FLORIDA SOUTHWESTERN STATE COLLEGE
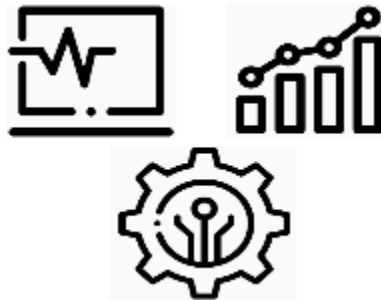
SCHOOL OF HEALTH PROFESSIONS

Health Information Technology, AS
Medical Information Coder/Biller, CCC

Student Handbook

Academic Year: 2024-2026

FLORIDA SOUTHWESTERN STATE COLLEGE

HEALTH INFORMATION TECHNOLOGY

Thomas Edison (Lee) Campus

8099 College Parkway

Fort Myers, FL 33919

(239) 489-9300

Disclaimer: *The policies and procedures outlined in this handbook are subject to change as needed. Students will receive notification in writing if a policy or procedure has been revised.*

FLORIDA SOUTHWESTERN STATE COLLEGE

Welcome to the Health Information Technology/Medical Information Coder/Biller Program

Dear Health Information Technology Student:

Welcome to the Health Information Technology, AS Degree Program at Florida SouthWestern State College!

Your journey to a dynamic career begins here at FSW in the Health Information Technology (HIT), AS degree program. The faculty and staff at FSW's HIT program are committed to your success. The program was designed to prepare the student with the knowledge and skills to work in data quality management, health information privacy and security, managing electronic health records, medical information coding and billing, revenue cycle management, and the management of patient health information.

This handbook has been tailored to help the student become aware of the goals and requirements of the Health Information Technology (HIT) program which includes all the courses within the Medical Information Coder/Biller (MICB) certificate. This handbook contains policies and procedures which will apply to you as a student in the program as you progress toward graduation. The information in this handbook, as well as all published information, will be reviewed regularly to ensure its accuracy and compliance with CAHIIM accreditation standards and FSW requirements.

After reading the handbook materials, the student will note there are several forms (see Appendix A) that require the student's signature. The student will be required to complete, sign, and upload all forms to the CastleBranch Medical Document Manager. The student will receive instructions on this process once the student has submitted the HIT Program application.

In addition to this handbook, the students are expected to read and comply with the College's guidelines for student conduct as published in the **College Catalog**.

On behalf of the faculty and myself, we wish you success in your academic endeavors leading to a career as a health information professional. We are excited to assist you in furthering your educational goals!

Sincerely,

Susan L. Foster, EdD, MBA, RHIA, CHPS, CHC, CHPC, CIPP/US, CC, FAHIMA
HIT Program Director

Elizabeth Whitmer, RHIT, CCS, CCS-P
HIT Faculty Member

Sharon Fitzgerald, RHIT, LPN – Adjunct Faculty Member
Rachael D'Andrea, MS, RHIA, CDIP, CHTS-TR – Adjunct Faculty Member

Table of Contents

Welcome to Florida SouthWestern State College

Florida SouthWestern State College (FSW) is the largest institution of higher learning in Southwest Florida. FSW has been serving the five-county region of Lee, Collier, Charlotte, Hendry, and Glades for six decades and currently has over 52,000 alumni serving in the healthcare, education public service, and technology industries around the world. Located in Florida's Lee Island Coast region, each of the College's five campuses provides unparalleled educational environments.

Over the past 60 years, FSW has awarded 71,398 Bachelor's degrees, Associate degrees, and College Credit Certificates, changing lives and elevating opportunities for all of Southwest Florida. Continuing a 60-year tradition of responsiveness to community needs, FSW is committed to advancing educational, cultural, career training, workforce, and economic development in its service area.

Accreditation

CAHIIM Standard I.1 Sponsorship

Florida SouthWestern State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (www.sacscoc.org).

Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4500.

The Health Information Technology, AS Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave, Suite 2150, Chicago, IL 60601-5800, (312) 233-1100 (www.cahiim.org).

CAHIIM is the accrediting organization for degree-granting programs in health information management, health informatics, and health sciences as well as various healthcare certificates. CAHIIM serves the public interest by establishing effective and consistent quality standards for the monitoring of academic degree programs. Being a CAHIIM-accredited program means that the program has voluntarily undergone a rigorous review process and has been determined to meet or exceed the accreditation standards.

Students in the Health Information Technology Program pursue an AS Degree and upon successful completion will be eligible to take the national Registered Health Information Technician (RHIT) certification exam.

Record Security and Availability (Buckley Amendment)

It is the policy of the program to treat all student information as confidential to third parties and information will only be released to others with the student's written permission. Students may request to see their records.

The *Office of the Registrar* follows the College Operating Procedure 03-1701 which provides a detailed description of the manner in which Florida SouthWestern State College facilitates students' access to their records and methods for requesting amendments to these records.

The College respects each student's right to privacy and releases, provides access to, and maintains a student's record in accordance with all applicable state and federal regulations.

Administration, Faculty, and Staff

CAHIIM Standard III.7. Program Governance

Dr. Jeffery S. Allbritten
President

Dr. Judith Bilsky
Provost and Vice President of Academic Affairs

Dr. Tami Such, RNC-OB
Dean, School of Health Professions

Bonnie LaFemina
Interim Associate Dean, Allied Health

Dr. Susan L. Foster, MBA, RHIA, CHPS, CHC, CHPC, CIPP/US, CC, FAHIMA
Program Director, Health Information Technology

Elizabeth Whitmer, RHIT, CCS, CCS-P
Full-Time Faculty Member

Rachael D'Andrea, MS, RHIA, CPHQ, CDIP, CHTS-TR
Adjunct Faculty Member

Sharon Fitzgerald, RHIT, LPN
Adjunct Faculty Member

Tamra Pacheco, MEd
Health Professions Coordinator

Alexis Augustenborg
Health Professions Student Advisor

Vision, Values, and Mission

Vision: Florida SouthWestern State College will be the catalyst for educational success by providing innovative open-door pathways that prepare students to be knowledgeable, skilled and productive members of their communities.

Values: We value student success, integrity, intellectual inquiry, and academic rigor.

Mission: The mission of Florida SouthWestern State College is to provide affordable opportunities in a supportive environment that productively transforms the lives of our students and enhances the economic vitality of the communities we serve.

School of Health Professions

Vision: The vision of the School of Health Professions at Florida SouthWestern State College is to acknowledge and expand the vast interdisciplinary expertise of its' programs to be disseminated among students and the healthcare and social and human services communities they serve.

Mission: The mission of the School of Health Professions at Florida SouthWestern State College is to deliver high-quality, innovative, evidence-based, and patient-centered healthcare and social and human services education. Our programs strive to engage students in a supportive environment that productively transforms their lives and promotes critical thinking, academic research, and clinically-based competencies. The School of Health Professions prepares students to join health care and the social and human services workforce within the communities we serve.

Health Information Technology, AS Program

Program Vision

The Associate of Science in Health Information Technology program will challenge students to be informed and innovative through a rigorous curriculum with a focus on health information, the diversity of the healthcare population, and a commitment to leadership, integrity, and the services of others.

Program Mission
CAHIIM Standard II.2 Program Mission

The mission of the Health Information Technology Program at Florida SouthWestern State College is to prepare students with the skills, knowledge, and qualities needed to fill the diverse roles in the health information management field and to develop the attitudes and principles which will encourage continuing growth in the Health Information Profession.

Program Purpose

The Associate in Science (AS) Health Information Technology (HIT) degree will give students the skills and knowledge to perform health information management duties in multiple healthcare settings. Graduates are prepared to enter the workforce as health information professionals and to become credentialed as Registered Health Information Technicians (RHIT) after successful completion of the American Health Information Management Association (AHIMA) national certification exam. Health information professionals, a STEM profession, play a critical role in collecting, analyzing, and protecting the data that doctors, nurses, and other health care professionals rely on to deliver quality health care. Health information professionals are the connection between clinical, business, and information systems within a healthcare organization.

Program Goals

CAHIIM Standard II.3 Program Effectiveness Measures, CAHIIM Standard II.4 Community of Practice Outreach Goal

1. Prepare graduates for entry-to-practice certification as a Registered Health Information Technician (RHIT), capable of working in a variety of healthcare environments.
2. Provide competent faculty members who possess the knowledge required to teach in their respective disciplines.
3. Provide students with professional experiences relevant to the rapidly transforming health information profession.
4. Provide a curriculum that reflects the current profession through ongoing review and self-assessment.
5. Collaborate with the community to develop continuing education opportunities and the development of new courses, programs, and/or certificates.
6. Encourage students to participate in professional associations at the regional, state, and national levels.
7. Work in partnership with a community of advisors to meet the needs of a well-prepared diverse health information workforce.

Program Outcomes

The FSW Health Information Technology student will be prepared to:

- Compile, validate and analyze data to support patient care outcomes, performance measures, and organizational health care initiatives.
- Plan and implement health information technologies, standards, and policies to ensure appropriate governance of health data and information.
- Evaluate diagnostic and procedural codes as outlined by the official guidelines in conjunction with the appropriate regulatory requirements and reimbursement systems.
- Assess legal policies and procedures to address regulatory compliance with health data and information management.
- Determine the impact of regulatory policy on healthcare for individuals, communities, and populations.
- Protect the access, use, and disclosure of health information within the scope of regulatory compliance.
- Monitor and audit for trends and report on issues related to quality, risk management, and patient safety.
- Practice organizational management and leadership skills while being a team member, supporter, and problem solver.
- Demonstrate professional and ethical values consistent with the current health information profession standards of practice.

Associate Degree Competencies

The learning outcomes and goals of this program are associated with the specific AHIMA RHIT Exam Domains and the *Entry-to-Practice Competencies for Health Data and Information*

Management Professionals and Leaders seen below and serve as a guide for the curriculum required by the associate degree program. Florida SouthWestern State College assesses student learning outcomes annually.

AHIMA RHIT Exam Domains

Domain 1: Data Content, Structure, and Information Governance

Domain 2: Access, Disclosure, Privacy, and Security

Domain 3: Data Analytics and Use

Domain 4: Revenue Cycle Management

Domain 5: Compliance

Domain 6: Leadership

Entry-to-Practice Competencies for Health Data and Information Management Professionals

Unit 1: Applied Sciences
   1.1 Demonstrate clear and concise written and oral communication to ensure accurate interpretation of information.
   1.2 Use technology to attain and communicate information.
   1.3 Apply knowledge of anatomy and physiology to support information literacy.
   1.4 Apply knowledge of medical terminology to support information literacy.
   1.5 Apply knowledge of pathophysiology and pharmacology to ensure accurate communications and clinical coding.
   1.6 Recognize the evolution and trends in the delivery of healthcare services in various settings.
   1.7 Understand fundamental statistical concepts and basic applications.
   1.8 Identify how determinants of health influence population health and the well-being of individuals.

Unit 2: Professionalism
   2.1 Engage in advocacy efforts to promote positive patient outcomes.
   2.2 Engage in self-reflection and cultural humility to improve practice.
   2.3 Demonstrate ethical behaviors and manage ethical issues.

Unit 3: Health Law and Policy
   3.1 Recognize the impact of legislation, regulations, licensure, and accreditation on health information management policies and procedures.
   3.2 Apply privacy, security and confidentiality legislation and regulation when collecting, retaining, using, releasing or destroying personal and health information.
   3.3 Monitor and report on healthcare fraud and abuse.
   3.4 Recognize the importance of state and federal reporting requirements.

Unit 4: Data Management

    4.1 Manage health record life cycle.

    4.2 Collect and configure data to ensure the meaning, relevance, and quality of data elements are the same for all users.

    4.3 Explore and use advanced digital applications.

Unit 5: Informatics and Data Analytics

    5.1 Acquire and manage clinical, financial or administration data from electronic systems, portals, mobile applications and artificial intelligence.

    5.2 Interpret data using spreadsheets and various statistical software.

    5.3 Generate visuals to support data interpretation.

Unit 6: Clinical Coding

    6.1 Use classification systems, nomenclature, and terminology for optimal code capture.

    6.2 Apply regulatory and payer transmittals coding and payment procedures and documentation.

    6.3 Utilize coding technological resources (encoder and computerized-assisted coding) to validate accurate code selection.

Unit 7: Financial and Revenue Cycle Management

    7.1 Participate in the revenue cycle management process to support reimbursement for patient services.

    7.2 Manage processes to collect accurate, complete, and current information and verify responsible payers.

Unit 8: Quality, Risk Management and Safety

    8.1 Recognize quality assessment and improvement processes.

    8.2 Conduct audits to identify compliance and performance issues and risks.

Unit 9: Organizational Management

    9.1 Conduct business and provide services in a virtual environment.

    9.2 Understand basic financial management terms and structure.

Unit 10: Leadership

    10.1 apply leadership principles to guide services and lead others.

    10.2 Participate in interprofessional collaboration activities and initiatives.

    10.3 Use critical thinking to address challenges and opportunities.

(Source: American Health Information Management Association, Commission on Accreditation for Health Informatics and Information Management Education Programs.)

Program Assessment Plan

CAHIIM Standard II.3 Program Effectiveness Measures

The HIT Program has an assessment plan in place for systematic evaluation of our mission, goals, and measurable outcomes. Our program works in a continuous cycle of quality improvement through assessment for appropriateness and effectiveness of our curriculum to meet the needs of our students and graduates. The program maintains goals on curriculum, students' educational needs and graduates' competence, faculty professional development and the support of community outreach.

Program Governance

CAHIIM Standard III.7. Program Governance

The Associate of Science in Health Information Technology Program (HIT) is housed within the School of Health Professions under the leadership of Dr. Tami Such, Dean.

Program Director

CAHIIM Standard III.8/9 Program Director

The HIT Program Director, Dr. Susan Foster, oversees the organization, administration, continuous review planning, development, and general overall effectiveness of the program. Dr. Foster also develops courses and teaches in the HIT program. She is a Registered Health Information Administrator (RHIA) and an active member of the American Health Information Management Association (AHIMA). Dr. Foster has over 29 years of experience working as a health information professional and educator with multiple professional certifications. In 2022, Foster was named a *Fellow of the American Health Information Management Association* (FAHIMA)

Faculty Profile

CAHIIM Standard III.10/11 Faculty

The HIT full-time Faculty Member, Elizabeth Whitmer, is an experienced health information professional who provides students with attention, instruction and supervised practice through health information technology coursework and practicums. Students are assisted in acquiring the knowledge and competence needed for entry-level practice as a health information professional.

Professor Whitmer is a Registered Health Information Technician (RHIT) as well as a Certified Coding Specialist (CCS), a Certified Coding Specialist – Physician (CCS-P) and has multiple years of experience working as a health information professional and educator.

Professor Whitmer is an active member of the American Health Information Management Association (AHIMA) and has won numerous awards for her innovation and support of the health information profession.

HIT Program Advisory Committee

CAHIIM Standard IV.13 Advisory Committee

The HIT Program Advisory Committee is a group of health information professionals who advise the HIT Program administration and faculty on the development and review of program goals and curricula to ensure that the program aligns with current practices.

The HIT Program will host at least one annual HIT Advisory Committee meeting to review the program goals and curricula as well as perform Advisory Committee surveys to collect information relevant to assess the effectiveness of the HIT Program. Students are invited to be present and represent current students and graduates.

HIT Program Curriculum

CAHIIM Standard V.18 Curriculum

The HIT Program curriculum has been developed using the AHIMA RHIT Domains and *Entry-to-Practice Competencies for Health Data and Information Management Professionals and Leaders* associate degree programs. These curricular competencies form the basis of the HIT Program Goals and Student Outcomes.

The Degree is comprised of courses that provide coherent and rigorous content aligned with challenging academic standards, and technical knowledges and skills necessary for further education and careers in Health Science. The competency-based applied learning contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills required of programs in the Health Science Career cluster.

The following curriculum may be revised and will be updated as revisions are implemented.

Program Core Course Descriptions

HIM 1000 Introduction to Health Information Management – 3 Credit hours (Spring)

This course provides an introduction to the profession, functions, and management of health information. Topics covered will include healthcare delivery systems, the HIM profession, healthcare delivery settings, content and format of the patient record, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, electronic health records, legal issues, coding, and reimbursement. *Prerequisite(s)*: CGS 1100 and HSC 1531 with a grade of "C" or higher and permission of the HIT Program Director. *Co-requisite(s)*: None.

HIM 1800C Health Information Simulation – 2 Credit hours (Spring)

This course is designed to be a hands-on simulated learning experience performing the activities most commonly encountered in a health information management department. Electronic Health Record simulations will be used to provide practice in completing daily work tasks required of health information personnel. Training, assessment, and capstone activities will be completed. *Prerequisite(s)*: Permission of HIT Program Director. Co-*requisite(s):* HIM 1000

HIM 2012 Healthcare Law – 3 Credit hours (Fall)

In-depth study of federal and state laws governing the preparation and use of protected health information. Topics include the United States legal system, the definition of the legal health record and its maintenance, content, use, access, disclosure, reporting and disposition. *Prerequisite(s)*: None. Co-*requisite(s):* None

HIM 2210 Healthcare Information Systems – 3 Credit hours (Fall)

This course will explore the various information systems currently in use in the healthcare environment. An emphasis will be placed upon the selection, implementation, use and management of information systems in healthcare. *Prerequisite(s)*: CGS 1100 and HSC 1531 with a grade of "C" or higher. Co-*requisite(s):* None

HIM 2215 Healthcare Statistics and Data Analytics – 3 Credit hours (Spring)

This course introduces students to the most frequently used healthcare statistics and data analytics concepts. Students will calculate statistics for healthcare operations including descriptive and inferential statistics using basic research principles, data mining techniques, data analytics, and data presentation. *Prerequisite(s)*: CGS 1100, (MGF 1130 or STA 2023), HIM 1000 with a grade of "C" or higher. Co-*requisite(s):* None.

HIM 2253 Basic CPT Coding – 3 Credit hours (Summer)

This course provides a foundation on the principles of using CPT-4 coding conventions, rules, methodology and sequencing, documentation requirements, coding resources and ethics. *Prerequisite(s)*: HIM 2724 with a grade of "C" or higher or Permission of the Program Director. Co-*requisite(s):* None.

HIM 2279 Medical Insurance and Billing – 3 Credit hours (Spring)

This course will provide instruction in U.S. healthcare reimbursement systems, reimbursement methodologies, and payment processes. Students will examine the complex financial systems within today's healthcare environment and gain an understanding of the basics of health insurance, managed care, claims processing, coding compliance, clinical documentation improvement, and revenue cycle management. Students will process claims and reimbursement using practice management software. *Prerequisite(s)*: HSC 1531 with a grade of "C" or higher. Co-*requisite(s):* None

HIM 2510 Quality Management in Healthcare – 3 Credit hours (Fall)

This course is designed to provide the student with instruction in the foundations of quality improvement, risk management, patient safety, resource management, and evaluating individual competence in healthcare settings. Emphasis will be upon the measurement, assessment, and improvement processes and methods utilized in a continuous quality improvement program. *Prerequisite(s)*: CGS 1100, (MGF 1130 or STA 2023), and HIM 1000 all with a grade of "C" or higher. Co-*requisite(s):* None

HIM 2512 Management Foundations in Healthcare – 3 Credit hours (Spring)

This course is designed to acquaint the student with the concepts, principles, and functions of management and supervision of personnel in the health information management and medical office environment. *Prerequisite(s):* HIM 1000 and CGS 1100 (HIM 1000 will be replaced with HSA 1020 for AMA students) with a grade of "C" or higher. *Co-requisite(s)*: None.

HIM 2723 Inpatient Procedural Coding – 2 Credit hours (Summer)

This course emphasizes the use of the International Classification of Diseases Procedural Coding System (ICD-PCS), the structure of codes, and how to build codes using coding guidelines. This includes the coding of procedures and their relationship to the reimbursement for healthcare treatment in hospitals. The primary focus is hands-on inpatient diagnostic and procedural coding of case scenarios. *Prerequisite(s)*: HSC 1531, (BSC 1085C and 1086C), HIM 1140, HIM 1430, HIM 1000 with a grade of "C" or higher. Co-*requisite(s):* None

HIM 2724 Basic ICD-10 Coding – 3 Credit hours (Summer)

This course provides a foundation using ICD-10-CM/PCS coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources, and

ethics. *Prerequisite(s)*: HSC 1531, BSC 1085C, HIM 1140, and HIM 1430 all with a grade of "C" or higher. Co-*requisite(s):* BSC 1086C, HIM 1000

HIM 2729 Advanced Coding and Reimbursement – 3 Credit hours (Fall)

This course is designed to provide the student with instruction in the reimbursement systems for inpatient facility services across the healthcare continuum. Emphasis will be placed on coding and grouping for acute care inpatient cases, physician queries, data quality management, coding compliance and auditing. *Prerequisite(s):* HIM 2724, HIM 2253, HIM 2723 with a grade of "C" or higher. *Co-requisite:* None

HIM 2814C Coding Office Experience – 3 Credit hours (Fall)

Directed practice designed to provide the student with a strong foundation in facility and pro-fee medical coding and revenue management. Activities will include the review, analysis and coding of inpatient, ambulatory surgery, emergency room, and physician office health records according to established guidelines. A mock certification exam will also be completed. This course is a combination of working in the HIM lab and off-site experiences. General employment guidelines will also be reviewed*. Students will be placed in the community to apply their coding skills. Minimum <u>30 hours</u> to be done during regular work hours. Prerequisite(s):* HIM 2279, HIM 2724, HIM 2253, HIM 2723 with a grade of "C" or higher and permission of the HIT Program Director. *Co-requisite(s):* None

HIM 2940 HIT Capstone Experience – 3 Credit hours (Spring)

Directed practice designed to provide the student with an experience in the managerial functions of a health information department or organization. Activities will include review of organizational structure, employee orientation, job descriptions, flow of information, policies and procedures, privacy and security, information systems, data management, quality improvement, and supervision. A capstone review and mock certification exam will also be completed. *Prerequisite(s):* HIM 2814C with a grade of "C" or higher, and permission of the HIT Program Director. Co-*requisite(s):* None

[HIT Fall Semester Start](#)

FALL START		
HEALTH INFORMATION TECHNOLOGY		
FALL	**1st Semester**	
Communications (CORE)	ENC 1101 Composition I	3
Natural Science (CORE)	BSC 1085C Anatomy & Physiology I w/lab	4
HSC 1531	Medical Terminology	3
HIM 1430	Principles of Diseases	2
HIM 1140	Essentials of Pharmacology	2
		14
SPRING	**2nd Semester**	
CGS 1100	Computer Applications for Business	3
BSC 1086C	Anatomy & Physiology II w/lab	4
HIM 1000	Introduction to Health Info Management	3

HIM 1800C	Health Information Simulation	2
HIM 2724	Basic ICD-10 Coding	3
		15
SUMMER	**3rd Semester**	
Mathematics (CORE)	MGF 1130 or STA 2023	3
HIM 2279	Medical Insurance and Billing	3
HIM 2253	Basic CPT Coding	3
HIM 2723	Inpatient Procedural Coding	2
		11
FALL	**4th Semester**	
HIM 2012	Healthcare Law	3
HIM 2210	Healthcare Information Systems	3
HIM 2510	Quality Management in Healthcare	3
HIM 2729	Advanced Coding and Reimbursement	3
HIM 2814C	Coding Office Experience*	3
	*Requires 30 hours w/Revenue Cycle Prof.	**15**
SPRING	**5th Semester**	
Humanities (CORE)	HUM 2020, LIT 2000, PHI 2010	3
Social Science (CORE)	AMH 2020 or POS 2041 (Civic Literacy)	3
HIM 2215	Healthcare Statistics and Data Analytics	3
HIM 2512	Management Foundations in Healthcare	3
HIM 2940	HIT Capstone Experience**	3
	**Requires 40 hours within a healthcare facility.	**15**
Total Credits		**70**

HIT Spring Semester Start

SPRING START		
HEALTH INFORMATION TECHNOLOGY		
SPRING	**1st Semester**	
Communications (CORE)	ENC 1101 Composition I	3
Natural Science (CORE)	BSC 1085C Anatomy & Physiology I w/lab	4
HSC 1531	Medical Terminology	3
HIM 1430	Principles of Diseases	2
		12
FALL	**2nd Semester**	
CSG 1100	Computer Applications for Business	3
BSC 1086C	Anatomy & Physiology II w/lab (CORE)	4
HIM 1140	Essentials of Pharmacology	2
HIM 2012	Healthcare Law	3

		12
SPRING	**3rd Semester**	
Mathematics (CORE)	MGF 1130 or STA 2023	3
Humanities (CORE)	HUM 2020, LIT 2000, PHI 2010	3
HIM 1000	Introduction to Health Info Management	3
HIM 1800C	Health Information Simulation	2
HIM 2724	Basic ICD-10 Coding	3
		14
SUMMER	**4th Semester**	
HIM 2279	Medical Insurance and Billing	3
HIM 2253	Basic CPT Coding	3
HIM 2723	Inpatient Procedural Coding	2
		11
FALL	**5th Semester**	
HIM 2210	Healthcare Information Systems	3
HIM 2510	Quality Management in Healthcare	3
HIM 2729	Advanced Coding and Reimbursement	3
HIM 2814C	Coding Office Experience*	3
	*Requires 30 hours w/Revenue Cycle Prof.	**12**
SPRING	**6th Semester**	
Social Science (CORE)	AMH 2020 or POS 2041 (Civic Literacy)	3
HIM 2512	Management Foundations in Healthcare	3
HIM 2215	Healthcare Statistics and Data Analytics	3
HIM 2940	HIT Capstone Experience**	3
	**Requires 40 hours within a healthcare facility.	**12**
Total Credits		**70**

Location

The program director and faculty have offices at the Lee Campus. The entire program can be completed virtually. All General Education courses are offered in a variety of modalities including face-to-face, Live Online, Flex Live Online and traditional asynchronous online. The HIT Program Specific Core Courses offered Live Online are typically in the evenings during the week. Some of the HIT Program Specific Core Courses are offered as traditional asynchronous online. The three (3) Supervised Experiential Learning courses are offered Live Online during weekday evenings. Two (2) of these courses require the student to spend a total of **70 hours** within a healthcare facility for an experiential learning experience.

MICB Certificate Curriculum

The Medical Information Coder/Biller (MICB) Certificate curriculum has been developed using the AHIMA RHIT Domains and *Entry-to-Practice Competencies for Health Data and Information Management Professionals and Leaders*. These curricular competencies form the basis of the MICB Certificate Program Goals and Student Outcomes.

This program is a planned sequence of instruction consisting of 37 credit hours of General Education Support courses and Program Requirements. The curriculum includes a combination of classroom, laboratory, and clinical practice experiences. All MICB courses are offered online or virtually via synchronous Live Online evening courses.

The Medical Information Coder/Biller Certificate incorporates selected courses from the Health Information Technology, AS degree program. Upon completion of the certificate program, students will receive a College Credit Certificate (CCC).

The following curriculum may be revised and will be updated as revisions are implemented.

Certificate Core Course Descriptions

HIM 1000 Introduction to Health Information Management – 3 Credit hours (Spring)

This course provides an introduction to the profession, functions, and management of health information. Topics covered will include healthcare delivery systems, the HIM profession, healthcare delivery settings, content and format of the patient record, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, electronic health records, legal issues, coding, and reimbursement. *Prerequisite(s)*: CGS 1100 and HSC 1531 with a grade of "C" or higher and permission of the HIT Program Director. *Co-requisite(s)*: None.

HIM 1800C Health Information Simulation – 2 Credit hours (Spring)

This course is designed to be a hands-on simulated learning experience performing the activities most commonly encountered in a health information management department. Electronic Health Record simulations will be used to provide practice in completing daily work tasks required of health information personnel. Training, assessment, and capstone activities will be completed. *Prerequisite(s)*: Permission of HIT Program Director. Co-*requisite(s):* None

HIM 2253 Basic CPT Coding – 3 Credit hours (Summer)

This course provides a foundation on the principles of using CPT-4 coding conventions, rules, methodology and sequencing, documentation requirements, coding resources and ethics. *Prerequisite(s)*: HIM 2724 with a grade of "C" or higher or Permission of the Program Director. Co-*requisite(s):* None.

HIM 2279 Medical Insurance and Billing – 3 Credit hours (Spring)

This course will provide instruction in U.S. healthcare reimbursement systems, reimbursement methodologies, and payment processes. Students will examine the complex financial systems within today's healthcare environment and gain an understanding of the basics of health

insurance, managed care, claims processing, coding compliance, clinical documentation improvement, and revenue cycle management. Students will process claims and reimbursement using practice management software. *Prerequisite(s)*: HSC 1531 with a grade of "C" or higher. Co-*requisite(s):* None

HIM 2723 Inpatient Procedural Coding – 2 Credit hours (Summer)

This course emphasizes the use of the International Classification of Diseases Procedural Coding System (ICD-PCS), the structure of codes, and how to build codes using coding guidelines. This includes the coding of procedures and their relationship to the reimbursement for healthcare treatment in hospitals. The primary focus is hands-on inpatient diagnostic and procedural coding of case scenarios. *Prerequisite(s)*: HSC 1531, (BSC 1085C and 1086C), HIM 1140, HIM 1430, HIM 1000 with a grade of "C" or higher. Co-*requisite(s):* None

HIM 2724 Basic ICD-10 Coding – 3 Credit hours (Summer)

This course provides a foundation using ICD-10-CM/PCS coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources, and ethics. *Prerequisite(s)*: HSC 1531, (BSC 1085C and 1086C) or (BSC 1093C and BSC 1094C), HIM 1140, and HIM 1430 all with a grade of "C" or higher. Co-*requisite(s):* None

HIM 2814C Coding Office Experience – 3 Credit hours (Fall)

Directed practice designed to provide the student with a strong foundation in facility and pro-fee medical coding and revenue management. Activities will include the review, analysis and coding of inpatient, ambulatory surgery, emergency room, and physician office health records according to established guidelines. A mock certification exam will also be completed. This course is a combination of working in the HIM lab and off-site experiences. General employment guidelines will also be reviewed*. Students will be placed in the community to apply their coding skills. Minimum 30 hours to be done during regular work hours. Prerequisite(s):* HIM 2279, HIM 2724, HIM 2253, HIM 2723 with a grade of "C" or higher and permission of the HIT Program Director. *Co-requisite(s):* None

[MICB Fall Semester Start](#)

FALL START		
MEDICAL INFORMATION CODER-BILLER		
FALL	**1st Semester**	
BSC 1085C	Anatomy & Physiology I w/lab	4
HSC 1531	Medical Terminology	3
HIM 1140	Essentials of Pharmacology	2
HIM 1430	Principles of Diseases	2
		11
SPRING	**2nd Semester**	
BSC 1086C	Anatomy & Physiology II w/lab	4
CGS 1100	Computer Applications for Business	3
HIM 1000	Introduction to Health Info Management	3
HIM 1800C	Health Information Simulation	2

HIM 2279	Medical Insurance and Billing	3
		15
SUMMER	**3rd Semester**	
HIM 2724	Basic ICD-10 Coding	3
HIM 2253	Basic CPT Coding	3
HIM 2723	Inpatient Procedural Coding	2
		8
FALL	**4th Semester**	
HIM 2814C	Coding Office Experience*	3
	*Requires 30 hours w/Revenue Cycle Prof.	**3**
Total Credits		**37**

[MICB Spring Semester Start](#)

SPRING START		
MEDICAL INFORMATION CODER-BILLER		
SPRING	**1st Semester**	
HIM 1140	Essentials of Pharmacology	2
BSC 1085C	Anatomy & Physiology I w/lab	4
		6
FALL	**2nd Semester**	
CGS 1100	Computer Applications for Business	3
BSC 1086C	Anatomy & Physiology II w/lab	4
HIM 1430	Principles of Diseases	2
HSC 1531	Medical Terminology	3
		12
SPRING	**3rd Semester**	
HIM 1000	Introduction to Health Info Management	3
HIM 1800C	Health Information Simulation	2
HIM 2279	Medical Insurance and Billing	3
		8
SUMMER	**4th Semester**	
HIM 2724	Basic ICD-10 Coding	3
HIM 2253	Basic CPT Coding	3
HIM 2723	Inpatient Procedural Coding (NEW)	2
		8

FALL	5th Semester	
HIM 2814C	Coding Office Simulation*	3
	*Requires 30 hours w/Revenue Cycle Prof.	**3**
Total Credits		**37**

Program Admission Process

CAHIIM Standard IV.17. Student Program Progression

Applications will be accepted continually throughout the year for a Fall or Spring semester start. (*Please see the Official Academic Calendar for Admission Deadlines*) The Health Information Technology (HIT) AS Degree Program at Florida SouthWestern State College (FSW) is a *Selective Admission* program and based on the following criteria.

To be considered for acceptance, students must:

- Be accepted and admitted to FSW.
- Be 18 years of age or older.
- Cumulative GPA of 2.0 or higher for all college credit.
- Complete and pass a college-approved criminal background check and drug testing at the applicant's expense.
- Complete the Health Information Technology, AS program application.

It is the student's responsibility to ensure that the application process is completed. No notices will be sent until the application is complete. Once the student's application is completed and submitted, it will be reviewed.

Acceptance into Program

As part of the admissions process into the Health Information Technology Program at Florida SouthWestern State College, students are required to complete a *Level-2 Criminal History Background Check and 10-panel drug screen* at the student's expense. Each applicant will receive written instructions and a VECHS authorization form through their FSW email account for completing a criminal background check and drug screen through *CastleBranch* a third-party agency. Additionally, students will be required to complete a *Level-2 Criminal History Background Check and 10-panel drug screen* every 12 months to remain in good standing in the program. This screening ensures consistency with the requirements of *Chapter 435, Florida Statutes*, by health care agencies with which Florida SouthWestern State College has clinical affiliation agreements.

Background and drug screening must be cleared before final acceptance to the Health Information Technology/Medical Information Coder/Biller Program can be granted.

Program Acceptance Documents

Each applicant must complete the following documents and upload signed copies to the *CastleBranch Medical Documents Manager. (See Appendix A)*

- Background Check Policy Acknowledgement Form
- Informed Consent Form
- Student Confidentiality Agreement Form
- Health Information Technology Handbook Acknowledgment and Acceptance Form
- Student Declaration of Meeting Technical Standards for Admission to the Health Information Technology Program Form
- Student Dress Code Acknowledgement Form

Health Professions Advisement

An advisement meeting with the Health Professions Student Advisor is required to complete the admission process to the HIT/MICB program. Advisement includes program guidance and counseling, program of study declaration, and enrollment in first semester courses.

Before enrollment each semester, the student should make an appointment to meet with the School of Health Professions Student Advisor to assist the student with selecting courses.

Program Information Sessions

Applicants should attend one of the virtual HIT Informational Sessions. *(See HIT Program webpage for times and dates.)*

Program Completion Requirements
CAHIIM Standard V.20 Course Sequence

Students must successfully complete all required courses for this program with a grade of C or higher. For more details about graduation requirements, please refer to the Graduation section of the college catalog.

Total program credits are 70. Total program length is five (5) semesters for full-time attendance.

NOTE: It is important that students follow the curriculum schedule to complete the program as courses are only offered at specific times. Summer courses are required to complete this program.

The HIT Program has Fall or Spring semester start dates following program acceptance. If the student has transfer credits, please speak to the Health Professions Student Advisor to ensure the student's previous coursework meets college and program requirements.

Program Expenses

Typically, the estimated cost will not exceed $11,500 for In-State students over the life of the program. *(See AS, Health Information Technology Program Cost Sheet for total estimated costs.)*

Tuition: The college catalog lists the cost of tuition for both in-state and out-of-state students. The Health Information Technology Program consists of 70 credit hours.

Liability Insurance: There is a liability insurance fee attached to the HIM 2814C Coding Office Experience course that is taken during the fall semester and the HIM 2940 Health Information

Technology Capstone course taken during the spring semester. This insurance is available through the college.

Books and Printed Materials: Book costs will vary each semester. In addition to the HIT courses, other required courses will also be using texts. We recommend the student estimate textbook and printed material costs and have provided the student with the *AS, Health Information Technology Program Cost Sheet* for total estimated costs. AHIMA Student Members receive a 20% discount on textbooks purchased directly from AHIMA.

Professional Organizations: Student membership to the professional organization, the American Health Information Management Association (AHIMA), is voluntary but encouraged. Student membership is $49 annually. The membership benefits include professional publications, discount rates for textbooks and to professional meetings, etc. More information about AHIMA Student Membership can be found on the AHIMA Website.

Academic Policies and Procedures

CAHIIM Standard V.22 Curriculum – Evaluation of Students

The HIT Program complies with the 1990 Americans with Disabilities Act (ADA). Any student requiring special accommodations or classroom modifications should submit any request for accommodations to the Office of ADAptive Services at Florida SouthWestern State College for consideration. Once a student has been established with the office, it is the student's responsibility to request accommodations each semester thereafter.

Academic Honesty

Academic honesty is expected of all HIT students. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable. Academic dishonesty includes, but is not limited to, cheating, plagiarism, misrepresentation, and the unauthorized possession of examinations or other course-related materials.

Cheating is the giving or receiving of unauthorized aid or information by copying, by using materials not authorized, by attempting to receive credit for work performed by another, or by otherwise failing to abide by academic rules. The person who aids an individual in cheating will be held equally responsible.

Every HIT student and faculty member has the responsibility to promote the highest standards of academic honesty, which should include whatever kind of personal intervention necessary to eliminate dishonest conduct. Evidence of cheating in any HIT course will result in a grade of "F" and referral to the School of Health Professions Dean with the recommendation for dismissal from the HIT program and the College. (*See the most current Florida SouthWestern State College Catalog*, **Student Code of Conduct** and **Academic Honesty**.)

Grading Policy

The Health Information Technology program academic policies will be consistent for all students and faculty regardless of the location of instruction including didactic, laboratory, and clinical instruction. Each student is evaluated on the application of theoretical concepts, professional performance during the professional internship, and ethical behavior expected of a health

information professional. Additionally, ethical and affective behaviors expected of the health professional practitioner are evaluated by clinical site managers.

The Health Information Technology program uses the following grading system in all core HIT courses.

90 – 100 = A   70 – 79 = C   59 – below = F

80 – 89 = B   60 – 69 = D

Students much achieve a grade of C (70%) or higher in all HIT core courses. Any grade below 70 percent requires the course to be retaken.

Academic Standards and Requirements

- The core curriculum of the Health Information Technology Program is comprehensive in nature and some courses required prerequisites. Therefore, courses must be taken in sequence and passed with at least a grade of "C" in order to progress through the program curriculum.
- The sequence of courses for the HIT Program is found within this handbook. The HIT courses are taught only during the semester indicated. Other general education and support courses are also sequenced throughout the program.
- The individual course grading policies are the responsibility of the course instructors and are stated in the course outline (syllabus) which is made available at the beginning of each course.
- A student who fails a course or withdraws from a HIT course will be permitted to retake or re-enroll in the course only one time on a space-available basis. Failure or withdrawal in any second attempt will result in the student being dropped from the HIT program. Any student who remains out of the program for one calendar year must reapply to both the college and the HIT Program.
- A student must complete their core program of study within four years (48 calendar months) from the time they register and attend their first core HIT course.
- Students with extreme hardships will be evaluated on an individual basis with the Program Director in an attempt to enhance their potential success.
- Requests for readmission to the program are not automatically granted and must be submitted through the application process. Readmission to the HIT Program depends upon the nature of the program withdrawal or failure, the demonstration of previously learned competencies, and the availability of space in the class and healthcare facilities.

Disciplinary Action Policy

Upon identification of an inappropriate incident (see Essential Standards Section), the following process will be implemented:

1. HIT Faculty/Staff promptly notifies the student of evidence of misconduct or inappropriate incident:
    a. *Misconduct* includes those violations listed in the HIT Student Handbook

    b. *Inappropriate incident* includes, but is not limited to, violation of any of the *Essential Standards*, unsafe practice, breach of confidentiality, lack of professionalism, lack of integrity, failure to follow parameters set forth by the HIT faculty/staff.

2. HIT Faculty/Staff in collaboration with the student will create a plan of corrective action to remedy the situation. First situation of documented misconduct or inappropriate incident to be implemented as outlined below.

3. Upon second and subsequent situations of documented misconduct or inappropriate incident, HIT Faculty will implement the *Terms of Probationary Status Form* in consultation with the Associate Dean of Allied Health of Health Professions Administration and Simulation Education and the Dean of School of Health Professions.

4. HIT Faculty/Staff will review the completed *Terms of Probationary Status Form* with the student and place a copy in the student file.

5. HIT Program Director & the Associate Dean of Allied Health of Health Professions Administration and Simulation Education will track situations of documented misconduct or inappropriate incidents and communicate with course instructor the student's status of prior situations.

6. All situations of documented misconduct or inappropriate incidents will be documented within the College's designated advisement and retention system. As determined necessary, the Associate Dean of Allied Health of Health Professions Administration and Simulation Education will communicate to appropriate college officials program decisions resulting from probationary processes.

Consequences based upon the nature of the event:

First situation of documented misconduct or inappropriate incident will result in:

- HIT faculty/instructor will work with the student on a one-on-one basis to resolve the issue. Instructor discretion will be used to determine if incident automatically warrants advancement to second situation of documented misconduct or inappropriate incident. Documentation of the incident and instructor follow-up to occur within program advising Plan of Action documentation. Notification of HIT Program Director.

Second situation of documented misconduct or inappropriate incident will result in:

- Implementation of probationary status with completion of *Terms of Probationary Status Form*.
- Failure of exam or assignment, or failure of experiential learning project as appropriate.
- Implementation of probationary status for the duration of program enrollment.

Third situation of documented misconduct or inappropriate incident:

- Failure of the course.
- Continued probation for the duration of the program if appropriate.

Fourth situation of documented misconduct or inappropriate incident:

- Withdrawal of student from the HIT Program.

Appeal Process/Student Complaints

Student complaints and grievances are addressed through the College's operating procedures. These procedures are published in the Student Services section under **Academic Grievance Procedure and Student Administrative Grievance Procedure** (non-Academic issues) in the online college catalog, and **College Operating Procedure 06-0803 and 06-0804**. In the event a student has a grievance regarding academic, non-academic or clinical issues, the student will initially use the following informal grievance procedure to reconcile any problems:

1. Confer with the course instructor (for classroom/academic issues) or Clinical Associate/preceptor (for clinical issues). If the issue is not resolved then,
2. Confer with the Program Director. If the issue is not resolved then,
3. Confer with the Associate Dean of Allied Health of Health Professions Administration and Simulation Education. If the issue is not resolved then,
4. Confer with the Dean of the School of Health Professions.
5. The decision of the Dean of the School of Health Professions will be final for the informal process.
6. In the event the issue is not informally resolved, the aggrieved student should submit a request in writing to the Dean of the School of Health Professions for a formal student grievance hearing. This procedure is described in the FSW College Catalog.

The concept of following the **chain of command** is a vital component to the Health Information profession. It is the HIT Student's responsibility to be familiar with the chain of command throughout his/her HIT career.

Attendance & Punctuality

Students are expected to attend classes and to arrive at or before the designated starting time. Arriving late disturbs the class, especially during testing. Prompt and consistent attendance affects your participation grade favorably. Lateness and absence do not. If students have more than two consecutive unexcused absences for illness, they may be required to provide a physician's excuse to return to class. Note: It is the student's responsibility to obtain the class notes, homework, etc., for any day the student is absent. Class attendance policy will be outlined in each course syllabus.

Students are expected to be an active participant in the teaching and learning process. This includes online asynchronous courses as well as all virtual and any on-campus courses.

Disruptive behavior will not be tolerated. Students in the HIT Program conform to, and express themselves in, conventional patterns of social behavior. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others. It is expected that students express appropriate behavior to all faculty, students, professionals, and others. Inappropriate social/professional behavior will not be tolerated and can result in withdrawal from the course and suspension from the program. Cell phones are disruptive to learning and must be silenced during class.

Professional Experiential Learning Practicum
CAHIIM Standard V.23 Experiential Learning and Assessment

The HIT program includes three (3) professional experiential learning experience with virtual lab simulation and/or in-person experience (internship) courses. The *HIM 1800C Health Information Simulation* course will provide a virtual lab simulation of a real-world work environment in which students will experience the use of an electronic health record.

The *HIM 2814C Coding Office Experience course* will provide a virtual lab simulation of a real-world medical coding work environment. Students will also complete a total of **30 hours of professional experiential learning experience** in a healthcare setting. Students are responsible for transportation to and from the clinical sites.

The *HIM 2940 Health Information Technology Capstone Experience course* will provide a real-world environment in which to integrate the knowledge, theory, skills, and behaviors of a Health Information professional. Students will complete a total of **40 hours of professional experiential learning experience** in a healthcare setting. Students are responsible for transportation to and from the clinical sites.

- Student assignment to facilities or lab simulation is made by the Health Information Technology Faculty and is based upon site availability.
- Facilities may be selected from within the Southwest Florida region which includes Lee, Collier, Charlotte, DeSoto, Hendry, Glades, and Sarasota Counties.
- Clinical sites are usually open during normal business hours (8 a.m. – 5 p.m.), and they are usually closed evenings and weekends. Students are expected to be at their clinical sites Monday through Friday during normal business hours.
- As part of this program, the student **cannot** receive compensation from the clinical site.

Before enrollment in the internship courses (*HIM 2814C and HIM 2940*), students must provide the following:

- Provide a current (*within 12 months*) college-approved criminal background check and urine drug testing at the applicant's expense.
- Provide documentation of a health physical and functional evaluation from a healthcare provider including all required immunizations.
- Provide proof of personal health insurance.
- Provide evidence of current *Basic Life Support Provider Certification* (CPR and AED).

The student should be aware that failure to complete any of the professional experiential learning practicum hours will result in a failing grade for the course, subsequently leading to an incompletion of the AS degree.

Criminal History

Students with criminal records are forewarned. Any applicant or enrolled student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provisions of Florida Statutes or under similar statutes of another jurisdiction may be disqualified from admission or continued enrollment in the Health Information Technology Program. Students are required to notify the Program Director of any criminal or civil arrests/charges, convictions or pleas, before or during the time they are matriculating through the program. Students must notify the Program Director within 48 hours if they are arrested during the time they are matriculating through the program.

Admission into clinical sites is at the discretion of the clinical agencies. All students entering a healthcare program with a clinical/practicum component are required to complete a criminal background check. Students must be free of offenses which could potentially disqualify them from working in a healthcare environment (Florida Statutes 316.193, 435.04, and 456.0635). *See Appendix A for School of Health Professions FDLE/FBI Background Screening for Application/Clinical/Field Placement Policy and Acknowledgement Form.*

Clinical Agencies may request criminal history and/or drug screens for students engaging in patient care activities.

Drug Screening/Assessment of Student Impairment

Students will assume responsibility and accountability for both individual and professional actions. They have the responsibility for maintaining a level of competence which will ensure safety in the delivery of health care. A student who is unable to perform clinical and classroom activities, as assigned, with reasonable skill and safety to patients and coworkers, by reason of illness or use of alcohol, drugs, narcotics, chemical or any other type of material, or as a result of any mental or physical condition, shall be required to submit to a drug screen, mental or physical examination. The drug screen may be requested by a College or Clinical official for a student who appears to be impaired. Other physical impairments or prolonged illnesses must be assessed by a physician or health care practitioner who possesses the expertise to diagnose and treat the impairment. A note or prescription for continuation in Program activities may be required before the student may resume their clinical duties. The cost of the examination will be borne by the student. Failure to submit to such examinations may result in suspension or dismissal from the program.

In accordance with Florida SouthWestern State College's Drug-Free Campus and Workplace Policy, the Health Programs prohibit any student from reporting to class or clinical to perform his/her duties while under the influence of drugs or alcohol. Violation of this policy can result in disciplinary action up to and including immediate suspension, expulsion, and/or a requirement of satisfactory participation in a College approved drug or alcohol rehabilitation program.

A student who is suspected of violating this policy is required to submit to an immediate Ten Panel drug screen including urine, hair and Blood Alcohol examination. The tests are done at a designated test site. Failure to submit to the testing may result in dismissal from the program.

Health Information students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to the Health Information Technology Program after resolution of the health problem. Additionally, student drug screens, criminal history reports, and medical records, when submitted, will become the property of Florida SouthWestern State College, and will not be available for copying or for use to meet the requirements of outside employers or other agencies/persons. Students who are out of their program for 12 months or more must submit new/update records.

Proof of declination of COVID vaccination is required by many clinical sites. Failure to provide/upload documentation of any required experiential learning practicum including vaccinations and/or declinations within the *CastleBranch Medical Document Manager* will result in a failure for clinical clearance and in attending required clinical sites, which will result in an unexcused absence(s). This in turn will result in a letter grade drop for each unexcused absence.

Basic Life Support Certification

Students must have a current Basic Life Support (BLS) certificate prior to the professional experiential learning experience in the health care facilities. The "BLS" course must be approved for all health care providers (CPR and AED). It is the student's responsibility to maintain current certification throughout the program. A photocopy of the certification must be submitted to the *CastleBranch Medical Document Manager* before assignment of clinical site. A BLS course is offered at the FSW Training Center. Go here to register for class, https://www.fsw.edu/corporatetraining/aha.

Health Record and Ability to Meet Technical Standards

Required for HIT Students before beginning HIM2814C, this is done in the Summer semester.

Each student must submit and upload to their *CastleBranch Medical Document Manager* account, a completed *Florida SouthWestern State College School of Health Professions Health Form* before he/she will be allowed to attend a professional experiential learning practicum site. This health record will contain results from a physical examination and proof of immunization/TB status. Any student who has a change in health status due to an injury, infectious disease, hospitalization, pregnancy, etc., must have a letter from his/her physician stating the student can return to the clinical site and participate in activities.

Technical Standards

The goal of the Florida SouthWestern State College Health Information Technology (HIT) Program is to prepare students for the practice of acquiring, managing, analyzing, and securing health information for the purposes of treatment, payment, and operations (TPO) of any organization. The HIM professional is an allied health professional who brings value to any organization.

Modern allied health education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of essential skills, functions, and professional attitudes and behavior. The college must ensure that patients are not placed in jeopardy by students with impaired intellectual, physical, or emotional functions. Students will be judged not only on their scholastic accomplishments but also on their physical and emotional capacities to meet the full requirements of the college's curriculum and to graduate as skilled and effective practitioners.

Students in the Health Information Technology Program must demonstrate the following minimum abilities to:

- Acquire and apply information from classroom instruction, laboratory experience, independent learning, and team projects.
- Communicate effectively in English in oral and written form with colleagues, clerical employees in Health Information Management departments, and other health professionals as part of the healthcare team.
- Communicate effectively in English in oral and written form with patients, attorneys, workers' compensation representatives, insurance companies, other third-party payers, and other individuals and agencies who need information from patient records or databases maintained in Health Information Management departments.

- Utilize computers and complete computer-based assignments in a timely fashion.
- Function (consult, negotiate, share) as part of a team.
- Read, interpret, and comprehend material used in HIM settings such as medical coding manuals, policies and procedures, and patient health information.
- Calculate mathematical information such as hospital statistics, budgets, and productivity information.
- Have the manual dexterity necessary to file medical records and cards as well as assemble paper medical record forms. (EHR and paper medical records)
- Have the visual and manual dexterity necessary to prepare office layouts and to design forms and computer screens.
- Operate equipment, word processors, transcription equipment, electronic movable files, copier, etc. (EHR and paper medical records)
- Synthesize information regarding health care outcomes for formal, verbal, and/or written presentation to health care professionals.

The essential abilities listed in this document can be accomplished through direct student response, the use of prosthetic or orthotic devices, or through personal assistance, e.g., readers, sign language interpreters, and note-takers. Reasonable accommodation in compliance with the Americans with Disabilities Act will be provided on an individual basis. Students seeking accommodations should initiate their request with the ADAptive Services, Florida SouthWestern State College. Students will then discuss their needs with the appropriate course instructor(s).

*** Student Declaration of Meeting Technical Standards Form located in Appendix A ***

HIT Program Performance Standards

Applicants should assess their aptitude and ability to perform professional duties by reviewing the Program Performance Standards below and discussing them with their healthcare provider. Applicants who identify potential difficulties with meeting the Program Performance Standards should communicate their concerns to the Program Director for Health Information Programs. If the concern is related to a documented disability, applicants are responsible for contacting the ADAptive Services for the determination of reasonable and appropriate accommodation.

HIT Program students should possess the following general qualities: critical thinking, sound judgment, written/verbal professional communication, emotional stability and maturity, empathy, physical and mental stamina, and the ability to learn and function in a wide variety of didactic and clinical settings. Graduates of the HIT Program must have the minimal skills, essential functions, and knowledge to function in a broad variety of clinical settings.

Attribute/Performance Standard/Example

Critical Thinking

- o Critical thinking sufficient for business, clinical, and technical judgment.
    - o Interpret medical records, regulations, data analysis, and technology to process and make better clinical and business decisions.

Interpersonal

- Interpersonal abilities sufficient to interact with internal and external stakeholders from a variety of social, emotional, cultural, and intellectual backgrounds.
  - Communicate and present effectively, appropriately, and sensitively with internal and external stakeholders.

Communication

- Ability to effectively communicate sufficiently with internal and external stakeholders in verbal and written form.
  - Communicate effectively, appropriately, and sensitively with internal and external stakeholders. Gather, manage, analyze, protect, and secure information responsible for treatment, operations, and payment for an organization. The student must be able to read, write, see, speak, hear, and interpret written and verbal communication in English.

Mobility

- Physical abilities sufficient to move independently from room to room and through hallways; maneuver in small places.
  - Perform complex motor skills necessary to provide sufficient management, security, protection, and analysis of information that contributes to clinical, business, and technological aspects of an organization. Be able to sufficiently and adequately contribute to the treatment, operations, and payment for services rendered.

Tactile and Motor Skills
- Gross and fine motor abilities sufficient to safely and effectively perform functions that affiliate with treatment, operations, and payment of services provided.
  - Possess fine and gross motor skills to accurately assess, monitor, gather, secure, and protect health information for treatment, operations, and payment for services rendered.

Hearing
- Auditory ability sufficient to monitor and assess health information, business, and technology needs.
  - Hear to accurately assess vital signs, monitor equipment, alarms, and alerts; communicate verbally with patients, family, staff, and other healthcare providers.

Visual

- Visual ability sufficient to gather, interpret, manage, and secure information for data analysis, and medical information coding so effectively and successfully perform business and technological practices through treatment, operations, and payment of services provided.
  - Read patient charts, flow sheets, and equipment; use visual inspection to monitor and assess business, clinical and technological aspects of treatment, operations, and payment of services provided.

Characteristics of a Health Information Professional

Students are expected to behave as a Health Information Professional. Appropriate professional behavior is described by the following:

ATTENDANCE - Have good attendance and arrive on time and prepared.

ETHICAL AND PROFESSIONAL BEHAVIOR - Maintain professional appearance, conduct and professional ethics as related to the job or course. Maintain confidentiality.

ATTITUDE - Contribute to a positive social environment within the department. Possess the ability to work with members of the health care team, patients and the public. Graciously accept constructive criticism and make an effort to change. Function effectively in a stressful environment.

DEPENDABILITY – Behave in a dependable manner, complete assignments and make good judgment on job related decisions. Behave in a self-directed manner and be responsible for his/her actions.

PROBLEM SOLVING AND DECISION MAKING - Discover problems, find workable solutions and make appropriate and effective decisions.

COMMUNICATION - Provide effectiveness in communicating within the health care setting with members of the healthcare team, with patients and the public.

CONTINUE TO LEARN - Actively participate in learning new procedures and techniques. Attend continuing education activities.

ADAPTABILITY - Adjust to organizational changes including scheduling, accommodating changes in the workload, and changes within the hospital.

PRODUCTIVITY – Be well organized, use time wisely, and know how to prioritize. Maintain a high quality of productive work.

PROFESSIONAL ACTIVITIES - Pursue professional credentials. Become a member of the national/state/local associations.

Confidentiality

The right to privacy of students, faculty, staff, patients, families and other health professionals should be judiciously protected by those associated with the Health Information Technology Program. When knowledge gained in confidence is relevant or essential to others, professional judgment should be used by all when sharing information.

It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual's health care delivery.

All information learned by the student about a patient in the course of research and study is considered confidential. The confidentiality with which the information is to be treated should be established with the patient. Patient information should not be discussed in public places with those people not involved with the student's study or patient's care. Failure to take this into

account can be considered as an invasion of the right of privacy and a breach of confidentiality, and is a HIPAA violation. This action may result in dismissal from clinical activities and the program.

Code of Ethics

Health Information Professionals are required to abide by the American Health Information Management Association (AHIMA) **Code of Ethics**. The Code of Ethics provides a framework for ethical decision making. These guidelines for ethical behavior are not limited to the workplace, but should encompass the life of the Health Information Professional (HIP).

Principles

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

1. Advocate, uphold, and defend the consumer's right to privacy and the doctrine of confidentiality in the use and disclosure of information.

2. Put service and the health and welfare of persons before self-interest and conduct oneself in the practice of the profession so as to bring honor to oneself, their peers, and to the health information management profession.

3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.

4. Refuse to participate in or conceal unethical practices or procedures and report such practices.

5. Use technology, data, and information resources in the way they are intended to be used.

6. Advocate for appropriate uses of information resources across the healthcare ecosystem.

7. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.

8. Represent the profession to the public in a positive manner.

9. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.

10. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made

known in any official capacity.

11. State truthfully and accurately one's credentials, professional education, and experiences.

12. Facilitate interdisciplinary collaboration in situations supporting ethical health information principles.

13. Respect the inherent dignity and worth of every person.

(Source: American Health Information Management Association. 2023. https://www.ahima.org/who-we-are/governance/ethics/)

Responsibility and Accountability

Students will assume responsibility and accountability for both individual and professional actions (*see HIT Program Standards below*). Students have the responsibility for maintaining a level of competence which will ensure appropriate level of the delivery of health care services. A student who is unable to perform professional experiential learning and course activities as assigned with reasonable skill and safety to patients and coworkers by reason of illness or use of alcohol, drugs, narcotics, chemical or any other type of material, or as a result of any mental or physical condition, may be required to submit to a mental or physical examination. The physician or health care practitioner must possess the expertise to diagnose the impairment and be approved by the College's Dean of the School of Health Professions. The cost of the examination will be borne by the student. Failure to submit to such an examination may result in dismissal from the program.

All faculty, students and professional staff shall automatically assume responsibility and accountability for their individual as well as professional judgments and actions. When health care and safety are or may be affected by the incompetent, unethical, or illegal practice of any person, responsible action may include but is not limited to:

- Reporting to appropriate persons, student or faculty behavior that could adversely affect the patient including, but not limited to, alcohol, drug use or theft.
- Confronting or reporting individuals observed stealing healthcare facility or academic materials.

The faculty and students of the Health Information Technology (HIT) program shall avoid any conduct that would bring dishonor and disgrace to the students, faculty, HIT program, college or Health Information profession, or that would adversely affect the teaching-learning environment. Such conduct may include, but is not limited to:

- Acts which violate the accepted social norms regarding conduct of one person towards another.
- Commission of a misdemeanor or felony.
- Fraud or deceit in filing an application.
- Violating client/patient confidentiality.
- Falsification of the client/patient medical information.

Failure to meet these standards may result in the student being suspended or dismissed from the Health Information Technology program.

All HIT students will adhere to the **Code of Ethics** as established by AHIMA for Health Information Professionals.

Health Information Technology Program Essential Standards

The following are considered to be Essential Standards, in addition to satisfactory academic achievement, within the program:

1. The Health Information Technology (HIT) Program and affiliated agency policies, procedures and communication protocols are followed.
2. Inappropriate incidents and behaviors are recognized and reported to appropriate facility personnel and program faculty.
3. Student confidentiality of patient information and situations is appropriately maintained.
4. Students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. Any form of academic dishonest (e.g., plagiarism, cheating, and misrepresentation) may result in disciplinary action. (*See Florida SouthWestern State College Catalog for Academic Integrity Policy.)* Possible disciplinary actions for academic dishonesty may include failure for part or all of a course, as well as suspension from the HIT program and/or College.
5. All students and faculty are expected to treat everyone with respect and can expect to be treated courteously by others.
6. The student's physical and emotional health, conduct, values, and attitudes must not threaten the safety or welfare of self, clients, patients, students, and others within the department and affiliated agencies.
7. HIT practice is conducted safely within the scope of practice as established by the American Health Information Management Association (AHIMA) by which the testing for the Registered Health Information Technician (RHIT) credential is conducted.
8. All students will follow the AHIMA *Code of Ethics* (See *Code of Ethics* section on previous pages).
9. Students will remain actively involved in online and Live Online courses completing all required course activities as outlined within each course.
10. Students will identify when assistance or further preparation is needed prior to engaging in professional experiential learning experiences, refrain from participating in activities for which one is not adequately prepared and seek consultation from faculty and/or agency personnel.
11. APA Writing Format: The most current *Publication Manual of the American Psychological Association (APA)* serves as the format for all papers, citations and references written in the FSW HIT Program.
12. Clearance for experiential learning experiences within State and Federal background studies is required upon program admission and repeated if greater than 12 months prior.
13. Documentation of current immunizations are kept on file with the HIT Program by means of *CastleBranch Medical Document Manager.*
14. Students are required to have proof of current healthcare provider approved Basic Life Support (BLS) certification.

15. It is the responsibility of the student to conform to conduct conducive to learning by being prepared, prompt, attentive, and courteous in the online and Live Online courses and conforming to policies set by the faculty to maintain an academic decorum. Students are expected to uphold behaviors outlined within the HIT Handbook.

Failure to meet any of the above Essential Standards will be considered a inappropriate incident and will result in implementation of disciplinary action. Refer to the Disciplinary Action Policy.

Professional Attitude and Appearance

Professionalism

Florida SouthWestern State College has a social responsibility to the community to ensure that our graduates have high standards of professional behavior. Student professionalism is rooted in attitudes which should lead to intentions to engage in appropriate professional behaviors. Workplace professionalism is characterized by the student's attire, behavior, attitude, and communication. These professional behaviors include ethical and moral actions, clinical competence, communication skills, sensitivity to diverse populations, and acts of social responsibility.

Expected Student Professional Behavior:

- Courtesy and Respect
  - Be punctual, speak and write clearly, accept constructive criticism, and provide fair and active feedback.
- Appearance and Appeal
  - Present yourself pleasantly with good hygiene and grooming, choose appropriate business attire, and understand appropriate dress and behavior are the first indications of professionalism and create lasting impressions.
- Tolerance and Tact
  - Demonstrate self-control, stay away from public arguments, eliminate biases and prejudices, keep personal opinions private, and avoid snap judgments especially when collaborating with others.
- Honesty and Ethics
  - Avoid untruths at all costs, steer clear of conflicts of interest, keep confidential information confidential, take positive and appropriate actions, and avoid resorting to vengeful behavior when you feel wronged.
- Reliability and Responsibility
  - Be dependable, follow through on commitments, keep promises and deadlines, perform work consistently and deliver effective results, and make realistic promises about the quantity and quality of work output.
- Diligence and Collegiality
  - Deliver work you can be proud of, strive for excellence at all times, give more than expected, be prepared for meetings and when presenting reports, do what needs to be done, do not leave work for others to do, show a willingness to ask questions and share information and join networking groups and help others.

Professional Appearance

Students must abide by specific professional appearance requirements while in the program. These requirements have been agreed upon by Florida SouthWestern State College and its clinical partners.

- Cleanliness and good personal hygiene are expected of all students. Students who are reported as having noticeable, lingering, persistent, and/or offensive body/breath odors (i.e., perfume, cologne, scented lotions, scent/smell of tobacco, perspiration) that create concern, anxiety of offense to patients, visitors, and/or co-workers will be subject to corrective action.
- Hair must be maintained within the range of natural color and must be conservative in length and style. Completely shaved or bald styles are acceptable; however, partially shaved or one-sided haircuts are not permitted. Beards and mustaches should be neatly trimmed. Infection control standards may also apply to hair, including facial hair.
- No visible body art (i.e., tattoos) may be shown. Students are required to make all reasonable efforts to cover all visible tattoos.
- Ear gauges must be plugged closed with plugs matching skin tone and may be required to be covered during clinical hours.
- Students may not display body piercings except for pierced ears. Only one pair of earrings may be worn in the ear.
- The student must maintain clean, neat and tidy fingernails to facilitate effective hand hygiene in the workplace. No acrylic or artificial nails may be worn in any clinical/patient area. Nail polish or gel may not be allowed at some clinical sites.

Student Dress Code

1. Students are expected to conform to the healthcare facility dress code. Both professional appearance and safety are important considerations. Inappropriate uniform/apparel will result in the student being dismissed from the experiential learning site. Students must wear clothing that is in good condition, clean and well-fitted. Clothes should be neat, clean, wrinkle-free, with no frays or tears, and be of modest fit to present a professional image.
2. Clothing, lanyards, or accessories that demonstrate a personal point of view or that have illicit, profane suggestive, biased, sexually related, or any political affiliation, are not allowed; alcohol-related or tobacco-related text graphics or logos are not permitted.
3. Students may request a clinical attire accommodation based on religious reasons and/or medical necessity by presenting the request in writing to the HIT Faculty and clinical site manager. The HIT Faculty, clinical site manager, and Program Director in consultation with Legal Services, will evaluate the request and provide a reasonable accommodation as required by law unless doing so would cause an undue hardship or create a safety hazard for the College/Experiential Learning Site staff or patients.
4. Inappropriate clothing will result in the student's dismissal from healthcare facility for the day.

Professionalism is to be maintained throughout the program, professional practice experience, and beyond. *Remember, you represent YOU, the program, and the college.*

*** Student Dress Code Acknowledgement Form located in Appendix A ***

Professional Associations

Students are strongly encouraged to participate in these Professional Associations. Students should become student members of AHIMA and choose Florida as their Component Association. This will ensure that students receive up-to-date industry information as well as benefits of networking with like-minded professionals and discounts afforded to members. This includes discounted exam prep, exam fees and recertification fees for professional credentials. Student membership is $49 annually.

American Health Information Management Association (AHIMA)

Florida Health Information Management Association (FHIMA)

Southwest Florida Health Information Management Association (SWFHIMA)

Recognition by HIT Faculty and Staff

Each year, at a pinning ceremony, to show our respect for the graduates who have excelled in academic achievement, professionalism, and personal growth, the following awards are given to exceptional individuals successfully completing the Health Information Technology program:

- Program Director's Award for Academic Excellence
- Outstanding Professional Experiential Learning Performance Award

Professional Certification

All graduates are strongly encouraged to take the Registered Health Information Technology exam offered by the American Health Information Management Association (AHIMA) after graduation from the program.

Graduates of the Medical Information Coder/Biller certificate are encouraged to take the Certified Coding Associate exam offered by the AHIMA.

Graduates must apply to AHIMA to take these exams. There is a fee associated with these exams and graduates are responsible for this expense.

Disclosures
CAHIIM Standard VI.25 Fair Practices

Florida SouthWestern State College reserves the right to change the curriculum, any provision, policy, procedure, requirement, regulation, or fee at its own discretion subsequent to the publication of the catalog. The information contained in this handbook is subject to change without published notice, however, every effort will be made to keep the student informed of these changes.

The Student Handbook does not establish a contractual relationship. Its purpose is to provide students with information regarding requirements, policies, and procedures to qualify for the Health Information Technology (HIT), AS and Medical Information Coder/Biller (MICB) Program at FSW. Students follow the Student Handbook which is in effect at the time of their entry into the program provided attendance is uninterrupted.

Non-Discrimination Policy

CAHIIM Standard VI.25 Lawful and Non-discriminatory Practices

The Health Information Technology program ensures that all programmatic activities including admission, attendance, and employment are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status.

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Title IX Coordinator/Equity Officer/504 Coordinator.

The College's Title IX Coordinator/Equity Officer is: Lauren E. Frasser. Office number is (239)489-9253, email: lauren.frasser@fsw.edu, Located at the Lee Campus, K-242. 8099 College Parkway SW, Fort Myers, FL 33919

*Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email, or with the US Department of Education, Office of Civil Rights. FSW online anonymous reporting: **Reporting Form for FSW***

Office for Civil Rights, Atlanta Office, U.S. Department of Education, 61 Forsyth St. SW, Suite 19T70, Atlanta, GA 30303-8927

Appendix A

FDLE/FBI Background Screening for Application/Clinical/Field Placement Policy and Form

Purpose:

The Florida Department of Law Enforcement initiated the VECHS program in 1999 after the Florida Legislature enacted section 943.0542 of the Florida Statutes (1999). This statute is amended based on the National Child Protection Act (NCPA). The federal guidelines for the NCPA offer further interpretations of the NCPA, along with mandates for states that choose to implement corresponding legislation and programs.

Level 1 and Level 2 Background checks:

- Level 1 and Level 2 Background Checks are terms used in Florida Statutes to convey the method of the criminal record check and the extent of the data searched; however, the terms may also refer to certain disqualifying offenses if specific statutes are used as reference.
- Level 1 and Level 2 are terms that pertain only to Florida and are not used by the FBI or other states. They are defined in Chapter 435, F.S., but are used elsewhere in the statute without definition and appear not to be associated with all of the provisions in Chapter 435.

* Level 1 generally refers to a state-only name-based check AND an employment history check

* Level 2 generally refers to a state and national fingerprint-based check and consideration of disqualifying offenses and applies to those employees designated by law as holding positions of responsibility or trust. Section 435.04 mandates that Level 2 background security investigations be conducted on employees, defined as individuals required by law to be fingerprinted pursuant to Chapter 435.

It should be noted that the state and national criminal history databases can be searched for arrests, warrants, and other information about an individual; however, neither database can search for specific offenses on an individual's records.

NOTE: Certification and/or Licensure are requirements to practice in all programs FSW's School of Health Professions provides. If there are questions as to whether a student's criminal history will prevent or restrict their ability to obtain a license and/or certification in the School of Health Profession's programs, the student should discuss the matter with the Florida Department of Health and/or associated accrediting agency **BEFORE** applying to the program.

NOTE: Any use of a controlled substance without a prescription and/or marijuana (even if medically issued) will result in **DENIAL** of entry into FSW's SoHP Programs. Use of these substances during any phase of an associated program will result in an immediate **DISMISSAL** from the program.

Procedure:

1. Criminal background information released to a program will be used only to assist in making

programmatic admission, continuation, and/or potential dismissal decisions.

2. If a background check identifies issues that may preclude admission, field experience, or clinical placement, the Program Director may request additional information from the student.

3. Applicants are **NOT** required to disclose any criminal conviction expunged from the public record or a deferred adjudication that did not result in the entry of a conviction judgment.

4. Students with pending adjudication, charges, or convictions **WILL NOT** be admitted to the program.

5. Program admission, continuation, and/or potential dismissal are based on an applicant's plea of nolo contendre, a guilty plea, a plea agreement, and/or a conviction.

6. Based on an applicant's felony criminal convictions and all other criminal convictions (felony or misdemeanor) relating to crimes involving the following, students will be **DENIED** admission or continuation in the associated program.

   - physical assault
   - use of a dangerous weapon
   - possession of a controlled substance
   - more than one (1) DUI/DWI within the last three (3) years
   - sexual abuse or assault of any person
   - embezzlement, fraud, dishonesty
   - crimes against property, including robbery, burglary, and theft

7. Additionally, for misdemeanor offenses, the Director will review students exhibiting patterned behavior of criminal history on a case-by-case basis to decide whether admission to the program is in the best interest of Florida SouthWestern State College, the associated Program, and the community.

8. If a background check identifies issues that the applicant considers inaccurate or incomplete, the applicant must address these concerns or issues with the Florida Department of Law Enforcement (FDLE) and/or the Federal Bureau of Investigations (FBI) for resolution. Florida SouthWestern State College is NOT responsible for rectifying any background inaccuracies on the accepted applicant's behalf.

9. All students must disclose any new arrests, criminal proceedings, and/or criminal convictions (felony or misdemeanor) while admitted and attending any School of Health Professions (SoHP) Program immediately.

10. FSW's SoHP Program Directors may deny admission into any Program based on their sole discretion and/or the following considerations:

    - The Director determines that admittance may jeopardize public health and safety

- The severity of the criminal activity.
- The amount of time that has elapsed since the crime was committed.
- Criminal activity which involved violence to, or abuse of, another person.
- The crime involved a minor or a person of diminished capacity.
- Whether the applicant's actions and conduct since the crime occurred are consistent with holding a position of public trust.
- Whether the applicant's criminal history reflects patterned behavior.

If you have any questions or concerns, please speak with your School of Health Professions Advisor or the Director of your associated Program.

FDLE/FBI Background Screening for Application/Clinical/Field Placement Policy

Acceptance and Understanding

I, _____ have read, understand, and accept the aforementioned information that

has been provided to me on this date of _____.

_____

Signature of Student

_____

Signature of Program Director or Representative

(*Complete the Document in your CastleBranch Medical Document Manager*.)

Informed Consent

As a student performing in clinical facilities, I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B and HIV (AIDS).

Neither Florida SouthWestern State College nor any of the clinical facilities used for a professional experiential learning experience assumes liability if a student is injured on the campus or in the clinical facility/experience during training unless the injury is a direct result of negligence by the college or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education.

Proof of health insurance is required before beginning your professional practice experience.

Every student is required to have liability insurance (which covers malpractice) while enrolled in courses involving professional practice. This insurance is automatically included in the lab fees for *HIM2814C Coding Office Experience* and *HIM2940 HIT Capstone Experience* courses.

Each student is responsible for the objectives and course requirements of each course in the curriculum. I hereby verify informed consent of the policies, objectives, course requirements and inherent risks involved in the education of Health Program students at Florida SouthWestern State College.

Print Student Name _____

Student Signature _____

Date _____   Student ID _____

(*Complete the Document in your CastleBranch Medical Document Manager.*)

Student Confidentiality Agreement

As a student enrolled in the Florida SouthWestern State College Health Information Technology program, I am aware of my responsibility for maintaining confidentiality of patient information that may become available to me in the course of my professional experiential learning experience. Florida SouthWestern State College prohibits the gathering of any patient information unless required for purposes of treatment, payment, or health care operations, and discussions of Protected Health Information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing, and other essential health care operations, peer review, internal audits and quality assurance activities.

I understand that Florida SouthWestern State College students provide services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of patients. I understand that it is necessary, in the rendering of services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected by federal and state laws. By signing this form, I agree not to electronically post or discuss any professional experiential learning experience or information regarding my experiences with any clinical agency, its staff, or its patients on any online forum (including but not limited to: email, websites, message boards, blogs, or social media networking websites).

I agree that I will comply with all patient information privacy/confidentiality policies and procedures. If I, at any time, knowingly or inadvertently breach/share patient information, I agree to notify the professional experiential learning experience coordinator immediately. I understand that a breach of patient confidentiality may result in criminal and civil penalties against me for violating federal and state patient information privacy laws.

In addition, I understand that a breach of patient confidentiality will result in being administratively removed from the professional experiential learning experience course and may result in suspension or dismissal from the Florida SouthWestern State College's HIT program.

I have read and understand the Student Confidentiality Agreement as stated above. By signing this document, I agree to abide by all policies or be subject to disciplinary action, which may include verbal or written warning, suspension, or expulsion. This does not alter the nature of the existing relationship between Florida SouthWestern State College and myself.

Student Name (printed)_____

Signature _____ Date _____

(*Complete the Document in your CastleBranch Medical Document Manager*.)

Health Information Technology Handbook
Acknowledgement and Acceptance

The student "Handbook" contains various provisions relating to the Health Information Technology (HIT) Program. This Handbook and these policies are NOT a contract with the program or the school. The policies and information contained within are subject to change at any time by the Florida SouthWestern State College Health Information Technology Program.

The student bears all responsibility for enrolling on time, in the appropriate courses, to meet all the program's requirements. I understand that it is my responsibility to schedule a meeting with the School of Health Professions Student Advisor, prior to registration each semester to discuss my course schedule. Failure to do so may adversely affect my intended graduation date.

Students must earn a passing grade in all the courses prescribed for the HIT curriculum. Students must maintain a GPA of 2.0 at the end of the semester for all courses attempted.

Students found cheating will receive an unsatisfactory grade in the course and be recommended for dismissal from the HIT program to the Dean.

Students must meet the health requirements of the affiliating clinical sites before entering the facility for their professional experiential learning experience.

Students in the HIT Program will be allowed to retake a course only once. This action is being taken to ensure the overall competency of the prospective graduates. This applies to those students that have received an unsatisfactory grade in ANY HIT Core Course.

Failure or withdrawal in any second attempted HIT course will result in the student being dropped from the HIT Program.

If a faculty member determines that a student has violated patient confidentiality, the student may be terminated from the program.

I, _____, have received a copy of (or viewed online) the Health Information Technology (HIT) Student Handbook from Florida SouthWestern State College, Fort Myers, Florida, which provides information about the HIT program, its rules and requirements, and its courses. I have read and understand the above statements and all the information provided in the Health Information Technology Handbook and agree to comply completely.

Student's Signature_____ Date: _____

(*Complete the Document in your CastleBranch Medical Document Manager*.)

Student Declaration of Meeting Technical Standards
for Admission to the Health Information Technology Program

I have read and understand the Technical Standards minimum qualifications necessary to perform the essential functions of a Health Information Technician listed below.

- Acquire and apply information from classroom instruction, laboratory experience, independent learning, and team projects.
- Communicate effectively in English in oral and written form with colleagues, clerical employees in Health Information Management departments, and other health professionals as part of the healthcare team.
- Communicate effectively in English in oral and written form with patients, attorneys, workers' compensation representatives, insurance companies, other third-party payers, and other individuals and agencies who need information from patient records or databases maintained in Health Information Management departments.
- Utilize computers and complete computer-based assignments in a timely fashion.
- Function (consult, negotiate, share) as part of a team.
- Read, interpret, and comprehend material used in HIM settings such as medical coding manuals, policies and procedures, and patient health information.
- Calculate mathematical information such as hospital statistics, budgets, and productivity information.
- Have the manual dexterity necessary to file medical records and cards as well as assemble paper medical record forms. (EHR and paper medical records)
- Have the visual and manual dexterity necessary to prepare office layouts and to design forms and computer screens.
- Operate equipment, word processors, transcription equipment, electronic movable files, copier, etc. (EHR and paper medical records)
- Synthesize information regarding health care outcomes for formal, verbal, and/or written presentation to health care professionals.

_____ I am capable of meeting these Technical Standards requirements.

_____ I am not capable of meeting these Technical Standards requirements. *

_____ I am capable of meeting these Technical Standards requirements with the following accommodations. * *(Attach a separate document)*

I, the undersigned, do hereby testify that I have read and understand the Technical Standards for Admission to the Health Information Technology Program and the above statements, as indicated, are true.

Name _____ Name _____ Date _____
              (printed)   (signature)

* Reasonable accommodation in compliance with the Americans with Disabilities Act will be provided on an individual basis. Students seeking accommodations should initiate their request with the ADAptive Services, Florida SouthWestern State College. Students will then discuss their needs with the appropriate course instructor(s).

(*Complete the Document in your CastleBranch Medical Document Manager.*)

Student Dress Code Acknowledgement

I, _____, do hereby affirm that I have read and understand the
       (print student name)
requirements outline in the Health Information Technology Program **Student Dress Code**. I
also understand that wearing any inappropriate dress will result in dismissal from the
experiential learning experience facility.

I understand that my dress code is a reflection upon myself as well as the program and college.

Student Signature_____ Date_____

      (*Complete the Document in your CastleBranch Medical Document Manager*.)