RHIT upon employment. HIT students are eligible to take the national qualifying examination through the American Health Information Management Association (AHIMA) within their final semester or upon graduation. Terra State is a qualifying testing center for the RHIT exam through Pearson Vue.

Students purchase the RHIT bundle in their second year in the program. The bundle includes the AHIMA RHIT prep book and an access code to the RHIT certification exam. Students have one year from the date of purchase of the bundle package to register their access code for the certification exam. Students register the code for the exam during their final semester in the HIT program. Once the access code is registered, students have 4 months to sit for the RHIT exam. Failure to do so will result in lost access for that exam and students will need to go through AHIMA to apply and register for the RHIT exam.

For more information, go to AHIMA's website: <http://www.ahima.org/certification/RHIT>

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Program Learning Outcomes (PLO) for all HIT Graduates

- Identify health information guidelines and healthcare standards in data governance, content, and structure to ensure data integrity
- Apply privacy and security strategies and identify compliance requirements to protect health information
- Implement and interpret health informatics, analytics and data use concepts in health information.
- Determine and evaluate revenue cycle management processes.
- Apply legal processes and standards demonstrating compliance in health information.
- Demonstrate management and leadership skills utilizing ethical and professional behavior.

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Student Code of Conduct – Rules and Regulations

[Terra State Community College \(link\)](#)

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article F:

1. Violation of any College policy, rule, or regulation published in hard copy, posted on campus or available electronically on the College's website.
2. Violation of federal, state, or local law on College premises or at College-sponsored or supervised activities.
3. Actions that endanger the student, the College or local community, or the academic process, or cause harm to others.
4. Acts of dishonesty, including but not limited to the following:
 - Cheating, plagiarism, or other forms of academic dishonesty.
 - Furnishing false information to any College official, faculty member or office.
 - Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - Helping or attempting to help another student commit an act of dishonesty.
 - Any form of academically unethical behavior involving misuse of College computers.
 - Tampering with the election of any College recognized student organization.
5. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
6. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, stalking and/ or other conduct that has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or creates a hostile, intimidating, or offensive working or educational environment. This includes the utilization of technology as a vehicle to exhibit the above-mentioned behaviors.
7. Acts of sexual misconduct, including but not limited to the following: sexual harassment, sexual exploitation, non-consensual intimate touching, non-consensual sexual contact, domestic violence, dating violence, stalking, voyeurism and non-consensual sexual intercourse.
8. Attempted or actual theft of and/or damage to property of the College, property of a member of the College community, or other personal or public property.

9. Hazing, defined as an act, which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
10. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself when requested to do so.
11. Unauthorized possession, duplication, use of keys to any College premises, or unauthorized entry to or use of College premises.
12. Distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law; use or possession of drugs or drug paraphernalia.
13. Use, possession, or distribution of alcoholic beverages, except as permitted by the law and College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under the age of 21.
14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises, or any object by its intended or actual use may be used to threaten or harm people, or damage or destroy property.
15. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community to the extent that participation in such a demonstration is not protected by applicable law; leading or inciting others to disrupt scheduled and/ or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus.
16. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at College-sponsored or supervised functions.
17. Conduct which is disorderly, lewd, or indecent breach of peace, aiding, abetting, or procuring another person to breach the peace on College premises or social media platforms, functions sponsored by, or participated in by the College or members of the academic community. This includes but is not limited to public urination and streaking.
18. Theft or other abuse of computer time, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member or college official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with normal operation of the college computing system.

19. Tampering with any telecommunication service, including but not limited to: telephone, cable television, and/or voice mail; providing unauthorized service to another room or suite by any means through unauthorized installation of wiring jacks or extensions.
20. Abuse of the Student Conduct System, including but not limited to:
- Failure to obey the summons of a Student Discipline Committee, Discipline Appeals Committee, Student Conduct Officer, or College official to appear for a meeting or hearing as part of the Student Conduct System.
 - Falsification, distortion, or misrepresentation of information before a Student Discipline Committee, or Student Conduct Officer.
 - Disruption or interference with the orderly conduct of a proceeding.
 - Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
 - Attempting to influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/or after a student conduct proceeding.
 - Harassment (verbal or physical), and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.
 - Failure to comply with the sanction(s) imposed under the Student Code.
 - Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

ARTICLE D: JURISDICTION OF THE TERRA STATE COMMUNITY COLLEGE STUDENT CODE

The Terra State Community College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct and conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors and guests of Terra State Community College are also protected by the Student Code of Conduct, and may initiate a grievance.

The Assistant Vice President of Student and Enrollment Services or designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

ARTICLE E: VIOLATION OF LAW AND COLLEGE DISCIPLINE

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Assistant Vice President of Student and Enrollment Services. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of College rules or regulations were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how much matters are typically handled within the College community. The College will cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with applicable law). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken by the College and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College Community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or nolo contendere").

Cheating and Plagiarism Policy and Procedure for HIT courses and MED 2400

College Policies:

Academic integrity and honesty are basic core values of Terra State Community College. Students are expected to follow established standards of conduct, including academic integrity and honesty, as well as all other College policies. The Student Code of Conduct, which defines “cheating” and “plagiarism,” in addition to other forms of misconduct, can be found in the *Terra Community College Catalog and Student Handbook* or on the Terra website at www.terra.edu. Please also refer to these sources for information regarding College policies, tutoring assistance, procedures for receiving accommodations for documented disabilities, course withdrawal procedures, career planning, and other sources of support for Terra students.

The college Student handbook definition of plagiarism:

- <http://catalog.terra.edu/content.php?catoid=6&navoid=248#student-code-of-conduct>
 - o The term "PLAGIARISM" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. Examples include: the submission of an assignment purporting to be the student's original work which has been wholly or partly created by another person; the presentation as one's own, another person's ideas, organization, or wording without acknowledgment of sources; knowingly permitting one's own work to be submitted by another student as if it were the student's own; and the use of material from the Internet, videos, encyclopedias, books, magazines, student papers, and copyrighted material without indicating where the material was found. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

How to Cite Sources in the Reference Page and Throughout the Assignment:

No more than 20% of an assignment will use direct quotations. The rest of the assignment must be in the students own words.

Information on how to properly cite sources can be found on the American Psychological Association website: <https://apastyle.apa.org/search?query=cite+sources>

Information on how to properly use quotations can be found on the American Psychological Association website: <https://apastyle.apa.org/style-grammar-guidelines/citations/quotations>

Procedure for Cheating/Plagiarism in HIT courses and MED2400:

1. Students found to be plagiarizing their work will be given a written warning and notified in the comments of the assignment as well as in an email. The academic dean and program coordinator will be copied on the email to be made aware of the situation.
 - a) Email/comment to state the following:
 - i. This assignment has been plagiarized. The information provided was word for word from what was listed in your resources provided.
 - ii. This assignment has been plagiarized. The information provided was word for word and the resource was not cited in your work.
 - b) Email/comment will also include the following:
 - i. Provide the definition of plagiarism listed above. Information cannot be copied and pasted from the internet or other sources and call it your own work. Information retrieved needs to be stated in your own words and use quotation marks and cite the source if you are going to write it word for word. _____ of the assignment is copied word for word and not written in your own words. There are no quotations used or sources cited throughout the document; therefore, your grade will result in a _____ for this assignment.
2. **The sanctions for the first offense will include loss of academic credit for the assignment or loss of academic credit for the course and a warning.**
 - a) Depending on the amount of content plagiarized, student will be given a minimum of 50% deduction of credit on the assignment and up to 100% deduction of credit on the assignment resulting in a "0" for said assignment. The amount of credit deducted will be at the discretion of the instructor and program coordinator.
3. **The sanctions for the second offense will include loss of academic credit for the assignment or loss of academic credit for the course and probation status for the duration of the student's enrollment at the College.**
4. **The sanction for the third offense is college expulsion.**

Sanctions According to the Student Code of Conduct:

ARTICLE H: SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. **WARNING**-a notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **PROBATION**-a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. **LOSS OF PRIVILEGES**-denial of specified privileges for a designated period of time.
 - d. **LOSS OF ACADEMIC CREDIT**- forfeiture or reduction in the grade assigned for an assignment, project, quiz, test, or course due to academic dishonesty.
 - e. **FINES**-previously established and published fines may be imposed.
 - f. **RESTITUTION**-compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. **DISCRETIONARY SANCTIONS**-work assignments, service to the College or other related discretionary assignments (such assignment must have the prior approval of the Student Conduct Officer.)
 - h. **COLLEGE SUSPENSION**-separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. **COLLEGE EXPULSION**-is permanent separation of the student from the College.
 - j. **REVOCAION OF ADMISSION AND/ OR DEGREE**-Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.
 - k. **WITHHOLDING DEGREE**-The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
2. **More than one of the sanctions listed above may be imposed for any single violation.**
3. Sanctions imposed for acts of academic dishonesty typically will follow a three-step progression. **The sanctions for the first offense will include loss of academic credit for the assignment or loss of academic credit for the course and a warning. The sanctions for the second offense will include loss of academic credit for the assignment or loss of academic credit for the course and probation status for the duration of the student's enrollment at the College. The sanction for the third offense is college expulsion.** The instructor of record for the course in which the academic dishonesty took place may recommend to the conference officer whether a loss of academic credit for the assignment or course should be sanctioned. The Vice President of Student and Enrollment Services or designee maintains records of Code of Conduct offenses.
4. Terra State Community Colleges reserves the right to notify parents or guardians of any conduct situation when alcohol and or narcotic/substance/ inhalant abuse or violations are suspected. The College may contact parents/guardians of dependents or non-dependent students who are under the age of 21. Terra State may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.

5. Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than, College suspension or College expulsion, upon application to the Vice President of Student and Enrollment Services. Cases involving the imposition of sanctions other than College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's disciplinary record three (3) years after the student completes all requirements for graduation.
6. In situations where both the Responding Party and Reporting Party are both students (or student group[s] or organization[s]), the records of the process and the sanctions imposed, if any, shall be considered to be the education records of both the Reporting and Responding Parties because the educational career and chances of success in the academic community of each may be impacted.
7. The following sanctions, in addition to those listed above, may be imposed upon groups or student organizations: community service including service to the College, loss of selected rights and privileges for a specified period of time, and/or deactivation/ loss of all privileges, including College recognition, for a specified period of time.
8. In each case in which a Student Conduct Officer determines a student has violated the Student Code, the recommendation of the Student Conduct Officer shall be considered by the Vice President of Student and Enrollment Services or designee in determining and imposing sanctions. In cases in which the Student Discipline Committee has been authorized to determine a student has violated the Student Code, the recommendation of all members of the Student Discipline Committee shall be considered by the Vice President of Student and Enrollment Services in determining and imposing sanctions. The Vice President of Student and Enrollment Services is not limited to sanctions recommended by members of the Student Discipline Committee.
9. Following the Student Discipline Committee conference, the Vice President of Student and Enrollment Services shall simultaneously advise the Responding Party and Reporting Party (including groups and organizations) in writing of the determination and/or the sanction(s) imposed, if any, and how to appeal. A copy of the notification will be retained in the Responding Party's disciplinary record. Cases involving suspension or expulsion or revocation or withholding of a degree will also be filed in the student's academic record.

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Course Code of Conduct Policy

Unprofessional Behavior

Students are expected to behave in a professional manner at all times. This includes punctuality, complying with all dress codes for school and PPE, and conducting oneself in a positive manner with peers, instructors, visitors, and agency representatives.

Unprofessional behaviors include insubordination (noncompliance or disrespectful behavior) to an instructor or person of authority from Terra State or during PPE; not following dress code for course or PPE; unauthorized use of cell phone or computers during class, quizzes, and/or testing; cheating and plagiarism of any kind; and/or engaging in impolite or disrespectful behavior to instructors, staff, PPE supervisors or other students. It shall also include any inappropriate actions or decisions that have the potential to cause harm both mentally and physically to any instructor, staff, student, and others.

1. Insubordination is defined as:

- Verbal or non-verbal failure to comply with a directive given by the instructor, or Dean/Designee. Students who question a directive should use the appropriate chain of command beginning with their instructor.
- Failure to change disrespectful behavior when redirected by the instructor.

2. Disrespectful attitudes and behaviors can include:

- Swearing or obscene language toward the Dean, instructors, students and others.
- Behaviors that undermines the rightful authority of Dean, instructors, and PPE supervisors.
- Name-calling, gossiping, spreading rumors, or any attempts to embarrass, ridicule, or degrade Dean/Designee, instructors, students or others.
- Argumentative, grumbling, harassing, hitting or slamming things, or displays of tantrums and anger outbursts
- Failure to listen or interrupting others before they are finished. This may include “controlling” the conversation by sighing or groaning, rolling eyeballs, avoiding eye contact, putting one’s head on the table, and/or walking out on conversations or presentations.
- Acts of intimidation in the form of physical actions, written threats, electronic messages, social media usage and/ or through any other form of communication toward the Dean, instructors, students, PPE Supervisor and/or others.

3. Cheating and Plagiarism can include, but is not limited to:

- Copying homework assignments from another student.
- Looking at textbooks, online, notes or another student's paper or computer screen during quizzes and examinations.
- Talking or communicating to other classmates during quizzes and examinations.
- Using mobile devices and computers during class, quizzes, testing or homework without specific permissions given by instructor.
- Giving another student the answers during a quiz or examination either during or after the test has been taken.
- Informing another student of questions that appear or have appeared on an examination in the same course.
- Giving, selling, buying, or receiving projects or other written materials to or from another student for personal use or a student's use.
- Using websites like Course Hero or Quizlet without specific permissions from instructors.
- Placing test questions, homework question or quiz questions with answers on websites like Course Hero or Quizlet for personal use or for other student's use.
- Copying another author, textbook, article, website or any other diagram or written material without proper citations listed for homework, projects, tests, and quizzes for academic use.

4. Cell phone/computer use during class:

- **Computer use:** During class, students are permitted to use the computers for applications relevant to that class only (i.e. no email, games, internet, etc.). Students may only use computers during class as instructed. Otherwise, they are to be turned off during class. Use of other applications may be a distraction to other students. Students must logoff at the end of every class (until the Ctrl-Alt-Del window appears).
- **Cell Phones:** The use of cell phones is prohibited during class without express permission from the instructor. Use of and disruption of the class will result in 5 points being deducted from lecture exam score. Numerous disruptions will result from expulsion from the class.

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Campus Attendance Policy

Regular attendance and punctuality at all classes, campus laboratories and clinical experiences is considered essential to academic success at Terra State Community College.

Attendance, Tardiness, and Leaving early:

Absenteeism, tardiness, and leaving early are considered unprofessional and undesirable traits. Showing up to class late or leaving early are extremely disruptive to the class and the instructor. Students know when the class meets and will be deducted points if absent, tardy or leaving class early. The student is responsible for promptly reporting any absence to the instructor.

It is extremely disruptive to the faculty as well as other students when someone comes in late or gets up to leave in the middle of class for reasons other than a restroom break. You know well in advance when the class meets so be sure to schedule work, appointments, etc. around your class time. Students are expected to stay for the duration of the class out of respect for your peers and instructors. Should circumstances arise which require you to leave early, you should be courteous and inform your instructor prior to start of class of your intent to leave early and carefully select a seat that will cause the least amount of disruption when you excuse yourself from the classroom.

Tardy:

If tardy (arriving after faculty has started class), student may be required to wait until break to enter the classroom.

Absences:

Make every effort to notify the instructor via email or phone call of absences 24 hours before class. During emergencies, student must make every effort to notify the instructor via email or phone call **PRIOR** to class (whether in person or virtual meeting). Any student who is excused from attending a class must discuss in advance with the instructor the course materials due and submission dates. Course work submitted after unexcused absences will not be accepted and will receive a grade of "0". Excused absences include but are not limited to the following: illness or injury with a medical excuse, court appearance, jury duty, automobile accident, or a death in the family (spouse, parent, children, grandparents, siblings). Regarding any other absences, the Program Coordinator or the faculty member will determine whether the absence is excused. It is the student's responsibility to communicate effectively and complete missing assignments.

Participation in class or online:

Regular class participation is necessary for successful completion of any course. Each student is responsible for all material assigned in this syllabus. Poor participation can reflect in poor achievement. If you are not participating either physically or online each week, you are not "present" for class and will be marked as absent. Please make every effort to extend the courtesy of communicating with the instructor as communication is the key to the success of an online course.

Exams/Tests/Quizzes:

It is the student's responsibility to the instructor to arrange for make-up tests. Late exams will be reduced one (1) letter grade per day late or result in a "0" depending on the circumstances. Make-up exams for excused absences are to be scheduled with Testing Center located in the Academic Service Center in Building B.

Travel for Class, Events, and Professional Practice Experience (PPE):

Travel to off-campus locations for planned learning activities and professional practice sites is required of all HIT students. **All costs associated with the travel shall be at the students' expense.** The students shall be responsible for having adequate transportations, licensure and insurance. Terra State Community College is exempt from any liability that might arise because of student travel.

Classroom Illness:

If a student becomes ill in the classroom, security is to be contacted at 2253, if it is a medical emergency, contact security and/or 9-911. The procedures for a Medical Emergency are outlined in the Emergency Procedures Quick Reference Guide that is located in each classroom on the campus. (See also, [Pandemic Response and Infectious Disease](#) section of this handbook)

Inclement weather and cancellations:

In the event of inclement weather, students should check www.terra.edu, listen to local radio stations (99.1, 92.1 or 95.3) and/or watch news stations for updates. Students may sign up for "Terra Alert" to have text messages sent to their phone regarding weather closing or other updates at school. See the Terra website to find out how to sign up for text notifications. For class cancellations not related to inclement weather, students are expected to check their Terra student email, Canvas **AND** Canvas Announcements daily, especially before class, for information regarding class cancellations and assignment changes from their instructors.

It is the student's responsibility to communicate effectively and complete all assignments by their scheduled due date no matter the circumstance.

Open Lab Times:

Health Information Technology students are not required to attend open lab times. However, students can use the HIT lab during Open Lab for assistance in assignments, group project work, computer use for assignments and projects, HITSO project work, and practice with the Encoder and other software applications. Students can ask instructors about the semester's open lab times. They may be virtual or in-person to meet the needs of the students. Instructors may also recommend or send students to open lab if the student needs assistance or has dropped below the program's academic standards.

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HIT Academic Standards Policy

Academic Standards: Late Work/Missed Assignments: Pay close attention to due dates.

Due dates may not be the same each week. It is your responsibility as a student to check your syllabus, Canvas, Canvas Announcements, calendars, and student emails for information about the course and to ensure you are submitting assignments on time.

For each day an assignment is submitted late, a deduction of points or one letter grade will be assigned to the student.

Any assignments submitted after the grade of “0” in the gradebook will still need to be completed and submitted in order to meet the course competencies and learning outcomes.

Assignments must be started at the beginning of the week to ensure any technical issues are addressed early and not the day the assignment is due.

Please note that unexcused late work will not be accepted for any and all HIT courses. Anything turned in past the final due date/time (even 1 minute late) will be posted as a “0” in the grade book.

Modules are opened at least a week early in HIT courses so there is no excuse for late assignments. If you know you will be out of town, having a procedure done, or anything scheduled, you are able to work ahead to ensure you complete the assignments on time.

Communicate regularly (at least once a week) with your instructor to keep them informed of any situations that might arise or any help you might need.

Academic Standards: Grades

Students are to **maintain a minimum of a “C” average in all HIT and general education courses** listed in their academic plan throughout their program.

If a student receives a grade of “D” or below in any HIT or general education course, they are required to retake that course to earn a grade of “C” or better.

If the student fails to earn a “C” or better the second time taking a course, they will be dismissed from the HIT program.

Students who fail to meet the academic standards will be dismissed from the program. The student is permitted to reapply for the next available semester.

Grading scale:

HIT grading scale starting fall 2019 and thereafter:

93 - 100	A
85 - 92	B
75 - 84	C
64 - 74	D
0 - 63	F

The new grading scale will better align with the pass scores of the RHIT certification examination

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Program Retention and Dismissal Policy

All Health Information Technology students must achieve and maintain a minimum of a “C” average in all HIT or general education courses. The Program Coordinator and your instructors will be monitoring student success and academic standings throughout each semester. Students who are struggling academically are required to notify their instructor. The instructor will notify the Program Coordinator of the student’s grades. Your instructor will give assistance and guidance. The student’s grades will be examined at midterm. Any student who does not have a “C” average or better will then be required to proceed with the following:

- The student will be required to schedule and attend a meeting with the Program Coordinator to discuss and create an academic plan.
- The student will be permitted a second attempt of the course.
- If during the second attempt of the course, the student is unable to obtain a “C” average or better, the student will be dismissed from the HIT program.
- Students who wish to appeal a grade may refer to the Terra State Community College Catalog under “Contesting Grades”.

Academic Readmission:

A student can reapply for admission for the next available semester. Readmission is not guaranteed. To reapply, the student must complete the following:

- Schedule and attend a meeting with the Program Coordinator.
- Reapply to the program by submitting a new program application.
- Schedule and attend a meeting with the academic advisor and have a written academic plan in place prior to your first day of class.

Non-Academic Readmission:

A student who leaves the HIT program for reasons others than failing to meet the academic standard may reapply for placement in the HIT program after careful review by the Program Coordinator.

Age of coursework Policy

New students entering the HIT program will need to complete all course requirements listed in the current academic plan.

The courses listed in year 2 must be completed within the specified semester. Courses taken at other colleges may be transferred into the college and the student will not have to take that course as long as it meets the transfer requirements of the college and program. The program coordinator will make the final determination whether a course will substitute for a course listed in the academic plan. General education and technical courses older than 5 years will need to be re-taken as the healthcare industry and technology changes in such a short amount of time.

The Health Information Technology program must be completed within two years of being accepted into the program.

Consideration will be taken on a case by case basis for life experience and earned degrees/certificates/credentials/licensure.

For other college policies and procedures, go to <http://catalog.terra.edu/>

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ADDITIONAL HIT PROGRAM INFORMATION

Textbooks

Students acquire a number of textbooks in their technical courses, whether digital or paper. Students use these books throughout the program and are required to keep them until graduation. They are also used to study for their RHIT certification exam.

General Technical Requirements for courses:

In order to be successful, online students need to have certain hardware that can handle the technological requirements of coursework. We recommend having access to the following hardware:

- Intel Core i5 processor or AMD Equivalent
- Memory: 8GB of RAM Minimum, 12GB or More Recommended
- 256GB Hard Drive
- Operating System: PC: Windows 10, Apple Mac: OS High Sierra 10.13 or later
- Current Anti-Virus Suite Software kept up to date
- Internet Connection: 20Mbps or higher (20Mbps is minimum needed for video content)
- Web Browser: Google Chrome, IE 11 or greater, Safari version 10.1.2 or greater

The following devices are not recommended because they will not support many features of Canvas and Office365:

- Mobile devices such as Cell Phones and Tablets running any version of Android
- Mobile devices such as iPhones and iPads running iOS
- Google Chromebooks or similar netbook devices running Android, Google ChromeOS, or Linux

Individual courses or programs may have other requirements in addition to the specifications listed above. Consult with your advisor or faculty member for more information. Be sure to review any specific requirements within each course.

Student Service to the College/Community/Program

Students must participate in Service-Learning/Volunteer hours throughout their academic program.

Students must earn these hours by participating in campus events and volunteering in their community as well as college and program events, healthcare facilities, etc.

Being an officer and/or active member of the HIT student organization, student liaison for the NWOHIMA Board of Directors, and the student representative for the HIT Advisory Board are excellent ways to be involved and network.

These Service-Learning hours are particularly important during your PPEs/final year.

Students will be required to participate in a minimum of 30 Service-Learning hours for each semester. This will be in addition to the require practical experience hours.

Being involved and active in the program are also requirements for the HIT awards.

Career Prep:

Students will create cover letters, resumes, complete different job search assignments, gain interview skills and other tasks to prepare them for a career in the health information profession.

Student Portfolio

Students must complete a digital portfolio for their final project in their Professional Practice Experience courses. This portfolio will be built throughout the program and used to showcase the variety of knowledge and skillsets learned throughout the program.

It will include a resume and cover letter that will be completed in the final year of the program.

It is strongly encouraged to save important project/assignments throughout the courses in the academic program that shows how the students performed exceptionally, displays exceptional skill sets, or created a learning experience that will aid them in their future career. These projects/assignments will also be included in the portfolio.

Some ideas include:

- Projects throughout courses (both technical and general education)
- Other assignments throughout courses
- Volunteer work
- Coding information (save coded data)
- Information/Assignments from Professional Practice Experiences
- Digital posters, infographics, visual aids, presentations
- Other useful information

LinkedIN

Students will create a LinkedIN account in their final year of the program. This is a professional social media platform that is utilized for networking, job searching and employers seeking candidates, and career information.

HIT Polo:

Students are required to purchase at least one HIT polo that will be worn to their professional practice site, professional events, etc.

If using Follett Access, the polo is included and you will give your name and shirt size to the instructor to be ordered through the bookstore.

If you opt out of Follett Access, you will need to purchase the HIT polo.

Polos can be purchased through the bookstore in person or online at <https://www.bkstr.com/tscstore/shop/clothing-accessories/men/polos-men> or <https://www.bkstr.com/tscstore/shop/clothing-accessories/women/polos-women>.

Be sure you are selecting the Health Information Technology polo option. You can select any color as long as it is the Health Information Technology polo. Typically, students purchase the teal option if it is still available.

If purchasing online, students can send the polo to the bookstore and pick it up themselves at the college bookstore at no additional cost.

Students also have the option to ship the polo to their home for an additional cost of \$7.50 for ground shipping.

If purchasing through the bookstore, students have the option to use financial aid.

HIT/HITSO T-Shirts:

Each year HIT students come up with a creative design and put it on a t-shirt to wear to non-professional events or just around campus.

If you have HIT t-shirt ideas or designs, please notify your instructor or HITSO officers. Your idea could end up being a t-shirt for your class!

Bulletin Boards:

Bulletin Boards are available for decorating or placing HIT-related updates and information. Please talk to your instructor about your ideas. The HIT supply cabinet may have everything you need.

NOTE: The use of vulgar language, violence or negativity is strictly prohibited on both t-shirts and bulletin boards. We want you to show your pride in this program and yourself!

Health Information Technology Student Organization (HITSO):

The Health Information Technology Student Organization (HITSO) will help students learn how to work with and adapt to group and individual dynamics. HITSO is a great way to learn about and participate in volunteer work for your Service Learning Hours needed in your PPE. HITSO participates in events like the Terra Health Fair, Spooktacular event, fundraising for the NWOHIMA symposium and charity donations, and Health Information Professionals Week which help advocate and educate other health professionals and the public about the Health Information Management. In addition, HITSO can help with future networking and looks good on a resumé when applying for an HIM career.

Officers in this Student Organization consist of:

President – Must be a 2nd year HIT student. Oversees all HITSO related activities. Heads meetings and works with advisor and chair members to coordinate events. Can previously appointed Vice President (if Vice President 1st year) or voted by HITSO members or appointed by HITSO advisor if there are no current members.

Vice President – Usually a 1st year HIT student who plans to be HITSO President during their 2nd year. Assists President and shall act as President during meetings during President's absence. Voted and/or appointed by HITSO members or HITSO Advisor if there are no current HITSO members.

Secretary – Records minutes, creates flyers and documents for HITSO events, keeps attendance for meetings and events. Voted and/or appointed by HITSO members or HITSO Advisor if there are no current HITSO members. Can be a 1st year or 2nd year HIT student.

Treasurer – Records funds for HITSO. Works with Terra State Accounting to maintain accounts, deposit money and track petty cash. Responsible for all money going in and out of HITSO. Must be good with math, deposits and communication with President and Advisor regarding funding and balances. Voted and/or appointed by HITSO members or HITSO Advisor if there are no current HITSO members. Can be a 1st year or 2nd year HIT student.

Members of HITSO can include any HIT, Healthcare Administration, and Medical Coding Certificate Student. Sign up to be a member of the student organization. Officers will be determined or voted into the position if there are multiple students interested.

<https://terrastatecommunitycol.sharepoint.com/:x/s/HealthInformationStudentOrganizationHITSO/EZ6QDN7feONikDz13oxWTG4B7U826X1wmxyQ3nJQyz5Eg?e=awd0YV>

HIT Awards

Excellence in Health Information Technology Award, OHIMA New Graduate Scholarships, and NWOHIMA New Graduate CEU Awards:

At graduation or the end of the final semester, an Excellence in Health Information Technology Award, OHIMA New Graduate Scholarship Award, and NWOHIMA New Graduate CEU Award are presented to three outstanding graduating students.

The OHIMA and NWOHIMA awards are determined based on specific criteria including:

1. Student must be a member of AHIMA/OHIMA/NWOHIMA.
2. Student must be in their last semester and eligible for graduation from a CAHIIM accredited program the time of selection.
3. Student must be in good academic standing with a minimum grade point average of 3.0.
4. Student must demonstrate commitment to the HIM profession by membership in professional organizations, involvement in school activities and/or involvement in professional activities.
5. Student must submit a 500-word essay to the HIT Director highlighting the candidate's qualifications, involvement in school and professional activities, and the reasons why the candidate feels he/she should be selected for this scholarship.

The Excellence in Health Information Technology Award is determined based on a combination of the following:

1. A peer vote from other HIT students with emphasis placed not on popularity, but academic performance as well as professionalism and leadership,
2. HIT Program Coordinator and HIT faculty members, and PPE Site Evaluations.

These graduates will have also shown outstanding behavior in the areas of attitude, communication skills, initiative, technical skills and reliability. These awards are open only to graduates of the HIT Associate Degree program.

In the event of a tie for any award, the highest academic GPA, student involvement in the HIT program as well as the community will be used to determine the award recipient. A tiebreaker will be based on the decision of the HIT Program Coordinator and faculty.

Students will attend the HIT award ceremony held in April. Only students graduating in that academic year are eligible for the awards, but any student is invited to attend. Families of the graduating class are able to attend to witness the students' accomplishments.

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HIT Program Admission Requirements: TBD

Working on this information to be implemented for new students starting Fall, 2022 and thereafter.

This is for possible future implementation.

Cost to Complete HIT Degree

Full-Time Student Cost includes Tuition and General Fees, Lab fees, Textbook, and **Additional costs	Part-Time Student Cost includes Tuition and General Fees, Lab fees, Textbook, and **Additional costs
*\$16,500.00	*\$18,500.00

**Additional Costs (Included in Total Cost)	
Total Credit Hours:	63
Registration Fee (\$10 per semester):	\$40.00
Technology Fee	\$576.00
Activity Fee	\$128.00
Graphing Calculator:	\$165.00
BCI & FBI Background Check	~\$ 70.00
Medical Requirements for Professional Practice Experience: Vaccines (MMR, Tetanus, Hep B, Influenza, Varicella) Testing – Titers TB test – 2 step Mantoux Physical Exam 10 to 12 Panel Drug Screen	Medical cost will vary depending on insurance and location of testing ~300
Other Expenses for Professional Practice and Events: Dress clothes / HIT Polo and other Apparel e.g. pants, appropriate shoes Fuel Costs for site and event travel Food or Registration – while at events or PPE sites	Other expenses will vary depending on brands of clothing purchased, location of event, and cost of items at events ~150.00
AHIMA Membership	\$50.00
Total Additional Cost (approximate):	\$1,479.00

* Correct as of 8/18/2021

Students also purchase a bundle package with a prep book for the RHIT certification exam as well as the fee for the exam in the bookstore.

****Disclaimer:**

- Medical cost will vary depending on insurance and location of testing
- Other expenses will vary depending on brands of clothing purchased, location of event, and cost of items at events

Associate of Applied Science Technical Classes for HIT

Course	Credit Hours
HIT 1300 Introduction to Non-Clinical Health Careers	1
This course is for students interested in the non-clinical side of healthcare professions including health information, medical coding, and healthcare administration. Students will be introduced to the fundamentals of non-clinical healthcare. Personal and professional development concepts as well as critical thinking and ethical practices will be introduced. Other topics will include health information concepts and career paths in the non-clinical health professions. (Spring, Summer, Fall) (Online; Hybrid)	
HIT 1350 Health Data Management	3
The student will be introduced to filing systems as well as the computer-based patient record (CPR). The student will study the policies and procedures required to collect, analyze, interpret, report and maintain health care data. The student will perform clinical pertinence chart reviews and also be introduced to the internal and external requirements for establishing, operating, and maintaining various registers and registries. (Summer, Fall) (Online)	
HIT 1400 Introduction to Medical Coding (This course is no longer in HIT/MCC curriculum, but still available and in Patient Registration Certificate)	3
Students are introduced to diagnosis and procedure coding in the outpatient setting. Emphasis is placed on coding rules and guidelines for coding accuracy to meet medical necessity for provider reimbursement. (Fall, Spring) (Online; Hybrid)	
HIT 1420 Pharmacology	2
This course will survey the major classification of drugs. The indications and contraindications for use will be presented. Emphasis will be placed on the correlation between drug therapy and disease. The student will be required to use various desk references efficiently. (Spring, Summer, Fall) (Online)	
HIT 1430 Pathophysiology	3
This course provides the student with an introduction to the pathophysiology of human disease including signs and symptoms, etiology, diagnosis, and treatment. Each anatomical system and associated pathological condition will be covered. Major disorders and diseases are described with the intention of providing information on a broad spectrum of diseases with one or more distinguishing features for each. Upon successful completion of this course, the student will have a basic understanding of human disease and will be able to apply this information to their health profession. (Spring, Summer, Fall) (Online)	
HIT 2450 Inpatient Medical Coding	4
The student will be introduced to the nomenclature and major classification, indexing, and coding systems in acute care settings. Laboratory experiences will emphasize the application of the related skills using code books and multiple coding applications through the AHIMA Virtual Lab. (Spring) (Hybrid)	
HIT 2540 Health Record Law	2
The student will be introduced to healthcare privacy, confidentiality, and legal and ethical issues. Emphasis will be placed on procedures for access, disclosure and tracking of protected health information. (Spring, Summer, Fall) (Online)	
HIT 2550 Outpatient Medical Coding	4
The student will be introduced to ambulatory coding and payment systems. Computer-assisted-coding, auditing, case studies, and projects will be applied in this course. Laboratory experiences will emphasize the application of the related skills using code books and multiple coding applications through the AHIMA Virtual Lab. (Fall) (Hybrid)	
HIT 2560 Clinical Data Analysis	3
The student will use a physician office management software program to practice various procedures such as patient registration, appointment scheduling, posting and editing data, insurance billing, and financial and administrative reporting. (Fall) (Online)	

HIT 2570 Quality Management and Leadership in Health Care	3
The student will be introduced to procedures for facility-wide quality management and performance improvement programs. Emphasis will be placed on analyzing clinical data to identify trends that demonstrate healthcare quality, safety, and effectiveness. Concepts of management and leadership in healthcare will be emphasized. (Spring) (Online)	
HIT 2650 Medical Reimbursement	3
Students are introduced to systems used in outpatient and inpatient health care settings to obtain payment for health care services. A discussion of various third-party payers will be presented as well as reimbursement methodologies used by these payers. Students are introduced to claims processing, posting payments and claims follow-up. (Spring) (Online)	
HIT 2900 HIT Capstone	1
This course will allow students to apply the knowledge and skills gained throughout the program and in the professional practice experience incorporating a project to infuse this knowledge into the profession. Students will build their professional proficiencies and complete resumes and cover letters, practice interview dexterities, and other necessary competencies to transition into their career as health information professionals. Students will prepare for the Registered Health Information Technician (RHIT) examination to become credentialled professionals. (Spring) (Hybrid)	
HIT 2920 Professional Practice Experience I	2
The first of two supervised professional practice experiences (PPE) designed to allow the student to apply technical knowledge and skills learned in the classroom to procedures performed in a virtual experience. This simulated professional practice experience is designed to enable students to obtain actual work experience in theoretical and application-based procedures previously studied. This professional practice consists of a predetermined number of hours along with service learning/volunteer hours. Most of the hours will be completed virtually with some expected in person practices. Assignments will be made to gain exposure to real-world health information practices. Students will utilize multiple applications in the AHIMA virtual lab as well as medical coding applications. (Fall, Spring) (Hybrid)	
HIT 2930 Professional Practice Experience II	2
The second of two supervised professional practice experiences (PPE) designed to allow the student to apply technical knowledge and skills learned in the classroom to procedures performed in a healthcare setting, enabling students to obtain actual work experience. This professional practice consists of a predetermined number of hours at a facility providing health information along with service learning/volunteer hours. Assignments will be made to gain exposure to real-world health information practices. (Spring) (Seated)	
TOTAL TECHNICAL CREDIT HOURS	33

General Education Courses in HIT degree

Course #	Credit Hours
GEN1000 First Year Seminar	1
BIO1200 Introduction to Anatomy & Physiology	3
BIO1205 Introduction to Anatomy and Physiology Lab	1
MED2400 Medical Terminology	3
HUM1010 Critical Thinking	3
DLS1090 Digital Literacy & Applications	3
ENG1020 (5 credits), ENG1050 (3 credits), or ENG1060 (3 credits)	3
MTH2010 Statistics	4
MGT1100 Management and Organizational Behavior	3
SPE2010 Effective Speaking or SPE2200	3
PSY1210 General Psychology or SOC2010	3
TOTAL GENERAL EDUCATION CREDIT HOURS	30

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***Textbooks Used in HIT Courses (Specific edition is listed on the course syllabus and bookstore list)**

Course #	Book Name/Course Material	Publisher
MED 2400	Medical Terminology for Health Professions, e-book Spiral bound Version, Spiral Bound (Not Looseleaf) if want physical book in addition to ebook	Cengage
HIT 1300	Career Success in Health Care: Professionalism in Action by Bruce Colbert, Elizabeth Katrancha	Cengage
HIT 1350	Essentials of Health Information Management	Cengage
	Medical Office Simulation Software (MOSS) 3.0	Cengage
	Health Information Management Case Studies – used in multiple courses so be sure to keep this	AHIMA
HIT 1400	Step-By-Step Medical Coding	Elsevier
	Workbook for Step-By-Step Medical Coding	Elsevier
	HCPCS Level II, Professional Edition (students need to keep copies of all coding books for future courses)	Elsevier
	Current Procedural Terminology, Professional Edition (students need to keep copies of all coding books for future courses)	AMA
	ICD-10-CM, Professional Edition for hospitals (students need to keep copies of all coding books for future courses)	Elsevier
HIT 1420	Essentials of Pharmacology for Health Professions	Cengage
HIT 1430	Human Diseases	Cengage
HIT 2450	Understanding ICD-10-CM and ICD-10-PCS: A Worktext	Cengage
	Health Information Management Case Studies (supplemental)	AHIMA
	ICD-10-CM, Professional Edition Coding Book	Elsevier
	ICD-10-PCS, Professional Edition Coding Book	Elsevier
	ICD-10 Flashcards (supplemental; optional)	AHIMA
	AHIMA Virtual Lab Medical Coding package (one-year subscription with different coding applications– used in this course)	AHIMA
HIT 2550	3-2-1 Code It!	Cengage
	Understanding Current Procedural Terminology and HCPCS Coding Systems	Cengage
	Current Procedural Terminology, Professional Edition Coding Book	AMA
	HCPCS, Professional Edition Coding Book	Elsevier
	Health Information Management Case Studies – used in multiple courses so be sure to keep this	AHIMA
	AHIMA Virtual Lab Health Information Administrator (one-year subscription with different HIM applications - used in multiple courses during 2nd year of HIT)	AHIMA
HIT 2540	Legal and Ethical Aspects of Health Information Management	Cengage
HIT 2560	Exploring Electronic Health Records	Paradigm
	Health Information Management Technology: An Applied Approach, (used in multiple courses as supplement and reference for HIM Case Study Book and RHIT exam)	AHIMA
	Health Information Management Case Studies – used in multiple courses so be sure to keep this	AHIMA
HIT 2570	Quality and Performance Improvement in Healthcare (main)	AHIMA
	Health Information Management Technology: An Applied Approach (supplemental - used in multiple HIT courses)	AHIMA
	Health Information Management Case Studies (supplemental - used in multiple HIT courses)	AHIMA

HIT 2650	Principles of Healthcare Reimbursement, (main)	AHIMA
	Medical Office Simulation Software (MOSS) 3.0	Cengage
	Health Information Management Technology: An Applied Approach (supplemental - used in multiple HIT courses)	AHIMA
	Health Information Management Case Studies (supplemental - used in multiple HIT courses)	AHIMA
HIT 2900	Registered Health Information Technician (RHIT) Exam Prep Bundle	AHIMA
	Health Information Management Technology: An Applied Approach, 6th edition (supplemental; study tool for RHIT exam; should already have from other HIT courses)	AHIMA
HIT 2920	MindTap for Professional Review Guide for the CCA Examination	Cengage
	3-2-1 Code It! (used in HIT 2550)	Cengage
	HIT Polo	Bookstore
	AHIMA Virtual Lab Health Information Administrator (one-year subscription with different HIM applications - used in multiple courses during 2nd year of HIT)	AHIMA
	Health Information Management Technology: An Applied Approach (Reference)	AHIMA
HIT 2930	3-2-1 Code It! (used in HIT 2550 and HIT 2920)	Cengage
	ICD-10-CM Coding book (from HIT 2450; used in multiple courses)	Elsevier
	ICD-10-PCS Coding book (from HIT 2450; used in multiple courses)	Elsevier
	Current Procedural Terminology Coding Book (from HIT 2500; used in multiple courses)	AMA
	HCPCS Coding Book (from HIT 2500; used in multiple courses)	Elsevier
	AHIMA Virtual Lab Health Information Administrator (one-year subscription with different HIM applications - used in multiple courses during 2nd year of HIT)	AHIMA

Disclaimer:

- *This is a list of textbooks used throughout the HIT courses in the program
- Be sure to check with the bookstore and instructor for any updated editions, ISBN, or any changes
- Students purchase Cengage Unlimited in their first semester for \$249.99 and have access to all Cengage Unlimited products used in those courses in the 2-year time frame at no additional cost
- Most HIT and some General Education courses utilize Cengage throughout the program
- The HIT program tries to utilize the same books in multiple courses to help cut costs for students. Please be sure to keep your HIT program specific books until after you pass your RHIT certification exam

Follett Access:

- http://terra.edu/life_at_terra_state/the_titan_shop/follett_access.php
 - Students are automatically opted into Follett Access and should be able to click on the links to the materials within the modules to access their course materials using Cengage or whichever publisher is being used for that specific course as soon as the course starts. Students will receive all course materials with Follett Access.
 - If students opted out of Follett Access, they will need to purchase the Cengage MindTap and access code bundle to access Cengage course materials or whichever publisher and course materials are listed for that specific course
 - Check with the bookstore and your instructor before making any purchases.

Cost of Books for all courses in HIT program*

Textbook Cost Per Course

Course	Book Cost
MED 2400	\$239.99
BIO 1200-1205	\$153.25
DLS 1090	\$145.40
HIT 1350	\$90.00
HIT 1400	\$494.00
GEN 1000	\$33.50
ENG 1050	\$85.75
HIT 1420	
HIT 1430	
HIT 2450	
MTH 2010	\$135.25
HUM 1010	\$130.00
SPE 2010	\$48.00
HIT 2540	
HIT 2550	\$195.00
HIT 2560	\$118.00
HIT 2570	\$133.50
HIT 2650	\$229.50
HIT 2920 and 2930	\$427.00
MGT 1100	\$52.00
PSY 1210	\$123.75
Total Book Cost:	\$2,833.89

*This will depend on whether students use the Follett Access program or purchase books and will vary from semester to semester.

CAHIIM Curriculum Requirements – AHIMA 2018 Curriculum Competencies and Knowledge Clusters for Health Information Management (HIM) Education at the Associate Degree Level

Upon graduation from an accredited program, the American Health Information Management Association (AHIMA) requires that all students have entry-level competence in the Domains, Subdomains and Tasks for the Registered Health Information Technician (RHIT). The following Domains, Subdomains, and Tasks will be incorporated throughout the curriculum:

Supporting Body of Knowledge (Prerequisite or Evidence of Knowledge)
Pathophysiology and Pharmacology
Anatomy and Physiology
Medical Terminology
Computer Concepts and Applications
Math Statistics

Additional Notes
The DM and RM competencies are to be completed in addition to all other competencies, specific to the program’s chosen specialization.
DM: Competency for Associate Degree Data Management Track
RM: Competency for Associate Degree Revenue Management Track
Curriculum Guidance is provided in a separate document

Domain I. Data Governance, Content, and Structure
Competency
I.1. Describe health care 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
Competency
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
Competency
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 health care operations.
III.4. Report health care data through graphical representations.
III.5. Describe research methodologies used in health care.
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
Competency
IV.1. Recognize 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
Competency
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
Competency
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.

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Graduation Requirements

Students planning to earn an associate degree through the Health Information Technology program must successfully complete all credit hours, or equivalent work in the degree program with a “C” or better in all coursework listed on the academic plan. Students must achieve and maintain the academic standard in the major and in your grade point average overall.

To reach all graduation requirements, it is important that students maintain open communication with their instructors and Program Coordinator. This means that students should check their student emails, Canvas emails, Canvas portal and daily announcements through Canvas. It is also important for student to ask questions and ask for help. It is the student’s responsibility to stay up to date on all course changes, ask for help when needed and participate in all course requirements.

Associate Degree Programs

Students planning to earn an associate degree at Terra State Community College must:

1. Successfully complete all credit hours, or equivalent work, in the degree program, within the time period specified by the college.
2. Earn a minimum of **2.8** cumulative grade point average in the technical area or pathway/major, and earn a minimum of **2.8** cumulative grade point average overall.
3. Earn at least one-fourth of total credit hours required in the program with courses taken at Terra State Community College.

Petitioning for an Associate Degree

Consideration for graduation does not occur automatically. Students nearing the completion of an Associate degree need to petition for graduation. Students initiate the process by applying to graduate through the student portal. All students should apply to graduate at least one academic term prior to the projected graduation date. Students applying for more than two programs must consult with the Records Office.

When students are in their 2nd to last semester (typically fall semester of year 2 in the program), students will run a degree audit to ensure all required courses have been completed or they are scheduled to be completed. Students will meet with the program coordinator or instructor to ensure they are on the right track to graduate in their final semester (typically spring of their final year).

Graduate candidates can purchase the cap and gown from the College Store in April prior to the May commencement ceremony. Graduates must resolve outstanding financial obligations or unreturned library materials before a printed degree can be issued to the student.

Certificate Programs

Students planning to complete a certificate at Terra State Community College must:

1. Complete all credit hours, or equivalent, in the certificate program in which enrolled, within the time period specified by the college.
2. Earn a minimum of **2.8** cumulative grade point average in all required program courses, and earn a minimum of **2.8** cumulative grade point average overall.
3. Earn at least one-fourth of all total credit hours required for the certificate program with courses taken at Terra State Community College.

Petitioning for a Certificate of Proficiency

Students nearing the completion of a certificate program need to petition for the certificate. Students initiate the process by applying to graduate through the student portal. All students should apply to graduate at least one academic term prior to the projected graduation date. Students applying for more than two programs must consult with the Records Office.

Certificate candidates are invited to participate in commencement. They can purchase their gown from the College Store in April prior to the May commencement ceremony. Graduates must resolve outstanding financial obligations or unreturned library materials before a printed certificate can be issued to the student.

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Academic Services

http://terra.edu/degrees_programs/academic_services/index.php

Academic Service Center:

Terra State Community College offers students assistance through the Academic Service Center, located in Building B, Room 105. The Academic Service Center is dedicated to providing students who request assistance with an individualized academic plan as well as support. The Academic Service Center offers services, like Math and Writing Labs, Tutoring and Transfer Information, which may help students who wish for support or assistance.

Academic Advising:

It is strongly recommended that you schedule an appointment with an academic advisor and your Program Coordinator to discuss the HIT program and its courses and ensure you are on track to graduate as scheduled and you are taking the appropriate courses at the appropriate time. Students can contact the admissions office to schedule an appointment with the academic advisor via email admissions@terra.edu.

Testing Services:

The Testing Center provides a space for Terra students to make up missed quizzes, examination or to take their mock exam or RHIT exam. All testing must be scheduled in advance and all students MUST appear at the scheduled time. It is disrespectful to the Testing Center's staff to disregard their schedule and show up late or not at all. Students may be required to present a valid Student ID, Driver's License or other form of identification. Students can contact and schedule with the Testing Center by calling (419) 559-2109.

Support Services: The Academic Service Center (419-559-2109) offers a number of support services to boost your success in all courses. Among these services are the Writing & Math Labs, in-person and online tutoring, and Disability Support Services.

- **The Office of Disability Support Services** provides program accessibility, assurance of equal opportunity, and auxiliary services to students with disabilities. Service is achieved through the implementation of reasonable academic accommodations, advocacy efforts, and resource dissemination. All students with documented disabilities are eligible to receive assistance through Terra State's Disability Support Services. Contact us at disabilityservices@terra.edu.
- **Counseling Services:** Terra State offers free on-campus counseling for students. To schedule an appointment, call 419-559-2342 or email counseling@terra.edu.

Additionally, Terra State Community College has partnered with ProMedica to offer comprehensive, short-term FREE counseling services for students. Confidential counseling sessions can be accessed via telephone, video, or in-person to fit a student's schedule and location needs. Crisis support is also available 24/7 by telephone. Students can call 1-866-327-3759 any time or day to get connected.

For free and immediate assistance with a mental health crisis, text 4HOPE to 741741 or call 1-800-273-TALK (8255) anytime.

Course Withdrawal:

A student who wishes to withdraw from a course must do so through Banner Self-Service, or in person at the Records Office. The instructor cannot drop a student from a course. Please see the current semester calendar and College catalog at catalog.terra.edu for withdrawal timeframes and policies.

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Registered Health Information Technician (RHIT) Credential Overview

<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>

Overview

Registered Health Information Technicians (RHITs) ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems. They may also use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. RHITs often specialize in coding diagnoses and procedures in patient records for reimbursement and research. RHITs may serve as cancer registrars, compiling and maintaining data on cancer patients. With experience, the RHIT credential holds solid potential for advancement to management positions and increase in salary, especially if it is combined with a bachelor's degree.

Career Outlook

Career outlook and salary potential for RHITs are excellent. According to the Bureau of Labor Statistics, employment in health information is expected to **grow by 16% between 2022 and 2032, which is much faster than the average of all occupations.**

*Salary

AHIMA.org	<u>RHIA</u>	<u>RHIT</u>	<u>CDIP</u>	<u>CCS</u>	<u>CCS-P</u>
0-2 Years	\$58,270	\$40,110	\$62,400	\$50,490	\$49,730
3-5 Years	\$58,750	\$48,790	\$89,110	\$58,710	\$51,300
6-10 Years	\$69,420	\$55,340	\$80,290	\$64,250	\$60,300
11-15 Years	\$80,000	\$63,000	\$90,330	\$71,400	\$69,110
16-20 Years	\$80,810	\$65,350	\$85,960	\$72,000	\$70,120
21-30 Years	\$86,380	\$70,260	\$88,890	\$74,250	\$74,810
31+ Years	\$89,350	\$73,870	\$100,300	\$76,490	\$70,630

*Salaries will depend on the position or job title, type of healthcare setting, years of experience, education, and other key factors such as geographical location.

- The median salary according to the Bureau of Labor Statistics was \$28.01 per hour or \$58,250 per year in 2020.
[Health Information Technologists and Medical Registrars : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm)

Career Opportunities

RHITs have many employment opportunities. Although most RHITs work in hospitals, you will also find them in a variety of other healthcare settings including office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. In fact, employment opportunities exist for RHITs in any organization that uses patient data or health information such as pharmaceutical companies, law and insurance firms, health product vendors, hospice, and anywhere that provides healthcare or contains health information.

Benefits of RHIT Certification

Whether you are certified as an RHIT, RHIA, CCS-P, CCS, etc., earning an AHIMA credential puts you in a special league, positioning you as a leader and role model in the health informatics and information management community. Investing in AHIMA certification is an investment in yourself and your long-term career. AHIMA certification can help you:

- Improve your earning potential
- Open the door to more opportunities for career advancement
- Increase your job mobility and choices even in the face of a tough job market
- Reach not only your short-term job goals, but also position yourself for success in your long-term career
- Provide a foundation of broad and deep understanding
- Be associated with AHIMA's strong and long-standing reputation of integrity and excellence.
- Connect with a strong network of AHIMA-certified peers. Earning an AHIMA credential plugs you into a prestigious community of ongoing support. Although membership is not required in order to become AHIMA-certified, you can enhance your connection even more by becoming an AHIMA member.

Job Titles for HIT Professionals with RHIT Credential

Clinical Coder/Auditor	Health Information Technician	Medical Coding Specialist
Charge Master Auditor	Healthcare Data Analyst	Clinical Data Collection & Reporting Specialist
HIM Director	Quality Improvement Specialist	Document Imaging Coordinator
Consultant	Data Integrity Specialist	Documentation Specialist
Instructor/Trainer	Cancer or Other Disease Registrar	HIM Department Manager / Supervisor
Physician's Office Manager	Trauma Registrar	Information Access / Disclosure Specialist

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Preparing for an RHIT Career

The RHIT credential is a national certification for health information technicians. To qualify for RHIT certification, **candidates must hold a CAHIIM accredited Associate degree in Health Information Technology**. Although the associate degree curriculum offers some general education, the primary focus is more on the technical component of providing a variety of health information services. The curriculum is designed to prepare entry-level graduates with the knowledge and skills necessary to use, analyze, present, abstract, code, store and/or retrieve health care data for the support of departmental operations, and clinical and business decision making in healthcare, or related organizations.

RHIT candidates must pass the national RHIT certification exam. The 3 1/2 hour exam consists of 3.5 hour, 150 four-option, multiple-choice question examination consisting of 130-scored questions and 20 pretest questions.

Once you have obtained your credential through AHIMA, you will be required to earn a specific number of continuing education credits (CEU) along with other items to be completed to be recertified. The following checklist can be found on the AHIMA website as well as more in-depth information regarding your CEUs. <http://www.ahima.org/certification/Recertification>

Recertification Checklist:

- ✓ Obtain the required number of CEUs during your recertification cycle for each credential (at least 80% of required CEUs for each credential must be related to one of AHIMA's specified HIIM domains).
- ✓ Complete your mandatory annual coding self-reviews (self-assessments), if applicable.
- ✓ Participate in accepted and qualified CEU activities.
- ✓ Enter your CEUs on time.
- ✓ Document your CEU activity for auditing.
- ✓ Ensure your recertification fee is paid.

RHIT Exam Prep:

The RHIT exam is a comprehensive exam of all the material learned throughout your HIT curriculum.

Students will prepare for the RHIT certification exam during their final year as they purchase the RHIT bundle package in their final year. This includes the RHIT exam prep book with online assessments and the access code for the RHIT exam. Students need to save the receipt as one of the HIT awards will pay for the certification exam. OHIMA will reimburse the recipient of this award.

Students will register the code for the practice exams and complete an assessment for each domain that will include 75 questions. Students will write an analysis on the questions that were missed so they have a better understanding of the information.

- Domain I:** Data Governance, Content, and Structure
- Domain II:** Information Protection: Access, Use, Disclosure, Privacy, and Security
- Domain III:** Informatics, Analytics, and Data Use
- Domain IV:** Revenue Cycle Management
- Domain V:** Health Law & Compliance
- Domain VI:** Organizational Management & Leadership

Students will complete a mock RHIT certification exam.

Students create a study guide for the RHIT exam.

Students will have to register their access code for the RHIT exam no later than one year of the date of purchase. Once students register the exam code, they will have 4 months to schedule and sit for the exam.

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Professional associations

Professional associations that will benefit students:

- American Health Information Management Association (AHIMA): www.ahima.org
- Ohio Health Information Management Association (OHIMA): www.ohima.org
- Northwest Ohio Health Information Management Association (NWOHIMA): www.nwohima.org
- American Academy of Professional Coders (AAPC): <https://www.aapc.com/>
- HealthIT: [ONC | Office of the National Coordinator for Health Information Technology \(healthit.gov\)](http://www.healthit.gov)

Transfer Information and Additional Certifications

Transfer Options:

Graduates may pursue a bachelor's degree (RHIA) at the following learning institutions in Ohio:

- University of Cincinnati:
 - o <https://webapps2.uc.edu/ecurriculum/DegreePrograms/Program/Detail/35BAC-HIMA-BSHS-HIMA-DL>
- University of Toledo:
 - o <https://www.utoledo.edu/Programs/undergrad/Health-Information-Administration>
- Franklin University:
 - o <https://www.franklin.edu/degrees/bachelors/health-information-management>

Students are encouraged to ask questions from your instructors, academic advisor and through the Academic Service Center if they are interested in obtaining their RHIA credential. Please note that some 4-year institutions may require students to take a similar course to what was taken at a 2-year level or take additional courses while others do not.

Certified Coding Associate (CCA) Credential

Medical Coding Certificate students can sit for the CCA exam and earn the credential upon passing the exam. This is an entry level credential to get started in the medical coding field. Additional credentials may be required depending on the employer and coding position. Terra students prepare for the CCA in the PPE 1 course.

There are multiple coding credentials through the AAPC and AHIMA.

For more information, go to AHIMA's website: <https://www.ahima.org/certification-careers/certification-exams/cca/>

Additional coding credentials:

AHIMA: CCS-P, CCS

AAPC: multiple coding credentials available

Other Certifications:

In addition to an RHIT certification, students may also work to obtain other certifications which will help build their resumé and make the student more marketable. There is also a possibility that your future job may request you get an additional certification to expand your skills in their facility. Additional certifications can be obtained by meeting specific requirements or registering for a course and then taking a certification examination. Further information can be found on the AHIMA and AAPC websites listed below.

- <https://www.ahima.org/certification/whycertify>
- <https://www.aapc.com/certification/>

Certain credentials will depend on what area you want to specialize in and each have different sets of requirements. You can search the credentials pages on both AHIMA and AAPC's websites to find out more about these credentials.

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Pandemic Response & Infectious Disease

On-campus COVID-19 Policies (should these policies not be necessary; you will be informed)

Facial Coverings:

Facial coverings are optional for everyone on campus

Classroom Sanitation:

- Students will be expected to sanitize their work area / seat before class begins and after class ends.
- Cleaning materials will be provided to for students to use.

For the most up-to-date COVID information regarding campus, go to:

COVID-19 Updates (terra.edu)

Other policies may be implemented upon specific situations.

The college will keep everyone informed on the most recent updates as needed.

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Liability and College Liability Information

Students are covered under the College's liability policy depending on the circumstances regarding injuries during campus events or incidents that occur on campus. Health Information Technology students are responsible for their own health care insurance and auto insurance if they are driving to their Professional Practice Site. (See Terra Certificate of Liability Insurance below.)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/09/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA LLC. 200 Public Square, Suite 3760 Cleveland, OH 44114-1824	CONTACT NAME: _____	
	PHONE (AG, No, Ext): _____	FAX (AG, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: American Family Home Insurance Company		23450
INSURER B: N/A		NA
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** CLE-007115083-01 **REVISION NUMBER:** 5


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			7NA5CA0000819-01	11/01/2022	11/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTHER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: 2023 Ford F650 Bus #1 F0PF60E8PD09113.

Tiffin Ford Lincoln is included as loss payee where required by written contract. \$2,000. Deductible Comprehensive \$2,000. Deductible Collision

CERTIFICATE HOLDER Tiffin Ford Lincoln PO Box 460 Tiffin, OH 44883	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Professional Practice Experience (PPE)

General Information:

The Professional Practice Experience (PPE) provides for virtual as well as on-site learning in a health care setting or utilizing healthcare related software applications. It involves the practice of tasks and functions in a hospital/healthcare facility under the supervision of a practitioner. This provides an opportunity to better understand and correlate theory and actual performance. Students will spend 90 hours at their PPE site in addition to participating in 30 Service Learning hours on campus and in the community. The PPE is an integral part of the program.

Students may not assume the responsibility or take the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. Students may be employed in the field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities. The work must be non-compensated and subject to standard employee policies. Students are to conduct themselves in an ethical and professional manner and abide by the rules of confidentiality when dealing with the medical and non-medical information at the PPE site.

Site Placement:

Although, every effort will be made to place a student in a location relatively close to their place of residence, student PPE sites may be located 60 or more miles away. Students are expected to plan for travel times consistent with this distance.

Every effort is made to place students at acute, ambulatory, or professional sites. Depending on circumstances, students without a PPE site will work directly under the guidance of the HIT Program Coordinator and complete simulations of activities often completed at the onsite facilities. In addition, students who do not receive exposure to the eight activity areas at their healthcare facility will also be utilizing the simulated activities in order to achieve all goals and objectives of the PPE course.

Hours/Timeframe:

Students will require a specified number of hours in both an in-person and virtual setting to help prepare for a career in the health information profession.

Students are also required to earn volunteer hours throughout the program and log the hours. They will submit the log sheets in the PPE courses.

Student Availability:

Students must be available during their final year of the program in order to meet the requirements to attend their professional practice experiences and attend professional or campus events which may be on campus or at another location.

With the exception of events beyond our control such as a global pandemic or natural disaster, students will be complete multiple professional practice experiences with pre-determined amount of hours.

Professional Practice Experience (PPE) 1 will be the 2nd 8-weeks of the fall semester for medical coding certificate students and the 1st 8-weeks of the spring semester for HIT students. This will consist of mostly virtual and may have some onsite hours. HIT students will complete a mostly virtual experience with Promedica with the exception of one day on site during the first part of the spring semester.

Professional Practice Experience (PPE) 2 will be the second 8 weeks of the spring semester and will be mostly on-site hours and may have some virtual hours.

The program has affiliation agreements with multiple sites. If you know of a potential site that would be willing to take a student or more, please provide this information to the program coordinator so we can work on using them as a potential site and obtaining an agreement.

Students will also need to complete volunteer hours during their time in the program as well as other requirements.

REQUIREMENTS BEFORE PPE:

Terra State requires students to complete the medical (immunizations and other tests, physical), background check, and drug test requirements prior to going to their PPE site(s). Administrative forms from the HIT student handbook must also be signed and submitted prior to going to site.

Promedica requires medical (immunizations and other tests), orientation, and other requirements prior to completing hours at their site.

The PPE site may require additional items to be completed. Students are responsible for completing all required elements for Terra and the PPE site prior to going to the site. Once the requirements have been completed, the HIT program coordinator must have a copy of all the information in order for students to go to the site. Failure to comply will result in students not being able to participate in the professional practice experience that semester. Students will only be allowed to participate in the next available professional practice experience course once they complete all the required elements and the HIT program coordinator has received a copy of all the required information.

All items must be received by the first Tuesday in December to ensure everything is met.

Any discrepancies found on background checks may result in no placement at a PPE site and may prevent healthcare facilities from hiring the individual. Students may be asked to find their own site depending on the results.

Administrative:

Students will be required to sign and date multiple forms for the program from the student handbook including a confidentiality/HIPAA document for the HIT program among others. They may also be required to fill out additional forms for their individual sites including, but not limited to: HIPAA related forms, HR forms, and/or Hazardous Materials forms.

Medical:

Many facilities have different requirements regarding students' medical information as some may require a TB test, flu vaccine, Hepatitis B vaccine, etc.

All PPE students must complete the Promedica, medical and administrative requirements **PRIOR** to their first day at the site of their professional practice experience. It is the student's responsibility to provide the information to the Program Coordinator as well as their site supervisor. Failure to complete the necessary requirements prior to the first day at the site of their professional practice experience will result in either a change of site or withdrawal from the HIT 2920 course (which will be decided amongst the HIT Program Coordinator and instructor).

Background Check:

ALL students must have their BCI & FBI Background Check completed before they receive their site assignment for their first PPE. If you are under the age of 18 and not considered a legally emancipated adult, you will require a parent or legal guardian to be present to sign the background check document for you. Your parent or legal guardian **MUST** be present or these offices will not perform the background check! Background checks can be done on campus at campus security.

Completed at Terra

- If completing background check at Terra, Students need to have the “Campus Safety Background Check and Request Waiver” form pre-filled out (found in this handbook), signed, dated, and all information is completed. On the line that says “background check reason” indicate the program: HIT or Health Information Technology.
- HIT students obtain both BCI/FBI background checks. Payment must be received before background check is provided.
- The student will need to pay **\$75 BCI/FBI** in the cashier's office.
- BCI only \$50, FBI Only \$50
- Students need to call 419-559-2253 (campus safety) to schedule an appointment. They will not take random walk-ins or hand out forms. All appointments will need to be scheduled, with no exceptions.
- The student will need to bring the pre-filled out/completed form, a copy of the receipt from the cashier's office, and a valid driver's license or valid Ohio ID card to campus safety to complete the background check.
- At this time the background times are by appointment

Completed at alternative location

Alternatively, background checks can be done at the following locations and all need to be sent to the HIT program coordinator at Terra State Community College:

- Sandusky County Sheriff office at 2100 Castalia Road, Fremont, Ohio 43420. They are available on Monday, Tuesday, Thursday and Friday from 9am-5pm. Appointments are not needed. The cost for BCI and FBI checks combined is \$77.00.
- CASA office at 219 S. Front Street, Suite 304, Fremont, Ohio 43420. They are available by appointment only. The cost for BCI and FBI checks combined is \$60.00. If you are interested in having a background check done through CASA, your PPE instructor can provide you with the application for the check along with a phone number to set up an appointment.
- Another option is for students to go to CASA in Tiffin to complete their background checks and have them mailed to Terra (Attention: HIT Program Coordinator, Jill Caton)
 - o <http://casaofssw.org/about.aspx>
- Some students may work at a facility that provides this service. This can be completed at the facility and send a copy to the HIT program coordinator

Students will not receive their PPE site assignments until background checks are received.

Please be advised that if a student decides to have their background check completed somewhere else, they will need to have the results mailed to the program chair, and understand that it can take over 30 days to be received.

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Student Name:

**TERRA STATE COMMUNITY COLLEGE HEALTH INFORMATION TECHNOLOGY PROFESSIONAL
PRACTICE EXPERIENCE (PPE) DOCUMENT CHECKLIST AND VERIFICATION OF RECEIPT**

Students are to complete and submit the following forms (all located in the HIT student handbook) to the Program Coordinator prior to going to their Professional Practice Experience site(s):

MEDICAL:

- Health Information Technology Program Physical Examination (HIT Program Form)
 - Copy of Physical Exam:

Program Coordinator to complete:	
Date Completed:	
Date Received:	
Signature:	

- Health Information Technology Program Immunization Report (HIT program form)
- Individual Student Demographic/Health Records Form signed by physician or qualified health professional (Promedica form)

Both forms include the following:

- MMR
- Tetanus
- TB test
- Hepatitis B
- Influenza (if applicable)
- COVID (if applicable)
- Varicella vaccine or titer results

Program Coordinator to complete:	
Date Completed:	
Date Received:	
Signature:	

DRUG TEST:

- Health Information Technology Program Drug Test
 - 10-panel Drug Screen (or similar) (may need referral from physician; form will be given by facility)

Program Coordinator to complete:	
Date Completed:	
Date Received:	
Signature:	

Student Name:

ADMINISTRATIVE (Forms from HIT Student Handbook):

- Student Information Sheet completed
- Emergency Contact Information Form completed
- Student Confidentiality Agreement (HIPAA Statement) completed (signed and dated with witness)
- AHIMA Code of Ethics completed (signed and dated with witness)
- Behavioral Contract Agreement completed (signed and dated with witness)
- Acknowledgement of Student Handbook Agreement (signed and dated with witness)

Program Coordinator to complete:	
Date Completed:	
Date Received:	
Signature:	

BACKGROUND CHECK:

- BCI background check complete
- FBI background check complete

Program Coordinator to complete:	
Date Completed:	
Date Received:	
Signature:	

OTHER FACILITY REQUIREMENTS TO BE COMPLETED AND SUBMITTED:

Wood County Hospital

- Non-Employee Confidentiality Agreement submitted to instructor

Program Coordinator to complete:	
Date Completed:	
Date Received:	
Signature:	

Promedica healthcare professional’s student orientation (non-nursing student) found on their website (promedica.org – subject to change pending their requirements):

Click link to begin student orientation process: <https://form.jotform.com/211872721379158>

- Individual Student Demographic/Health Records Form completed and signed by health professional (listed under medical; form in link to download and complete)
- Promedica Orientation Requirements completed
 - Core Orientation Module reviewed (check box in JotForm)
 - Error Prevention Module reviewed
 - Error Prevention Module certificate submitted
- Student Attestation form completed after reviewing core orientation module and basic computer use and access, and error prevention; sign and submit

Other Promedica Requirements completed

Complete form for ID Badge (will need Promedica ID # provided by instructor; not assigned until Promedica requirements all met: <https://form.jotform.com/223176061538152>)

This will need vehicle information as well as a headshot image uploaded to be printed on your ID badge. This will be required for the on-site day and will cost \$10.00
There may be parking fees as well depending on where the on-site experience is located.

Complete form for Epic training: <https://form.jotform.com/ProMedicaIT/Virtualtraininginformation>

Promedica Items to submit to instructor:

- Student Attestation form completed and signed
- Individual Student Demographic/Health Records Form signed by physician or qualified health professional
- Error Prevention Module certificate

Program Coordinator to complete:	
Date Completed:	
Date Received:	
Signature:	

Please note that the facility may have their own requirements that the HIT program was not aware of or they may have updated their information. It is the student’s responsibility to complete any requirements of the facility and maintain communication with the Program Coordinator as well as the site supervisor. Copies must be sent to the program coordinator in a secure email.

Students will not receive their PPE site assignments until all required documentation is completed and submitted to the program coordinator.

HIT Program Personnel to complete:

Student has submitted all the required documentation to go to their professional practice site, professional events, medical facilities, or other program related field trips.

Signature:	
Date:	

Timeline to Complete Required Documentation for HIT program

- **All documents and forms must be completed and submitted by the first Tuesday in December**
 - It is the students responsibility to meet with the program coordinator and submit all required documentation
 - Sites will not be assigned until all documentation is completed and submitted
 - Students will not complete the Promedica PPE

Failure to submit the documentation by the due date will result in the student not being able to participate in the Professional Practice Experience until the next semester it is offered. Students must still comply with the due date or they will not be able to participate in the next Professional Practice Experience.

PROFESSIONALISM

Dress Code: Professional attire is required for all PPE sites so that you will positively represent the college and the profession of Health Information Management. The primary concern is that all students are clean, neat and professionally dressed for your PPE and when attending all professional events (i.e. NWOHIMA coding roundtable and symposium, speed interview, job fair, etc). All situations may not be covered in these guidelines and are left up to the discretion of the Program Coordinator. Students are to wear their HIT polo they purchased. Students may wear a long sleeve shirt underneath the HIT polo if they would like. Pants must be dress pants (no jeans) and may include khaki, brown, navy blue or black in color. Leggings can be worn with a dress or tunic at fingertip length on legs and should be opaque with no holes. Students are to wear dress shoes and dress socks or stockings as well (no tennis shoes, sandals, flip-flops, crocs or any open- toe shoe). Facial/tongue jewelry (with the exception of one pair of professional earrings in the earlobes) at PPE are **prohibited**. All tattoos must be covered. PPE supervisors may request or permit you to wear office attire at times in addition to your HIT polo depending on circumstances.

Dress in all (PPE) sites will be supervised by the individual site. STUDENTS MAY BE DISMISSED FROM A (PPE) SITE IF DRESS CODE IS VIOLATED OR COMPLAINT REGARDING DRESS CODE IS MADE BY THE PPE SUPERVISOR TO YOUR INSTRUCTOR.

	Maintaining Professionalism On-Site and at Professional Events Checklist:
X	APPEARANCE
	<ul style="list-style-type: none"> • Good hygiene is required. Unwashed bodies and hair, unclean underarms, strong smelling breath (not brushing teeth, garlic, onions or smoke), or the smell of smoke, animals or unlaundered clothing WILL be noticed.
	<ul style="list-style-type: none"> • No perfumes or strong-smelling deodorants. Co-workers or patients may be sensitive or allergic to these smells.
	<ul style="list-style-type: none"> • Make-up and hair color should be natural looking. Hair must be a “natural” color (not blue, green purple, etc.) and hair accessories should be small and tasteful.
	<ul style="list-style-type: none"> • Nails should be clean, of appropriate length and neutral/business appropriate shades of color.
	<ul style="list-style-type: none"> • Facial jewelry must be removed. Jewelry should be conservative and in good taste. Only one pair of earrings may be worn on ears/earlobes.
	<ul style="list-style-type: none"> • All tattoos must be covered.
	<ul style="list-style-type: none"> • Always maintain a neat, clean and professional appearance.
X	ATTENDANCE
	<ul style="list-style-type: none"> • Always be punctual!
	<ul style="list-style-type: none"> • Terra Student badge or PPE Site Name Badge must be worn while on duty at the
	<ul style="list-style-type: none"> • Never leave early or ask to leave early.

	<ul style="list-style-type: none"> No smoke breaks. Smoking is prohibited.
	<ul style="list-style-type: none"> Students must adhere to the schedule made with the site supervisor and/or the PPE instructor.
X	ATTITUDE AND BEHAVIOR
	<ul style="list-style-type: none"> Always have a professional attitude. Students are to treat their PPE site as if it were their place of employment. The person assigned to you for the day is your site supervisor and you are to treat them with respect. Remember that this site could be your future place of employment. A poor attitude will prevent you from that consideration.
	<ul style="list-style-type: none"> If working with a physician, never address a physician by his/her first name. Always address the physician appropriately by the title and last name. (e.g. Dr. Smith)
	<ul style="list-style-type: none"> Cell phones should only be used for emergency purposes and at the site supervisor's discretion. You should NOT be on your phone calling, texting, or using social media outside of your lunch break for any reason other than emergency purposes and your ringer must be off.
	<ul style="list-style-type: none"> No chewing gum while working. You may chew gum after lunch but please dispose of it once you have left your break.
	<ul style="list-style-type: none"> If you are uncertain about performing a task, ask the staff to review the task prior to proceeding on your own. Staff members know that you are at the facility in an entry-level position. They are expecting you to ask questions. It is better to ask questions and be sure of what you are doing than to make a mistake.
	<ul style="list-style-type: none"> Keep busy. There is always something to do. If you need more assignments, ask the site supervisor for them.
	<ul style="list-style-type: none"> Do not make demands on the staff or your supervisor. If you are missing a subject from your PPE packet, please notify your Terra instructor.
	<ul style="list-style-type: none"> Do your best to cooperate and to help achieve harmony at the PPE site, specifically, do not chime in with gossip, rumors etc.
	<ul style="list-style-type: none"> Be a sponge. Soak up as much information and knowledge that you can. Observation is just as important as performing a task.
	<ul style="list-style-type: none"> SHOW your enthusiasm, be engaging with your site, be prepared to learn, and have fun!

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Terra State Community College Health Information Technology Program

Confidentiality of Protected Health Information Policy

The following information is important to anyone having access to patient information. Civil (monetary sanctions) and criminal penalties (large fines and jail time) may be charged for a “wrongful disclosure” of patient information. Please read and incorporate the following into your practice.

In 1996, Congress adopted the Health Insurance Portability and Accountability Act (HIPAA) to help people obtain and maintain their health insurance benefits when they changed jobs. HIPAA also includes rules that are meant to make the management of healthcare information easier, protect the privacy of patients’ health information, and protect the security of patients’ health information.

Protected Health Information (PHI) is individually identifiable health information transmitted or maintained, in any form or medium, by an entity covered under HIPAA. This is information that is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse.

PHI elements include: name, address, names of relatives, employer, date of birth, telephone number, fax number, social security number, web URL, email address, internet protocol (IP) or voiceprints, and other unique identifying number, characteristic or code.

Confidentiality of Protected Health Information: Review, Release, and Transmission

Purpose: To maintain and ensure the integrity and confidentiality of all PHI

Policy: PHI is maintained by the Healthcare Organization to serve the individual, the health care providers, and the Organized Health Care Arrangement (OHCA) in accordance with legal, accrediting, and regulatory requirements. All PHI is confidential and is safeguarded against unauthorized disclosures.

Overview:

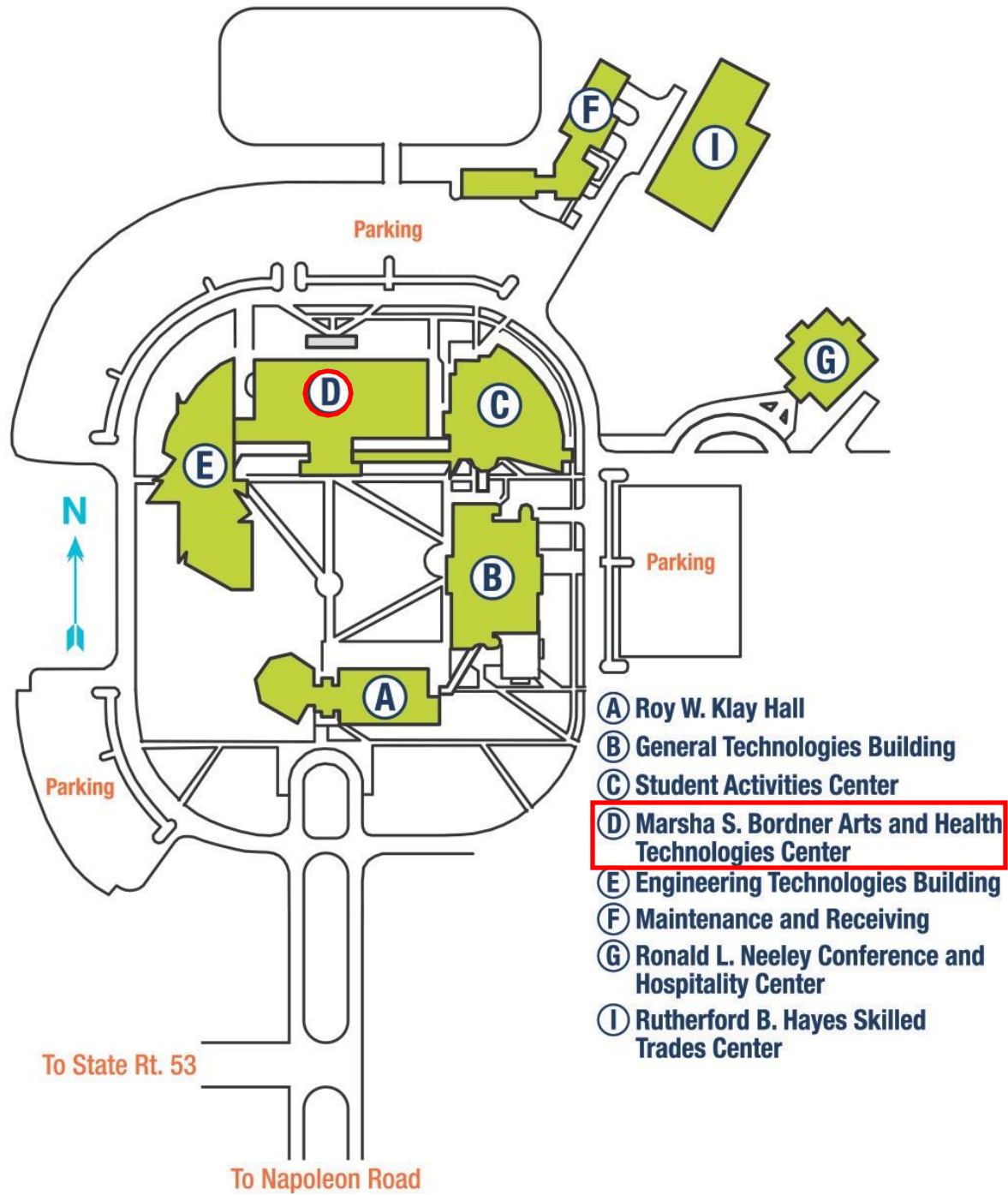
1. The types and amount of PHI disclosed is limited to that information-needed treatment, payment, and health care operations, for purposes authorized by the individuals or otherwise required disclosures.
2. All PHI is housed in physically secure areas.
3. PHI is confidential. Communication between the individual/appropriate individual(s) and the health care provider is privileged and protected from disclosure. **PHI is accessed by personnel when necessary to perform their job duties and is not to be discussed outside the department. It is expected this will be observed at all times including non-work (non-school) and off-duty.**
4. All PHI that is no longer needed must be destroyed in the appropriate manner. **Paper containing PHI will be shredded or incinerated and not placed in trash bins.** Electronic media, tapes, discs, CD, and hard drives will be

demagnetized or incinerated.

5. Security and confidentiality of PHI must be addressed in all contracts and business associate agreements with vendors, consultants, and contract staff who have access to PHI. This includes, but is not limited to, record courier, information services, nursing, shredding, storage services, transcription, and correspondence vendors.
6. Health Information Management/Medical Records coordinates and provides direction to individuals for review, release, and transmission of PHI.
- 7. Violation of the HIPAA, security and confidentiality of records may result in discipline up to and including dismissal from the college.**

Forms

Terra State Community College Campus Map



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Background Check Request & Waiver

Webcheck #: _____ Receipt #: _____

BCI \$50 FBI \$50 BCI + FBI \$75

 Last Name First Name Middle Name

 Address City State Zip Code Phone #

 Date of Birth Social Security # Driver's License/ID # Student ID #

Sex Race Height Weight Eyes Hair

Reason for background check: _____

Do results need to be mailed? Yes No

Direct copy to (Only one):

Mail to address above? Yes No

Address for results to be mailed: _____

- BMV Dealers License Childcare Ctr./TypeA-DDJFS
- BMV Deputy Registrar Ohio Department of Education
- Dietetic Board Ohio Board of Nursing
- Lottery Commission Ohio Department of Public Safety/PISG
- OPOTA Ohio Department of Liquor Control
- Ohio Board of Pharmacy Ohio Racing Commission
- Respiratory Care Board Ohio Department of Insurance

Jill Caton

Office D-212

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorized the Ohio Bureau of Criminal Identification & Investigation to conduct a criminal record check for the information relating to me.

I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to (1MW335-Terra State Community College).

I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

I hereby certify that I have given agency (1MW355-Terra State Community College) Permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI & I).
 By placing my fingerprint images on the WEBCHECK scanner, I am authorizing BCI & I to release criminal history information about me to the person(s)/agencies identified in this request for a period of one year from the date of this transaction.
 I hereby release BCI & I and any and all individuals identified in this request from all liability in connection with the dissemination off such criminal history information.

Applicant's Name (Print)	Applicant's Signature*	Date
Guardian's Name-If Under 18 (Print)	Guardian's Signature*	Date
Official Taking Prints Name (Print)	Official Taking Prints Signature*	Date

*By signing this form the applicant acknowledges that all information on this form is accurate. Any mistakes or errors of this form are the responsibility of the applicant.

TSSC HIT Program Student Informational Sheet

Name:	
Home address:	
City, State & Zip Code:	
Home Phone:	
Cell Phone:	
Terra Student Email:	
Alternative Email: (please be sure it is an email you will check throughout the summer)	
Availability to meet to discuss academic plan (if needed; group advising done fall and spring semester)	
Are you currently working in a healthcare facility? Is so, where and what is your role?	
Site Preference (list top 3)	

The program coordinator, instructor, and site supervisors work together to schedule a practice experience that will give students a virtual and/or hands on experience to complete for their professional practice experience.

- Students need to have flexible schedules and be available to go to multiple sites or professional events during their final year of the program (fall and spring semester) as some sites require a set schedule (such as 5 weeks with Promedica every Monday and Wednesday from 8:00 AM – 12:00 PM from January through March) or mandatory professional events occur.
- You may be placed at the site you do not wish to visit, but it will provide a great work experience. Site preferences listed may not be granted, but the coordinator will try to place students in one of their preferred sites
- Some sites will allow all students to attend, while others may only take a student or two.
- Per the student handbook, “Students are expected to plan for travel times consistent with this distance. Travel to off-campus locations for planned learning activities and professional practice sites is required of all HIT students. All costs associated with the travel shall be at the students’ expense. The students shall be responsible for having adequate transportation, licensure and insurance. Terra State Community College is exempt from any liability that might arise because of student travel.”
- If there is no affiliation agreement with a site, we will need to acquire one before sending the student to the site.
- Another hinder to placement requests is that the site may not be willing to take a student that semester.

Terra State Community College Health Information Technology Program

HIT Student Confidentiality Agreement

As a health information technology student, I understand that certain information to which I have access contains confidential patient and management information.

When completing the Program of Study in the HIT program at TSCC, I will come in contact with actual patient records. These patient records may be used in the classroom or online and in the professional practice setting. The identity of patient health information used in any of these settings will be altered to conceal the identity and personal information of the patients; however, records in the professional setting will be original documents.

The confidentiality of patient information is of highest priority and I realize that all patient information must be kept confidential. I understand that any releases of patient information may be subject to disciplinary action, as well as civil or criminal action.

Unauthorized Disclosure of Medical Information

As a student in the HIT program at TSCC, I understand that through classroom and professional practice experiences, I will be reviewing actual patient charts. I fully realize that any and all patient information that may become known to me in the course of my training is confidential and privileged and that any unauthorized disclosure of this information shall be grounds for immediate dismissal from the HIT program and disclosure may also be grounds for legal action brought by parties who deem a disclosure to be derogatory in nature.

Unauthorized Removal of Patient Records

One of the primary functions of the HIT professional is safeguarding the information in the information medical record. I understand that during the course of my training, I may be using actual patient records and that these records and other pertinent registers, indexes, etc. shall never be removed from the room from which they are being used nor shall I duplicate them in any way for removal or other purposes. Failure to abide by this policy may result in my immediate dismissal from the HIT program and may also be grounds for legal action brought by parties who deem any disclosure to be derogatory in nature.

Health Insurance Portability and Accountability Act (HIPAA) Training

As a student in the HIT program at TSCC, I have received training in the Health Insurance Portability and Accountability Act. I will abide by the rules and regulations of HIPAA.



Terra State Community College Health Information Technology Program

HIT Student Confidentiality Agreement

With reference to this information, I agree to the following:

1. To abide by all institution policies and protocols, laws and regulations relating to the confidentiality of patient records;
2. To refrain from discussing the identity or content of patient information with anyone other than the director and members of the health care team;
3. To use patient information solely for the purpose of performing my professional practice experience;
4. To refrain from duplicating medical records or printing personal health information for anything other than that expected during my PPE;
5. To continue the confidentiality of all patient information after the termination of my student clinical placement and to refrain from accessing patient medical records after the termination of my education; and
6. To permit this Confidentiality Agreement to be kept as part of my student file.

Terra State Community College Health Information Technology Program



HIT Student Confidentiality Agreement

I understand that my signature constitutes acceptance of the terms of this Agreement. I understand that any violation of this Agreement during my PPE placements will result in disciplinary action up to and including termination of my PPE placement and the HIT program.

I further understand that any violation of this Agreement could result in legal action taken against me.

STUDENT:

Print Name:	
Signature:	Date:

WITNESS:

Print Name:	
Signature:	Date:

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AHIMA Code of Ethics

This Code of Ethics sets forth ethical principles for the health information management profession. Members of this profession are responsible for maintaining and promoting ethical practices. This Code of Ethics, adopted by the American Health Information Management Association, shall be binding on health information management professionals who are members of the Association and all individuals who hold an AHIMA credential.

Health information management professionals:

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 to bring honor to oneself, their peers, and to the health information management profession.
4. 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.
5. Refuse to participate in or conceal unethical practices or procedures and report such practices.
6. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
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. 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.
10. State truthfully and accurately one's credentials, professional education, and experiences.
11. Facilitate interdisciplinary collaboration in situations supporting health information practice.
12. Respect the inherent dignity and worth of every person.



AHIMA Code of Ethics

I understand that my signature constitutes acceptance of the terms of this Agreement. I understand that any violation of this Agreement during my PPE placements will result in disciplinary action up to and including termination of my PPE placement. I further understand that any violation of this Agreement could result in legal action taken against me.

STUDENT:

Print Name:	
Signature:	Date:

WITNESS:

Print Name:	
Signature:	Date:

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Terra State Community College Health Information Technology Program Behavioral Contract Agreement

Terra State Community College’s Student Code of Conduct contained within the Student Handbook covers student’s behavior in the classroom, laboratory and healthcare settings. In addition, the HIT Program has some additional professional behaviors that are necessary for progression in the program. Failure to adhere to the Student Code of Conduct and display professional behavior is grounds for a reprimand or discipline.

Specific Professional Behaviors Required in the HIT Program

1. Appropriate dress for PPE as outlined in the Student Handbook.
2. Adherence to PPE Tardiness/Absence Policy along with those that govern classroom and PPE.
3. Maintain program academic requirements.
4. Maintain confidentiality of private and health information of clients served.
5. Maintain professional behavior.

I have read and understand the Student Code of Conduct outlined in the Terra State Community College Student Handbook and have read and understand the requirements for professional behavior as a Health Information Technology Student in the Student Handbook.

STUDENT:

Print Name:	
Signature:	Date:

INSTRUCTIONAL STAFF:

Print Name:	
Signature:	Date:

**Terra State Community College Health Information Technology Program
Advanced Notice Absence Form**



STUDENT NAME (PRINT):	
DATE:	
DATE OF ABSENCE:	
NAME OF SITE:	

Plan to Make Up Days Missed:

STUDENT:

Print Name:	
Signature:	Date:

SITE SUPERVISOR:

Print Name:	
Signature:	Date:

INSTRUCTOR/PROGRAM COORDINATOR:

Print Name:	
Signature:	Date:

This form must be completed and submitted at a minimum of one week prior to the advanced absence date.

One copy to Student ** One copy to Site Supervisor ** One copy to Program Coordinator



**Terra State Community College Health Information Technology Program
Professional Practice Experience Tardiness/Absence Form**

According to the Attendance Practice Experience Tardiness/Absence Policy, the student is responsible for promptly reporting any absence or tardiness via email or phone call to the site supervisor, the appropriate Terra State Community College faculty member and HIT program coordinator. In order for a student to receive an excused absence as defined in the Professional Practice Experience Tardiness/Absence Policy for missed PPE time, this form must be completed and signed by the PPE Site Supervisor. Students must submit the completed form to the Program Coordinator within one week of their absence. The PPE Tardiness/Absence form will be kept with the student file by the Program Coordinator.

STUDENT NAME (PRINT):	
DATE:	
NAME OF SITE:	
NUMBER OF HOURS MISSED:	
Reason for Absence/Tardiness: _____	
Did the student call in his/her absence on time?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this considered an excused absence:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Plan to make up hours (include date/hours of make-up time): _____	

STUDENT:

Print Name:			
Signature:		Date:	

SITE SUPERVISOR:

Print Name:			
Signature:		Date:	

INSTRUCTOR/PROGRAM COORDINATOR:

Print Name:			
Signature:		Date:	

**More than one unexcused absence and more than one unexcused tardy will result in an administrative withdrawal from the practicum and failure of the course.*

**Terra State Community College Health Information Technology Program
Breach of Professional Behavior**



For (student):	
Involving the following days:	

Student is being reprimanded for the following reasons listed below:

1. _____
2. _____
3. _____
4. _____

Progress evaluation may take place at any time as deemed appropriate.

Consequences of evaluation are as follows:

- a. Improvement seen, off warning status.
- b. Some improvement being seen. May continue with the new stipulation outlined on second contract.
- c. Immediate expulsion from the HIT Program

STUDENT:

Print Name:			
Signature:		Date:	

SITE SUPERVISOR:

Print Name:			
Signature:		Date:	

INSTRUCTOR/PROGRAM COORDINATOR:

Print Name:			
Signature:		Date:	

WITNESS:

Print Name:			
Signature:		Date:	

**Terra State Community College Health Information Technology Program
Student Response/Appeal to Corrective Action Warning**

STUDENT NAME (PRINT):	
DATE:	
NAME OF SITE:	

(Appeals should only answer numbers 1, 2 & 4. Responses should answer 1, 2 & 3.)

1. I have been advised of the following corrective action warning: (Please describe the issues, problem, concern or detailed reason for the warning.)
2. I believe this is a serious problem for the following reasons: (State why this corrective action should be taken seriously.)
3. My plan to correct this problem is to do the following:
4. I am appealing this corrective action warning because:

(Any additional pages needed should be written neatly in ink and attached to this form.)

STUDENT:

Print Name:			
Signature:		Date:	

SITE SUPERVISOR (IF APPLICABLE):

Print Name:			
Signature:		Date:	

INSTRUCTOR/PROGRAM COORDINATOR:

Print Name:			
Signature:		Date:	

**Terra State Community College Health Information Technology Program
PHYSICAL EXAMINATION FORM**



Student Name:		DOB:	
Height:	Weight:	BP:	Pulse: Respirations:
FITNESS FOR DUTY	WNL	Abnormality noted: Comments	Date of Exam:
General appearance			
Skin, Hair, Nails			
Eyes: Vision			
Ears: Hearing			
Nose, Throat, Mouth, Teeth			
Neck, Thyroid			
Lungs			
Heart			
Abdomen			
Musculoskeletal			
Neurological			
ATTESTATION BY LICENSED HEALTH PROFESSIONALS (MD, DO, NP, PA)			
<p>Attestation: I certify that the individual named above does not have any physical, sensory, or mental conditions, disabilities, or medical limitations that will prohibit the individual from functioning in the capacity of a HIT professional.</p> <p>Practitioner Printed/Name & Title: _____</p> <p>Practitioner Signature: _____ Date: _____</p> <p>Address: _____</p> <p>Telephone: _____</p>			
ATTESTATION BY STUDENT			
<p>Attestation: I certify that I meet the criteria established above for learning experiences at the clinical site.</p> <p>Student Printed Name: _____</p> <p>Student Signature: _____ Date: _____</p>			

**Terra State Community College Health Information Technology Program
IMMUNIZATION REPORT**

TO BE COMPLETED BY STUDENT AND LICENSED HEALTH PROFESSIONAL (MD,DO,NP,PA)				
Name:		Student ID:		
Phone #:		Name of Emergency Contact:		
Email:		Phone # of Emergency Contact:		
DOCUMENT PROOF OF				
Current CPR:		Exp. Date:	Health Insurance Card: Yes	No
REQUIRED PROOF OF IMMUNITY VACCINE. MUST BE FILLED OUT BY OFFICE STAFF. (series of 2 after the age of 2; at least 4 weeks apart, or proof of positive titer)				
Dates of Immunizations			Positive Immune Titer Date	
Rubella:				
Rubeola:				
Mumps:				
Measels:				
Varicella:				
COVID:				
Hepatitis B (3 series): <input type="checkbox"/>		#1	#2	#3
Or, I declined to receive Hepatitis B Vaccine Series:			Initial Here:	
Tetanus: Type _____ Date _____				
ANNUAL INFLUENZA VACCINE Influenza, administered September-March Date of Most Recent Vaccine: _____				
REQUIRED TB DOCUMENTATION:				
TB Skin Test or T-Spot are required for all learners				
Initial 2-Step PPD:	Date 1:	Result:	mm	Date 2: Result: mm
<i>TB Test is required annually for students in a long-term care environment PLUS documented proof of most recent annual PPD if initial 2-Step date is older than 12 months.</i>				
Most Recent PPD (must be within the previous 12 months) Date:			Result:	
<i>TB skin reaction test greater than 10 mm; or positive blood test for TB, attached documentation confirming completion of treatment by physician with appropriate therapy for 6-12 months. May require chest x-ray reports OR</i>				
T-Spot/Quantiferon:		Date:	Result:	
ATTESTATION BY LICENSED HEALTH PROFESSIONALS (MD, DO, NP, PA)				
Practitioner Printed Name & Title:			Date:	
Signature:				
I attest that the above is accurate and I have the documentation to verify if asked to provide it.				
Student Signature:			Date:	

Promedica Requirements

Promedica Virtual PPE Requirements – Complete and submit by due date provided (subject to change)

Please see the below information regarding student requirements for the HIT virtual PPE this year.

Promedica healthcare professional’s student orientation (non-nursing student) found on their website (promedica.org – subject to change pending their requirements):

Click link to begin student orientation process: <https://form.jotform.com/211872721379158>

- Individual Student Demographic/Health Records Form completed and signed by health professional (form in link to download and complete)

Submit the **health demographic form** (ensure it is completely filled out as they can’t be processed if they don’t fill it out entirely) and it has to be signed at the bottom as well.

- Promedica Orientation Requirements completed
 - Core Orientation Module reviewed (check box in JotForm)
 - Error Prevention Module reviewed
 - Error Prevention Module certificate submitted
 - Student Attestation form completed after reviewing core orientation module and basic computer use and access, and error prevention; sign and submit
- Other Promedica Requirements completed
 - Complete form for ID Badge (will need Promedica ID # provided by instructor; not assigned until Promedica requirements all met: <https://form.jotform.com/223176061538152>

This will need vehicle information as well as a headshot image uploaded to be printed on your ID badge.
This will be required for the on-site day and will cost \$10.00
There may be parking fees as well depending on where the on-site experience is located.
 - Complete form for Epic training: <https://form.jotform.com/ProMedicalIT/Virtualtraininginformation>

Please note that the facility may have their own requirements that the HIT program was not aware of or they may have updated their information. It is the student’s responsibility to complete any requirements of the facility and maintain communication with the Program Coordinator as well as the site supervisor. Copies must be sent to the program coordinator in a secure email.

Timeline to Complete Required Documentation

- **All documents and forms must be completed and submitted by the first Tuesday in December**
 - It is the students responsibility to meet with the program coordinator and submit all required documentation
 - Sites will not be assigned until all documentation is completed and submitted
 - Students will not complete the Promedica PPE

Failure to submit the documentation by the due date will result in the student not being able to participate in the Professional Practice Experience until the next semester it is offered. Students must still comply with the due date or they will not be able to participate in the next Professional Practice Experience.

Additional information:

- Students to sign confidentiality agreements (which is part of regular PPE process)
- School to determine how/where students will complete their virtual PPEs
 - Students will participate at home or they may come to campus to use the HIT lab computers as needed
- Presentations will not be recorded
 - There may not be any attachments/hand outs
 - Students are responsible for getting notes from another student if they have to miss a session for any reason
- Topics will be covered primarily through speaking; however, some speakers may choose to display information.
- The instructor or program coordinator will send meeting invitations to students once all requirements are met and the meeting invitations have been sent from Promedica
- We plan to do all virtual PPEs thru **Teams** with the exception of Epic covered items, which will be done through **WebEx**. (The Webex invitation will be sent by the speaker)
 - Please let me know if there will be issues with these applications
 - Be ready at least 10 minutes before the meeting starts
 - Sign on to your computer and try to access the meeting so you are not going in during the meeting
- Virtual PPEs will meet Mon/Wed from roughly 8:00 AM – 12:00 PM, beginning late January/early February through late February/early March.
 - There may be some gaps in between speakers
 - There will be one day we go on-site as well. This will vary each year and will be communicated once the day is provided along with the full schedule of virtual meetings.
 - Please be sure to keep your availability open/flexible during the final spring semester to accommodate the professional practice experiences
- Speakers are encouraged to be more interactive and pose questions that students can respond to either via mic or via chat options w/in Teams.

Promedica Virtual Site Visit Requirements:

- Please note there are forms and items needing to be completed prior to this virtual site visit
- You must follow the student handbook as well as Netiquette for online meetings in order to be professional during the meeting including but not limited to the following:
 - Attire: you must dress professionally
 - Have the camera on so they can view everyone
 - Background needs to be neutral (empty space such as a wall)
 - Have the microphone muted unless otherwise stated
 - No interrupting the presenters
 - Have a notebook and pen ready to take notes
 - Students will utilize the PPE packet during this PPE in addition to their on-site PPE
 - They will post weekly discussions about the experience and answer the questions in the packet
 - This will also be included in the PPE 2 presentation
 - Students may have a reflection paper due after all of the sessions as well
 - Maintain confidentiality
 - We will be attending with another school so be sure to keep it professional
 - If any of these requirements are not met or any other issues arise, students will not be allowed to participate in any additional meetings with Promedica and will receive an “0” or incomplete for any assignments related to this site visit

HEALTH REQUIREMENTS FORM

It is the policy of ProMedica facilities to ensure learners meet the appropriate health requirements determined by Employee Health prior to placement in a ProMedica Facility. Please review and submit the information below in conjunction with your health care provider or learning institution.

TO BE COMPLETED BY LEARNER	
Name: _____	Email: _____
Phone #: _____	Name / # of Emergency Contact: _____
Sponsoring Institution/University/School: _____	School ID #: _____
Learner's Program of Study (i.e. Medical Student, Nursing, Pharmacy): _____	Health Information Technology

DOCUMENTED PROOF OF	
Liability Coverage (\$1M/\$3) <input checked="" type="checkbox"/> Yes ___ No	Current CPR: Exp. Date: _____

REQUIRED PROOF OF IMMUNITY	
VACCINE (series of 2 after the age of 1; at least 4 weeks apart, or proof of positive titer)	
Dates of Immunizations	Positive Immune Titer Date
Rubella _____	_____
Rubeola _____	_____
Mumps _____	_____
Varicella _____	_____
VACCINE (series of 3) Hepatitis B #1 _____ #2 _____ #3 _____	
or, I declined to receive Hepatitis B Vaccination Series	Initial Here: _____

ANNUAL INFLUENZA VACCINE
ProMedica requires influenza vaccination for individuals employed or accessing facilities for learning experiences. If you have a medical or religious reason for declining the influenza vaccine, please be aware that you will be required to submit declination forms and follow ProMedica's guidelines for masking during influenza season

Influenza, administered September - March Date of Most Recent Vaccine: _____

REQUIRED TB DOCUMENTATION:	
TB Skin Test or T-Spot are required for all learners	
Initial 2-Step PPD:	
Date 1: _____	Result: _____ mm Date 2: _____ Result: _____ mm
TB Test is required annually for learners in a long term care environment	
PLUS documented proof of most recent annual PPD if initial 2-Step date is older than 12 months.	
Most Recent PPD (must be within the previous 12 months)	Date: _____ Result: _____ mm
TB skin reaction test greater than 10 mm; or positive blood test for TB, attached documentation confirming completion of treatment by physician with appropriate therapy for 6-12 months	
OR	
T-Spot / Quantiferon:	Date: _____ Result: _____

FITNESS FOR DUTY	
<i>"The above named individual is fit for duty and free from communicable disease"</i>	
Exam Date: _____	

ATTESTATION BY LICENSED HEALTH PROFESSIONAL (MD, DO, NP, PA) OR AUTHORIZED DESIGNEE FROM THE SPONSORING INSTITUTION		
Attestation: I certify that the individual named above, meets the criteria established above for learning experiences at ProMedica		
Printed/Name & Title _____	Signature _____	Date _____

PROCESSING INSTRUCTION

PROMEDICA STUDENT ATTESTATION FORM

Student Name: _____ Email : _____

Student Phone #: _____ School: _____

ATTESTATION OF ORIENTATION MODULE COMPLETION

First time to a ProMedica facility: Core, Clinical (Modules) (Requires submission of separate Error Prevention Certificate)

Subsequent time within the same academic school year to a ProMedica Facility: yes no

Subsequent time NOT in the same academic school year since last at a ProMedica facility: Core, Clinical (Modules)

The concepts as outlined in the following objectives are integrated into the school's course curriculum. The school maintains the responsibility of covering these topics. It is understood that this material is covered prior to facility orientation and content within the orientation modules build on this foundational knowledge. If not already covered, the instructor must complete additional orientation material to become familiar with these topics.

1. Discuss the infection cycle and methods used to break this cycle in the health care institution.
2. Discuss identification of hazardous materials and proper precautions needed when using hazardous materials.
3. Discuss the importance of confidentiality in the health care system including the requirements of HIPAA.
4. Demonstrate proper body mechanics to be used when caring for patients.
5. Discuss and/or demonstrate safety and fire techniques and devices common to the health care institution.

A signature below indicates that:

- The objectives listed above have been taught in my school program, or reviewed in my orientation and I am comfortable with that knowledge.
- Information on the following topics was reviewed and I am comfortable with that knowledge. (Reviewed in Core, Clinical, and Error Prevention Orientation Modules) I understand that questions about this content or any other aspect of my role at ProMedica are welcome and can be asked to any staff member.

Core Module

Mission Statement
General Patient Safety
Fire Safety and Code System
Hazardous Communication

Infection Control/TB Program
HIPAA and Confidentiality
Social Media Use
Diversity

Clinical Module

Patient, Medication, Utility Safety
Quality/Quality Measures
Service Excellence
Patient Rights
Pain Management
Identification of Abuse

Error Prevention

Patients/Safety First
Serious Safety Events (SSE)

Safety Integration
Key Behaviors – ARCC, SBAR, 5P's, STAR

STATEMENT OF CONFIDENTIALITY INCLUDING ELECTRONIC SIGNATURE

As a student in ProMedica Health System ("ProMedica"), I am guided by the following code of ethics:

1. To uphold the Doctrine of Confidentiality and the individual's right of privacy in the disclosure of personally identifiable medical and social information.
2. To disclose to no one but proper authorities any evidence or conduct or practice revealed in patients' medical records and billing reports or observed, that indicate possible violation of established rules and regulations of ProMedica and/or its affiliates.
3. To maintain confidentiality of any information contained in any hospital computer system. Any violation of confidentiality will be handled in accordance with hospital policy.
4. To preserve the confidential nature of professional determinations made by members of ProMedica.
5. To appropriately access facilities, patients, and medical records associated with assigned clinical education. Additionally, I understand that ProMedica facilities utilize an electronic signature to authenticate medical records and documents. I understand the password and/or PIN assigned to me is confidential. I certify that I will not disclose my password to another person or permit another person to use it. I further certify that I will not utilize another person's password. Misuse of my password/PIN or the password/PIN of another is considered a violation and will result in the reporting of said violation to institutional and college leaders for review and possible disciplinary action and can result in revocation of my electronic signature privileges.

Further, as a student at ProMedica, I place personal responsibility upon myself not to divulge, misuse or deface any confidential information, both medical and institutional, that I may secure during and following my affiliation with ProMedica. Violation of confidentiality could result in the termination of my student relationship with ProMedica and other penalties, as applicable.

Student Signature

Printed Name

Date

PRINT, SIGN, and RETURN this form to your instructor, clinical preceptor or placement coordinator **PRIOR** to starting your learning experience at ProMedica.

WOOD COUNTY HOSPITAL
NON-EMPLOYEE CONFIDENTIALITY AGREEMENT

As a non-employee of Wood County Hospital, Wood Health Company, Wood County Women’s Care or WHC Medical Services, you may have access to patient, medical record, employee or other confidential information with appropriate cause. As a condition to being granted such access, you are required to agree to the following:

I understand that in the course of my working relationship with Wood County Hospital, Wood Health Company, Wood County Women’s Care, Wood County Medical Associates or WHC Medical Services, I share the responsibility of maintaining the confidentiality of any patient, medical record or employee information that I may have available to me. I understand that it is my responsibility to follow Wood County Hospital, Wood Health Company, Wood County Women’s Care, Wood County Medical Associates or WHC Medical Services policies and procedures as they relate to the assurance of patient rights and the confidentiality of information both written and verbal.

Computer Systems:

I understand that I may receive a unique User-Id and a personal password necessary for me to gain access to a computerized system. I understand and agree that both the User-id and my Password are for my own personal use and is not to be disclosed to or used by third parties. If at any time I feel that the confidentiality of my User-id or password has been compromised, I will contact WCH Help Desk 419-354-8946 for direction immediately.

Conduct and Confidentiality:

I understand that I must maintain the confidentiality of any written or oral patient, medical record or employee information that I have access to or view as a result of my working relationship with Wood County Hospital, Wood Health Company, Wood County Women’s Care, Wood County Medical Associates or WHC Medical Services. I understand that the release of patient, medical record or employee information of any kind is only allowed by Wood County Hospital, Wood Health Company, Wood County Women’s Care, Wood County Medical Associates or WHC Medical Services policy guidelines. If I am uncertain or do not understand the Wood County Hospital, Wood Health Company, Wood County Women’s Care, Wood County Medical Associates or WHC Medical Services policy guidelines, I will contact the appropriate manager for assistance and direction within 24 hours. I agree to only release patient, medical record or employee information under the Wood County Hospital, Wood Health Company, Wood County Women’s Care, Wood County Medical Associates or WHC Medical Services policy guidelines or as required by law.

Patient, Medical Records and Employee Information:

I acknowledge that all information involving patients, medical records and employee information is private and confidential. I agree that I shall access only that data necessary for the proper performance of my job responsibilities under my business relationship with Wood County Hospital, Wood Health Company, Wood County Women’s Care, Wood County Medical Associates or WHC Medical Services. I further agree to keep confidential any and all information that I access, receive or transcribe, and not to disclose any such information to third parties. I am aware, that, unless specifically identified as part of my job by I am not authorized to discuss any information concerning a patient or employee’s personal data or medical condition. I am responsible for ensuring that discussions regarding patient, medical record and employee information are held in appropriate locations with only authorized individuals. Any unauthorized disclosure on my part or my representatives will be a very serious offense to Wood County Hospital, Wood Health Company, Wood County Women’s Care, Wood County Medical Associates or WHC Medical Services. Such unauthorized disclosure may result in repossession of all access to patient, medical record and employee information and may also act up to and including termination of my business relationship and them asserting their full rights under the law.

Signature: _____ Company: _____

Printed Name: _____ Date: _____

Terra State Community College Health Information Technology Program

EMERGENCY INFORMATION FORM

CONFIDENTIAL

PLEASE PRINT ALL INFORMATION

Student Name _____
Last First Middle Date of Birth

Address _____
Physical Street Address City State Zip

Non-Student E-mail: _____

Mobile number: _____ Other telephone number: _____

Person to notify in case of an emergency:

Name _____ Relationship: _____

Address _____
Street Address City State Zip Phone

Alternate person name _____ Relationship: _____

Address _____
Street Address City State Zip Phone

In the event reasonable attempts to contact the person to notify in case of an emergency have been unsuccessful, I hereby give my consent for the administration of any treatment deemed necessary by

Preferred Physician Address Phone

Preferred Dentist Address Phone

Preferred Hospital _____

This authorization DOES NOT cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery are obtained prior to the performance of such surgery

(Continued)

**Terra State Community College Health Information Technology Program
EMERGENCY INFORMATION FORM
*CONFIDENTIAL***

Please fill in the information below:

ALLERGIES
Medications:
Food(s):
Insect(s) or animal(s): _
Other: _

Medical/Surgical History:

Current Medication(s):

Personal Liability Waiver: I, the undersigned, understand that my enrollment is voluntary and that I shall not hold Terra State Community College or the HIT Program responsible for injury resulting from my action or conduct.

- I have a Living Will and/or Healthcare Power of Attorney
- I DO NOT have a Living Will and/or a Healthcare Power of Attorney
- In the event of an accident, I give permission for the instructor or campus officials to contact the ambulance service and facilitate medical attention of my injuries in the necessary manner.

Print Name:	
Signature:	
	<i>(or parent/guardian signature, if minor)</i>
Date:	

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Terra State Community College Health Information Technology Program



Acknowledgement Statement

I, _____, have received a copy of the Student Handbook of the Health Information Technology (HIT) Program of Terra State Community College in Fremont, Ohio. I agree to abide by the regulations described within. I have been given the opportunity to ask questions for clarification of all policies.

STUDENT:

Print Name:			
Signature:		Date:	

MINOR:

Print Name:			
Signature:		Date:	

WITNESS:

Print Name:			
Signature:		Date:	

Instructions:

Remove this page along with the other signed documents, complete the required entries, and return the signed forms either in person or by mail to:

**Jill Caton, RHIA Program
Coordinator
Health Information Technology
Terra State Community College
2830 Napoleon Road
Fremont, OH 43420
Email: jcaton01@terra.edu**

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