Health Information Technologies

2019-2020 Student Handbook
Welcome

Dear Prospective Health Information Technology Student:

Welcome to Marion Technical College’s Health Information Technologies! We are very pleased you have chosen this field. It is an exciting time in the Health Information Management industry.

Thank you for your interest in the Health Information Technology Programs at Marion Technical College. As a health information management professional you will have an exciting, challenging and dynamic career in addition to good pay and benefits. There is a great demand for this job, and our graduates have a recorded job placement of 90-100%. Once you have completed your program, you will be prepared to take a national exam demonstrating the competencies of the new health information management practitioner.

Marion Technical College strives to maintain the highest quality in our training program. Technical courses are taught online and are complemented with an online simulated electronic health record and other HIT software. Our program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) and will prepare you to take a national certification exam to become a certified coder or a registered health information technician (RHIT).

This Health Information Technologies Handbook will tell you about the programs and guide you through the program admission requirements.

Please feel free to contact me if you have questions, need further information regarding the program, or wish to schedule an advising appointment. Appointments can held in person, on the phone, or online,

Sincerely,

Christina

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The Margie White Director of Health Information Technologies
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Health Information Technologies Programs

MTC Health Information Technologies Program HIT includes the following majors:

Associate of Applied Science Degree

- Health Information Management (HIT) – Coding and Reimbursement Track
- Health Information Management (HIT) – Clinical Health Informatics Track

Certificates

- Medical Billing & Coding
- Clinical Health Informatics

Mission and Vision of MTC:

MISSION

Provide the region’s most accessible, supportive, and personal pathway to career success.

VISION

A highly educated workforce elevates the quality of life and contributes to a thriving community.

Mission and Goal of Health Information Technology Programs:

To provide health information technology students with a personal and professional learning centered education, in order to meet the career entry-level HIT learning competencies, and to attain the Registered Health Information Technician (RHIT) accreditation from the American Health Information Management Association (AHIMA) and/or coding certification from AHIMA or the American Academy of Professional Coders (AAPC) or a specialist in health informatics.

Student Goals of the Health Information Technology Program

To produce graduates who meet career entry-level HIT learning competencies and to attain accreditation by the American Health Information Management Association’s RHIT credential and/or the CCA, CCS, CCS-P or CPC coding credential; or a specialist in health informatics.
Health Information Technology - Coding and Reimbursement Track

Quality information is essential to all aspects of today's healthcare system. Health Information Management (HIM) is the body of knowledge and practice that ensures the availability of health information to facilitate real-time healthcare delivery and critical health-related decision making for multiple purposes across diverse organizations, settings, and disciplines. HIM professionals play a critical role in maintaining, collecting and analyzing the data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare. They are experts in managing patient health information and medical records, administering computer information systems and coding the diagnosis and procedures for healthcare services provided to patients. Health Information Management (HIM) professionals work in 40 different settings under 125 different job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions. This track leads to the RHIT credential.

Students in the Health Information Technology program will learn to:

- Review health records and verify completeness, accuracy, and appropriateness of data and data sources according to requirements and standards.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Actively apply the reimbursement policies and procedures in the use of clinical data, issues and systems and perform data quality reviews to validate code assignments as well as the completion of the UB04 and CMS1500.
- Collect, compute, analyze, interpret, and present statistical data related to healthcare services, including quality management, utilization management, risk management, medical research, disease registries, clinical indices.
- Apply legal principles, policies, regulations and standards for the control, use, and dissemination of healthcare information.
- Use software applications and technology in the completion of Health Information Management processes.
- Apply principles of supervision and leadership and the tools used to effectively manage human, financial, and physical resources.
- Recognize and problem solve situations within the healthcare environment.
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.
- Use appropriate electronic or imaging technology for data/record storage.
- Query and generate reports to facilitate information retrieval using appropriate software.

Medical Billing and Coding Certificate

Medical Billing and Coding Technicians or Health Information Technicians organize and manage health information data. They ensure that the patient information is high quality, accurate, accessible, and secure in both paper and electronic health records systems. Using various classification systems they code and categorize patient information for insurance reimbursement purposes, databases, and registries and to maintain medical and treatment histories. After completing the certificate program, one is eligible to sit for a coding credentialing exam through the American Academy of Professional Coders (AAPC) or the American
Health Information Management Association (AHIMA).

The Medical Biller/Coder or Health Information Technician field is growing faster than average. According to the US Bureau of Statistics Occupational Outlook Handbook this area of healthcare has a 15% growth outlook through 2024 and is expected to increase as the population ages. (BLS, January 2016)

Certification

Students who complete MTC’s Medical Billing and Coding certificate program are eligible to sit for the certification exam offered by either the American Health Information Management Association (AHIMA, 233 N. Michigan Ave., 21st Floor, Chicago, Illinois 606015800 ) www.ahima.org or the American Academy of Professional Coders (AAPC, 2480 South 3850 West, Suite B, Salt Lake City, Utah 84120, 800-626-2633, www.aapc.com). Other certification exams include the Certified Medical Biller, Certified Professional Medical Auditor, and the Certified Professional Compliance Officer; all through the AAPC. These certifications demonstrate the holder’s expertise in medical billing, auditing and regulatory compliance. Graduates typically pursue either the Certified Coding Associate credential (CCA) through AHIMA or the Certified Professional Coder Apprentice (CPC-A) through AAPC

Health Information Technology – Clinical Health Informatics Track

Health Information Management (HIM) is the body of knowledge and practice that ensures the availability of health information to facilitate real-time healthcare delivery and critical health-related decision making for multiple purposes across diverse organizations, settings, and disciplines. Health informatics is defined “as the science of evaluating, implementing, and utilizing technology to manage all information related to the patient care delivery process: clinical, financial, technological, and enterprise. The field draws contributions from computer science, health information management, the clinical sciences, social and organizational influences, and business practices- University of Illinois-Chicago.” HIM professionals play a critical role in maintaining, collecting and analyzing the data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare. They are experts in managing patient health information and medical records, administering computer information systems and coding the diagnosis and procedures for healthcare services provided to patients. This track leads to the RHIT credential as well as other recognized industry-related credentials.

Students in the Health Information Technology program will learn to:

- Selects hardware and software and use software applications and technology in the completion of Health Information processes.
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs building the installation, usage and maintenance of EHRs.
- Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs.
- Use appropriate electronic or imaging technology for data/record storage.
- Query and generate reports to facilitate information retrieval using appropriate software.
- Assess workflows
- Work with vendors
- Install and test systems
• Diagnose IT problems
• Train staff on systems
• Review health records and verify completeness, accuracy, and appropriateness of data and data sources according to the requirements and standards.
• Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
• Collect, compute, analyze, interpret, and present statistical data related to healthcare services, including quality management, utilization management, risk management, medical research, disease registries, and clinical indices.
• Apply legal principles, policies, regulations and standards for the control, use, and dissemination of healthcare information.
• Apply principles and supervision and leadership and tools used to effectively manage human, financial, and physical resources.
• Recognize and problem-solve situations within the healthcare environment.
• Apply policies and procedures to the use of networks, including intranet and internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.

Clinical Health Informatics Specialist

Students who complete designated coursework within the Health Information Technology associate of applied science degree are prepared to take Certified Healthcare Technology Specialist exams through the American Health Information Management Association and the CAHIMS exams through the Healthcare Information and Management Systems.

“As the nation moves toward industry-wide adoption of electronic health records (EHRs), the Bureau of Labor Statistics expects a shortage of about 50,000 qualified health IT workers to meet the needs of hospitals and healthcare affiliates. The Certified Healthcare Technology Specialist (CHTS) competency exams allow professionals and employers to capitalize on new technologies, procedures and careers.

The CHTS exams assess the competency of individuals seeking to demonstrate proficiency in certain health IT workforce roles integral to the implementation and management of electronic health information. The CHTS exams assess the competency of health IT professionals to:

• Assess workflows
• Select hardware and software
• Work with vendors
• Install and test systems
• Diagnose IT problems
• Train practice staff on systems

“CAHIMS is a new HIMSS health IT certification designed for emerging professionals within the industry (five years or less of experience). This certification demonstrates knowledge of health IT and management systems, facilitating entry-level careers in health IT. It is designed to be a career pathway to the CPHIMS credential (Healthcare Information and Management Systems).”
College Graduate Competencies

Marion Technical College believes that every graduate should possess a common set of skills regardless of the student’s major. These skills are collectively called the College Graduate Competencies, or CGC’s.

Assessment begins with a clear understanding of what students are expected to learn. College Graduate Competencies (CGC’s) are common to all areas of study and apply to all students. The individual sub-skills defined in each CGC are taught, reinforced, and/or periodically measured in various courses throughout the curriculum. The six CGC areas and statements are:

1. Communications: Communicate and write effectively.
3. Problem-Solving and Decision Making: Recognize and solve problems through analysis, evaluation, and synthesis to make informed decisions.
4. Interpersonal and Professional Behavior: Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism.
5. Information Technology: Use a computer to perform personal and professional tasks.
6. Diversity: Exhibit respect and sensitivity for individual and institutional differences.

Non-Academic Technical Standards for Entry Level Students

In the Health Information Technologies program HIT, certain physical and health requirements are necessary for the student to meet the standards of their program. These standards are requirements of our accrediting agencies and clinical affiliates. If you have any concerns regarding your ability to perform these standards, please contact Health Information Technologies at 740-389-4636. These standards include but are not limited to:

- Visual ability to read computer screens.
- Language skills to enable communication with patients, co-workers, and supervisors
- Emotional maturity and stability to function under physical and mental stress
- Ability to meet attendance requirements as outlined in this handbook
- Freedom from infectious diseases

Essential Functions and Graduate Level Competencies of the Entry-Level Employee

Intellectual/Conceptual
- Student must be able to exercise independent judgment. This includes, but not limited to, the following abilities:
  - Measure and calculate
  - Define problem, analyze data, develop and implement solutions
  - Reason and apply sound judgment
  - Question logically, recognize and differentiate facts from opinion and illusion, and distinguish the logical from the illogical and relevant from irrelevant
  - Participate fully in all professional/practicum experiences in the program
  - Understand and follow directions
  - Apply learned skills and knowledge to new situations
• Communicate effectively in formal and colloquial English in person-to-person, telephone, written and electronic media

Behavioral and Social
• The student must be able to exhibit appropriate professional conduct that includes but is not limited to the following abilities:
  • Fulfill commitments and be accountable for actions
  • Self-direct, self-correct and be responsible for one’s own learning and professional development
  • Deal with stress and maintain composure under pressure and time constraints
  • Willingly follow directions
  • Make decisions prioritize tasks and work on multiple tasks simultaneously
  • Work both independently and in cooperation with others
  • Recognize emergency situations and react appropriately
  • Maintain professional decorum and composure

Admission

To apply for acceptance into the Health Information Technology program, your application file should contain the following:

1. MTC Application for Admission and nonrefundable application fee.
2. American College Test (ACT) scores with a minimum composite score of 18, or successful completion of college-level required program courses with a minimum accumulative grade point average of 2.5 or higher.
3. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (algebra).
4. Final high school transcript (or GED results) and college transcripts (if applicable).
5. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
6. Completed Health Information Technology application.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

Criminal Background Checks

Students admitted to a program wanting to participate in an onsite practicum experience will be required to submit to a criminal background check conducted by Marion Technical College. Students with certain felony, misdemeanor, or drug-related arrests will be ineligible for an onsite experience. Additionally, potential employers for MTC Health Information Technologies graduates may require criminal background checks as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.
Drug Screening

Students admitted to a program wanting to participate in an onsite practicum experience will be required to submit to a drug screening. Positive drug screenings will result in dismissal from the program. Any student who refuses/fails to cooperate, or complete any required drug screening will be considered “positive” and dismissed from the program. All Health Information Technologies students may be subject to random drug screens for cause during the program.

Student-Faculty Conferences

Student-faculty conferences will be scheduled upon admission, at regular intervals, at the faculty’s discretion and as needed by the student. Topics discussed include required curriculum, student progress in the clinical and classroom areas, utilization of learning resources and other academic matters. Confidentiality and impartiality are maintained in dealing with student problems.

Academic Advising

Following admission counseling, you will meet with an administrator or faculty from your chosen program to discuss instructional program requirements. Your first semester class schedule will be discussed at this time. During your first semester of study, you will be assigned an academic advisor. Your advisor is available to assist you throughout your enrollment. After your first term, you should schedule an appointment with your advisor at two specific times throughout their enrollment: (1) To register for your second term; and (2) during the term after you have earned 40-45 credit hours toward an associate degree (usually around your third term, if attending fulltime or about 20 credit hours from program completion).

Tutorial Assistance

All tutoring services at MTC are administered by the Director of Student Support Services whose office is located in the Academic Success Center (BR 197). All tutoring services at MTC are offered to students free of charge and are available for most general education courses and for many technology courses.

Students must submit a tutor request form to Kathy Rice for all tutoring services except Online Tutoring services and open labs. Tutor Request Forms are available in the wall kiosk across from the women’s restroom in Bryson Hall, in the Student Services Department (BR 183), and electronically under the “MyMTC” tab on MTC’s website. MTC hires teacher-recommended students to work as peer tutors in many situations. Tutoring is offered by open table (small groups), one-to-one, online and open labs.

Tutoring in Health Information Technologies often occur using conferences within the Canvas course. Tutoring can be done one-to-one or by group.

Request for Special Accommodations

Marion Technical College is committed to serving students with disabilities by providing reasonable accommodations and other support services when approved. Students with a disability are highly encouraged to meet with the director of the Student Resource Center (SRC) during the admissions process. Students with certain types of disabilities may be eligible for special academic provisions. In order to receive
academic provisions, it is essential that you meet with the director of the SRC. A student who has received services from other institutions related to his or her disability should also contact the SRC director for possible continuation of those services at MTC. In all cases, it is the student’s responsibility to initiate contact with the director of the SRC. This contact in turn will introduce you to the services available in the Office of Students with Disabilities. Depending on the disability, accommodations might include additional time on a test, adaptive hardware or software, note taking, audio taped textbooks, tutors, success strategies, select advising, and advocacy to name a few. For more information about Disability Services, contact the director of the Student Resource Center (BR Room 183E).

Life Experience Credit

Students with work experience in a clinical setting may be granted life experience in certain technical courses if it is determined by the Department Director that the life experience fulfills the requirements of the offered MTC course. However, this does not apply to Professional Practice even if currently working in the field. Therefore, all students are required to complete Professional Practice. Please refer to the MTC catalog for additional information. In order to receive life experience credit, the student must:

A. Complete and return the Life Experience Credit form.
B. Submit supporting documents which must be completed by a person who has been the student’s immediate supervisor at least six months,
C. Pay the applicable Life Experience Fee.

Upon verification of experience and payment of fees, the student will receive credit for the individual course.

Credit-by-Examination

If you have qualifications from previous education, job training, self-study, occupational or other experiences, you may be able to earn credit in certain courses by successfully completing a proficiency examination. A maximum of 48-quarter hours of credit may be earned through exam, life experience, or any combination thereof. A $15 per credit hour, nonrefundable fee must be paid to the Business Office before proficiency examinations are taken. Courses available through credit-by-examination are denoted in your curriculum in the college catalog. Contact the Director of HIT or administrative assistant for additional information.

Transfer Credits

Courses equivalent to MTC courses that are completed at public or private higher education institutions accredited through regional accrediting associations recognized by the Council on Higher Education Accreditation (CHEA) by the U.S. Department of Education or the Guide to the Evaluation of Educational Experiences in the Armed Services shall be considered for applicable transfer credit. Credits from career, professional, and specialized schools and programs may also be submitted for evaluation and possible transfer. Learning experiences and courses successfully completed through Ohio Public Career and Bryson Hall adult programs transfer to MTC through the Ohio Career-Technical Credit Transfer (CT2) program (www.regents.ohio.gov/careertechtransfer) more information is provided below. Approval of transfer credits occurs through the department dean, director, or the Office of Student Records for courses pre-approved for transfer. Generally, courses must have been completed with a “C” (or a "satisfactory" on a satisfactory/unsatisfactory evaluation scale). (See "Successful Completion of Pre-requisite Courses" on Page
17.) A course completed at the “D” level will be transferred when a D-grade in the same course is accepted toward graduation by MTC students in the normal MTC course. At least 17 credit hours for any degree program must be earned at MTC, of which 12 must be in technical courses in all applied degree programs. The AA and AS degrees must also complete 17 credit hours at MTC but are excluded from meeting the technical course credit hour requirement. The number of transfer credits accepted toward the degree or certificate will vary depending upon how well they match course requirements for your program. For more information on transfer of credits, please visit page 33 of the MTC Student Handbook https://www.mtc.edu/wp-content/uploads/MyMTCDocs/StudentHandbook.pdf.

Professionalism

Today’s health care employer puts great emphasis on professionalism. Please refer to the Professionalism Policy included in this handbook for a detailed listing of standards.

Student Professional Objectives

Students are evaluated in their technical courses and in their practicum setting based on the College Interpersonal and Professional Graduate Competency. Objectives will be provided with your first technical course.

Acceptable Grades

To assure that students are functioning at the expected performance level, a grade of “C” or better must be achieved in all required courses. A minimum 2.5 accumulative grade point average is required in the program courses for admission, and a 2.0 accumulative grade point average is required for continuance and completion of HIT program. Courses in which the student receives a grade of “D” or “F” must be repeated to complete the program. The course may not be offered until the following year, interrupting the student’s sequence of program and practicum experience. Upon failing a technical course, the student will lose their seat in the program and must re-apply prior to re-taking the technical course. Grading policies are outlined in detail in each individual course syllabus. Official grades are posted in each student’s My Info. Grades in Canvas are not official grades.
Incomplete Grades

“I” indicates that (a) your course work is qualitatively satisfactory, but for legitimate reasons a small amount remains to be completed and (b) your academic record justifies the expectation that a passing mark would have been obtained if you had completed all course requirements.

You must complete the work no later than six weeks into the subsequent term. (Note: The only exception to this procedure would be “incompletes” given for the spring term. In this case, you have six weeks into the following fall term to complete work.) If the work is not completed within the time provided, the grade will revert to an “F”.

Late Homework Policy

Students are expected to turn work in on time. Late homework will not be accepted, unless the student has notified the instructor and at the instructors discretion an extension is granted. Assignments considered late will receive a grade of zero. However, since course material does build, students are encouraged to turn in late assignments to keep up with class skills to be successful. Homework is due by Saturday at 10pm. However, at times we realize life happens and with instructor permission, homework can be accepted through the following Tuesday at 10pm without penalty. Do note: Instructor permission is required to receive the no penalty with extension.

Student Academic Improvement Notice

If by the fifth week of any term, it becomes evident that your academic work is less than satisfactory (less than a grade of “C”), your instructor will provide you with a midterm evaluation report describing the areas in which you are deficient. You must then meet with your advisor to discuss any difficulties you may be experiencing and together develop strategies for improvement.

Student Progress Alert

A student may be placed on Progress Alert as a formal indicator of a need for improvement in a technical course, when the student is not meeting criteria as defined in the course syllabus. The student is made aware of specific areas in need of change and is given the opportunity to show improvement. Each individual situation is unique and is discussed with the student. During this period of Progress Alert, the student is expected to work closely with the HIT faculty to improve in the specific area of difficulty. A contract with guidelines for improvement/change will be developed, read, and signed by the Director of HIT as well as the student. The contract is not final until reviewed and signed by the Director of HIT. Student progress will be reviewed regularly with the student for the duration of the technical course for that term. If the student does not show improvement, a grade of “D”/“unsatisfactory” will be recorded for the course.

Appealing a Grade (Refer to the end of this document for Grading Policies and Procedures)

Students, who feel the grade they have earned for a particular assignment or course is not accurate and wishes to appeal the grade, are responsible for initiating the procedure outlined below:
1. Communicate your concerns with the instructor.
2. If results of meeting with the instructor are not satisfactory, discuss your concerns with the director of the department.
3. If results of meeting with the director of the department are not satisfactory, discuss your concerns with the Dean of Technical and Professional Studies.
4. If results are still not satisfactory, you may discuss your concerns with the Vice President of Academic Affairs/Chief Academic Officer. The Vice President and Chief Academic Officer’s decision is final on all matters concerning grades.

**Attendance**

A student shall demonstrate a commitment to learning as exhibited by attending all scheduled course meetings, being punctual for each class, and completing all assignments. A student who must miss class meetings should inform their instructors of the reasons for absences. Attendance for online courses is determined by completing assignments by the due date. Faculty often include classroom participation and attendance in student grading and evaluation. The instructor will clearly communicate expectations and grading policy in the course syllabus. Students who expect to miss several class sessions for personal, professional, religious or other reasons are encouraged to meet with their academic advisors to consider alternative courses prior to registration. Marion Technical College is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs (Federal grants and student loans) and/or who receive educational benefits through the Department of Veterans Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported by each instructor, and can result in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.

**Program Completion**

The Associate of Applied Science degree in Health Information Technologies is designed to be completed within five semesters. In the event that you are not able to complete the program in consecutive semesters, you will have 12 semesters from your initial start date to complete the Associate of Applied Science degree technical courses. If your re-entry into the program extends you to complete the program beyond the 12 semester limit, you will be required to take the technical courses that fall outside the 12 semester time span.

**Return after Medical Absence**

A student who has been absent due to illness, injury, surgery or pregnancy may require a physician’s statement verifying the student’s medical condition, when the student is able to return to class, detailing student safety, and any necessary accommodations prior to returning to their scheduled classes. It is important the instructor is notified before the absence takes place.

**Dismissal**

The HIT Department reserves the right to recommend the withdrawal of a student who appears academically and/or personally unable to fulfill professional responsibilities in the HIT or Medical Billing and Coding programs. Such decisions would be reached only after consultation with the student. If a
student is removed from their professional practicum site due to performance issues, they will not be re-assigned. Therefore the Professional Practice would be considered incomplete, which would turn into a grade of ‘F’.

Readmission to Program

Students may request formal readmission into the program in accordance with current admission requirements. Readmission into the program will be based upon seat availability, past scholastic and clinical performance. Performance will include behavioral objectives which address cognitive, psychomotor and affective domains. All requests for readmission must include the semester you wish to return and requested graduation date along with current mailing address. All requests should be addressed to the Director of HIT.

Academic Renewal

If you have returned to MTC after an absence, you may be eligible to have your accumulative grade point average reviewed and recalculated so you can resume your education with a “fresh start”. This policy puts into practice the College’s ideal of offering a second chance to students who seek self-improvement through education. If you are a qualifying returning student, contact the Director of HIT or administrative assistant for an academic renewal petition form.

Student Evaluation of Teaching

You will periodically be requested to complete an evaluation for HIT courses related to your instructors and courses. Please provide candid, constructive, feedback regarding the quality and/or quantity of services provided. Both positive and negative feedback is desired, particularly comments that specify what pleases or displeases you and recommendations for additions, deletions, and/or changes in services provided. If you have concerns about instructors, you should always attempt to first discuss them with your instructor. Should you desire further discussion, speak next to your department director, Dean of Technical and Professional Studies, and if necessary, finally, with the Vice President/Chief Academic Officer.

Student Evaluation of Program

Prior to graduation, you will be requested to complete a Program Evaluation of your individual curriculum/program. Please provide candid and constructive feedback. This tool is designed to assist the College with specific curriculum and program corrections, additions and deletions.

Professional Practicum Requirements
(For students who complete an on-site experience)

Medical Physical

Students in a program wishing to participate in an onsite practicum experience must complete a Medical Physical to verify good health before they register for their clinical/practicum courses. Physical must be within 6 months of the start of the practicum. A student may not participate in the practicum course until the Medical Physical is complete and the documentation is submitted to the Health Technologies
Administrative Assistant. The physical includes a rubella titer, Rubeola titer, mumps titer, varicella titer, RPR or equivalent, urinalysis, CBC, an annual TB skin test and a current tetanus/diphtheria booster. In addition, each student is required to complete a hepatitis B immunization series (must have documentation of first two injections to start clinical) if they have not previously received it. The student must submit the following documentation to the HIT department:

- Medical Physical form that must be signed by both physician and student
- Documentation verifying diagnostic screening results
- Immunization history
- Tuberculosis Testing Record

All records will be maintained by the Health Information Technologies department, and once submitted, become the property of the department and cannot be released.

Students must also meet the same requirements as the employees of the clinical/practicum site affiliate. These may include, but are not limited to the following:

- Random drug testing;
- CPR training;
- HIV testing if potentially exposed to blood borne pathogen;
- Criminal background checks
- Submission to treatment/counseling if potentially exposed to infectious disease (HIV, TB, and Hepatitis)

**Responsibility for Treatment**

The student participating in an onsite clinical/practicum experience will receive a Responsibility for Treatment form with their packet of information at the start of the experience. The student is required to return the completed form to the Health Technologies Administrative Assistant verifying that the student will assume the cost of treatment or care for any injury or medical condition incurred during the course.

**Student Professional Liability Insurance**

Students are required to obtain professional liability insurance prior to enrolling in their practicum courses. Clinical contracts for students with outside agencies require this insurance coverage before a student is permitted to participate in a clinical/practicum experience. This fee will be included with tuition fees.

**Agreement to Respect Patient Confidentiality**

The student enrolled in a practicum experience will receive an Agreement to Respect Patient Confidentiality form with their packet of information at the start of the course. The student is required to return the completed form to the Health Technologies Administrative Assistant verifying that the student will honor and abide by the rules of patient confidentiality. Violation of confidentiality will result in disciplinary action that may include dismissal from the clinical/practicum experience and an unsatisfactory grade for the course.
Academic Misconduct

If you violate the Marion Technical College Code or the Health Information Technologies Code of Expected Conduct, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct is grounds for probation or immediate dismissal. Please refer to the Health Information Technologies Student Code of Expected Conduct with Corrective Action Policy in the “Policies” section of this handbook. Examples of dishonest or unacceptable scholarly practice at Marion Technical College include but are not limited to:

1. Work copied verbatim from an original author; work copied practically verbatim with some words altered from the original without proper credit, i.e., reference citations, being given. A copyright explanation and more information is available at www.copyright.com.
2. Copying answers [and/or electronic data] from another’s test paper, quizzes, notes, book, etc.
3. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students.
4. Falsification of clinical, practicum, or laboratory records.
5. Plagiarism – using someone else’s ideas or words as your own. In an educational setting you can avoid plagiarism by providing appropriate source documentation. For more information on plagiarism, visit www.plagiarism.org.

Harassment/Discrimination

Rule 3357:10-1-45 Title IX: Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct is available to you in the President’s Office or Human Resource Office.

Marion Technical College’s policy against sex discrimination and harassment is applicable to discrimination and harassment on all bases protected by law, such as race, color, national origin, sex, disability, age, military status or sexual orientation.

Marion Technical College prohibits sexual harassment of its employees and students. It is a violation of this College policy and of federal/state law for any employee or student to sexually harass another employee or student, or to condone such conduct by any employee, student, or third party. A violation of this policy may result in disciplinary action up to and including dismissal or other action as appropriate. It is everyone’s responsibility to maintain a discrimination and harassment-free work and educational atmosphere.

Consensual romantic and sexual relationships between supervisor and their employees or between instructors and their adult students are strongly discouraged. Consensual romantic and sexual relationships between employees and minor students (under age 18), under Ohio Revised Code Section 2907.03 (A) (8), is a third degree felony and is strictly prohibited.

Student Conduct: College Code (This information can also be found in the MTC Student Handbook 2107-2108)

Purpose

In order to promote a safe, engaging, and respectful learning environment for students, faculty, and staff, the college has defined and outlined expectations and actions necessary to maintain such an environment.

Definitions

A. The term “college” means Marion Technical College.
B. The term “student” means any person enrolled in a course(s) at Marion Technical College at the time of the alleged violation of this code, or any person on college or college-related premises, for any purpose related to registration for enrollment on the campus.

C. The term “registered student organization” means a group or association of students who has received recognition from the Office of Student Activities.

D. The term “student publication” means written material, including but not limited to brochures, newsletters, and special interest material edited and/or published by students for distribution to members of the campus community.

E. The term “college document” means any MTC record or form, whether written or created in an electronic format.

F. The terms “college premises” and “college property” means all property, equipment, lands, buildings, and facilities owned, leased, used, on loan to, or controlled by MTC.

**Procedure**

These procedures apply to any grievance/complaint that may arise in matters of general administration and matters involving rights that directly affect the personal interest and well-being of students. All problems involving grades are excluded from the scope of this policy. A student believing that he or she has a legitimate claim arising from the action(s) of a person(s) acting for the college may file a grievance or complaint under these procedures. The Chief Strategy Officer shall serve as advisor/interpreter of all matters pertaining to this policy.

If a student believes that he or she has a grievance or complaint, an earnest effort shall be made to settle such differences immediately in the following manner:

**Step 1.** The student shall meet with the person against whom he or she has a complaint (within five [5] class days). If there is no resolution of the problem, the student shall submit the complaint to the director of the program. If no resolution, the student shall proceed with Step 2.

**Step 2.** The student shall document the grievance in writing (or by completing a grievance form) and submit it to the appropriate department dean or respective department head within five (5) class days after completing Step 1. The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to the complaint, reasons in support of the complaint, and the remedy or remedies requested. The written complaint should also note what attempts were made at informal resolution and should include any evidence pertinent to the issues identified. The department head shall provide the student with a written decision within five (5) class days of receiving the complaint or grievance form.

**Step 3.** Upon receipt of the written disposition, the student shall respond in writing whether the decision is satisfactory or dissatisfactory. If the student is not satisfied with the decision given in Step 2, he or she shall within ten (10) class days forward the written grievance or complaint and department head’s decision to the Chief Strategy Officer for consideration. The Chief Strategy Officer shall provide the student with his or her written decision within 20 class days of receiving the complaint or grievance form.

**Step 4.** Within ten (10) class days of receiving the written disposition from the Chief Strategy Officer, the student shall sign the form and indicate whether the decision is satisfactory or dissatisfactory. If the
student is dissatisfied with the decision, he or she may request a review by the college president. The review shall take place within 20 class days after it is requested.

Step 5. The college president shall present his or her decision to the student. The president’s decision shall be considered final and is the last step internally for due process.

To file a complaint, a student may complete the online student complaint form available on the MTC website.

**Record of Student Complaints**

To comply with federal regulations and institutional accreditation regulations, the President’s Office will keep a record of all formal, written student complaints received by the college. Formal, written complaints that are signed by a student and addressed to and received by the president, vice presidents, academic department deans or directors, or administrative department directors will be recorded.

For purposes of this procedure, **student** is defined as (1) an individual who is currently enrolled, (2) an inactive student who has attended within the past academic year that can return without reapplying for admission, and (3) a graduate of less than two years.

A student who files a written complaint or grievance should be aware that information pertaining to the complaint must be shared with institutional accrediting agencies. Appropriate measures will be taken to preserve student privacy and ensure anonymity for complainants.

College representatives who receive a complaint as defined above are required to submit information to the President’s Office for the official **Record of Student Complaints**. The records and disposition of any formal complaint or grievance shall be maintained separate from academic records in the President’s Office for a minimum of three (3) years.

**Appeals**

The right of appeal, for any parties involved, is guaranteed by way of appeal to the Dean of Student Services. Questions regarding this process should be directed to the Dean of Student Services.

**Disciplinary Action**

If you violate the Marion Technical College Code of Conduct, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct are grounds for probation or immediate dismissal. In a technology that includes employment internship, good standing with the cooperating employer is expected and is essential for continuation in the program.

**Charges**

Any student, registered student organization, faculty, and/or staff member may file charges with the Dean of Student Services against any other student, registered student organization, faculty, or staff member for
actions happening on-campus or off-campus at any college sanctioned event or activity. Actions that warrant such charges include, but are not limited to:

**Misuse of Electronic and Computing Resources**
Use of college electronic and computing resources must comply with all federal, Ohio, and other applicable laws; all generally applicable college rules, policies, and directives; and all applicable contracts and licenses.

**Academic Misconduct**
Including all forms of academic misconduct wherever committed, illustrated by but not limited to cases of plagiarism and dishonest practices in connection with examinations. (See Page 20 of the MTC Student Handbook for more information.).

**Disorderly or Disruptive Conduct**
Disorderly or disruptive conduct that interferes with college authorized activities.

**Endangering Health or Safety**
(Intentional or negligent) — Taking or threatening any action that endangers the safety, physical or mental health, or life of any person whether intentionally or because of recklessness or gross negligence.

**Destruction of Property**
Intentionally or negligently damaging, destroying, or defacing college property or property of any person while on college premises or at a college-related activity.

**Theft/Unauthorized Use of Property**
Theft or unauthorized use of college property or property of any person while on college premises or at a college-related activity.

**Sexual Harassment/Misconduct**
Physical or non-physical contact of a sexual nature, or conspiring to commit any act, that injures, degrades, disgraces, or tends to injure, frighten, degrade, or disgrace any person.

**Unauthorized Presence**
Unauthorized entrance or presence in any facility on college premises.

**Dishonest Conduct**
Conduct including, but not limited to, making a false report of an emergency, false accusation of misconduct, forgery, alteration of college documents, or submitting information known by the submitter to be false.

**Failure to Comply with College Authority**
Failure to comply with legitimate directions of college officials in performance of their duties, including, but not limited to, following prescribed emergency procedures, and violation of the terms of a disciplinary sanction.

**Possession of Dangerous Weapons or Devices**
Possession or keeping of a firearm, weapons, or dangerous devices of any description in any area of the college premises or at a college-related activity unless authorized by an appropriate college official or permitted by college policy.
Use, Possession, or Distribution of Illegal Drugs and Alcohol
Use, possession, or distribution of illegal drugs or alcohol on college premises, college-related premises, or at a college function except as authorized by law and college policy.

Communicable Diseases
Any person who poses a threat to another due to a communicable disease may be counseled and appropriate action taken depending on the nature of the disease. Infectious and/or nuisance diseases such as chicken pox, strep throat, scarlet fever, head lice, tuberculosis, hepatitis, impetigo, pink eye, etc., are all included. A physician’s statement indicating that the person is not of danger to others/free of infection/nit free may be required before the person is permitted to return to campus.

Tobacco
The college prohibits the use of tobacco, in any form, in any building, parking lot, sidewalk, or other part of the Marion Campus.

Gambling
Playing a game for money or for something of value or selling, bartering or disposing of a ticket, order or any interest in a scheme of chance, by whatever name, on college premises or at a college-related activity is prohibited.

Pets
No pets are allowed in any campus building at any time (except those that assist disabled persons).

Procedure
This procedure is used when a student is accused by another student, faculty, or staff member of violating the college code. Charges against a faculty or staff member are referred to that employee’s vice president and/or the Director of Human Resources.

Depending on the seriousness of the violation, the student may be given an interim suspension while the investigation is conducted and during the hearing process.

A. Complaint made:
   1. A complaint is made in writing to the Chief Strategy Officer.
   2. A preliminary investigation is conducted by the Chief Strategy Officer (or designee); if the student is believed to be in violation, an Administrative Meeting is scheduled.

B. Administrative Meeting*:
   1. The student is presented with the charges, & sanctions are set, by the Chief Strategy Officer.
   2. If the student does not admit the violation or accept the sanctions, the student may request that a Judicial Committee Hearing be scheduled.
   3. If the student fails to attend/respond to this meeting, charges and sanctions are presumed acceptable.

C. Judicial Committee Hearing*:
   1. This committee consists of two students and two faculty or administrators.
   2. The student is officially notified of charges, the alleged regulation violated, witnesses, and the time of the hearing.
   3. The student may be found not in violation; if so, the case is dismissed.
   4. If the student is found in violation, sanctions are determined.
5. If the student chooses to appeal, the college president may review the case.

D. President’s Review:
   1. The president may reverse or affirm the Judicial Committee’s decision.
   2. Any further appeals must be directed to a state, local, or civil Court of Appeals.
   3. Victims of crimes of violence or non-forcible sex offenses may request in writing the results of campus disciplinary proceedings.

*An audio recording will be made at these hearings.

**Appeals**

The right of appeal, for any parties involved, is guaranteed by way of appeal to the Dean of Student Services.

**Certification**

Upon successful completion of the program, you will be eligible to take the appropriate certification examination offered by the respective agency:

- American Health Information Management Association
- American Academy of Professional Coders

**Next Steps:**

After reading the above information, please contact Christina Manley at 740-386-4105; manleyc@mtc.edu or Kaley Haas at 740-386-4220; haask@mtc.edu to discuss further steps. An advising checklist will be completed with your assigned advisor. If your advisor believes you have met all the requirements of the program in which you wish to apply, you will be directed to complete the application to that program.
Policies and Procedures

Marion Technical College Health Programs
Student Agreement to Respect Confidentiality, Privacy, and Security

Maintaining confidentiality, privacy, and security is a key principle in today's health care setting. The purpose is to promote trust in professional relationships between patient/family members and individuals working in the health care environment, facilitate truthful and complete disclosure of information by patients, and protect patients, health care providers, and health care facilities from harm by preventing disclosure of information. Some information may be harmful to an individual's reputation, personal relationships or employment.

Confidentiality carries the responsibility for limiting disclosure of private matters. It includes the responsibility to use, disclose, or release such information only with the knowledge and consent of the individual. Privacy is the right of an individual to be left alone. It includes freedom from observation or intrusion into one's private affairs and the right to maintain control over certain personal and health information. Security includes physical and electronic protection of the integrity, availability, and confidentiality of computer-based information and the resources used to enter, store, process, and communicate it; and the means to control access and protect information from accidental or intentional disclosure.

Confidential information includes but is not limited to: patient information, medical records, hospital/medical office information, pharmacy, physician information, employee records, and any situation which may be encountered in the course of your clinical/practicum experience and on campus. Maintaining confidentiality means to share information only with other healthcare professionals who have a “need to know” the information to provide proper healthcare for that patient and/or to conduct business within the health care setting. Obtaining and sharing information in which there is not a “need to know” is a violation of confidentiality. Sharing any information about your observation or clinical practicum site or staff is a breach of confidentiality per HIPAA. To ensure confidentiality, privacy, and security, cell phone usage is not permitted during observation hours or while in any professional practice experience.

Information that is a benefit to the learning experience may be shared with an instructor or other students as part of a classroom assignment. Information must exclude patient identifiers/confidential information. As part of a learning experience, this would be considered a legitimate “need to know”. Sharing this information outside of class is a breach of confidentiality.

A common way in which information is shared unnecessarily is through casual conversation. Sometimes a patient or a situation is very interesting and information is shared with one's own family, friends, or co-workers who are not involved with that patient. Simply mentioning that you saw an individual in a healthcare setting is considered a breach of confidentiality. Other times, information is shared inadvertently. Two employees, both needing to know information about a patient, discuss the case in the elevator or in the cafeteria, and a visitor overhears the information. This illustrates why it is imperative to limit clinical discussions to non-public areas.

Records such as any part of a patient's chart, are not to be read by individuals other than those having a “need to know”. Retrieving information from a computer also falls into this category. A “need to know” refers specifically to work needs. Looking up testing for a friend or a family member is not acceptable "need to know". Friends and family need to learn of their lab data results from the ordering physician.
Agreement requiring student signature:

I, ___________________________________ have read the above information regarding confidentiality, privacy, and security and I understand the importance of keeping all information I encounter during observation or a professional practice experience in confidence. I agree to maintain confidentiality in the healthcare site and will not divulge any healthcare information outside the healthcare site. I will not access or try to access patient or healthcare information without the approval of the professional practice site. I understand that cell phones are not permitted during observations or a professional practice experience. I will not remove records, papers, medications or specimens from the healthcare site without permission. I will not take notes of any confidential information and remove it from the healthcare site. I agree that I will not take pictures of patients or of confidential information. I agree to use caution when discussing confidential matters in the healthcare site to avoid being overheard in any public area. I understand that violating this policy may prohibit me from admission to any MTC allied health program, or result in my removal from the professional practice, a failing grade, and dismissal from the program. I will continue to maintain confidentiality, privacy, and security with any information I encounter during my learning experience after I have completed my courses at Marion Technical College.

(Print) Name: ___________________________________________________________ Date __________________________

Signature: ________________________________________________________________

Student ID: __________________________
SUBJECT: CRIMINAL BACKGROUND CHECK

PURPOSES: To screen applicants in all Health programs to promote patient safety and fulfill state mandated requirements for all patient groups.

POLICY:

Criminal background checks will be conducted on all Health students prior to acceptance into the requested program or clinical placement. Background checks will be facilitated by Marion Technical College and conducted by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI), pursuant to Ohio Revised Code ORC 109.572 Criminal Records Check. Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records.

PROCEDURE:

1. State criminal background investigations must be completed by all students entering Health programs and upon requirements of affiliated training sites.
2. Federal criminal background investigation must be completed if a student has not been a resident of Ohio for the past 5 years. FBI checks will also be conducted based upon specific program admission requirements due to affiliated training site requirements.
3. Some affiliated training sites may also require additional background checks such as Excluded Parties Exemption System (EPLS).
4. Students are required to disclose ANY criminal background at the time of the initial appointment and prior to the professional practice experience with a Health faculty/staff representative.
5. If a criminal background is self-disclosed by the student, Marion Technical College may conduct a formal background check at that time. The background check may be conducted prior to formal application to the program at the student’s expense.
6. Students with confirmed criminal background(s) will be evaluated on an individual basis. It is not the responsibility of Marion Technical College to arbitrate any information regarding the findings of the background check.
7. The school will maintain confidentiality of these records related to the background investigation(s) with the number of persons authorized to review results on a “need to know” basis.
8. The cost of the criminal background investigation will be included in the lab fees.
9. Students with certain felony, misdemeanor, or drug-related convictions will be ineligible for admission into the program pursuant to the Ohio Revised Code.
10. Students who have a criminal background record but do not have a disqualifier based on the Ohio Revised Code will be required to sign a memorandum of understanding explaining that a clinical/practicum experience is not guaranteed due to future affiliate site requirements and they may also be prohibited from licensure and employment. Students also have the right to correct or complete any information gained from their criminal background check.
11. Refusal to complete or cooperate to complete a criminal background check will prohibit the student from admission/continuation in the program.
12. The initial Marion Technical College criminal background check will be valid as long as the student remains a continuous student. If the student interrupts his/her program for one year or more, a new criminal background check must be completed prior to re-enrollment or program exit.
calendar year or longer, a new criminal background check will be required upon his/her re-entry/acceptance into a Health program.

13. Students are to remain free of disqualifying convictions while enrolled in the program. Students are required to notify the Dean or Director of their respective program within one week of any conviction that occurs during the student’s acceptance/enrollment in the program regardless of adjudication/deferred sentencing. Disclosure of the judicial information by the student must include appropriate documentation. (i.e. Judgment Entry of Sentencing.)

14. Potential employers for MTC Health programs may require criminal background investigations as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug related arrests may be ineligible for employment. Any criminal background may preclude an individual from employment. Therefore, completing a MTC program does not guarantee future employment.

15. Students requesting copies of criminal background checks will be required to sign the BCI & FBI Dissemination Log.

Authorization

Debbie Stark, MBA, BS
Dean of Technical and Professional Programs

Health Director: Health P&P Criminal Background Check

Revised & Approved 8.7.17; 4.26.19.19
SUBJECT: DRUG SCREENING FOR PROFESSIONAL PRACTICE EXPERIENCE

PURPOSES: To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

POLICY:

Students are prohibited from possessing, using or consuming, and/or being under the influence of illegal drugs or alcoholic beverages on college premises and affiliated training sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student’s performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or professional practice performance. Note: While the State of Ohio legalized the use of marijuana for medical purposes, with the approval/prescription of a licensed medical professional, the use of marijuana is still considered illegal by the federal government. As MTC is a recipient of federal Title IV funds for student financial aid, we cannot allow the use, distribution, and possession of medical marijuana on our campus. Students are also expected to follow affiliate training site drug/alcohol policies and procedures. Students taking medication who may appear impaired or unsafe may be asked to leave the campus laboratory/classroom or affiliated training site. The student who has been asked to leave will need to meet with the Director of their Health Program before being allowed to return to class or the affiliated training site.

Positive drug or alcohol screenings as a result of routine random and/or periodic drug screens required throughout the program will result in removal from the classroom or affiliated training site, an unsatisfactory grade for the professional practice course and it’s corresponding on-campus course, and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at or above the established industry standard threshold limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the drug screening policy/procedure will be subject to dismissal from the program. A student dismissed from a program may request readmission based upon current admission policies and may also need to provide written documentation of treatment and counseling. In addition, students will be subject to random and/or periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

PROCEDURE:

1. Students in any Health program including a clinical, practicum or professional practice experience will be required to submit to random and/or periodic drug screening any time after
admission to the program and throughout the entire duration of the program. Any Health students may be subject to drug screenings for cause during the program.

2. Upon request, student will submit to a drug screening facilitated by Marion Technical College and conducted by an approved facility selected by Marion Technical College.

3. Any student who fails to complete a screening by specified deadline will be considered “positive”.

4. Any student who refuses/fails to cooperate will be considered “positive”.

5. Any student who provides a contaminated/inadequate specimen will be considered “positive”.

6. Any student who leaves for any reason prior to successful completion of the drug screening will be considered non-compliant and “positive”.

7. Student must authorize (consent) to release test results to MTC per normal reporting procedures.

8. Payment of the initial authorized drug screenings will be charged to students through laboratory fees. Students providing unauthorized drug screens will be responsible for all expenses incurred.

9. Any student who provides a “negative dilute” specimen will be retested within 24 hours of program notification at MTC’s expense. The testing facility will be directed to do an “observed” specimen for the retest.

10. Positive drug screens are considered to contain the presence of at least one unacceptable substance, at or above the established threshold limit. Confirmation tests are performed on all positive test results. Positive results due to prescription drugs will require the student to demonstrate they possess a legal prescription.

11. Refer to the Substance Abuse Policy for further procedures regarding confirmation of drug use in the classroom or professional practice, practicum, or clinical experience.

Authorization

Debbie Stark, MBA, BS
Dean of Technical and Professional Programs

Approved 5.22.17; Revised 5.3.19

Health Director: Health P&P Drug Screening
SUBJECT: GUIDANCE AND REFERRAL COUNSELING, MENTAL HEALTH RELATED

PURPOSES: To provide referral for individuals needing guidance and counseling services. Including drug and alcohol treatment.

POLICY:

Although mental health related counseling services are not available on campus, guidance and counseling services are readily available in the community.

PROCEDURE:

1. The criteria for referral to counseling are:
   a. An individual requests a referral to counseling services.
   b. An individual who is experiencing a crisis.
   c. An individual who is a potential threat to others or self.

2. For assistance and appropriate referrals, students or Faculty may contact either:
   - Mike Stuckey, LPCC, Director of Marion Technical College Foundation at 740-386-4171.
   - Jenifer Montag, Director of Disability Services at 740-386-4222.
   - Faculty will notify the Behavior Intervention Team.

Resources that the student may be referred to are:

- Care Line
  320 Executive Dr.
  Marion, OH 43302
  740-383-2273

- Center Street Community Health Center/Behavioral Health Services
  136 W. Center St.
  Marion, OH 43302
  740-387-5210

- Marion Area Counseling Center
  320 Executive Dr.
  Marion, OH 43302
  740-375-5550

- Maryhaven
  333 E. Center St.
  Marion, OH 43302
  740-375-5550
- Turning Point
  330 Barks Rd. West
  Marion, OH 43302
  740-382-8988 (For victims of domestic violence)

- Crisis Line
  1-800-232-6505 (24 hour emergency assistance over the phone to persons in emotional crisis)
  911 if warranted

_________________________________
Authorization
Debbie Stark, MBA, BS
Dean of Technical and Professional Programs

Health: P&P Guidance and Counseling
Revised & Approved 8.7.17
Revised & Approved 5.3.19
SUBJECT: HEALTH SERVICES

PURPOSE: To provide referral and emergency assistance on campus.

POLICY:

The Health faculty may provide referral and emergency assistance to students and staff seeking health services.

ON CAMPUS PROCEDURE:

1. Students are required to complete an MTC Responsibility for Treatment form during Orientation, acknowledging responsibility for treatment at their own expense.

2. When an individual seeks health services, Health faculty may refer the individual to his/her physician or other health care facilities/services.

3. When an individual has a health-related emergency, the Health faculty may call 911 for emergency assistance. Any additional expense for emergency transportation is at the student’s responsibility.

4. An AED is available to trained personnel, located in the Health Technologies Center Lobby.

5. If a student declines assistance, the refusal should be documented within 24 hours on an official MTC Incident Report, which can be obtained through the Business Office or on the MTC intranet.

6. If a student incurs an injury/exposure in a health program lab or on campus, the health personnel will make immediately available to the individual a confidential medical evaluation and follow-up through OhioHealth WorkHealth located at 165 W. Center Street, Marion, Ohio. If exposure or injury occurs after regular hours of OhioHealth WorkHealth, the individual should report to the OhioHealth Marion General Hospital Emergency Room. All expenses incurred for evaluation and follow-up will be the responsibility of the student.

7. An official MTC Incident Report as well as a Student/Employee Incident Report Form for Bloodborne Pathogen Exposure (if applicable) should be completed immediately by the involved Health personnel and student(s).

Authorization
Debbie Stark, MBA, BS
Dean of Technical and Professional Programs
Approved 4.15.16; revised 4.25.19
Revised 2.20.19
Health Directors: Health: P&P Health Service
SUBJECT: HEPATITIS B AND OTHER IMMUNIZATIONS

PURPOSES: To ensure a state of optimal health and safety for the Health student in the campus laboratory setting with occupational exposure to bloodborne pathogens and to ensure the safety of patients in a healthcare setting.

POLICY:

The Health faculty will provide each student with information regarding occupational exposure and the need for the adult Hepatitis B vaccine and other required immunizations.

PROCEDURE FOR HEPATITIS B:

1. Students admitted into a program and enrolled in laboratory/clinical courses will receive information on Hepatitis B prior to any exposure to bloodborne pathogens or other potentially infectious materials.
2. The student will be required to start the Hepatitis B vaccine series or sign a Hepatitis B Vaccine Declination form.
3. When signing the Hepatitis B Vaccine Declination form, a health faculty member will be a witness.
4. The Health faculty member will retain the signed form for placement in the student’s academic file.
5. It is the responsibility of the Health faculty member to ensure all students enrolled in laboratory/clinical courses have been informed and the appropriate documentation completed prior to any exposure.
6. All students are required to have at least the first and second hepatitis B immunization or a titer proving immunity or proof of Hep B series completion less than 20 years old prior to any clinical/practicum experience.
7. Students in the MLT, PBT and Medical Assisting programs are required to start the Hepatitis B vaccine series prior to taking any technical courses due to safety concerns in the exposure to blood and body fluids. The Hepatitis B series must be completed (three immunization injections) prior to the beginning of clinical/practicum. The program director will ensure all students enrolled in the program have been vaccinated and the appropriate documentation provided. A declination form must have an attached, signed statement by a physician indicating the nature and probable duration of the medical condition or circumstances that contraindicates the immunization and identifying the specific vaccine if indicated.
8. Students who have been diagnosed with any Hepatitis virus must be under the care of a physician to participate in laboratory classes or clinical/practicum. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention or established policy of the associated clinical facility. The student is required to sign the Hepatitis Policy form.
PROCEDURE FOR ADDITIONAL REQUIRED IMMUNIZATIONS:

1. Students are informed prior to admission into a program that required immunizations must be completed prior to being enrolled and participating in any course with a clinical/practicum component in a healthcare facility.

2. Required immunizations are based on the current standards of healthcare facilities and are subject to change. The student required immunizations and/or titers will be listed on the Medical/Physical form.

3. Immunizations must be completed prior to participating in clinical/practicum experiences.

________________________________________
Authorization
Debbie Stark, MBA, BS
Dean of Technical and Professional Programs

Approved
Health Directors: Health P&P Hepatitis B 5.22.17
Revised 4.25.19
SUBJECT: MEDICAL PHYSICAL

PURPOSES: To ensure the Health student meets the health requirements of the affiliated clinical training sites prior to participating in a professional practice experience.

POLICY:

1. Health students must complete a medical physical within six months prior to initial patient contact to meet the health requirements of the clinical affiliate training site. A list of requirements will be made available to the students prior to admission to the program but are subject to change due to the needs of the clinical affiliate training site. The medical physical must be completed by a MD, DO, NP, or PA.

2. Students who have not completed the medical physical, immunizations and all diagnostic screenings by the specified deadline will not be permitted to participate in the professional practice experience. Noncompliance will be evaluated on an individual basis by the program director. If the student is able to complete the affiliate training site requirements prior to the start time of the clinical/practicum/professional practice they may be permitted to attend. However, if the requirements are unable to be completed they will not participate in professional practice experience and may not be able to successfully complete the program.

PROCEDURE:

1. The student must have a physical, CPR, and immunizations to meet health requirements of clinical agencies. A list of requirements will be made available.

2. The student must submit all documentation to the program:
   a. Medical/Physical form that must be signed by both physician and student
   b. Documentation verifying diagnostic screening results
   c. Immunization history
   d. Tuberculosis Testing Record

3. All records will be securely maintained by the program Clinical Coordinator.

4. Students must also meet the same requirements as the employees of the clinical affiliate training site. These may include, but are not limited to the following:
   a. Drug testing
   b. HIV testing if potentially exposed to blood borne pathogen
   c. Criminal background checks
   d. Submission to treatment/counseling if potentially exposed to infectious disease (HIV, TB, and Hepatitis)
5. It is recommended that students receive flu vaccinations as this may be a requirement to attend certain clinical sites. *Vaccine Administration Record* forms will be provided by the program administrative assistant to document completion of the vaccine. Individuals choosing not to obtain a flu vaccine will be ineligible for clinical sites mandating flu vaccinations.

6. In the event students are unable to obtain all of the requirements due to special circumstances beyond their control, i.e., a regional or national shortage of any required immunizations, vaccines or testing material for infectious disease testing, the following guidelines would apply:

   a. The Dean and program director will review the circumstances of the supply interruption utilizing the following resources: directors of the affiliate training site, the Occupational Health department of the affiliate training sites, the associated regulatory agency, i.e., OSHA, CDC, and the state attorney general representative for MTC.

   b. The action recommendation made to the Dean of Technical and Professional Programs and the President of MTC must be in compliance with any recommendations or guidelines of regulatory agencies.

   c. Students may be allowed to attend the professional practice if it is determined that attendance will not place the student or patients and employees of the affiliate site at undue risk or harm and if MTC and the affiliate site are in agreement.

   d. This agreement must be documented on the Disclaimer Agreement for Professional Practice Requirements and signed by MTC, the affiliate site and the student.

_________________________________
Authorization
Debbie Stark, MBA, BS
Dean of Technical and Professional Programs

Health Directors: Health P&P Medical Physical, 4.15.16
Revised 4.25.19
Marion Technical College
Health
Professional Practice Student Contract

The role of the student is to actively participate in the professional practice experience and to coordinate classroom knowledge with a real world clinical medical experience. The student is expected to develop and strengthen their entry-level competencies.

Student responsibilities and expectations are outlined below. The Student will:

A. Complete a successful criminal background check (BCII and FBI as required) to fulfill program application requirements necessary for participation in a professional practice experience. Any additional background check required by the clinical affiliate training site prior to participating in a professional practice experience is not included in lab fees and is the student’s financial responsibility.

B. Meet the necessary medical physical and health requirements to fulfill the technical standards to participate in a professional practice experience. These requirements are listed on the Medical Physical Form.

C. Complete a Medical Physical prior to registration in the professional practice experience according to the program requirements. A completed medical physical form and all lab work/documentation must be returned to the office by the deadline established by the program. A student may not participate in the professional practice experience if this documentation is not received.

D. Complete any required drug screen(s) prior to entry into the professional practice experience in accordance with the Health Drug Screening for Professional Practice Experience policy.

E. Contact the designated clinical coordinator of the affiliate site by phone or email to discuss any specific site requirements for the professional practice.

F. Provide their transportation to the professional practice site.

G. Refuse any remuneration (salary, stipends, housing, insurance, etc.) from the professional practice site. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used toward meeting academic objectives. Note: PTA students will not be placed in clinical rotation at a site in which they have been employed.

H. Adhere to this contract and also the regulations of Marion Technical College as outlined in the Program Student Handbook.

I. Adhere to Program professional standards.

J. Students must sign The Agreement to Respect Confidentiality, Privacy, and Security acknowledging their responsibility in maintaining both College and affiliate training site policies, including HIPAA.

K. Conform to the dress code of the affiliate training site as well as departmental policies as outlined in the Program Student Handbook.

L. Perform procedures under supervision after demonstrating proficiency in the procedure. This practice will help develop stronger entry-level competencies. However, students should not be substituted for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.

M. Participate, if possible, in activities occurring outside the normal scheduled hours if these activities would contribute to the student’s knowledge of the clinical medical setting and to the development of entry-level competencies.

N. Attend each day as scheduled. Refer to the course syllabus for specific information on attendance policies.

O. Participate in an orientation at the affiliate site and agree to adhere to those policies.

P. Bear the financial responsibility of any cost for required medical treatment during the professional practice due to illness, injury or exposure. A signed “Responsibility of Treatment” waiver must be submitted.

Q. Carry liability insurance. The fee for this insurance is part of lab fees associated with tuition.

I have read and understand the above information and agree to comply with the terms of this contract.

Name: ________________________________________________ Student ID: _________________ Date: _________

Health Director drive: Professional Practice Student Contract 5.3.19
RESPONSIBILITY FOR TREATMENT

I understand that neither Marion Technical College nor the affiliating clinical agency will assume the cost of treatment or care for injury or medical condition occurring during my clinical/practicum or laboratory experiences.

I understand that I assume the cost of treatment or care for injury or medical condition occurring during my clinical/practicum or laboratory experiences.

I understand that in certain situations Marion Technical College personnel or an affiliating agency personnel may require me to seek medical treatment or care at my expense.

____________________________________  ________________________  
Student Signature                                      Date

____________________________________  
Student Printed Name

____________________________________  
Social Security

____________________________________  
Student ID Number

Health Directors/Forms/Responsibility For Treatment Form
Approved 2.20.19
SUBJECT: STUDENT CODE OF EXPECTED CONDUCT WITH CORRECTIVE ACTION

PURPOSES: To identify inappropriate student conduct associated with the Health programs and to define the process for appropriate student corrective action as a result of misconduct.

Policy:

Expected Conduct:
Students enrolled in a Health Program are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the Program and Marion Technical College. The Health programs recognize responsibility to the healthcare professions they represent and to the consumers of health care. Therefore any action by a Health student that is considered unprofessional or unsafe shall be deemed cause for disciplinary action and/or dismissal.

Health students of Marion Technical College are expected to:
- Exercise good judgment in all aspects of personal behavior recognizing they represent a MTC Health program.
- Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinicals, practicums or professional practice experiences, and in their interactions with others.
- Refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of Marion Technical College.
- Respect the rules and regulations of the Program within the classroom and laboratory as outlined in the Student Handbook and course syllabus.
- Respect the rules and regulations of the affiliated training site presented to the students during the training site’s orientation process.

Policy Statements:
Student disciplinary action, ranging from a written warning/learning contract/progress alert, to program dismissal, will be taken for violations of the following expected student conduct while participating in a Health program, which may include, but are not limited to:

1. Professionalism. A student shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, hygiene, respect for fellow students, instructors, patients and their visitors, and/or site professionals, and behavior that preserves the safety of others. Professionalism must be exhibited while in a Health program and is often evaluated by the instructor within a course as part of the preparation for clinical, practicum, or professional practice experiences. The instructor will specify evaluation policies and expected behaviors within the course syllabus.
2. **Academic Dishonesty.** A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory or medical results, or assisting another to cheat according to MTC Policy #521. Engaging in academic dishonesty may result in immediate dismissal from a Health program.

3. **Sexual Harassment.** A student shall not engage in any communication or behavior that may be construed as sexual harassment or creates a “hostile working environment” according to Rule 3357:10-1-45 Title IX: Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct.

4. **Patient Care.** When providing patient care, a student shall:
   a. report and/or document the care provided by the student for the patient, and the patient’s response to that care.
   b. accurately and timely report to the appropriate supervisor errors that occur while providing patient care.
   c. not falsify any record or any other document prepared or utilized in the course of, or in conjunction with the clinical, practicum or professional practice experience.
   d. promote a safe environment for each patient and their guests.
   e. delineate, establish, and maintain professional boundaries with each patient and their guests.
   f. provide privacy during examination or treatment.
   g. treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
   h. not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse/harm to any patient.
   i. not misappropriate a patient’s property or engage in behavior to seek or obtain personal gain at the patient’s expense. All patients are presumed incapable of giving free, full, or informed consent to the unethical behaviors by the student.
   j. not engage in conduct or verbal behavior with a patient and their guests that may be interpreted as sexual or sexually demeaning. All patients are presumed incapable of giving free, full, or informed consent to sexual activity with the student.

5. **Confidentiality.** The student must abide by the HIPAA rules of privacy and the “Agreement to Respect Confidentiality, Privacy, and Security”. A student shall not share confidential information with anyone except another healthcare provider that has a “need to know” the information to provide proper health care for that patient or to conduct business within the health care setting.

6. **Substance Abuse.** Students are prohibited from possessing, using or consuming illegal drugs or alcoholic beverages on college premises and affiliated training sites in accordance with the student code of conduct. Students are prohibited from reporting to class and affiliated training sites under the influence of alcoholic beverages, illegal drugs, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom/clinical, practicum, or professional practice experience. Please also refer to the Health Substance Abuse Policy for further information.

7. Health students are expected to refrain from:
   a. Acts which disrupt or interfere with the orderly operation of instruction and other academic activities.
   b. Behavior that causes, or can reasonably be expected to cause, physical and/or mental harm to a person.
c. Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life.
d. Refusing to comply with the directions of College officials, instructors, administrators, or staff acting in the performance of their duties and clinicals site staff.
e. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.
f. Intentionally or recklessly interfering with normal College activities or emergency services.
g. The unauthorized or improper use of College property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
h. Violations of criminal law that occur on College premises or in connection with College functions, that affect members of the College community, or that impair the College reputation.
i. Violations of any other College-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency.

CORRECTIVE ACTION:
Inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by Marion Technical College’s Health programs. The Program reserves the right to eliminate any step in the case of any infraction based on the severity of the infraction, such as immediate harm to others. Disciplinary actions are entered in the student’s confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

Violation of confidentiality will result in disciplinary action that may include removal from the affiliated training site, a failing grade in the course, and immediate dismissal from the program.

The following sanctions represent the Health corrective actions:

Written Warning/Progress Alert/Learning Contract – A written notice to the student offender that the student has violated the Health Student Code of Conduct, and/or MTC Student Code of Conduct and that further violations will result in more severe disciplinary action. The Program Director in accordance with AP 420 Student Disciplinary Action (in consultation with the Dean of Technical and Professional Programs and Student Conduct Officer) will decide on the terms of the progress alert/learning contract. The student will be informed of the problem area and the necessary corrective actions. The student will be evaluated according to the conditions of the progress alert/learning contract. Failure of the student to abide by the terms of the alert/contract or to correct the identified problems will result in failure of the class/clinical, Practicum or professional practice experience and dismissal from the program.

Dismissal from the program: The Program Director (in consultation with the Dean of Technical and Professional Programs and Student conduct Officer) will make the final decision on dismissal from a Health program.

The MTC policy on AP 440 Grievances Procedures, as stated in the Health Program’s Student Handbook, will provide due process for the student. This policy can also be found in the MTC Student Handbook or on the college website.
A student dismissed from a clinical, practicum or professional practice experience receives a failing grade and is dismissed from the program. The student will not be allowed the opportunity to substitute another course for the professional practice experience.

A student dismissed from a program may request a readmission petition in accordance with current requirements. Readmission to the program is based upon seat availability, past scholastic performance, professional practice performance, and any other program specific criteria. Performance will include behavioral objectives which address cognitive, psychomotor and affective domains.

Authorization
Debbie Stark, MBA, BS
Dean of Technical and Professional Programs

Revised & Approved 4.25.19

Health Directors: Health P&P Student Conduct Policy
SUBJECT: STUDENT PROFESSIONAL LIABILITY INSURANCE

PURPOSES: To protect the student while practicing in the clinical/practicum area.

POLICY:

1. Students enrolled in any clinical/practicum course are required to purchase professional liability insurance. Contracts for the student clinical/practicum experience with outside agencies and institutions require this insurance coverage before a student is permitted to participate in a clinical/practicum experience.

2. Students enrolled in the clinical/practicum course pay an insurance premium. This charge is recorded under “Other Fees” on the student’s fee statement. No refunds will be made for unexpired coverage due to drop-outs for any term.

3. For a copy of this policy the student should see the Chief Financial Officer in the Business Office.

Authorization
Debbie Stark, MBA, BS
Dean of Technical and Professional Programs

Approved

Health Directors: Health P&P Professional Liability Insurance

4.15.16; Revised 2.20.19
SUBJECT: SUBSTANCE ABUSE

PURPOSE: To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

POLICY:

Students are prohibited from possessing, using or consuming, and/or being under the influence of illegal drugs or alcoholic beverages on college premises and affiliated training sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student’s performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or professional practice performance. Note: While the State of Ohio legalized the use of marijuana for medical purposes, with the approval/prescription of a licensed medical professional, the use of marijuana is still considered illegal by the federal government. As MTC is a recipient of federal Title IV funds for student financial aid, we cannot allow the use, distribution, and possession of medical marijuana on our campus. Students are also expected to follow affiliate training site drug/alcohol policies and procedures. Students taking medication who may appear impaired or unsafe may be asked to leave the campus laboratory/classroom or affiliated training site. The student who has been asked to leave will meet with the Director of their Health Program before being allowed to return to class or the affiliated training site.

Positive drug or alcohol screenings as a result of routine random and/or periodic drug screens required throughout the program will result in removal from the classroom or affiliated training site, an unsatisfactory grade for the professional practice course (and campus course?), and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at or above the established industry standard threshold limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the substance abuse policy/procedure will be subject to dismissal from the program. A student dismissed from a program may request readmission based upon current admission policies and may also need to provide written documentation of treatment and counseling. In addition, students will be subject to random and/or periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

PROCEDURE:

Classroom

When a student’s condition/behavior suggests impairment, the instructor will immediately validate their perceptions/suspicions with another faculty/staff member.

- Privately discuss your concerns with the student and question his/her use of any alcohol, prescription or illegal substances. Document your conversation with the student.
- Arrange for the student to be seen immediately or as soon as feasibly possible (within 8 hours of initial suspicion) by an approved facility selected by Marion Technical College for additional assessment and documentation. Faculty will transport student or arrange transportation to and from the approved facility. Marion Technical College will incur the initial cost of testing.
• Student must authorize (consent) to release test results to MTC per normal reporting procedures.
• If the student refuses evaluation/assessment or fails to cooperate, he or she will be considered “positive” and removed from the classroom. Security will be available upon request of the instructor. The faculty will assist the student in securing safe transportation.
• The student will be referred to the faculty/program director prior to the next scheduled class day. Final decision regarding student’s status/discipline will be made by the Program Director based upon input from the faculty.
• Positive alcohol screens or drug screens in a laboratory class due to illegal substances will result in removal of the student from the course due to safety concerns, an unsatisfactory grade in the course, and dismissal from the program. Final decision regarding student’s status/discipline will be based upon input from the Program Director in consultation with the Dean of Technical and Professional Programs.
• A student dismissed from a program may request readmission based upon current admission policies and may also be required to provide written documentation of treatment and/or counseling. In addition, student will be subject to periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.
• If impairment behaviors are observed, the procedures of the College Policy #420 Student Disciplinary Action will be enforced.

Professional Practice Experience

When a student’s condition/behavior suggests impairment is present, the professional practice supervisor will immediately validate their perceptions/suspicions with another healthcare employee. The MTC Program Director/Clinical Coordinator must also be notified.

• Privately discuss your concerns with the student and question his/her use of any prescription or illegal substances or alcohol. Document your conversation with the student.
• Arrange for the student to be accompanied and seen by the Emergency Room/Occupational Health for additional assessment and documentation. Marion Technical College will incur the initial cost of drug/alcohol testing.
• Student must authorize (consent) to release test results to MTC per normal reporting procedures.
• If the student refuses evaluation/assessment, he or she will be considered “positive” and removed from the affiliated training site. Security can be obtained upon the request of the professional practice supervisor. The professional practice supervisor and/or clinical coordinator will assist the student in securing safe transportation.
• The student will be referred to the program director prior to the next scheduled professional practice day. Final decision regarding student’s status/discipline will be based upon input from the Program Director in consultation with the Dean of Technical and Professional Programs.
• Positive alcohol screens or drug screens (due to illegal substances) in the professional practice experience will result in removal of the student from the professional practice experience due to safety concerns, an unsatisfactory grade in the course, and dismissal from the program.
• A student dismissed from a professional practice experience will not be allowed the opportunity to substitute another course for the professional practice.
• A student dismissed from a program may request readmission based upon current admission policies and may also be required to provide written documentation of treatment and counseling. In addition, student will be subject to random and/or periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.
Authorization
Debbie Stark, MBA, BS
Dean of Technical and Professional Programs

Approved 4.15.16; Revised 4.25.19
Health Directors: Health P&P Substance Abuse Policy

Authorization
Christopher Gase, MBA, MLS(ASCP)
Dean of Health Technologies

Health Directors: Health P&P Substance Abuse Policy
Revised & Approved 4.15.16
# CAHIIM

## Associate HIM Level Student Learning Outcomes

<table>
<thead>
<tr>
<th>Entry Level Competency Student Learning Outcomes</th>
<th>Bloom’s Level</th>
<th>Curricular Considerations</th>
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<tbody>
<tr>
<td><strong>Domain I. Data Content Structure and Standards</strong></td>
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<tr>
<td>DEFINITION: Academic content related to diagnostic and procedural classification and terminologies; health record documentation requirements; characteristics of the healthcare system; data accuracy and integrity; data integration and interoperability; respond to customer data needs; data management policies and procedures; information standards.</td>
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<tr>
<td><strong>Subdomain I.A Classification Systems</strong></td>
<td></td>
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</tbody>
</table>
| 1. Apply diagnosis/procedure codes according to current guidelines | 3 | • Principles and applications of Classification Systems  
  ○ ICD/CPT, HCPCS, SNOMED, DSM  
  • Taxonomies  
  ○ Healthcare data sets (OASIS, HEDIS, UHDDS, DEEDS)  
  • Nomenclatures  
  • Terminologies  
  ○ SNOMED  
  • Clinical vocabularies |
| 2. Evaluate the accuracy of diagnostic and procedural coding | 5 | • Principles and applications of classification, taxonomies, nomenclatures, terminologies, clinical vocabularies, auditing |
| 3. Apply diagnostic/procedural groupings | 3 | • Principles and applications of diagnostic and procedural grouping  
  • DRG, MSDRG, APC, RUGS |
| 4. Evaluate the accuracy of diagnostic/procedural groupings | 5 | • Principles and applications of diagnostic and procedural grouping |
| **Subdomain I.B. Health Record Content and Documentation** |               |                           |
| 1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status | 4 | • Content of health record  
  • Documentation requirements of the health record  
  • Health information media  
  ○ Paper, computer, web-based document imaging |
2. Verify the documentation in the health record is timely, complete, and accurate

<table>
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|   | ● Documentation requirements of the health record for all record types  
|   | ● Acute, outpatient, LTC, rehab, behavioral health |

3. Identify a complete health record according to, organizational policies, external regulations, and standards

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|   | ● Medical staff By-laws  
|   | ● The Joint Commission, State statutes  
|   | ○ Legal health record and complete health record |

4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare

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|   | ● Health Information Systems as it relates to the roles and responsibilities of healthcare providers  
|   | ● Administrative(patient registration, ADT, billing) and Clinical (lab, radiology, pharmacy) |

**Subdomain I.C. Data Governance**

1. Apply policies and procedures to ensure the accuracy and integrity of health data

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</table>
|   | ● Data stewardship  
|   | ● Data and data sources for patient care  
|   | ○ Management, billing reports, registries, and/or databases  
|   | ● Data Integrity concepts and standards  
|   | ● Data Sharing  
|   | ● Data interchange standards  
|   | ○ X2, HL-7  
|   | ● Application of policies  
|   | ● By-laws  
|   | ○ Provider contracts with facilities, Medical staff By-laws, Hospital By-laws |

**Subdomain I.D. Data Management**

1. Collect and maintain health data

<table>
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</table>
|   | ● Health data collection tools  
|   | ○ Screen design, screens  
|   | ● Data elements, data sets, databases, indices  
|   | ● Data mapping  
|   | ● Data warehousing |

2. Apply graphical tools for data presentations

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</table>
|   | ● Graphical tools  
|   | ● Presentations |

**Subdomain I.E. Secondary Data Sources**
1. Identify and use secondary data sources  
   - Data sources primary/secondary  
     - UHDDS, HEDIS, OASIS  
     - Specialized data collection systems  
     - Registries
2. Validate the reliability and accuracy of secondary data sources  
   - Principles and applications of secondary data sources

**Domain II. Information Protection: Access Disclosure Archival Privacy and Security**

*Definition: Understand healthcare law (theory of all healthcare law to exclude application of law covered in Domain V); develop privacy, security, and confidentiality policies, procedures and infrastructure; educate staff on health information protection methods; risk assessment; access and disclosure management.*

**Subdomain II.A. Health Law**

1. Apply healthcare legal terminology  
   - Healthcare legal terminology
2. Identify the use of legal documents  
   - Health information/record laws and regulations  
     - Consent for treatment, retention, privacy, patient rights, advocacy, health power of attorney, advance directives, DNR
3. Apply legal concepts and principles to the practice of HIM  
   - Maintain a legally defensible health record  
     - Subpoenas, depositions, court orders, warrants

**Subdomain II.B. Data Privacy Confidentiality and Security**

1. Apply confidentiality, privacy and security measures and policies for internal and external use and exchange to protect electronic health information  
   - Internal and external standards, regulations and initiatives  
     - State and federal privacy and security laws
     - Patient verification  
       - Medical identity theft
     - Data security concepts
     - Security processes and monitoring
2. Apply retention and destruction policies for health information  
   - Data storage and retrieval  
   - E-Discovery
   - Information archival, data warehouses
3. Apply system security policies according to departmental and organizational data/information standards | 3 | • Security processes and policies Data/information standards

### Subdomain II.C. Release of Information

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information | 3 | • Release patient specific data to authorized users • Access and disclosure policies and procedures

### Domain III. Informatics, Analytics and Data Use

*Definition: Creation and use of Business health intelligence; select, implement, use and manage technology solutions; system and data architecture; interface considerations; information management planning; data modeling; system testing; technology benefit realization; analytics and decision support; data visualization techniques; trend analysis; administrative reports; descriptive, inferential and advanced statistical protocols and analysis; IRB; research; patient-centered health information technologies; health information exchange; data quality*

### Subdomain III.A. Health Information Technologies

1. Utilize software in the completion of HIM processes- | 3 | • Record tracking, release of information, coding, grouping, registries, billing, quality improvement, imaging, natural language processing, EHRs, PHRs, document imaging • EHR Certification (CCHIT) • Software application design and use o System testing and integration tools

2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications | 2 | • Communication and network technologies o EHR, PHR, HIEs, portals, public health, standards, telehealth

### Subdomain III.B. Information Management Strategic Planning

1. Explain the process used in the selection and implementation of health information management systems | 2 | • Strategic planning process • Integration of systems • Information management strategic plan • Corporate/Enterprise strategic plan

2. Utilize health information to support enterprise wide decision support for strategic planning | 3 | • Business planning, market share planning • Disaster and recovery planning

### Subdomain III.C. Analytics and Decision Support
1. Explain analytics and decision support

2. Apply report generation technologies to facilitate decision-making

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### Subdomain III.D. Health Care Statistics

1. Utilize basic descriptive, institutional, and healthcare statistics

2. Analyze data to identify trends

---

### Subdomain III.E. Research Methods

1. Explain common research methodologies and why they are used in healthcare

---

### Subdomain III.F. Consumer Informatics

1. Explain usability and accessibility of health information by patients, including current trends and future challenges

---

### Subdomain III.G. Health Information Exchange

1. Explain current trends and future challenges in health information exchange
### Subdomain III.H. Information Integrity and Data Quality

1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system

   - Quality assessment and improvement
     - Process, collection tools, data analysis, reporting techniques
   - Disease management process
   - Case management/care coordination

### Domain IV. Revenue Management

*Definition*: Healthcare reimbursement; revenue cycle; chargemaster; DOES NOT INCLUDE COMPLIANCE regulations and activities related to revenue management (coding compliance initiatives, fraud and abuse, etc.) AS THESE ARE COVERED IN DOMAIN V.

#### Subdomain IV.A. Revenue Cycle and Reimbursement

1. Apply policies and procedures for the use of data required in healthcare reimbursement

   - Payment methodologies and systems
     - Capitation, PPS, RBRVS, case mix, indices, MSDRGs, healthcare insurance policies, Accountable Care Organizations
   - Utilization review/management
     - Case management

2. Evaluate the revenue cycle management processes

   - Billing processes and procedures
     - Claims, EOB, ABN, electronic data interchange, coding, chargemaster, bill reconciliation process; hospital inpatient and outpatient, physician office
and other delivery settings
- Utilization review/management
- Case management

**Domain V. Compliance**

*Definition: COMPLIANCE activities and methods for all health information topics. For example, how to comply with HIPAA, Stark Laws, Fraud and Abuse, etc.; coding auditing; severity of illness; data analytics; fraud surveillance; clinical documentation improvement.*

**Subdomain V.A. Regulatory**

| 1. Analyze policies and procedures to ensure organizational compliance with regulations and standards | 4 | • Internal and External standards regulations and initiatives
  - HIPAA, ARRA, The Joint Commission, Quality Integrity Organizations, meaningful use
  - Risk management and patient safety |
| 2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification | 4 | • Accreditation, licensure, certification |
| 3. Adhere to the legal and regulatory requirements related to the health information management | 3 | • Legislative and regulatory processes
  - Coding quality monitoring, compliance strategies, and reporting |

**Subdomain V.B. Coding**

| 1. Analyze current regulations and established guidelines in clinical classification systems | 4 | • Severity of illness systems
  - Present on admission
  - UHDDS guidelines |
| 2. Determine accuracy of computer assisted coding assignment and recommend corrective action | 5 | • Coding specialty systems |

**Subdomain V.C. Fraud Surveillance**

| 1. Identify potential abuse or fraudulent trends through data analysis | 3 | • False Claims Act
• Whistle blower, STARK, Anti Kickback, unbundling, upcoding
• Role of OIG, RAC
  - Fraud/Abuse |

**Subdomain V.D. Clinical Documentation Improvement**

<p>| 1. Identify discrepancies between supporting documentation and coded data | 3 | • Clinical outcomes measures and monitoring |
| 2. Develop appropriate physician queries to resolve data and coding discrepancies | 6 | • AHIMA CDI toolbox |</p>
<table>
<thead>
<tr>
<th>Subdomain VI.A Leadership Roles</th>
<th></th>
<th>Subdomain VI.B. Change Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Summarize health information related leadership roles</td>
<td>2</td>
<td>1. Recognize the impact of change management on processes, people and systems</td>
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<tr>
<td>2. Apply the fundamentals of team leadership</td>
<td>3</td>
<td>2. Mergers</td>
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<td>3. Organize and facilitate meetings</td>
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<td>2. New systems and processes implementation</td>
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<td>2. Risk Exposure</td>
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<td><strong>Subdomain VI.C. Work Design and Process Improvement</strong></td>
<td></td>
<td><strong>Tools and techniques for process</strong></td>
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<tr>
<td>1. Utilize tools and techniques to monitor, report, and improve processes</td>
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</tbody>
</table>
|   |   | improvement/reengineering  
|   |   | - Gantt chart, benchmarking and data presentation  
|   |   | - Lean, Six Sigma  
|   |   |   |
| 2 | Identify cost-saving and efficient means of achieving work processes and goals | 3 |   |
|   |   |   | - Incident response  
|   |   |   | - Medication reconciliation  
|   |   |   | - Sentinel events  
|   |   |   |
| 3 | Utilize data for facility-wide outcomes reporting for quality management and performance improvement | 3 |   |
|   |   |   | - Shared governance  
|   |   |   |
| **Subdomain VI.D. Human Resources Management** |   |   |
| 1. | Report staffing levels and productivity standards for health information functions | 3 |   |
|   |   |   | - Staffing levels and productivity standards  
|   |   |   | - Productivity calculations  
| 2. | Interpret compliance with local, state, federal labor regulations | 5 |   |
|   |   |   | - Labor/Employment laws  
| 3. | Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions | 3 |   |
|   |   |   | - HR structure and operations  
|   |   |   |
| **Subdomain VI.E. Training and Development** |   |   |
| 1. | Explain the methodology of training and development | 2 |   |
|   |   |   | - Orientation and training  
|   |   |   | - Content delivery and media  
| 2. | Explain return on investment for employee training/development | 2 |   |
|   |   |   | - Recruitment, retention, and right sizing  
|   |   |   |
| **Subdomain VI.F. Strategic and Organizational Management** |   |   |
| 1. | Summarize a collection methodology for data to guide strategic and organizational management | 2 |   |
|   |   |   | - Strategic and organizational management  
|   |   |   | - Workflow and process monitors  
|   |   |   | - Resource allocation  
|   |   |   | - Outcomes measures and monitoring  
|   |   |   | - Corporate compliance and patient safety  
|   |   |   | - Risk assessment  
|   |   |   | - Customer satisfaction  
|   |   |   | - Internal and external  
| 2 | Understand the importance of healthcare policy-making as it relates to the healthcare delivery system | 2 |   |
|   |   |   | - Healthy People 2020  
|   |   |   | - IOM reports  
|   |   |   | - CDC  
|   |   |   | - State, local and federal policies  
|   |   |   | - PCORI  
| 3 | Describe the differing types of organizations, services, and personnel | 2 |   |
|   |   |   | - Managed care organizations  
|   |   |   | - ACO’s  

55
and their interrelationships across the health care delivery system

4. Apply information and data strategies in support of information governance initiatives

| 4. Apply information and data strategies in support of information governance initiatives | 3 | • Information and data strategy methods and techniques
• Data and information stewardship
• Critical thinking skills |

5. Utilize enterprise-wide information assets in support of organizational strategies and objectives

| 5. Utilize enterprise-wide information assets in support of organizational strategies and objectives | 3 | • Data and information models
• Data/information visualization and presentation
• Critical thinking skills |

Subdomain VI.G. Financial Management

1. Plan budgets

| 1. Plan budgets | 3 | • Budgets
  ○ Staffing, department, capital |

2. Explain accounting methodologies

| 2. Explain accounting methodologies | 2 | • Accounting methodologies
• Cost and cash accounting |

3. Explain budget variances

| 3. Explain budget variances | 2 | • Budget variances |

Subdomain VI.H. Ethics

1. Comply with ethical standards of practice

| 1. Comply with ethical standards of practice | 5 | • Professional and practice-related ethical issues
• AHIMA Code of Ethics |

2. Evaluate the consequences of a breach of healthcare ethics

| 2. Evaluate the consequences of a breach of healthcare ethics | 5 | • Breach of healthcare ethics |

3. Assess how cultural issues affect health, healthcare quality, cost, and HIM

| 3. Assess how cultural issues affect health, healthcare quality, cost, and HIM | 5 | • Cultural competence
• Healthcare professionals self-assessment of cultural diversity
• Self-awareness of own culture
• Assumptions, Biases, stereotypes |

4. Create programs and policies that support a culture of diversity

| 4. Create programs and policies that support a culture of diversity | 6 | • Diversity awareness training programs: age, race, sexual orientation, education, work experience, geographic location, disability
• Regulations such as ADA, ACLU |

Subdomain VI.I. Project Management

1. Summarize project management methodologies

| 1. Summarize project management methodologies | 2 | • Project management methodologies
  ○ PMP |

Subdomain VI.J. Vendor/Contract Management

1. Explain Vendor/Contract Management

| 1. Explain Vendor/Contract Management | 2 | • System acquisition and evaluation |

Subdomain VI.K. Enterprise Information Management

1. Apply knowledge of database architecture and design

| 1. Apply knowledge of database architecture and design | 3 | • Data dictionary, interoperability |

Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)

- Pathophysiology and Pharmacology
- Anatomy and Physiology
- Medical Terminology
- Computer Concepts and Applications