

**COLLEGE OF THE MAINLAND
HEALTH INFORMATION MANAGEMENT
STUDENT HANDBOOK
WELCOME**

College of the Mainland is pleased to provide you with information regarding the Health Information Technology Program. This handbook is designed to serve as a guide to information concerning the associate degree in Health Information Management and certificate in Medical Coding and to student policies that are particular to these courses of study. The requirements given in this handbook apply to all students enrolled in the Program. The student should become familiar with this and make plans to comply with these guidelines. Please feel free to discuss any questions or concerns with the instructors in the Program. Please read through the entire handbook, sign the Acknowledgement Form, and submit it as an attachment to your Program Director.



ACCREDITATION

The HEALTH INFORMATION MANAGEMENT accreditor of COLLEGE of the Mainland is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for ASSOCIATE degree in HEALTH INFORMATION MANAGEMENT has been reaffirmed through 29-30. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

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PHILOSOPHY

The Health Information Management Program at College of the Mainland provides instruction and clinical internship experiences to assist students in developing the Domains, Sub domains and Tasks of a health information management technician. These are developed by the American Health Information Management Association Council on Certification are included in the Handbook. The program also provides instruction and clinical internship experiences for the certificate in Medical Coding. The Health Information Program staff is committed to providing the best possible learning environment for the student. Every effort will be made to meet the individual needs of the student within the framework of the college requirements and professional standards. Each student is expected to accept responsibility for his/her own education and to make full use of the learning opportunities offered by the College.



College of the Mainland does not discriminate based on race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the college's compliance with the regulation implementing Title VI, Title IX, or Section 504 is directed to contact Dr. Sarah David, Director of Institutional Equity in the Administration Building (409-933-8413) any person may also contact the Assistant Secretary for Civil Rights, US Department of Education regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Any student who has a documented learning or physical disability and wishes to access academic accommodations under the 1973 Rehabilitation Act or the Americans with Disability Act must contact Kimberly Lachney in the student success center at 409- 933-8919 or klachney@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu. The student must have appropriate documentation of the disability and the need for the requested accommodation on file with the Advisement Center before accommodations can be provided.

PEOPLE TO KNOW

Dr. Warren Nichols	President of the College	409-933-8271
Dr. Rebecca Montz	Dean of Instruction	409-933-8948
Faculty		
Kay Carrier	Associate Professor, HIM	409-933-8414
Carol Smith	Adjunct Instructor	409-933-8926
Tammy Lopez	Adjunct Instructor	409-933-8926
Dalona Griffin	Adjunct instructor	409-933-8926
Tori Collins	Adjunct Instructor	409-933-8926
LaRenda Goudie	Administrative Assistant	409-933-8926

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HEALTH INFORMATION TECHNOLOGY PROGRAM ADVISORY COMMITTEE

The Health Information Technology Program maintains a group of health information and academic program professionals who serve as advisors to the program. These individuals are responsible for providing advice to the HIM program on current health information trends and needs of the community. They maintain as a liaison function between the program and the health information professionals in the community. This group meets a minimum of two (2) times per year or as necessary.

THE HEALTH INFORMATION TECHNICIAN

The Health Information Management Program is designed for persons interested in pursuing a career that combines both clinical and IT skills in the following areas: information systems (electronic health records); compliance, revenue cycle management interpreting/analyzing medical information; handling responses regarding consent for treatment and release of information; privacy and security of health information; managing data; and maintaining the components of health record systems and the personnel required for systems to function.

Health information professionals are responsible for maintaining components of health information computer systems, protecting patient privacy, and providing information security, ensuring health information is complete and available to legitimate users, coding classifying data for reimbursement, analyzing information necessary for decision support, complying with standards and regulations regarding health clinical data for research and public policy. In all types of facilities, and in various knowledge and skills necessary to process and maintain, compile, and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality improvement and research. The health information technician may be responsible for functional supervision of the various components of the health information system.

This program provides instruction and clinical experience to assist students in developing the technical hard skills necessary to become Health Information Technicians as well as soft skills.

Teamwork is critically important to the success of any institution. Being part of a team means performing alongside persons of varying ethnic backgrounds, national origin, political and religious beliefs, as well as other differences. Very diverse groups often come together to share a common goal of caring for one another and others. By communicating effectively, and working together smoothly, the group carries out its goals successfully. A cooperative and collaborative group is one we will model in the health information courses.

Graduates receive the associate in applied science degree from the College and in addition are eligible to write the AHIMA national qualifying examination to become a Registered Health Information Technician (RHIT).

Because this is a vocational program, professional courses within the Health Information Technology curriculum may not directly transfer to a four-year institution. If a student decides to continue his/her education to pursue a Bachelor of Science in Health Information Management, the four-year institution should be contacted to assure a smooth transfer of credit.

MEDICAL CODER

Medical coders assign codes to diagnoses and procedures to receive proper reimbursement from third party payers. Medical coders use the International Classification of Diseases and Current Procedural Terminology coding systems to assign an accurate code for compliance with federal regulations and insurance requirements. Coded information is used to prepare statistical reports for research and public policy.

HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES**DOMAINS, SUBDOMAINS AND TASK**

AHIMA
Taxonomy
Level

Associate Degree Competencies

- | | |
|---|-------------------------------------------------------------------------------------------------|
| 2 | I.1 Describe healthcare organizations from the perspective of key stakeholders |
| 3 | I.2 Apply policies, regulations, and standards to the management of information |
| 3 | I.3 Identify policies and strategies to achieve data integrity |
| 5 | I.4 Determine compliance of health record content within the health organization |
| 2 | I.5 Explain the use of classification systems, clinical vocabularies, and nomenclatures |
| 2 | I.6 Describe components of data dictionaries and data sets |
| 5 | I.6 (DM ONLY) Evaluate data dictionaries and data sets for compliance with governance standards |

- 3 II.1 Apply privacy strategies to health information

- 3 II.2 Apply security strategies to health information

- 3 II.3 Identify compliance requirements throughout the health
information life cycle

- 3 III.1 Apply health informatics concepts to the management of
health information

- 3 III.2 Utilize technologies for health information management

- 3 III.3 Calculate statistics for healthcare operations

- 3 III.4 Report health care data through graphical representations

- 2 III.5 Describe research methodologies used in healthcare

- 3 III.6 Describe the concepts of managing data

- 2 III.7 Summarize standards for the exchange of health
information

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- 5 III.6 (DM ONLY) Manage data within a database system
- III.7 (DM ONLY) Identify standards for exchange of health information
- 3 IV.1 Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines
- 2 IV. 2 Describe components of revenue cycle management and clinical documentation improvement
- 2 IV. 3 Summarize regulatory requirements and reimbursement methodologies
- 5 IV.1 (RM ONLY) Determine diagnosis and procedure codes according to official guidelines
- 5 IV. 2 (RM ONLY) Evaluate revenue cycle processes
- 5 IV.3 (RM ONLY) Evaluate compliance with regulatory requirements and reimbursement methodologies
- 3 V.1 Apply legal processes impacting health information
- 3 V.2 Demonstrate compliance with external forces

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|---|-----------------------------------------------------------------------------------------|
| 3 | V.3 Identify the components of risk management related to health information management |
| 3 | V.4 Identify the impact of policy on health care |
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| 3 | VI.1 Demonstrate fundamental leadership skills |
| 3 | VI.2 Identify the impact of organizational change |
| 3 | VI.3 Identify human resource strategies for organizational best practices |
| 3 | VI.4 Utilize data-driven performance improvement techniques for decision making |
| 3 | VI.5 Utilize financial management processes |
| 4 | VI.6 Examine behaviors that embrace cultural diversity |
| 5 | VI.7 Assess ethical standards of practice |

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- | | |
|---|----------------------------------------------------------------------------|
| 2 | VI.8 Describe consumer engagement activities |
| 3 | VI.9 Identify processes of workforce training for healthcare organizations |
| x | 1. Pathophysiology and Pharmacology |
| x | 2. Anatomy and Physiology |
| x | 3. Medical Terminology |
| x | 4. Computer Concepts and Applications |
| x | 5. Math Statistics |

SELECTION CRITERIA -ASSOCIATE DEGREE

To promote student success in the Health Information Management Program and in the health record profession, the following criteria is established:

- a. High school diploma or GED.
- b. Must pass the college entrance exam.
- c. should have minimum keyboard, computer, verbal, and non-verbal communication skills.

The grade point requirement must be met by successful completion (grade point average of (2.6 on a 4.0 scale) of the first college semester (minimum 12 hours).

Provisional admission of any student is considered only if Program enrollment is allowed.

ADMISSION PROCEDURE - ASSOCIATE DEGREE

1. Submission of application to College of the Mainland and required transcripts from high school and colleges previously attended.
2. First time students must meet with LaShawnda Roberts, Advisor, 409-933-8940.
3. Interview with the program director at the college. It is the responsibility of the applicant to assure that the documentation is complete and to make an appointment for the interview.

COURSE REQUIREMENTS

All health information core courses in all programs must be completed with a grade of "C" (75%) or better to progress to the next course and/or successfully complete and of the programs. Core courses include all classes designated with a "HITT" at the beginning of the course number.

GRADUATION REQUIREMENTS

The specific course requirements for the Associate in Applied Science degree in Health Information Management and Medical Coding Specialist are listed under curriculum. Please review these with your advisor to make certain you have met all the requirements for graduation.

In addition, the student must meet the graduation requirements listed in the college

catalog.

FEES

Please refer to the college course schedule for a current listing of tuition and fees.

FINANCIAL AID AND SCHOLARSHIPS

Students with financial aid concerns are encouraged to talk with the Financial Aid Office on campus, call 409-933-8274

**CURRICULUM-ASSOCIATE OF APPLIED SCIENCE IN HEALTH
INFORMATION TECHNOLOGY**

Summer Pre-requisites	Hours
Medical Terminology – HITT-1305	3
Anatomy and Physiology – 2401	4
BCIS – 1305	3
Elementary Statistics – MATH 1342	3
Total Hours	13
Fall	Hours
English Composition 1 – ENGL – 1301	3
Health Data Content and Structure – HITT 1301	3
Anatomy and Physiology – BIOL 2402	4
Introduction to Sociology – 1301 or General Psychology – 1301or 1300	3
Total Hours	13
Spring	
Health Care Delivery Systems – HITT 1345	3
Coding and Classification Systems – HITT 1341	3
Healthcare Statistics – HITT 1255	2
Legal and Ethical Aspects of HIM – HITT 1353	3
Pathophysiology/Pharmacology – HITT - 2330	3
Total Hours	14
Fall	
Quality Assurance and Performance Improvement – HITT 2343	3
Coding and Reimbursement Methodologies – HITT 2335	3
Health Information Systems – HITT 1311	3
Intro to Ethics – Philosophy 2306	3
Total Hours	12
Spring	
Health Information Organization and Supervision – HITT 2339	3
Practicum – HIT/RHIT Competency Review (Capstone) – HITT 2266 (224 contact hours 112 Facility – 112 Virtual)	2
Advanced Coding – HITT 2346	3
Total Hours	8
Total AAS Hours	60

CURRICULUM - MEDICAL CODING CERTIFICATE

Summer Pre-requisites	Hours
Medical Terminology – HITT-1305	3
Anatomy and Physiology – 2401	4
BCIS - 1301	3
Total Hours	10
Fall	Hours
Health Data Content and Structure – HITT 1301	3
Anatomy and Physiology – BIOL 2402	4
Total Hours	13
Spring	
Health Care Delivery Systems – HITT 1345	3
Coding and Classification Systems – HITT 1341	3
Legal and Ethical Aspects of HIM – HITT 1353	3
Pathophysiology/Pharmacology – HITT 2330	3
Total Hours	12
Fall	
Coding and Reimbursement Methodologies – HITT 2335	3
Health Information Systems – HITT 1311	3
Total Hours	12
Spring	
Advanced Coding	3
Practicum – HITT 2266	2
Total Hours	5
Total Certificate Hours	41

PROFESSIONAL PRACTICUM EXPERIENCE

The Practicum course is a supervised learning experiences at affiliated facilities and are designed to give the student required experience in applying the principles and theories learned in lecture and application courses. Written assignments and evaluations are required in the course. Students may be required to travel to sites in neighboring towns.

During these periods the student will have the opportunity to integrate theory and practice under close supervision of health information practitioners/supervisors. Students also gain direct experience working with other health care professionals and observe close working relationships between the health information staff as well as other facility staff. Additionally, students are responsible for preparing a written report. You will be provided with the packet of materials at the time of your clinical internship.

Before the student begins his/her first professional experience, the student will be required to submit the following

- pass a Criminal Background Check
- provide documentation of current immunizations such as Tetanus, Measles, Mumps, Rubella, TB Skin Test, Chicken Pox
 - pass a drug screen

Students may also be required to:

- provide proof of completion of Hepatitis B, Influenza and COVID vaccine series
 - wear hospital scrubs and student identification badge

The information must be on file before the Practicum can begin.

Students may not be reimbursed for work performed during any of the clinical internship.

Students may not take the responsibility or the place of employees of any of the affiliation sites. Travel and other expenses incurred are the responsibility of the student.

Students have the responsibility to abide by the protocol of the clinical site concerning rules and regulations; clean their own work area before leaving the Department, no matter what the time might be; and be always professional. The student is required to dress professionally for the clinical site or per clinical sites dress code.

Possession, use or distribution of alcohol or controlled substances at the clinical site will result in immediate dismissal without refund or recourse. A suspicion of alcohol or drug use may require immediate testing

Background Checks: Some facilities require background checks to be performed on all staff and students working in the facility in addition to the one required by the HIM program. Students are responsible for any costs incurred due to background checks. If a negative result is returned from the background check the student may not be able to

complete the professional clinical experience.

The clinical practice experience is an excellent opportunity for students to broaden their practical experience. Therefore, it is rare that a student will be permitted to complete the final Clinical Affiliation in a facility in which he/she is employed. If the student prefers to spend his/her Practicum at a site not normally used by the program (i.e., out of region or out of state) every effort will be made to determine the feasibility of using the site.

The student is responsible for arranging and providing his/her own travel and living arrangements.

I understand that absenteeism and tardiness are considered unprofessional and undesirable traits. Attendance during clinical internship is mandatory. When unable to report for the clinical internship experience due to illness or emergency, the student must notify the clinical site and the instructor prior to the scheduled starting time, except in extreme emergencies. Failure to report could result in failure of the course. Any absence must be made up so the student fulfills the requirements of the PPE, or one letter grade will be deducted for each absence.

CONFIDENTIALITY

All information contained in a patient's medical, or health record is considered confidential. Information obtained during laboratory (Application courses) and clinical internship experiences that pertain to patients, physicians or hospital business is considered confidential and must not be disclosed to unauthorized individuals including family and friends. Such information is discussed only to complete required assignments.

Protecting confidential information from unauthorized individuals includes proper handling of the medical record and transcription tapes used in class laboratory and at clinical sites. They should never be left unattended where unauthorized individuals may have access. To disclose this information in any other instance is sufficient cause for immediate dismissal from the Program. Students may be required to sign a confidentiality statement at various clinical sites.

JOB PLACEMENT

The program does not guarantee job placement; however, the program will pass on job opportunities to the students.

ACADEMIC HONESTY

Students at College of the Mainland are required to maintain honesty in their academic pursuits. The administrators and faculty at College of the Mainland require students to do the following:

1. Submit examination, themes, reports, drawings, laboratory notes, and other

- assignments/work that represent the student's best efforts without cheating, plagiarizing, or misrepresentation.
2. Provide and maintain academic records that are complete and accurate.
 3. Refrain from participating in the academic dishonesty of a person.

Students who engage in academic dishonesty bring discredit upon COM as well as themselves. Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students who failed and/or dismissed from a course by an instructor will not be allowed to take a "W" for the course. Instructors may also recommend to the president of the college that such students be dismissed from the program and/or institution.

Students charged with academic dishonesty have the right of appeal and are assured of due process by the institution.

ALCOHOL/TOBACCO/NARCOTICS

Violators will be subject to the Student Disciplinary Rules as noted in the College of the Mainland Catalog.

1. Use of intoxicating or controlled substances is prohibited on campus.
2. Students are not to report to class under the influence of substances that alter mental status (this includes prescribed medications).
3. Consumption of alcohol while in class is grounds for immediate dismissal.
4. College of the Mainland is a smoke-free campus. If you smoke, you must be inside your vehicle.

ATTENDANCE

Students are expected to log in online at least 3 times a week and participate in all classes.

Attendance during clinical internship is mandatory. When unable to report for the clinical internship experience due to illness or emergency, the student must notify the clinical site and the instructor prior to the scheduled starting time, except in extreme emergencies. Failure to report could result in failure of the course. Any absence must be made up, so the student fulfills the requirements of the clinical internship.

ROLE OF THE STUDENT

Students are expected to be in class or on-line on time, ready to work with all assignments completed. Students are expected to be courteous to other class members as well as the instructor. Do not interrupt the speaker and whisper to others during class.

Comments, ideas, questions, and jokes should be shared with the class. It is the responsibility of the student to ask questions as needed and to meet with the instructor for additional help during the semester.

Students are expected to clean their work area when completed. This includes the classroom or clinical site. Remove your personal belongings, trash, and replace your chairs under the desk. All students are expected to clean their workspaces at any clinical site they visit and be respectful of the site's rules and regulations.

GRIEVANCE POLICY

Students have the right to expect their issues to be addressed. Using the method outlined here will ensure that problems are properly documented and, therefore, properly addressed.

ACADEMIC CALENDAR/TRANSFER POLICY/WITHDRAWAL/REFUNDS OF TUITION/FEES

Refer to college catalog.

**ACKNOWLEDGEMENT OF THE RECEIPT OF THE HANDBOOK AND
STATEMENT OF UNDERSTANDING**

As a student in the HIM Program at College of the Mainland, I acknowledge that I have received and had an opportunity to examine the HIM Student Handbook. A copy of this handbook has been given to me to retain for future reference or I have been provided an electronic copy, and I agree to familiarize myself with its contents and comply with the information provided. I understand that the information contained in the HIM Student Handbook represents guidelines only and that program modifies those guidelines or amend or terminate any policies, or procedures at any time. I accept the responsibility to keep myself informed of any changes made to the Handbook.

Printed Student Name

Signature of Student

Date

Date Received by HIT Dept.