Health Information
Technology Department
Student Handbook
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Midstate College
411 W. Northmoor Rd.
Peoria, IL 61614
(309) 692-4092

Mission
The mission of Midstate College is to provide educational opportunities that emphasize skills and knowledge that will allow the student to adjust through a lifetime of social and technological change. We recognize that education is vital in developing skills needed for a productive society and essential in promoting self-worth, values, and high ethical standards. The college is committed to offering quality education that meets the needs of its students and assisting them in clarifying and pursuing their professional and educational goals.

Health Information Technology Program Mission
The mission of the Health Information Technology Program at Midstate College is to provide educational opportunities to develop skills and knowledge that will allow students to pursue careers in the Health Information Management field. The program promotes professional development and supports the Code of Ethics of the American Health Information Management Association.

Accreditation
Midstate College is accredited by the Higher Learning Commission. The Higher Learning Commission is designated as a recognized accrediting agency by the U.S. Department of Education.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
1-800-621-7440

The Midstate College Health Information Technology AAS degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of a CAHIIM-accredited program are eligible to take the American Health Information Management Association (AHIMA) Registered Health Information Technician (RHIT) exam.

Commission on Accreditation for Health Informatics and Information Management Education
233 N. Michigan Ave., Suite 2150
Chicago, IL 60601-5800
(312) 233-1100
www.cahiim.org
Leah Grebner has worked in the Health Information Management field for over 25 years. Her diverse experience includes acute care, skilled nursing, addiction treatment, home health, physician office, and consulting. Aside from working for local healthcare providers, Dr. Grebner has also worked as a manager for a nation-wide healthcare coding and compliance consulting organization. She has done presentations for professional groups at the local, state, national, and international level. Along with presentations, she has also published two textbooks and several articles in the Journal of AHIMA. Dr. Grebner is currently serving as a volunteer on the AHIMA Consumer Engagement Practice Council. Her passion in the career field is patient education and advocacy.
Carol Fremaux began her career in Health Information Management in 1976. She has held various positions in acute care hospitals, a rehab facility, a credentialing company and a transcription service in the states of Illinois, Florida and Colorado. Carol’s job titles have included: Director, Manager, Supervisor, Team Leader, Coordinator, Coder, and Transcriptionist. Her vast experience allows her to share her knowledge of the "real world" to enhance textbook information.

The Midstate College Health Information Technology AAS degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of a CAHIIM-accredited program are eligible to take the American Health Information Management Association (AHIMA) Registered Health Information Technician (RHIT) exam. This program prepares the student for work in hospitals, physicians’ offices, and other healthcare settings. The curriculum offers training in health information-related tasks with a substantial base in general education subjects.
Midstate College
411 W. Northmoor Rd.
Peoria, IL 61614
(309) 692-4092

**Department Assistant**
Shelley Bunch

**Adjunct Faculty**
Lisa Alexander, CPC, CPC-I, CCS-P

Aaryn Jennings

Ellen Mangan, RHIA

Terri Ferguson, RHIT

Michelle Marion, RHIT
Health Information Technology Department Policies and Procedures

It is important that you, as a student of a program in the Health Information Technology department, understand not only Midstate College’s general policies and procedures but also those of the Health Information Technology department. This department handbook contains information about classes, program policies, professional practice experience, and other professional practices related to the Health Information Technology, Medical Coding Specialist, and Medical Transcription programs. This handbook outlines specific policies that will impact you as a student. If you have any questions, please do not hesitate to contact the department director or program coordinator.

Entrance Requirements

Programs in the Midstate College’s Health Information Technology department do not discriminate with respect to race, color, creed, sex, religion, disabilities, and national origin in recruitment, admissions, and program administration. Midstate College welcomes applications from men and women whose academic record, personal ability, and desire to succeed show promise for success. General education courses provide a solid foundation for the core curriculum. Each candidate for admission is considered individually on merit and potential. Midstate College requires a high school diploma or GED as an entrance requirement for all students. Counseling is provided by an admissions representative during a personal conference.

Admission is based on the following criteria:

a. Official high school transcript or GED; high school graduation or GED is required.

b. If currently enrolled in high school:
   i. A list of courses in progress is required.
   ii. A transcript of courses completed to date.

c. Satisfactory score on the college’s pre-admission testing.

d. Official transcripts from any college, university or school attended are required. Students seeking to transfer credit from a non-accredited Health Information Technology program into Midstate College Health Information Technology A.A.S. degree program will need to demonstrate that they meet the competency requirements of the courses that are transferred.

e. Completion of a background check.

f. Signature acknowledging that the student may experience difficulty securing placement at a PPE site and/or job placement if student has any previous arrest records.
Health Information Technology Program Objectives

Upon completion of this program, the graduate will be able to:
1. Define professionalism as applied to healthcare professionals.
2. Communicate in a professional manner both orally and in writing.
3. Use appropriate health information technology-related terminology.
4. Identify and apply legal and ethical principles to health information technology, and maintain compliance with standards and regulations regarding health information.
5. Define and apply appropriate computerized and manual record management techniques for the maintenance of a quality health information system ensuring that health information is complete, accurate, and accessible to appropriate users.
6. Collect and analyze information related to healthcare delivery.
7. Code, classify, and index diagnoses and procedures using ICD-9-CM, ICD-10-CM/PCS, CPT, and HCPCS.
8. Identify and apply management techniques appropriate to health information technology.
9. Demonstrate math and basic quantitative skills applicable to health information technology.

Medical Coding Specialist Program Objectives

Upon completion of this program, the graduate will be able to:
1. Define professionalism as applied to healthcare.
2. Assign diagnosis and procedure codes based on health record documentation.
3. Communicate appropriately within the healthcare setting and with external organizations.
4. Apply legal and ethical issues related to healthcare.
5. Demonstrate knowledge of medical terminology and diseases.
6. Demonstrate correct spelling, grammar, and punctuation skills.
7. Utilize medical research/resource materials.
**Suggested Course Sequence for Health Information Technology (3 per quarter)**

In the event that a prep quarter is needed to precede the regular academic sequence, it should be taken during the first quarter of attendance to provide a good academic base for future classes. Note that the sequencing of the first three quarters listed below is critical, due to prerequisite requirements for core courses.

### Developmental Courses
- MAT100 Fundamentals of Math
- ENG100 Basic English Skills

<table>
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<tr>
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<tr>
<td>HI100</td>
<td>CIS114</td>
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<tr>
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<td>ENG111</td>
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<tr>
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<td>HI220</td>
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<tr>
<td>HI215</td>
<td>HI235</td>
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<td>HI230</td>
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<tr>
<td>MAT110</td>
<td>HI161</td>
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<tr>
<td>HI260</td>
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<tr>
<td>ENG109</td>
<td>BUS201</td>
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<tr>
<td>-or-</td>
<td>HI290</td>
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<tr>
<td>ENG120</td>
<td>Professional Development</td>
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<tr>
<td>PSY140</td>
<td>Health Information Practicum</td>
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<td>-or-</td>
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<tr>
<td>SOC100</td>
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<tr>
<td>HI250</td>
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Suggested Course Sequence for Health Information Technology (4 per quarter)

In the event that remediation is needed, it should be taken during the first quarter of attendance to provide a good academic base for future classes. Note that the sequencing of the first two quarters listed below is critical, due to prerequisite requirements for core courses.

**Developmental Courses**
MAT 100 Fundamentals of Math
ENG 100 Basic English Skills
CIS114 Computer Usage and Software Applications

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<td>MAT110</td>
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<td>HI235</td>
<td>Classification and Indexing Systems 2</td>
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<tr>
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<td>HI140</td>
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<td>PSY140</td>
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<td>SOC100</td>
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<td>ENG109</td>
<td>Principles of Speech</td>
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<td>-or- ENG 120</td>
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<td>Health Information Law and Ethics</td>
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<td>HI 230</td>
<td>Principles of Health Information II</td>
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<td>Alternate Healthcare Settings</td>
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Suggested Course Sequence for Medical Coding Specialist

In the event that remediation is needed, it should be taken during the first quarter of attendance to provide a good academic base for future classes.

Developmental Courses
MAT 100 Fundamentals of Math
ENG 100 Basic English Skills

<table>
<thead>
<tr>
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<tr>
<td>HUM 110 Human Potential</td>
<td>ENG 116 Composition</td>
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<tr>
<td>CIS 114 Computer Usage and Software Applications</td>
<td>BIO 110 Anatomy and Physiology I</td>
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<tr>
<td>HI 100 Medical Terminology for Health Information</td>
<td>HI 215 Classification and Indexing Systems 1</td>
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<td>BIO 120 Anatomy and Physiology II</td>
<td>BUS201 Professional Development</td>
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<td>HI 235 Classification and Indexing Systems 2</td>
<td>HI190 Medical Coding Professional Practice Experience</td>
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<td>HI260 Alternate Healthcare Settings</td>
<td>HI 275 Classification and Indexing Systems 3</td>
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<td>HI 220 Health Information Law and Ethics</td>
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### HIT Department Projected Schedules

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<tr>
<th>Course</th>
<th>Summer 2015</th>
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<td>HI161</td>
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<td>HI210</td>
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<td>HI215</td>
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<td>HI220</td>
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<td>HI230</td>
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<td>HI250</td>
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<td>HI260</td>
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***** Students should take HI 100, BIO 110, and BIO 120 in their first two quarters, as these courses are prerequisites for many core courses. *****

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<tr>
<th>Course</th>
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<tr>
<td>HI 190</td>
<td>Available every quarter as hybrid courses based on student need</td>
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<tr>
<td>HI 140</td>
<td>May take any time during program, but suggest taking ENG 116 first, due to writing assignments</td>
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<td>HI 290</td>
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<tr>
<td>HI 220</td>
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<tr>
<td>HI 210</td>
<td>Prereq: HI 100 &amp; BIO 110 Co-req: BIO 120</td>
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<td>HI 230</td>
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<td>HI 250</td>
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<td>HI 260</td>
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<tr>
<td>HI 161</td>
<td>Prerequisite: CIS 114</td>
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<td>HI 215</td>
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<tr>
<td>HI 235</td>
<td>Prerequisite: HI 100</td>
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</table>
Out of respect for academic excellence and moral responsibility, each student is expected to employ the highest ethical standards in taking tests, writing papers and projects, and using material from the library. Should a student violate the ethics code by plagiarism, cheating or theft, penalties ranging from reprimands to expulsion will apply.

**Academic Integrity**

Midstate College believes in providing an educational experience in an open, honest, respectful, and fair manner engendering a mutual trust between all students, faculty, and administrators. Academic integrity is a basic principle of the College’s function. Students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence as well as the student’s personal file for other notifications of academic dishonesty and will determine the level of action to be applied. The student may appeal the decision to the Dean of Students, whose decision will be final.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student’s writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

The following are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples.

**Plagiarism**

Plagiarism is using another person’s words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.
Cheating

Copying from another’s work; using or attempting to use unauthorized assistance, material, study aids, or computer programs in completing academic assignments and examinations; providing unauthorized academic assistance to another student; submitting an assignment as one’s own when it was created by others; and submitting work from one course to fulfill an assignment in another are examples of cheating.

Deception

Providing false information to faculty such as requesting an extension of time on an assignment using an untrue reason, claiming to have submitted work that was not submitted, or falsification of data or research results are examples of deceptive practices.

Sabotage

Preventing others from doing or completing an assignment using tactics such as removing or destroying limited library resources needed for an assignment or tampering with another’s electronic files are examples.

Computer Misuse

The inappropriate use of campus computers such as violation of the College’s usage policy, tampering with another’s electronic files, exchanging stolen information, violation of copyrights, and illegal access to other computer systems beyond what is provided to students in the Midstate College network are examples.

Address/Telephone Changes

The student must notify the Health Information Technology department and the front office of any changes in phone number and/or address as soon as they occur. This is extremely important so that grades and other important information can be received by the student.

You can also use our student gateway to update your personal information. Log into gateway.midstate.edu and click on your name in the upper right hand corner, located next to the log out button. If you notice any incorrect information on this page, simply fix it, and hit submit. Your corrections will be sent to the Student Records Office. Be aware that any changes made to legal information such as name, driver's license, etc., will require additional verification; a Student Records staff member will contact you to obtain verification.
Emergency Calls

A student should not be called out of class. To avoid missing school, it is essential that students who have young children have a backup child care plan while the student is attending classes. In a dire emergency, front office personnel can be reached via 692-4092. **Cellular phones, beepers or other paging devices should be turned off during class.**

**Dress Code**

It is important that students present themselves in a professional manner. To the patient, public and staff of healthcare agencies, you represent not only the Health Information Technology profession, but also Midstate College. You must be neat, clean and professional in appearance. You are expected to conduct yourselves in a professional manner. The following policy states the professional dress code of the Health Information Technology department:

**Requirements**

1. Uniforms for professional practice experience:
   A. Students are expected to dress in accordance with the host site dress code.
   B. Clothing should be clean and neat at all times. Safety pins should, under no circumstances, be substituted for buttons or zippers.
   C. Some professional practice experience sites may require that socks or hose should be worn. No open-toed shoes are allowed at professional practice experience sites.
2. Hair is to be clean and neatly styled.
3. Good personal hygiene is imperative. Working as a healthcare professional, it is important to set an example of healthy practice to patients and the general public.
   A. Teeth should be brushed and breath should smell clean.
   B. Bathe daily and use deodorant.
   C. Avoid using perfume, cologne, or scented lotions.
   D. Many healthcare facilities have policies addressing the fact that patients are extremely sensitive to odors, whether they are perfumes, body odor, or halitosis.
4. One pair of stud-type earrings are permitted (not hoops or earrings that dangle). Excessive jewelry is not professional.
5. Fingernails must be neatly trimmed and clean. Many healthcare facilities may also have policies that prohibit acrylic nails and/or nail polish.
6. Body piercing and tattoos are **not** a part of the professional uniform. They must be covered as much as possible or removed when wearing the uniform.
7. Each student is responsible for all aspects of his/her professional appearance.
Attendance and Absenteeism

It is expected that Health Information Technology students attend all classes. Since attendance is an important factor in appraising students for clinical placement and future employment recommendations, frequent absences will seriously jeopardize a student’s placement potential. You are required to attend 75% of your classes. **More than 25% absence may result in failure of the professionalism competency.** Make certain any absence is essential. Remember that if you are absent for frivolous reasons, you may not have the time for a funeral or hospitalization.

Attendance also includes being on time for each class. You are expected to be in your seat and ready to begin each class at the scheduled time, not just entering the building. At a job site, you would be expected to be at your assigned station ready to begin each day on time. Any child care arrangements need to ensure that you will be here on time each day. **Have a back-up plan for childcare in case your childcare provider is unavailable**

Professional Practice Experience

Midstate College has a responsibility to the profession, patients, students and itself to allow only qualified individuals to participate in professional practice experience.

To participate in the professional practice experience, the student must have an overall grade point average of 2.00, including at least a “C” or better in all classes. Student attitude and interpersonal communication skills must be appropriate and professional. Problems noted on professional practice experience evaluations must be remedied. The student may be released from the professional practice experience site before the completion of all professional practice experience hours if the student is not performing in a satisfactory manner. If there is any evidence that the student cannot perform effectively in the experience, the professional practice experience may be terminated, the professional practice experience course will result in a failing grade, and graduation will be adversely impacted. If a student fails professional practice experience on the initial attempt, it will be the student’s responsibility to secure a site for future attempts.

Remember:

- The professional practice experiences are designed as a learning experience, and we are guests in each medical facility. This is not a job-hunting or recruitment situation, but an opportunity to observe and participate in the regular daily routine of various specialties.

- The professional practice experience is always supervised.
All Health Information Technology students must participate in an on-site professional practice experience. It is not expected that all competencies will be performed at the professional practice experience site. However, there should be a variety of opportunities provided in all areas.

These hours are scheduled during the final quarter after the completion of coursework. As in the classroom portion of the curriculum, the experiences begin with the technical aspects and progress to the more skilled management aspects of health information technology. Under the supervision of healthcare facility personnel and Health Information Technology faculty, students learn and complete actual Health Information Technology procedures and observe the activities and personnel interactions of their future work environment. Students will be completing these activities in the health information management departments and other related departments of acute care facilities, ambulatory care facilities and long term care facilities.

The importance of the professional practice experience to health information technology is immeasurable. Through the application of classroom learning the theories of health information management are reinforced, the dynamics of the workplace are observed and the realistic dimension of the profession is added.

The professional practice experience should provide for:

- Development of the student as a person responsible for actions and outcomes
- Acquisition of knowledge and skills needed for entry-level competency
- Recognition of the needs of the organization and its patients and clients
- Adherence to the mission policies and procedures of the institution

Student Responsibilities Related to Professional Practice Experience

Confidentiality of protected health information is of primary importance. Through the affiliation, the student will have access to patient health information as well as sensitive information about the site, personnel issues, etc. To retain this privilege, students must adhere to the tenets of the AHIMA Code of Ethics at all times.

Regardless of the student’s level of employment experience, the student’s role at the professional practice experience site is that of a student. Respect for all employees, appreciation for the facility’s mission, interest in learning, initiative and responsibility for one’s actions are among the characteristics that the student must embody. The student should be eager to contribute time, talent and energy to the goals of the clinical site. Ask questions so that you thoroughly understand information and/or procedures. Each facility is different and may utilize different systems and practices.
Midstate College has site agreements with several local healthcare facilities to host students for Professional Practice Experience. However, this does not mean that students are limited to only using these sites. In fact, if a student is interested in a specific site for future employment, it is encouraged that the student contact the site regarding potentially completing the Professional Practice Experience at that site, rather than having Midstate contact the site. By doing so, the student will demonstrate ambition to grow in their career, along with interest in that site, which would be looked upon favorably by the site, and may increase the chance of becoming employed at the site.

The employees at the professional practice experience sites will serve as your teachers for many of the activities. They will explain, demonstrate the procedures and assist with questions. They do this in addition to their normal duties without extra compensation. Today’s healthcare facilities are under pressure to achieve maximum productivity from their resources of people and equipment. Therefore, it is extremely important that students make the most of their time spent at the site by being prepared, attentive and punctual. Generally, the site supervisor determines if and when to allow students to complete their professional practice experience courses at their organization. There are times when taking a student may result in less than optimal outcome; however, almost every experience is a learning experience.

The Affiliation Agreement between Midstate College and the professional practice experience site requires that each student furnish proof of current physical examination status upon request. This may include vaccinations, PPD, and drug screens. The student is responsible for furnishing such documentation to the program director, who will make it available to the site upon request.

Health Information Technology students may be required to undergo a background check before attending professional practice experience sites per the request of affiliated healthcare organizations, pursuant to Joint Commission or other accreditation organization requirements. The student will be responsible for any associated fees if a background check is required.

**Student Rights During Professional Practice Experience**

All demonstrations and/or practices must be done with respect for the student’s personal dignity, modesty, and safety. If a student believes that he/she is placed in a compromising situation, he/she is to voice this concern to the supervisor involved. If this does not resolve the situation, the student is immediately to contact the appropriate Midstate College faculty member. If the situation is not resolved at this level, the student is to report the incident to the Director of the Health Information Technology department.
1.0 General Policies:
1.1 Students will follow all organizational and departmental policies and procedures for employees.
1.2 Students are responsible for transportation to and from each site.
1.3 PPE sites are selected based on availability of facilities to participate, and assignment is at the discretion of the Health Information Technology Director.
1.4 Demonstrate initiative by completing activities as assigned.
1.5 If you complete your assignments early, ask for additional work rather than waiting for someone to notice.
1.6 There may be times when clinical personnel are unavailable to work with you. During those times use initiative to interview staff, maintain PPE log of activity, review policy manuals, and so on.
1.7 **Do not use your cell phone during working hours, this includes texting.** Make personal calls and texts only at break and lunch times. Additionally, the use of other electronic devices, such MP3 players, pagers, iPads, and iPods, is generally considered to be unprofessional in the PPE setting.
1.8 Do not surf the Internet during working hours, this includes checking e-mail and logging into social networking websites.
1.9 Demonstrate a professional attitude during any unexpected situations that might occur.
1.9.1 Assist, if you can. Otherwise, be a silent observer or remove yourself from the situation.
1.9.2 Remember, much can be learned by observing how other professionals handle difficult situations.
1.10 Utilize professional communication.
1.10.1 Students should contact their PPE site manager prior to their PPE to make introductions, obtain driving and parking information, and ask questions related to appropriate attire.
1.10.2 The student should be cognizant of the professional titles used in the healthcare setting. Medical professionals, patients, and coworkers should be addressed in the appropriate manner at all times. (for example, Doctor Jones, Mrs. Smith, or Mr. Johnson)
1.10.3 Maintain professional relationships by avoiding personal discussions.
1.10.4 As a professional you are expected to handle minor difficulties that arise on your own. However, if attempts to solve the situation have been unsuccessful, these matters should be brought to the attention of the PPE site manager and the academic PPE coordinator.
1.10.5 Avoid gossiping or complaining about your PPE with site staff or other students. If you have issues, you should discuss them with your academic PPE coordinator.

1.10.6 Students should maintain a daily log of activities accomplished during their PPE. This log should be shared with their site manager periodically to see what has been accomplished, what needs to be completed in the time remaining, and what activities can be added or deleted.

1.10.7 Students are encouraged to send personal, handwritten thank-you notes to their PPE sites and specific individuals who contributed to their experience.

2.0 Attendance
2.1 Absenteeism and tardiness are considered unprofessional and undesirable traits. While there may be times when a student may be absent due to illness or other valid reasons, it is the student’s responsibility to make up the time, per their school policy.

2.2 If a student is unable to work on a specified day, it is their responsibility to notify and make arrangements to make up the missed time with both their PPE site manager and their academic PPE coordinator.

2.3 If a student is running late, they must contact the PPE site manager and give him or her an estimated arrival time.

2.4 Do not ask to leave early. If you must depart early, be sure the arrangement is agreed to by your PPE site manager, and that a later visit is arranged to make up missed hours.

2.5 Excessive absenteeism and tardiness adversely affect the student’s grade for the PPE course.

3.0 Confidentiality Policies:
3.1 Students are provided with supervised “real world” learning experiences to develop insight, understanding and skill in health information technology practices. Placing students in the PPE setting will allow them access to protected health information. The Health Information Technology faculty members are aware and considerate of the patient’s right to privacy. Students are required to adhere to the American Health Information Management Association (AHIMA) Code of Ethics that provides definitive and binding standards of conduct.

3.2 The student shall not disclose any patient’s identifiable medical or demographic information gained from the professional practice experience assignments in a health information management department.
3.3 The student shall not disclose any protected health information gained from review of medical records, databases, studies, committee minutes and reports or from any other source.

3.4 The student shall not acknowledge or confirm the fact of an inpatient or outpatient stay or an emergency department visit of a patient if knowledge of the hospital admission was gained from information generated from within the Health Information Management department or the health facility while on professional practice experience assignment.

3.5 The student shall follow the written privacy and confidentiality policies and procedure as determined by the facility where the student is completing the professional practice experience assignment.

3.6 Violation of the privacy practices of the professional practice experience site will be cause for withdrawal from the course with a grade of F.

3.7 The student shall adhere to all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule, the HIPAA Security Rule, and all state and federal legislation related to the student’s scope of practice.

4.0 Professional Image Policy:

4.1 Students’ appearance reflects not only on themselves but also on the Health Information Technology department at Midstate College.

4.2 For all activities at the professional practice experience site, students are expected to adhere to the dress code of the professional practice experience site.

5.0 Policy on Experience Equivalency: If a student feels she/he has equivalent experience in any of the activities to be performed in the professional practice experience and is currently employed in a position where the activities are being performed, an alternate activity may be assigned to ensure that the student is adding valuable knowledge, skills, and experience in the career field for the purpose of increasing employability and earning potential.
Midstate College  
411 W. Northmoor Rd.  
Peoria, IL 61614  
(309) 692-4092

Health Information Technology  
Professional Practice Experience (PPE)  
Student Agreement

1. Course Requirements
   - Each student is required to complete PPE hours in a healthcare facility under the supervision of experienced personnel.  
   - The PPE facility will be selected and/or approved by the HIT department director.  
   - Four quarter hour credits will be granted for the PPE experience.

2. Criteria for HIT / MCS / MT PPE student participation
   - The following criteria must be met before a student will be permitted a PPE assignment.  
     - The student must maintain at least a 2.00 grade point average with a grade of ‘C’ or better in all courses.  
     - The student must have successfully completed the core courses in their chosen curriculum.  
   - A student must demonstrate professional behavior at all times.  
   - The student must meet Midstate College and the PPE facility requirements for physical examination, TB skin test, hepatitis vaccination, and proof of rubella immunity. Background check & drug screening, if requested will be completed at the student’s own expense.

3. Student Responsibilities
   - Professionalism:  
     - The student is required to dress in accordance with the host site dress code.  
     - Hair should be neat, clean, and should reflect natural tones (no pink, purple, green, or blue color, etc.)  
     - Fingernails should be short and clean. No nail polish or artificial nails.  
     - Jewelry should be avoided with the exception of watch, wedding band/engagement ring, & one pair of small post earrings.  
     - Student should use subtle makeup and refrain from wearing perfume or using scented lotions.  
     - No gum chewing is allowed.  
     - Smoking is strongly discouraged. Smoking is permitted only at the areas and times designated by the PPE site supervisor. No more than 2 smoking breaks per 8 hour day should be taken. If you choose to smoke, you must take responsibility to eradicate the odors left on clothing and hair.

4. Attendance at the PPE site:  
   - The student will be prompt.  
   - The student is responsible for keeping a weekly record of his/her hours at the facility to be authorized by the site supervisor.  
   - The student is expected to attend PPE regularly with 2 or less call-ins. More than 2 call-ins may be grounds for dismissal from facility.
• IF A STUDENT IS GOING TO BE ABSENT, HE/SHE SHOULD NOTIFY THEIR PPE SUPERVISOR AND MIDSTATE COLLEGE PRIOR TO THE ABSENCE. MISSED HOURS MUST BE MADE UP. An ABSENTEE REPORT must be filled out, signed and turned in to the HIT department director.
• Student must provide their own transportation to and from the PPE facility.

5. Professional behavior: _______initials
   • Student will display professional attitude/behavior at all times.
   • Student must respect patient, physician, and staff confidentiality.
   • Student is under the jurisdiction of all rules and regulations and policies of the PPE facility.
   • Student is responsible for behaviors/actions at the PPE facility.
   • This PPE is not in any way a guarantee of employment at the PPE facility or any other site.

6. Administrative responsibilities: _______initials
   • The student must:
     o Meet with the HIT department director for orientation prior to beginning the PPE.
     o Carry a note pad to the facility to record instructions and preferences and vital information needed to refer questions to the PPE supervisor or HIT department director.
     o Participate in online classroom discussions and submit journal assignments every week.
     o Establish a routine with the facility supervisor for timely return of ALL performance evaluations.
     o Complete a Student Evaluation of the PPE Site following completion of the PPE
     o Complete the applicable mock exam (CCA, RHIT) at midterm and at the end of the quarter.

7. PPE Facility Supervisor Responsibilities: _______initials
   • Give the student the opportunity to receive directed practice in a wide variety of HIT/MCS/MT tasks performed in a health care facility.
   • Keep a record of the student’s attendance at the facility on a weekly basis.
   • Spend time with the student each week to discuss the strengths and weaknesses of his/her activities.
   • Complete the interim and final evaluations for the student.
   • Notify Midstate College immediately if a student does not meet professional standards acceptable to the PPE facility.

8. HIT Department Director Responsibilities: _______initials
   • Establish a suitable PPE facility for eligible HIT/MCS/MT students.
   • Meet with the student extern for an orientation prior to his/her PPE experience. This may be done online.
   • Provide the extern with Syllabus and Student Evaluation Reports.
   • Periodically make evaluations of student’s progress at the PPE Facility.
   • Abide by the rules and regulations of the PPE Facility.
   • Establish a weekly conference time with each student to discuss the student’s progress during PPE experience. This may be done online.
Ascertain a final grade for the student based upon the Student Evaluation Reports, PPE Supervisor’s comments, and completion of online assignments.

9. Removal from a PPE facility due to unprofessional behavior will result in a failing grade for the PPE course and said course will have to be repeated. _____initials

HIT/MCS/MT Professional Practice Experience Statement of Understanding

I have read and understand the HIT/MCS/MT Professional Practice Experience Student Agreement and agree to abide by the requirements and regulations stated therein to enter and remain in the HIT/MCS/MT PPE Experience.

Student name (printed) ________________________________

Student signature_________________________ Date____________________

HIT Director Signature_________________________ Date____________________
**AHIMA Domains, Subdomains, and Entry Level Competencies**
(These pertain to the Health Information Technology program only)

Upon successful completion of these professional practice experiences, the student will be able to meet the following objectives as outlined in the AHIMA Domains, Subdomains and Entry Level Competencies for the Registered Health Information Technician.

Associate Degree Entry Level Competencies 2014

**Domain I. Data Content Structure and Standards**

**Subdomain I.A. Classification Systems**
- I.A.1. Apply diagnosis/procedure codes according to current guidelines
- I.A.2. Evaluate the accuracy of diagnostic and procedural coding
- I.A.3. Apply diagnostic/procedural groupings
- I.A.4. Evaluate the accuracy of diagnostic/procedural groupings

**Subdomain I.B. Health Record Content and Documentation**
- I.B.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
- I.B.2. Verify the documentation in the health record is timely, complete, and accurate
- I.B.3. Identify a complete health record according to organizational policies, external regulations, and standards
- I.B.4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare

**Subdomain I.C. Data Governance**
- I.C.1. Apply policies and procedures to ensure the accuracy and integrity of health data

**Subdomain I.D. Data Management**
- I.D.1. Collect and maintain health data
- I.D.2. Apply graphical tools for data presentations

**Subdomain I.E. Secondary Data Sources**
- I.E.1. Identify and use secondary data sources
- I.E.2. Validate the reliability and accuracy of secondary data sources

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

**Subdomain II.A. Health Law**
- II.A.1. Apply healthcare legal terminology
- II.A.2. Identify the use of legal documents
- II.A.3. Apply legal concepts and principles to the practice of HIM

**Subdomain II.B. Data Privacy Confidentiality and Security**
- II.B.1. Apply confidentiality, privacy and security measures, and policies and procedures for internal and external use and exchange to protect electronic health information
- II.B.2. Apply retention and destruction policies for health information
II.B.3. Apply system security policies according to departmental and organizational data/information standards

Subdomain II.C. Release of Information
II.C.1. Apply policies and procedures surrounding issues of access and disclosure of protected health information

Domain III. Informatics, Analytics and Data Use
Subdomain III.A. Health Information Technologies
III.A.1. Utilize software in the completion of HIM processes
III.A.2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications

Subdomain III.B. Information Management Strategic Planning
III.B.1. Explain the process used in the selection and implementation of health information management systems
III.B.2. Utilize health information to support enterprise wide decision support for strategic planning

Subdomain III.C. Analytics and Decision Support
III.C.1. Explain analytics and decision support
III.C.2. Apply report generation technologies to facilitate decision-making

Subdomain III.D. Health Care Statistics
III.D.1. Utilize basic descriptive, institutional, and healthcare statistics
III.D.2. Analyze data to identify trends

Subdomain III.E. Research Methods
III.E.1. Explain common research methodologies and why they are used in healthcare

Subdomain III.F. Consumer Informatics
III.F.1. Explain usability and accessibility of health information by patients, including current trends and future challenges

Subdomain III.G. Health Information Exchange
III.G.1. Explain current trends and future challenges in health information exchange

Subdomain III.H. Information Integrity and Data Quality
III.H.1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system

Domain IV. Revenue Management
Subdomain IV.A. Revenue Cycle and Reimbursement
IV.A.1. Apply policies and procedures for the use of data required in healthcare reimbursement
IV.A.2. Evaluate the revenue cycle management processes

Domain V. Compliance
Subdomain V.A. Regulatory
V.A.1. Analyze policies and procedures to ensure organizational compliance with regulations and standards
V.A.2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification
V.A.3. Adhere to the legal and regulatory requirements related to the health information management

**Subdomain V.B. Coding**
- V.B.1. Analyze current regulations and established guidelines in clinical classification systems
- V.B.2. Determine accuracy of computer assisted coding assignment and recommend corrective action

**Subdomain V.C. Fraud Surveillance**
- V.C.1. Identify potential abuse or fraudulent trends through data analysis

**Subdomain V.D. Clinical Documentation Improvement**
- V.D.1. Identify discrepancies between supporting documentation and coded data
- V.D.2. Develop appropriate physician queries to resolve data and coding discrepancies

**Domain VI. Leadership**

**Subdomain VI.A. Leadership Roles**
- VI.A.1. Summarize health information related leadership roles
- VI.A.2. Apply the fundamentals of team leadership
- VI.A.3. Organize and facilitate meetings

**Subdomain VI.B. Change Management**
- VI.B.1. Recognize the impact of change management on processes, people and systems

**Subdomain VI.C. Work Design and Process Improvement**
- VI.C.1. Utilize tools and techniques to monitor, report, and improve processes
- VI.C.2 Identify cost-saving and efficient means of achieving work processes and goals
- VI.C.3. Utilize data for facility-wide outcomes reporting for quality management and performance improvement

**Subdomain VI.D. Human Resources Management**
- VI.D.1. Report staffing levels and productivity standards for health information functions
- VI.D.2. Interpret compliance with local, state, federal labor regulations
- VI.D.3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions

**Subdomain VI.E. Training and Development**
- VI.E.1. Explain the methodology of training and development
- VI.E.2. Explain return on investment for employee training/development

**Subdomain VI.F. Strategic and Organizational Management**
- VI.F.1. Summarize a collection methodology for data to guide strategic and organizational management
- VI.F.2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system
- VI.F.3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system
- VI.F.4. Apply information and data strategies in support of information governance initiatives
VI.F.5. Utilize enterprise-wide information assets in support of organizational strategies and objectives

Subdomain VI.G. Financial Management
   VI.G.1. Plan budgets
   VI.G.2. Explain accounting methodologies
   VI.G.3. Explain budget variances

Subdomain VI.H. Ethics
   VI.H.1. Comply with ethical standards of practice
   VI.H.2. Evaluate the consequences of a breach of healthcare ethics
   VI.H.3. Assess how cultural issues affect health, healthcare quality, cost, and HIM
   VI.H.4. Create programs and policies that support a culture of diversity

Subdomain VI.I. Project Management
   VI.I.1. Summarize project management methodologies

Subdomain VI.J. Vendor/Contract Management
   VI.J.1. Explain Vendor/Contract Management

Subdomain VI.K. Enterprise Information Management
   VI.K.1. Apply knowledge of database architecture and design
Graduation

Graduation is held once a year in June. The Director of Student Affairs is responsible for the arrangements. This is an especially significant moment for most graduates, and you should plan to attend. Graduates are encouraged to invite family and friends to the event.

All candidates for graduation must complete the minimum requirements as stated in their program. Transfer students must earn one-third of their quarter hours from Midstate College. Transfer students must complete their last term in residence to receive a degree from this institution. Any exceptions to this policy must be approved by the Dean of Students.

Students enrolled in a degree program must complete the stated number of hours required by the curriculum. Students attending Midstate may only transfer credits to Midstate for classes taken at other accredited institutions prior to their entrance at Midstate. Any exceptions to this policy must be approved by the Dean of Students.

To be eligible for graduation, students must have a cumulative grade point average of 2.00 and complete all requirements by the last date of the term. Incomplete grades are not accepted in the last term. In order to receive degrees and transcripts, tuition, books, and other fees must be paid in full. All borrowed library materials must be returned and outstanding fines paid in full. All graduating students must satisfactorily complete a Petition to Graduate form, complete a graduation interview with the Student Affairs, Career Services, and Financial Aid Departments, and complete the Graduate Exit survey.

The commencement ceremony is held annually for those students who have satisfactorily met the requirements of their program and the College. Degrees and diplomas are mailed approximately six weeks after the end of the term of completion. Commencement ceremony recognition is presented by the President or the Chairman of the Board of the College.
Professional Examinations

The Midstate College Health Information Technology AAS degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of a CAHIIM-accredited program are eligible to take the American Health Information Management Association (AHIMA) Registered Health Information Technician (RHIT) exam. Information regarding the RHIT examination may be found at the AHIMA website www.ahima.org. It is your responsibility to apply for the examination and pay the testing fee.

New coders who take and pass the Certified Coding Associate (CCA) exam will immediately demonstrate their competency in the field, even if they don't have much job experience. Earning a CCA demonstrates a commitment to coding even for those who are new in the field. CCA holders will also distinguish themselves from non-credentialed coders and those who hold credentials from other organizations that do not require the higher level of expertise necessary to earn AHIMA certification. The CCA should be viewed as the starting point for an individual entering a new career as a coder. The CCS and/or CCS-P exams demonstrate the mastery level skills that the CCA would strive for to advance his or her career.
About once a year, a need arises to remind students about some items, which may seem like common sense to most, so please take a moment to carefully review this section and make appropriate adjustments in your actions and behaviors. It is very important to realize that impressions you make in the classroom, both positive and negative, may impact you later in your career.

Most faculty members for your core classes (those starting with the letters HI) work in your career field and have an extensive professional network to which they may refer you for job leads if you set a positive impression. Also, your classmates will eventually become your peers and professional network after graduation, so the same is possible of all of them, too. If you don't plan to leave Central Illinois during your career, chances are that your paths may cross many times with your previous classmates and instructors. You may find yourself working with them, asking them for a job or reference, or possibly looking to hire one of them if you go into a management position. Do not burn any bridges behind you while you are still in school.

- Always demonstrate RESPECT for faculty and other students.
- Academic integrity is imperative.
  - This includes many things, not just cheating from a classmate.
  - Plagiarism is ILLEGAL.
    - Whenever using material created by somebody else, *always* cite your sources.
    - APA format is standard in the medical field.
  - Carefully review the Midstate College policy regarding academic integrity.
- Professionalism
- Attendance & timeliness
  - Know what time your class is scheduled to start and be there at or before that time.
  - If you must be late, make it the exception and not the rule.
  - If entering a classroom after the class has started, do not disrupt the class.
- If you are late or miss class, it is your responsibility to make up class material - content is outlined on syllabus
- Communicate with the instructor if you have to miss class, preferably before class time.
- Midstate College requires college-level writing across the curriculum.
  - Grammar and spelling are important in all professional communications. Use complete sentences.
  - Avoid "text speak" abbreviations.
  - The word "I" should be capitalized.
  - This should include all forms of communication, including e-mail.
  - Start good habits now, while you are still in school.
- Be aware of your activities outside of the classroom.
  - If you use a social networking site, such as MySpace or Facebook, carefully review the content of your photographs and information posted and ask yourself if you would want a potential employer to see it. If the answer is "no," remove that content immediately.
  - If you use a personal e-mail address on your resume, make sure it is professional appearing. Avoid using cute or risqué abbreviations as part of your e-mail address. Best practice is to use your name, similar to your Midstate e-mail address.
- Confidentiality is of upmost importance in the healthcare profession. Occasionally, students may share personal information in the classroom when various disease processes are discussed. Start
developing good privacy and confidentiality skills now by not discussing things of a sensitive nature that your classmates may share. Just like Vegas - What happens in the classroom, stays in the classroom.

- Realize the fact that your classmates, faculty members, PPE supervisors, and patients all come from a highly diverse set of backgrounds. Respect the differences. You will occasionally have classmates who may be difficult to get along with. Consider this preparation for the workplace, where you will occasionally have a co-worker who is not easy to work with. Accept the fact that you don't have to be best friends with everybody and that everybody may not be interested in being your best friend.

**Networking – When Should I Start … and Why?**

Networking is something that you will all be exposed to during your final quarter with your Professional Practice Experience (PPE). However, there is really no need to wait until you reach that point. In fact, you may find some incredible benefits of starting as soon as right now!

Also, while the PPE is not to be *expected* as a job opportunity, there have been several students who have been hired by their PPE host sites. We have several healthcare organizations that graciously host students on a regular basis. However, you are not limited to these sites for your PPE. In fact, it is strongly encouraged that students to actively pursue potential new sites. Sure, it is easier to use a site that is already secured, but it is a better career move to take initiative and show potential employers that you are motivated and ambitious to seek an opportunity on your own. (If you were an employer, would you hire somebody who applied for a job on their own or would you hire somebody who had somebody else do the work for them?) The PPE is your chance to reach out and market yourself to healthcare organizations as somebody they may want to hire someday, even if they do not have a current position available. Please contact Leah Grebner at lrebner@midstate.edu or Shelley Bunch at sbunch@midstate.edu if you would like more information about how to approach an organization in which you are interested. It's a great way to grow your network and get your name recognized by your future peers.

- Join Professional Organizations...and get involved
  - American Health Information Management Association (AHIMA) [http://www.ahima.org](http://www.ahima.org)
    - This is the national professional organization for Health Information professionals, including HIT, MCS, and MT. Student membership is only $45.
  - Illinois Health Information Management Association (ILHIMA) [http://www.ilhima.org](http://www.ilhima.org)
    - This is the state professional organization for Health Information professionals, including HIT, MCS, and MT. Membership dues are included with AHIMA membership.
  - Central Illinois Health Information Management Association (CIHIMA) [http://www.ilhima.org/regional/regional2.html](http://www.ilhima.org/regional/regional2.html)
    - This is the regional professional organization for Health Information professionals, including HIT, MCS, and MT. Membership is $10 per year. This organization is a great place to start building your professional network in Central Illinois, as you may meet potential employers who may not do any formal advertising. Quarterly meetings are held in February, May, August, and November. Midstate College hosts the February meetings.

- Facebook
  - Become a fan of Midstate College, AHIMA, Central Illinois Health Information Management Association, AHDI, and other professional organizations. When you do this, you will receive
updates from these organizations that provide valuable hot topics to provide that extra edge in your career field.

- There is a Facebook group for the Midstate College Health Information Technology Student Group. This is open to anybody in the HIT, MCS, or MT major as a forum to network among the group. Meet other students in your program and get to know them.

- LinkedIn
  - This is another great place to network with professionals in your field. Note that this is a professional website, rather than a social networking site like Facebook and MySpace. If you are a member of AHIMA, be sure to add the organization in your LinkedIn network because members of the AHIMA network send updates of job postings to all members of their network. These are job postings that are not necessarily advertised elsewhere, and I have seen some great opportunities in the LinkedIn mail.

- Your Classmates
  - No, this is not another networking site. This is the group of people in your classes - both in the classroom and in eLearning. Get to know each other outside of class. You never know if you may be asking a former classmate for a job after graduation....or if you may become a manager looking for a new hire and that smart person who used to sit by you in HI 100 may be the perfect candidate...if only you could remember their name.
Health Information Technology Professional Practice Experience Agreement

MIDSTATE COLLEGE
411 West Northmoor Road
Peoria, IL 61614

Health Information Department Professional Practice Experience Agreement

This agreement is made between Midstate College and ____________________________ hereafter referred to as the Professional Practice Experience (PPE) facility. Midstate College is organized for the purpose of educating allied health professionals and the participation of the PPE facility will enable the College to meet this objective.

I. GENERAL AGREEMENT
   a. The term of this Agreement shall be for one year and shall be automatically renewed for successive terms of one (1) year unless otherwise terminated. This Agreement may be terminated by either party with sixty (60) days prior written notice accomplished either by personal service or by certified or registered mail upon the Midstate College Director of Health Information Technology and PPE facility representative. Any students enrolled in the ongoing programs at the time of such termination notice shall be given the opportunity by the PPE facility and Midstate College to complete the requirements of the program as offered at the time of their entry and in compliance with the conditions contained in this Agreement.

   b. This Agreement shall be subject to periodic review as the need may arise, in order to consider any amendment, alteration, or change as may be mutually agreed upon in writing by the parties.

   c. This Agreement shall be interpreted in accordance with and pursuant to the law of the state of Illinois.

   d. Nothing in the Agreement is intended to be contrary to state or federal laws. In the event of a conflict between terms and conditions of this Agreement and any applicable state or federal laws, the state or federal law will supersede the terms of this Agreement.

II. MUTUAL RESPONSIBILITIES
   a. Midstate College personnel, faculty and students shall not be deemed to be employees or agents of the PPE facility, and nothing herein contained shall be construed as creating a relationship other than that of an independent contractor between the PPE facility and Midstate College, its employees, faculty, and students. Midstate College personnel, faculty, and students shall not be entitled to
compensation from the PPE facility in connection with any service or actions of benefit to the PPE facility that are a part of or related to the educational program. The PPE facility and its employees shall not be entitled to compensation from Midstate College for services or actions of benefit to Midstate College that are part of or related to the educational program.

b. Midstate College personnel, faculty and students are not eligible for coverage under the PPE facility’s worker's compensation or unemployment compensation insurance programs. Midstate College will provide, if any, worker's compensation or unemployment compensation coverage as required by state law for students enrolled in the program. It is not anticipated that the students shall be compensated for services and clinical training, and by this section, it is not intended to extend worker's compensation or unemployment compensation coverage beyond the specific requirements and provisions of state statute.

c. Midstate College shall provide, at its own expense, comprehensive general liability insurance covering bodily injury and property damage liability covering Midstate College, its faculty and students participating in the educational programs under this Agreement. Midstate College shall provide the PPE facility with a Certificate of Insurance as evidence of such insurance coverage.

d. Midstate College will defend, indemnify and hold harmless the PPE facility, its officers, agents, employees, and representatives from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses, and reasonable attorney's fees, arising from negligent or wrongful acts or omissions of Midstate College, its faculty, or students as they pertain to services rendered under this Agreement.

e. The PPE facility agrees to notify Midstate College when any faculty member or student has been involved in an incident reported to the PPE facility.

f. The PPE facility shall provide, at its own expense, adequate liability insurance coverage for its employees.

g. The PPE facility will defend, indemnify and hold harmless Midstate College, its trustees, officers, agents, representatives, employees, faculty, and residents from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of the PPE facility or its employees as they pertain to services rendered under this Agreement.

h. Except as otherwise provided on any schedule attached hereto, Midstate College will provide qualified certified teachers to teach all prescribed courses. The faculty members will select and assign learning experiences of students in accordance with agreed-to schedules and work assignments. Faculty members
will work with appropriate representatives and personnel of the PPE facility in determining the needs of patients assigned to students.

i. Midstate College shall notify the PPE facility in writing of any change or proposed change of any clinical instructor. The PPE facility may request that Midstate College replace incompetent, inefficient, or merely non-cooperative clinical instructors assigned to any of the clinical training programs by providing Midstate College with a letter describing such incompetence, inefficiencies, or non-cooperation. Midstate College shall, within five (5) days, provide the PPE facility with names of qualified replacement staff, such replacement staff to be employee(s) of Midstate College unless otherwise mutually agreed to.

j. Midstate College shall comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and related regulations, and ensure it does not and will not discriminate against any person on the basis of race, creed, sex, national origin, age, or handicap under any program or activity receiving federal financial assistance.

k. The safety, health, and welfare of the PPE facility’s patients shall be of the utmost importance in this Agreement. Midstate College will provide necessary assurance or evidence of acceptable health levels of the students and faculty while working in the clinical area.

l. The PPE facility shall provide Midstate College with all bylaws, rules, regulations, and standards of the PPE facility and its medical staff and shall participate in an orientation program in conjunction with Midstate College for informing all participating faculty and students of the provisions thereof. Students assigned to the educational program that do not abide by the bylaws, rules, regulations, and policies of the PPE facility or meet the standards of safety, health, and ethical behavior prescribed thereby, may be suspended, placed on probation or dismissed from the clinical program. Prior to instituting disciplinary actions, Midstate College shall, in consultation with the PPE facility, provide the student notice of the proposed action and an opportunity to be heard. Midstate College shall be responsible for the proper conduct of students and instructors while at the PPE facility as governed by the rules and regulations of the clinical area.

III. COLLEGE RESPONSIBILITIES

a. Midstate College shall maintain sole responsibility for the educational programs of students assigned to the PPE facility. Midstate College shall offer educational programs accredited by the Higher Learning Commission and approved by the Illinois Board of Higher Education, and shall determine standards of education, hours of instruction, clinical learning experiences, instructional schedules,
evaluation of students, and other matters pertaining to educational programs
offered by Midstate College. Midstate College shall maintain all student records
relevant to the clinical training programs.

b. Midstate College shall not discriminate against any student applicant for
enrollment in its course of study because of race, creed, sex, national origin, age,
or handicap.

c. Midstate College acknowledges and agrees that the patient’s attending physician
determines the course of care and treatment for an individual patient. Midstate
College shall be responsible for ensuring all interactions between its faculty and
students and a patient comply with the orders and desires of the attending
physician.

d. All Midstate College personnel, faculty, and students who have access to patient
or research medical records shall maintain strict confidentiality with regard to said
records and shall not disclose any information contained therein to any person
outside the clinical training program in which they are involved.

e. Midstate College maintains the privilege for its faculty to visit the PPE facility
during normal business hours for purposes connected with the educational
program during the educational period.

f. Midstate College agrees that the student shall:

- Be permitted all Midstate College and PPE facility holidays.
- Have the responsibility of transportation to and from the PPE facility and on
  any reasonable special assignment by the PPE facility.
- Be responsible for own absences due to illness or other cause and PPE facility
  notification.
- Complete health forms requested by the PPE facility.
- Be responsible for following all policies of the PPE facility.
- Be responsible for providing the necessary and appropriate uniforms required,
  if any, but not provided by the PPE facility.
- Be responsible for reporting on time to the designated individual at the PPE
  facility.
- Be responsible for the STUDENT’S own housing during clinical education
  assignment.
- At all times, behave in a professional and ethical manner as defined in the
  professional code of ethics and/or departmental policies and procedures.
- Sign a Confidentiality Statement utilizing the form attached hereto as Exhibit
  A.

g. Midstate College agrees to take complete responsibility for the organizational and
administrative functions of the educational program including informing students
of the requirement to conform to policies and regulations of the PPE facility, and assessment of student progress at PPE facilities to assure smooth function of the PPE.

h. Midstate College shall provide specific written Professional Practice Experience performance objectives by which students should be evaluated to the PPE facility.

i. Midstate College will plan the PPE to be a cooperative effort between the faculty coordinator and appropriate personnel at the PPE facility, and notify the PPE facility with names of students well in advance of the date the PPE experience is scheduled to begin.

j. Midstate College will assign to a PPE facility only those students who have successfully met the academic standards of the College and their program.

k. Midstate College will provide a faculty coordinator to establish and supervise Professional Practice Experiences.

l. Midstate College will have students and faculty coordinators follow the regulations and policies of the PPE facility during the PPE.

m. Midstate College will provide malpractice insurance for the student during the PPE.

IV. PPE FACILITY RESPONSIBILITIES

a. The PPE facility shall cooperate with Midstate College in the preparation of students in clinical education programs. To the extent Midstate College is able to make offerings available, the PPE facility will provide clinical space, subject to availability, to qualified students from Midstate College for educational purposes under the guidance and supervision of the clinical instructors during such periods of time and to such extent as the PPE facility shall agree. The PPE facility retains responsibility for its patients at all times.

b. The PPE facility shall determine the number of students it will accept during a specific clinical educational period and shall notify Midstate College within ten (10) days of receipt of schedule. The PPE facility may, in its reasonable discretion, limit the number of students in any of the clinical programs.

c. The PPE facility shall designate in writing a liaison to work with Midstate College’s assigned Clinical Instructors.

d. The PPE facility shall complete all forms as requested by Midstate College such as general information forms and evaluation reports.
e. The PPE facility shall not discriminate against any student applicant because of race, creed, sex, national origin, age or handicap.

f. The PPE facility shall permit the full-time and part-time faculty and students assigned to Midstate College’s educational programs to use its patient care, medical record and data facilities for clinical education, provided that such use shall not conflict with or violate any rules, regulations, bylaws, or policies of the PPE facility. Such use shall be subject to, and at all times comply with, the confidentiality provisions contained in subsection III.D of this Agreement.

g. The PPE facility shall make available rooms or areas where groups of students may hold discussions and receive clinical instruction, and permit, for educational purposes, the use of such supplies and equipment as are commonly available for patient care, the cost of same to be reimbursed by Midstate College.

h. The PPE facility shall maintain correct and proper facility operation according to its own approvals and accreditations and inform students of those policies and regulations applying to them in the PPE. This may include health documentation and/or criminal background check made at the student’s expense.

i. The PPE facility shall provide orientation of college faculty and students to the facilities, philosophies, and policies of the PPE institution.

j. The PPE facility shall observe the following personnel policies:
   o Do not use students as a replacement or substitute for an employee.
   o Permit students to observe the hours/days mutually agreed upon with the College.
   o Allow students to take vacations and holidays according to the Midstate College calendar.
   o Allow students to make up time lost due to unavoidable absence.
   o Provide coat room, lunchroom/cafeteria, restroom privileges, and suitable work space to accommodate the student. Parking fees, when applicable, will be at the student’s own expense.

k. The PPE facility shall arrange for medical care whether it be first aid or hospitalization if needed by a student during the PPE. The student will be held financially responsible for her/his medical care.

l. The PPE facility shall allow the faculty coordinator to make periodic on-site visits to assess the progress of the student in the PPE.

V. REQUEST FOR WITHDRAWAL OF THE STUDENT
   a. Students demonstrating unprofessional behavior, including disclosure of confidential information, or unsatisfactory progress will be notified and placed on
probationary status or terminated, based on the degree of unprofessional behavior, by the Midstate College faculty coordinator.

b. The PPE facility may request the College to withdraw any student from the facility whose work or conduct is unprofessional or unsatisfactory. The faculty coordinator should be contacted and consulted about concerns or problems with the student’s progress or professionalism prior to the withdrawal request or dismissal of the student.

c. The College may request the withdrawal of a student from a PPE facility due to unsatisfactory academic progress or unprofessional behavior including excessive absence and/or excessive tardiness.

VI. DISCONTINUANCE OF AGREEMENT
a. If either Midstate College or the Professional Practice Experience facility wishes to discontinue this agreement, 90 days’ notice should be given to the other party.

b. Any student who is affiliated with the facility at the time of discontinuance of the agreement will be allowed to complete her/his Professional Practice Experience with the facility.

VII. LENGTH OF THE AGREEMENT AND RENEWAL
a. The length of this agreement is indefinite and will renew automatically as PPE facilities are required by Midstate College.

b. The agreement may be reviewed and/or revised on a yearly basis as deemed necessary by the College. Requests for revision from PPE facilities will be reviewed and acted upon by a panel comprised of the following Midstate College personnel: President, Dean of Students, Dean of Academics, and Program Director.

______________________________  ______________________________
Signature of Midstate College President  Signature of PPE Site Supervisor

______________________________  ______________________________
Signature of Faculty Coordinator  Date
Confidentiality Agreement

The PPE facility recognizes the importance of protection of confidential information concerning patients, their families, medical staff and co-workers, and the operations of the hospital. It is also the intent of the PPE facility and the undersigned student to protect the privacy and provide for the security of Protected Health Information (PHI) disclosed to the undersigned student in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and privacy regulations published by the US Department of Health and Human Services (DHHS) and other applicable laws. It is the obligation of the undersigned student to maintain the confidentiality and privacy of PHI or other confidential information and to relay facts pertinent to the treatment of a patient only to those who are involved with the patient’s treatment program or for quality improvement activities.

All patient and hospital information stored via paper or on any of the hospital computer systems is considered confidential. Computer systems allow qualified individuals to access, from authorized terminals, restricted and confidential patient and hospital information. The hospital shall issue a confidential password and security code to authorized individuals. It is the authorized individual’s ethical and legal responsibility to maintain and comply with all confidentiality requirements.

The PPE facility requires that all students agree to the following:

1. I WILL PROTECT THE CONFIDENTIALITY OF PATIENT AND HOSPITAL INFORMATION.
2. I WILL NOT RELEASE UNAUTHORIZED INFORMATION TO ANY SOURCE.
3. I WILL NOT ACCESS OR ATTEMPT TO ACCESS INFORMATION OTHER THAN THAT INFORMATION WHICH I HAVE AUTHORIZED ACCESS AND A NEED TO KNOW IN ORDER TO COMPLETE MY JOB ON ANY GIVEN DAY.
4. I WILL NOT DISCLOSE MY SECURITY CODE TO ANYONE.
5. I WILL NOT USE ANOTHER PERSON’S SECURITY CODE.
6. I WILL NOT WRITE DOWN PASSWORDS OR SECURITY CODES THAT WOULD MAKE THEM ACCESSIBLE TO OTHER INDIVIDUALS.
7. I WILL REPORT BREACHES OF THIS CONFIDENTIALITY AGREEMENT BY OTHERS TO THE HOSPITAL PRIVACY OFFICER. I UNDERSTAND THAT FAILURE TO REPORT BREACHES IS AN ETHICAL VIOLATION AND SUBJECTS ME TO DISCIPLINARY ACTION OR CONTRACT TERMINATION.
8. I UNDERSTAND MY SECURITY CODE(S) IS MY ELECTRONIC SIGNATURE ON THE MEDICAL RECORD.

I HAVE READ AND AGREE TO ADHERE TO THE CONDITIONS OF THIS CONFIDENTIALITY AGREEMENT. I ALSO ACKNOWLEDGE THAT ANY VIOLATION
OF THE ABOVE CONDITIONS CAN RESULT IN DISCIPLINARY ACTION OR CONTRACT TERMINATION.

_________________________________  _________________
STUDENT SIGNATURE                DATE

_________________________________
NAME (Please Print)               AGENCY/SCHOOL
Health Information Technology Department

Absentee Report

Student Name: ________________________________________________________________

Date of Absence: ___________ Number of hours missed: ______________________

Name of PPE Facility: __________________________________________________________

Name of PPE Site Supervisor:___________________________________________________

Reason for Absence:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Plan to make up missed hours:
(please be specific)
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

_______________________________________________

PPE Site Supervisor Signature _________________________ Date ______/______/_______

_______________________________________________

Student Signature ___________________________ Date ______/______/_______

_______________________________________________

Midstate College HIT Director Signature __________________ Date ______/______/_______
Certificate of Pre-Graduation Educational Commitment

This commitment is made by and between Midstate College and ______________________ (Your Name) and reflects an understanding of the contribution needed to ensure the successful achievement of your desired goal:

To graduate with the necessary skills to qualify for a good job and a great career

Our Commitment to You
• To work with you on an individual basis with respect for your needs and abilities
• To facilitate your learning in an interesting and positive manner
• To fairly and impartially grade and evaluate your performance
• To rapidly report your grades on tests and projects
• To reward your hard work and positive manner
• To expect your best effort
• To start all classes on time with prepared faculty
• To support any learning difficulties with additional help

Agreed to on this date: ____________________
Signed: ____________________

Meredith N. Bunch, President/CEO

Your Commitment to Midstate College
• To attend all classes and arrive on time
• To do all homework and other assignments
• To request assistance when necessary
• To have a positive attitude toward this institution, other students, the faculty, and myself
• To take a professional approach to all assignments
• To look for solutions, not problems
• To talk through conflicts (with mediation, if necessary)
• To be a contributing member of the Midstate College family

Agreed to on this date: ____________________
Signed: ____________________ Student