

Midstate College
Health Information
Technology Department
Student Handbook
2010-2011

Midstate College
411 W. Northmoor Rd.
Peoria, IL 61614
(309) 692-4092

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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 of the North Central Association of Colleges and School.

The North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602
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

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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.

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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.

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.

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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.
- a. Satisfactory score on the college's pre-admission testing: a Wonderlic score of 21 or a combined reading comprehension and quantitative thinking score of 12. Placement testing may be repeated one time.
- b. Office 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.
- c. 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.

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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, 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.

Medical Transcription Program Objectives

Upon completion of this program, the graduate will be able to:

1. Define professionalism as applied to healthcare.
2. Demonstrate knowledge of medical terminology and diseases.
3. Apply legal and ethical issues related to medical transcription.
4. Perform medical transcription.
5. Demonstrate correct spelling, grammar, and punctuation skills.
6. Utilize medical research/resource materials.
7. Keyboard at 55 wpm with 5 or fewer errors.

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Suggested Course Sequence for Health Information Technology

(3 courses 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.

Prep Quarter

MAT 100 Fundamentals of Math
 ENG 100 Basic English Skills
 CIS 110 Introduction to Windows

	I		II
HUM 110	Human Potential	BIO 110	Anatomy and Physiology I
CIS 114	Computer Usage and Software Applications	ENG 111	Business Communications
HI 100	Medical Terminology for Health Information	HI 215	Classification and Indexing Systems 1
	III		IV
BIO 120	Anatomy and Physiology II	HI 205	Pharmacology for Health Information
HI 130	Pathophysiology	HI 220	Health Information Law and Ethics
HI 235	Classification and Indexing Systems 2	HI 275	Classification and Indexing Systems 3
	V		VI
ENG 116	Composition	HI 140	Principles of Health Information I
MAT 110	Business Mathematics	HI 250	Management for Health Information
HI 260	Alternate Healthcare Settings	HI 161	Computers in Health Information
	VII		VIII
ENG 109	Principles of Speech	BUS 201	Professional Development
-or-		Elective	Elective
ENG 120	Interpersonal Communications	HI 290	Health Information Practicum
HI 230	Principles of Health Information II		
PSY 140	Introduction to Psychology		
-or-			
SOC 100	Introduction to Sociology		

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Suggested Course Sequence for Health Information Technology

(4 courses 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 two quarters listed below is critical, due to prerequisite requirements for core courses.

Prep Quarter

MAT 100 Fundamentals of Math
 ENG 100 Basic English Skills
 CIS 110 Introduction to Windows

I

BIO 110 Anatomy and Physiology I
CIS 114 Computer Usage and Software Applications
HI 100 Medical Terminology for Health Information
HUM 110 Human Potential

III

ENG 116 Composition
HI 130 Pathophysiology
HI 161 Computers in Health Information
HI 235 Classification and Indexing Systems 2

V

ENG 109 Principles of Speech
 -or-
ENG 120 Interpersonal Communications
HI 220 Health Information Law and Ethics
HI 230 Principles of Health Information II
HI 260 Alternate Healthcare Settings

II

BIO 120 Anatomy and Physiology II
ENG 111 Business Communications
HI 215 Classification and Indexing Systems 1
MAT 110 Business Mathematics

IV

HI 140 Principles of Health Information I
HI 205 Pharmacology for Health Information
HI 250 Management for Health Information
HI 275 Classification and Indexing Systems 3

VI

BUS 201 Professional Development
 Elective
HI 290 Health Information Practicum
PSY 140 Introduction to Psychology
 -or-
SOC 100 Introduction to Sociology

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Suggested Course Sequence for Medical Coding Specialist

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.

Prep Quarter

MAT 100 Fundamentals of Math
ENG 100 Basic English Skills
CIS 110 Introduction to Windows

I

HUM 110 Human Potential
CIS 114 Computer Usage and Software Applications
HI 100 Medical Terminology for Health Information

II

ENG 116 Composition
BIO 110 Anatomy and Physiology I
HI 215 Classification and Indexing Systems 1

III

BIO 120 Anatomy and Physiology II
HI 130 Pathophysiology
HI 235 Classification and Indexing Systems 2

IV

HI 205 Pharmacology for Health Information
HI 275 Classification and Indexing Systems 3
HI 220 Health Information Law and Ethics

V

HI 260 Alternate Healthcare Settings
BUS 201 Professional Development
HI 190 Medical Coding Practical Experience

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Suggested Course Sequence for Medical Transcription

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. Remember, a typing speed of 55 wpm is required by graduation. You may need Speed and Accuracy classes to meet this requirement.

Prep Quarter

MAT 100 Fundamentals of Math
ENG 100 Basic English Skills
CIS 110 Introduction to Windows

I

HUM 110 Human Potential
CIS 114 Computer Usage and Software Applications
HI 100 Medical Terminology for Health Information

II

BIO 110 Anatomy and Physiology I
CIS 115 Word Processing Applications
KEY Keyboarding

III

BIO 120 Anatomy and Physiology II
HI 130 Pathophysiology
HI 205 Pharmacology for Health Information
HI 150 Medical Transcription I

IV

ENG 116 Composition
HI 170 Medical Transcription II
HI 220 Law & Ethics for Health Information

V

BUS 201 Professional Development
Elective
HI 195 Medical Transcription Professional
-or- Practical Experience
HI 200 Medical Transcription III

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HIT Department Projected Schedules through 2012

2010		2011				2012			
Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer	Fall	Winter
Day									
HI 230	HI 235	HI 140	HI 230	HI 235	HI 140	HI 230	HI 235	HI 140	HI 230
HI 250	HI 161	HI 215	HI 250	HI 161	HI 215	HI 250	HI 161	HI 215	HI 250
HI 275	HI 260	HI 220	HI 275	HI 260	HI 220	HI 275	HI 260	HI 220	HI 275
HI 100	HI 100	HI 100	HI 100	HI 100	HI 100	HI 100	HI 100	HI 130	HI205
HI205		HI 130	HI205		HI 130	HI205		HI 100	HI 100
Night									
HI 140	HI 230	HI 235	HI 140	HI 230	HI 235	HI 140	HI 230	HI 235	HI 140
HI 215	HI 250	HI 161	HI 215	HI 250	HI 161	HI 215	HI 250	HI 161	HI 215
HI 220	HI 275	HI 260	HI 220	HI 275	HI 260	HI 220	HI 275	HI 260	HI 220
HI 100	HI205	HI 100	HI 130	HI 100		HI 100	HI205	HI 100	HI 130
HI 130				HI205		HI 130			
Online									
HI 235	HI 140	HI 230	HI 235	HI 140	HI 230	HI 235	HI 140	HI 230	HI 235
HI 161	HI 215	HI 250	HI 161	HI 215	HI 250	HI 161	HI 215	HI 250	HI 161
HI 260	HI 220	HI 275	HI 260	HI 220	HI 275	HI 260	HI 220	HI 275	HI 260
	HI 100	HI205	HI 100	HI 130	HI 100		HI 100	HI205	HI 100
	HI 130				HI205		HI 130		
Students should take HI 100, BIO 110, and BIO 120 in their first two quarters, as these courses are prerequisites for many core courses.									
HI 140	May take any time during program, but suggest taking ENG 116 first, due to writing assignments				HI205	Prerequisite: HI 100			
HI 220					HI 215				
HI 230					HI 235				
HI 250					Prerequisites: HI 100 and BIO 110 Co-requisite: BIO 120				
HI 260									HI 130
HI 150	Available every quarter as hybrid courses based on student need				HI 161	Prerequisite: CIS 114			
HI 170					Prerequisites: HI 215 and HI 235				
HI 190									
HI 195									
HI 290									

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Essential Functions of Health Information Technology Students

The following functions are required in most job settings for Health Information Technology Professionals. **Requests for accommodation must be in writing to the school.**

FUNCTIONAL ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
GROSS MOTOR SKILLS	Move within confined spaces Sit and maintain balance Stand and maintain balance Reach above shoulders (e.g., filing charts on higher shelves) Reach below waist (e.g., plug electrical appliance into wall outlets)	
FINE MOTOR SKILLS	Pick up objects with hands Grasp small objects with hands (e.g., labels, pencil) Write with pen or pencil Key/type (e.g., use a computer) Pinch/pick or otherwise work with fingers (e.g., assemble pages in a health record and tag deficiencies) Twist (e.g., turn objects/knobs using hands)	
PHYSICAL ENDURANCE	Stand (e.g., in filing area to file records) Sustain repetitive movements (e.g., typing, filing, or assembling records) Maintain physical tolerance (e.g., work entire shift)	
PHYSICAL STRENGTH	Push and pull 25 pounds (e.g., cart to move records to filing areas) Lift 10 pounds (e.g., lift stack of records) Move light objects weighing up to 10 pounds Carry equipment/supplies Use upper body strength (e.g., filing in high areas) Squeeze with hands (e.g., operate fire extinguisher)	
MOBILITY	Twist Bend Stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk	
HEARING	Hear normal speaking level sounds (e.g., person-to-person interview) Hear faint voices Hear auditory alarms (e.g., monitors, fire alarms)	

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FUNCTIONAL ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
VISUAL	See objects up to 20 inches away (e.g., information on a computer screen) Distinguish color (e.g., color codes on charts)	
SMELL	Detect smoke Detect gases or noxious smells	
READING	Read and understand written documents (e.g., policies, protocols)	
ARITHMETIC COMPETENCE	Read and understand columns of writing Convert numbers to and/or from the Metric System Read graphs Add, subtract, multiply, and/or divide whole numbers Use a calculator Calculate statistics (e.g. incomplete rate, length of stay, transcription line count)	
EMOTIONAL STABILITY	Establish therapeutic boundaries Adapt to changing environment/stress Deal with the unexpected (e.g., upset physicians, crisis) Focus attention on task Monitor own emotions Perform multiple responsibilities concurrently	
ANALYTICAL THINKING	Transfer knowledge from one situation to another Process information Evaluate outcomes Problem solve Prioritize tasks Use long term memory Use short term memory	
CRITICAL THINKING	Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information	
INTERPERSONAL SKILLS	Negotiate interpersonal conflict Respect differences with co-workers and physicians Establish rapport with physicians Establish rapport with co-workers	
COMMUNICATION SKILLS	Teach (e.g., physicians about documentation needs) Interact with others (e.g., healthcare workers) Speak on the telephone Influence people Direct activities of others	

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Ethics/Discipline

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.

Plagiarism

Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If students use the author's words in a paper or assignment, they must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college. (See the Midstate College catalog and/or Student Handbook for additional information.)

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.

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.

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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.

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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 and failure of these classes.** 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 160 hour unpaid 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. Also a typing speed of 35 wpm with five or less errors on 5 minute timing is required. 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 160 hours if the student is not performing in a satisfactory manner. If there is any evidence that the student can not perform effectively in the experience, the professional practice experience may be terminated and graduation may be adversely impacted.

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.

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- A student must participate in a minimum of 160 hours of 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. No amount of classroom simulation can replace it.

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.

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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 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. The student must also purchase and wear a Midstate College name badge.

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 JCAHO 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.

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Professional Practice Experience Policies

1.0 General Policies:

- 1.1 Students must report to the professional practice experience sites at the specified time. If a student is unable to report to the assigned site on time, both the site supervisor and the Health Information Technology program director must be notified as soon as possible. The Health Information Technology Department Absentee Report must be completed and signed.
- 1.2 Excused absences must be approved by the Health Information Technology instructor and the site supervisor and must be made up before the end of the term and at a time convenient to the clinical site.
- 1.3 Students will follow all organizational and departmental policies and procedures for employees.
- 1.4 Students are responsible for transportation to and from each site.
- 1.5 PPE sites are selected based on availability of facilities to participate, and assignment is at the discretion of the Health Information Technology Director.

2.0 Confidentiality Policies:

- 2.1 Students are provided with supervised “real world” learning experiences to develop insight, understanding and skill in health information technology practices. Placing students in the clinical 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 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.

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- 2.6 Violation of the privacy practices of the professional practice experience site will be cause for withdrawal from the course with a grade of WF (withdrawal failure).
- 2.7 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.

- 3.0 Professional Image Policy:
 - 3.1 Students' appearance reflects not only on themselves but also on the Health Information Technology department at Midstate College.

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

- 4.0 Policy on Experience Equivalency:
 - 4.1 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.

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Health Information Technology
Professional Practice Experience (PPE)
Student Agreement

1. Course Requirements _____ **initials**
 - Each student is required to complete a minimum of one hundred-sixty (160) hours in healthcare facility under the supervision of experienced personnel.
 - The PPE facility will be selected by the HIT department director.
 - Four quarter hour credits will be granted for the 160 hours PPE experience.

2. Criteria for HIT / MCS / MT PPE student participation _____ **initials**
 - 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 _____ **initials**
 - 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: _____ **initials**
 - 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.

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- **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.**
 - Lunch hours are not counted toward the required 160 hours.
 - 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:
 - Meet with the HIT department director for orientation prior to beginning the PPE.
 - 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.
 - Participate in online classroom discussions and submit journal assignments every week.
 - Establish a routine with the facility supervisor for timely return of **ALL** performance evaluations.
 - Complete a Student Evaluation of the PPE Site following completion of the PPE
 - Complete the applicable mock exam (CCS, 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.
 - To provide the extern with Syllabus and Student Evaluation Reports.
 - To periodically make evaluations of student's progress at the PPE Facility.
 - To abide by the rules and regulations of the PPE Facility.
 - To establish a weekly conference time with each student to discuss the student's progress during

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- 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 Student Contract

I have read and understand the HIT/MCS/MT Professional Practice Experience Student Contract 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 Tasks

(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 Tasks for the Registered Health Information Technician*.

Domain I: Health Data Management

Subdomain A. Health Data Structure, Content and Standards

1. Collect and maintain data sets and databases
2. Conduct qualitative analysis to assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status
3. Apply clinical vocabularies and terminologies used in the organization's health information systems
4. Comply with national patient safety goals as related to abbreviation usage
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources (e.g., patient care; management; billing reports and/or databases)

Subdomain B. Healthcare Information Requirements and Standards

1. Monitor the accuracy and completeness of the health record as defined by organizational policy, external regulations and standards
2. Perform analysis of health records to evaluate compliance with regulations and standards:
 - a. Quantitative analysis
 - b. Qualitative analysis
3. Apply policies and procedures to assure organizational compliance with regulations and standards

Subdomain C. Clinical Classification Systems

1. Use and monitor applications and work processes to support clinical classification and coding
2. Apply diagnosis/procedure codes using ICD-9-CM
3. Apply procedure codes using CPT/HCPCS
4. Ensure accuracy of diagnostic/procedural groupings (e.g., APC; DRG; IPS)
5. Adhere to current regulations and established guidelines in code assignment
6. Validate coding accuracy using clinical information found in the health record
7. Identify discrepancies between coded data and supporting documentation

Subdomain D. Reimbursement Methodologies

1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery (e.g., APC; DRG; RVU; RBRVS)
2. Support accurate revenue cycle through coding

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3. Use established guidelines to comply with reimbursement and reporting requirements (e.g., National Correct Coding Initiative [NCCI]; Local Medical Review Policies [LMRP])

Domain 2: Health Statistics, Biomedical Research and Quality Management

Subdomain A. Healthcare Statistics and Research

1. Abstract and maintain data for clinical indices/databases/registries
2. Collect, organize, and present data for:
 - a. Administrative purposes
 - b. Financial purposes
 - c. Performance improvement programs
 - d. Quality management

Subdomain B. Quality Assessment and Performance Improvement

1. Participate in facility-wide quality assessment program
2. Present data in verbal and written forms

Domain 3: Health Services Organization and Delivery

Subdomain A. Healthcare Delivery Systems

1. Comply with accreditation, licensure, and certification standards from government (national, state, and local levels) and private organizations (e.g., Joint Commission on the Accreditation of Healthcare Organizations [JCAHO])
2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Centers for Medicare and Medicaid Services (CMS), managed care
3. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs
4. Understand the role of various providers and disciplines throughout the continuum of healthcare services

Subdomain B. Healthcare Compliance, Confidentiality, Ethical, Legal, and Privacy Issues

1. Implement the legal and regulatory requirements related to health information
2. Apply regulatory policies and procedures for access and disclosure of protected health information (PHI)
3. Maintain user access logs/systems to track access to and disclosure of patient-identifiable data
4. Identify and report privacy issues/problems
5. Demonstrate and promote legal and ethical standards of practice
6. Report compliance issues according to organizational policy
7. Collaborate with staff to prepare the organization for accreditation, licensing and/or certification surveys
8. Implement health record documentation guidelines and provide education to staff

Domain 4: Information Technology and Systems

Subdomain A. Information and Communication Technologies

1. Use technology, including hardware and software, to ensure data collection, storage, analysis, retrieval and reporting of information
2. Use common software applications (e.g., spreadsheets; databases; presentation; email) in the execution of work processes
3. Use specialized software in the completion of HIM processes (e.g., chart management; coding; release of information)
4. Apply policies and procedures for 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
5. Protect data integrity using software or hardware technology (Note: Integrity means that data should be complete, accurate, consistent and up-to-date)

Subdomain B. Data, Storage and Retrieval

1. Use appropriate electronic or imaging technology for data/record storage
2. Maintain integrity of patient numbering and filing systems
3. Design forms, computer input screens, and other health record documentation tools
4. Maintain integrity of master patient/client index/Enterprise Master Patient Index (EMPI)
5. Query and generate reports using appropriate software.
6. Design and generate reports using appropriate software
7. Coordinate, use and maintain archival and retrieval systems for patient information (e.g., in multiple formats)

Subdomain C. Data Security

1. Apply confidentiality and security measures to protected health information (PHI)
2. Apply departmental and organizational data and information system security policies
3. Use and summarize data compiled from audit trail

Subdomain D. Healthcare Information Systems

1. Collect and report data on incomplete records and timeliness of record completion
2. Maintain filing and retrieval systems for health records.

Domain 5: Organizational Resources

Subdomain A. Human Resources

1. Apply the fundamentals of team leadership
2. Develop and/or contribute to:
 - a. Strategic plans, goals and objectives for area of responsibility/responsibilities
 - b. Job descriptions
3. Develop and/or conduct Performance Appraisals
4. Participate in intra-departmental and inter-departmental teams/committees

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5. Develop and implement staff orientation and training programs
6. Provide consultation, education, and training to users of health information:
 - a. Internal users (e.g., healthcare providers; administrators)
7. Assess, monitor, and report:
 - a. Quality standards
 - b. Productivity standards
8. Perform staffing analysis to determine adequate coverage
9. Prioritize job functions and activities
10. Use quality improvement tools and techniques to assess, report and improve processes
11. Promote positive customer relations
12. Apply the principles of ergonomics in work process design
13. Comply with local, state and federal regulations regarding labor relations

Subdomain B. Financial and Physical Resources

1. Determine and monitor resources to meet workload needs including staff, equipment and supplies
2. Make recommendations for items to include in budgets.
3. Monitor coding and revenue cycle processes
4. Recommend cost-saving and efficient means of achieving work processes and goals

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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.

Requirements for Health Information Technology or Medical Coding Graduation

- 1) A grade of “C” or better must be maintained in all course work
- 2) Completion of professional practice experience.
- 3) Students must take a final assessment examination at the conclusion of the program.
- 4) The department assessment process, the college exit examination and survey must be satisfactorily completed.

Requirements for Medical Transcription Graduation

- 1) A grade of “C” or better must be maintained in all course work.
- 2) Students must have demonstrated a keyboard speed of 55 wpm with 5 or less errors.
- 3) Completion of professional practice experience.
- 4) Students must take a final assessment examination at the conclusion of the program.
- 5) The department assessment process, the college exit examination and survey must be satisfactorily completed.

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 web site www.ahima.org. It is your responsibility to apply for the examination and pay the testing fee.

New coders who earn the CCA 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.

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The Association for Healthcare Documentation and Integrity (AHDI) offers a voluntary credentialing exam to individuals who wish to become Registered Medical Transcriptionists (RMTs). This exam is applicable for recent graduates of medical transcription education programs, or MTs with fewer than two years' experience in acute care. This exam is considered a level 1 exam. Individuals interested in this exam may not hold a CMT credential.

AHDI offers a voluntary certification exam to individuals who wish to become Certified Medical Transcriptionists (CMTs). Individuals interested in this exam should have 2 years of acute care (or equivalent) transcription experience. This exam is considered a level 2 exam.

Professionalism Starts NOW!

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.

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- 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 utmost 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, I strongly encourage 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 lgrebner@midstate.edu or Melinda Gallas at mgallas@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>
 - This is the national professional organization for Health Information professionals, including HIT, MCS, and MT. Student membership is only \$35.
 - Association for Healthcare Documentation Integrity (AHDI) <http://www.ahdionline.org>
 - This is the national professional organization for Medical Transcription professionals. Student membership is only \$55.
 - Illinois Health Information Management Association (ILHIMS) <http://www.ilhima.org>

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- 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>
 - 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.
- MySpace
 - Midstate College does have a MySpace page. However, MySpace is not necessarily a great place for professional networking.
- 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.

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Nuts and Bolts for Finding a Job!

Adapted in part from www.angelfire.com

Be able to briefly talk about your education, experience and abilities in relationship to the job for which you are applying. Be ready to discuss what you have learned about the company that has motivated you to apply for the job. Practice means saying the words out loud, not to memorize, rather just to have experience saying the words. Thinking about what you will say is not the same as saying what you will say.

Bottom line, employers want people who will come to work on time, every day they are scheduled, who can get along with the other employees and are willing to do the job the way the employer wants it done. In essence, every job requires on the job training. New employees must learn the rules of the organization and how to get along with the other employees. Every job is hardest at the beginning and gets easier with experience. In an interview, saying "I know I can learn your ways of doing things," tells an employer you have faith in your ability to learn the way the employer wants it done and you are willing to do it their way.

After an interview, a short thank you note reminds the employer that you have applied for a job. We can express appreciation for the courtesy of an interview and confirm that we are interested in the position. If we do not hear from the employer within a reasonable period of time, we can always stop by and remind the employer we are still interested. You can say something like, "Just stopped by to say hello. I know you are busy. I do not want to be a pest, but I do not want you to forget me." If you really want the job, you can continue to make follow-up contacts until the employer hires you or tells you clearly that you are not being considered.

Go to any interview where there is a job that you might qualify to do. It is good practice and many organizations know in advance of other job openings. Keep a log:

- Dates
- Places You Go
- Names of the People You Meet
- Impressions-What Happened?

Generally speaking, Employers hire people they know, first and people sent to them from people they know, second.

Humans are afraid of people they do not know and humans take care of their buddies. It has been suggested that as many as 7 out of 10 positions are filled through personal contacts. The better the job and the better the pay, the greater the chance it will be offered through a personal contact. If this is true, job seekers would be wise to make a list of every person they know and contact them for assistance finding a job.

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After we have exhausted our list of every person we know, if we are still not working, we need to meet more people. Where? Every person you meet may be able to help you find a job. Be nice to people. Get out into your community. Be willing to help others and you may meet someone who can help you. Learn names. Call people by their name. Continue to introduce yourself until you are sure they know who you are.

- Attend Community Meetings- The most active people are involved.
- Volunteer- It is good for your soul and you will meet people.
- Join Clubs-Those who join very often have many other contacts.
- Visit Places of Business-Find out if there is a potential job.

Take a long look in the mirror

“First impressions count” is an expression that is important to remember. What sort of impression will you make as you greet the person who might be hiring you or recommending you for a job?

- Take a look in the mirror. Is your hair dirty or unkempt? Is it attractively styled? Is it one attractive color? Maybe it has grown out and has unattractive dark roots...Employers often don't like dramatic shades or styles of hair. A trip to the salon can make you look pulled together and organized.
- Is your make-up applied in subtle tones? Does it minimize scars, acne and birth marks? Are your glasses held together with a safety pin? Women should have no facial hair or sideburns. Most beauty salons can help with waxing a lip, chin or brows. Stubble on a man's face says you are lazy and don't care...Most employers would never consider hiring anyone who can't maintain their own hygiene.
- What do your fingernails look like? Well-shaped, natural-colored nails are acceptable in the working world. Men should especially be careful to avoid long nails as that has negative connections to drug usage.
- Check your breath... Clean teeth and mouthwash are parts of basic hygiene that are very important in the working world. Nothing is more disgusting than seeing leftover lunch on a job candidate's teeth. Smile in the mirror. Would a small investment in dental repair improve your chance to get a job? Discolored, decayed and missing teeth really can hamper your ability to offer a warm, pleasant smile.
- Do you shower at least every day? Do you wear underarm deodorant? Is your underwear clean every day? Do you always wear freshly laundered clothing? If not, you probably smell bad to others. You may not want to believe it, but you develop a tolerance to your own odor. If you aren't getting a job, this may be an issue... Non-smokers do not like the smell of cigars or cigarettes. Smoke odors do cling to your hair and clothing.
- Are your shoes clean and polished? Are there stains on your clothing?
Clean is everything! Never wear jeans, shorts, sandals or bare legs to an interview. Always wear a professional looking outfit. Dress up, never down. Minimize the jewelry and perfume.

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How do you come across? Would you want to hire yourself?

Employers want the most for their money. They want to hire an enthusiastic and energetic person. They want to see bounce in your step. As they consider you for a position, they are thinking about whether you'll have the energy to do the job. Show energy and enthusiasm in your voice and actions.

Watch your posture and vocal expressions. Employers like positive people. If you share negatives about past employers, schools, teachers, bosses, externships or co-workers, the prospective employer will be hesitant to hire you. If you have complaints about previous situations, this is not the time to be critical. Accentuate the positive. Make direct eye contact and smile.

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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. Midstate College agrees to:

- A. Establish and maintain curriculum standards and educational policies as required by the Illinois Board of Higher Education (IBHE), North Central Association of Colleges and Schools (NCA), and Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM) for the education of health information and other allied health students.
- B. 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.
- C. Provide specific written Professional Practice Experience performance objectives by which students should be evaluated to the PPE facility.
- D. Plan the 160 hour 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.
- E. Assign to a PPE facility only those students who have successfully met the academic standards of the College and their program.
- F. Provide a faculty coordinator to establish and supervise Professional Practice Experiences.
- G. Have students and faculty coordinators follow the regulations and policies of the PPE facility during the PPE.
- H. Provide malpractice insurance for the student during the PPE.

II. The Professional Practice Experience facility agrees to:

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- A. 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.
- B. Provide orientation of college faculty and students to the facilities, philosophies, and policies of the PPE institution.
- C. No student shall be discriminated against on the basis of race, color, sex, creed, age, national origin, ancestry, marital status, familial status, religion, sexual orientation or disability for the purposes of this agreement.
- D. Give students the opportunity to receive 160 hours of supervised experience in program-related experiences, in Health Information Technology, Medical Transcription, or Medical Coding. This includes student use of equipment, supplies, and records as necessary for conducting the PPE.
- E. Observe the following personnel policies:
 - 1. Do not use students as a replacement or substitute for an employee.
 - 2. Permit students to observe the hours/days mutually agreed upon with the College.
 - 3. Allow students to take vacations and holidays according to the Midstate College calendar.
 - 4. Allow students to make up time lost due to unavoidable absence.
 - 5. 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.
- F. Arrange for medical care whether it be first aid or hospitalization if needed by a student during the 160 hour PPE. The student will be held financially responsible for her/his medical care.
- G. Complete student performance evaluations provided by the faculty coordinator.
- H. Allow the faculty coordinator to make periodic on-site visits to assess the progress of the student in the PPE.

III. 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.

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- 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.

IV. 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.

V. Length of 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, Chief Academic Dean, and Program Director.

Signature of Midstate College President

Signature of PPE Site Supervisor

Signature of Faculty Coordinator

Date

PPE agreement 11/28/06 lg

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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